

St. Alban's Catholic Voluntary Academy

BEHAVIOUR AND DISCIPLINE POLICY

St Alban's Catholic Primary School will educate our young children within a happy caring environment and Christian atmosphere, thus their whole lives may be inspired by the Spirit of Christ they experience.

This policy was reviewed in Summer 2019 by the Senior Leadership Team; it is based on a model policy provided by the Local Authority and takes into account guidance from the DfE document *Behavior and Discipline in Schools* published in February 2014 and Tom Bennett's independent review of behaviour in school (Creating a culture.)
This policy will be reviewed in Summer 2021.

SECTION 1 THE SCHOOL BELIEVES THAT:

- 1.1. In St Alban's Catholic Primary School we believe that:
 - 1.1.1. All pupils share the right to be educated in a safe, caring and supportive environment.
 - 1.1.2. Children have a right to learn
 - 1.1.3. Teachers have a right to teach effectively, without disruption or distraction.
- 1.2. The responsibility for ensuring that our pupils develop self-discipline, respect and tolerance for others is a joint one between parents, pupils and staff of the school. Awareness of acceptable and unacceptable behaviour is not just important but vital to us in all aspects of our present and future lives.

SECTION 2 AIMS

- 2.1. The aims of the behaviour and discipline policy are:
 - 2.1.1. To promote, through example, honesty, courtesy and respect for all
 - 2.1.2. To provide a framework to enable successful learning
 - 2.1.3. To maintain a calm, caring and purposeful atmosphere within the school
 - 2.1.4. To boost self esteem and reduce stress on pupils and staff
 - 2.1.5. To provide a safe and secure environment in which everyone is encouraged to make positive choices to enable us to become responsible and independent members of the school and wider community

SECTION 3 RULES

- 3.1. Everyone is expected to follow the school rules at all times when they are representing the school.
- 3.2. The school rules are:
 - We will always be respectful.
 - We will always use kind words.
 - We will try our best at all times.
 - We will always be ready to learn.
 - We will always listen and follow instructions carefully
 - We will always move through school sensibly and quietly.
- 3.3. These rules link with our school values:
 - Always shine in the light of Jesus.
 - Love and care for one another.
 - Be happy, safe and thankful in our school.
 - Acknowledge Alban as our role model and always work hard
 - Never forget we are a school family.

SECTION 4 REWARDS

- 4.1. St Alban's Catholic Primary School uses the following rewards:
- 4.1.1. The most important is verbal praise and this should be given publicly where possible, other rewards can be given such as, stickers. Stickers are to be allocated to pupils on an age-appropriate basis and on the child's individual preference.
 - 4.1.2. Our primary way of promoting good behavior is through the use of dojo points, which may be given by any adult working within the school. A raffle ticket will be given to the child with the most points at the end of the week and at the end of each term, a ticket will be drawn and will result in a child from each class winning a material award.
 - 4.1.3. There will be a weekly 'Golden Book' award where the class teacher will select two children from their class who has made an exceptional achievement that week. The child's parent(s) or carer(s) will be invited to come along to the achievement assembly to see their child receive the award certificate.
 - 4.1.4. A Star Reader, Writer and Mathematician and RE will be picked from each class on a four week basis and announced in achievement assembly. The children choose a material reward
 - 4.1.5. A group of children will be selected by the lead member of dinner staff each week to sit on the 'top table' when eating their lunch. The children will be selected by displaying positive behavior during dinner time. The lead member of dinner staