

**ST. STEPHEN'S CATHOLIC**



**PRIMARY SCHOOL**

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*Love like Jesus. Learn Like Jesus. Live like Jesus.*

# **Behaviour and Discipline Policy Document**

## **September 2022**

### **DOCUMENT STATUS**

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# **St Stephen's Catholic Primary School**

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**Behaviour and Discipline Policy**

# St Stephen's Catholic Primary School

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## 1 Aims and expectations

**1.1** It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. Our School Mission Statement lies at the heart of our school community. It underpins our learning and living experiences. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

**1.2** The school has a set of Golden Rules which aim to promote good behaviour and positive relationships.

**1.3** We treat all children equally and apply this behaviour policy in a fair and consistent way.

**1.4** This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

**1.5** The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

## 2 Rewards and Consequences

**2.1** At St Stephen's Catholic Primary School, we aim to focus on a positive behaviour management system in order to support the development of all children. The golden rules are displayed in each class and children will be reminded continually of school expectation in achieving each rule. At the discretion of the teacher, the class will be awarded class points during any part of each school day should they be deemed to be achieving sufficient progress towards the set rules or a specific class target. Once 20 points have been awarded the class will be awarded 15 minutes Golden Time.

**2.2** We praise and reward children for good behaviour in a variety of ways:

- Verbal praise
- Stickers and reward charts
- Class star of week texts/phone call
- Class points to culminate in reward at the end of each half term
- Golden time awarded when 20 class points have been awarded (up to a max of 15 minutes)
- Individual class rewards
- Rainbow Champions recognised in weekly school newsletter

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## 2.3 The Golden Rules at St Stephen's are:-

We are gentle – we do not hurt anybody  
We are honest – we do not cover up the truth  
We are kind and helpful – we do not hurt people's feelings  
We look after property – we do not waste or damage things  
We work hard – we do not waste our own time or anyone else's time  
We listen – we do not interrupt

We employ a range of sanctions for children who break any of our Golden Rules.

The Rainbow, Sun and Cloud system is in place across the whole school.

All children begin each day in the sun which indicates appropriate behaviour is being displayed and encourages all pupils to achieve. Positive behaviour and attitudes to work will be continually encouraged at all times. In order to reach the rainbow, children will need to demonstrate exceptional behaviour and/or attitudes. Children who reach the rainbow will be regarded as our Rainbow Champions and will be recognised in the weekly newsletter.

The procedure for inappropriate behaviour is as follows:-

1<sup>st</sup> formal warning      name moved grey cloud

2<sup>nd</sup> formal warning      name moved onto storm cloud

Followed by, if the behaviour persists

3<sup>rd</sup> formal warning      Yellow Card – spend 5 minutes in Red Card Room

4<sup>th</sup> formal warning      Red Card – loss of all playtime

2 red cards in a week results in a 30 minute detention.

Should a child move from the sun to the cloud or storm cloud, their name will be returned at the end of each day, or when inappropriate behaviours are rectified. Children from the rainbow will also return to the sun for the start of each new day.

Reasonable adjustments will be made as appropriate or when necessary to ensure inclusion for all.

A straight Red or Yellow Card will be issued at the discretion of staff should inappropriate behaviour occur.

In instances of verbal or physical violence towards peers or staff (which includes 'play' fighting and/or barging) a detention will be issued immediately.

Red Card Room – the loss of the whole of playtime

Following a 3<sup>rd</sup> formal warning, a yellow card will be issued to the child which will result in a loss of 5 minutes of playtime. Should it be necessary to issue another warning, this will then result in a red card and loss of all of playtime. Children should take their cards to the Red Card Room together with a note from the teacher. A senior member of staff on duty will

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then record the details in a central log book which will be monitored on a weekly basis by the headteacher. Termly reports are provided to the Governing Body. A letter will be sent home informing parents/carers if their child has received a red card detailing the reason why and parent/carers are expected to acknowledge and support school's policy and procedure via the return of a reply slip.

**Two red cards** issued to a child in one week, will result in a **detention** which will take place after the end of the school day. The deputy headteacher will supervise detentions or in her absence, another member of the Senior Leadership Team.

At playtime, time may also be spent in the classroom by those children who have not completed their homework or class work. In this instance no red card will be issued.

**2.4** The class teacher discusses the Golden Rules with each class. The rules are on display in each classroom and in the hall. In this way, every child in the school knows the standard of behaviour that is expected. If there are instances of anti social behaviour, the class teacher will discuss these with the whole class during circle time.

**2.5** Each class can be awarded a class point in recognition of good and appropriate behaviour in class, on the playground and around school by any adult. There is a Golden Time reward for any class earning 20 points. Only one point at a time is to be awarded. Points earned from the previous half term are not to be carried over into the new half term.

**2.6** The school does not tolerate bullying of any kind. If it is discovered that an act of bullying or intimidation has taken place, immediate action is taken to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. Each incident is recorded on CPOMS.

**2.7** All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

## **3 The role of the class teacher and other adults within school**

**3.1** It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner throughout the school day.

**3.2** All adults have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

**3.3** All adults treat each child fairly and implement the Golden Rules consistently. All adults treat all children in their class with respect, dignity and understanding.

**3.4** When a child displays Social/ Emotional/ Behavioural difficulties, the class teacher will set up an Individual Behaviour Plan and implement the specific individual targets in liaison with school's SENDCO and parents.

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**3.5** When appropriate, the class teacher liaises with appropriate outside agencies to ensure the progress, development and well-being of the child and address any physical or mental health needs.

**3.6** The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or well-being of a child around incidences that have occurred inside or outside school both online or face-to-face.

## **4 The role of the headteacher**

**4.1** It is the responsibility of the headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the headteacher to ensure the health, safety and welfare of all children in the school.

**4.2** The headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy. The headteacher will introduce the Golden Rules during assemblies at the start of each new school year.

**4.3** The headteacher keeps records of all reported serious incidents of misbehaviour.

**4.4** The headteacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the headteacher may permanently exclude a child. Governors are informed about any exclusions.

## **5 The role of parents**

**5.1** The school works collaboratively with parents, so children receive consistent messages about how to behave inside and outside of school.

**5.2** We explain the Golden Rules on the school website and we expect parents to read these and support them. We ask parents to sign a Home/School Agreement on an annual basis.

**5.3** We expect parents to support their child's learning. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour. At the beginning of each school year, parents are provided with a Home-School Agreement which outlines the Golden Rules. This policy is available online for all parents/carers to refer to.

**5.4** If the school has to enforce sanctions, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the headteacher. If these discussions cannot resolve the problem, parents should refer to the Complaints Policy.

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## **6 The role of governors**

**6.1** The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the headteacher in carrying out these guidelines.

**6.2** The headteacher has the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the headteacher about particular disciplinary issues. The headteacher must take this into account when making decisions about matters of behaviour.

## **7 Fixed-term and permanent exclusions**

**7.1** Only the headteacher (or the acting headteacher) has the power to exclude a pupil from school. The headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The headteacher may also exclude a pupil permanently. It is also possible for the headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

**7.2** If the headteacher excludes a pupil, he informs the parents immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal. The school has the responsibility to provide work for the child for the first five days of the exclusion, thereafter the Local Authority intervenes.

**7.3** The headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

**7.4** The governing body itself cannot either exclude a pupil or extend the exclusion period made by the headteacher.

**7.5** The governing body has a discipline committee made up of three members. This committee considers any exclusion appeals on behalf of the governors.

**7.6** When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated.

**7.7** If the governors' appeals panel decides that a pupil should be reinstated, the headteacher must comply with this ruling.

## **8 Global Pandemic – COVID-19**

In light of COVID-19, the following additional safety rules are in place in order to support all pupils whilst in school. The rules are in keeping with Government guidelines. School will be happy to work with parents/carers to address these issues where a pupil's behaviour is impacted by any special needs or disabilities, making reasonable adjustments as necessary.

The additional school rules include:

- I will stay within my classroom unless asked to go elsewhere by an adult
- I will wash my hands regularly

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- I will catch sneezes and coughs (Catch it, Bin it!)
- I will use my own equipment
- I will remain in my place when working
- I will not share food or drink with my friends
- I will play outside in our set area and won't play contact games such as 'tag'

These rules will be reinforced daily in school with the children so that they become habit and good practice as we work a way to bring a safe learning environment for all of our pupils and staff.

## **9 Monitoring**

**9.1** The headteacher monitors the effectiveness of all elements of this policy on a regular basis. He also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

**9.2** The SMT keeps records of incidents of inappropriate behaviour. The headteacher records those incidents where a child is sent to him on account of inappropriate behaviour. We also monitor any incidents that occur at break or lunchtimes: the Midday Assistant will inform class teachers who will decide if a sanction is required and record appropriately, eg CPOMS.

**9.3** The headteacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

**9.4** It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

## **10 Next Review – Autumn term 2023**

**10.1** The governing body reviews this policy annually. They governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

**Signed:**

**Date: September 2022**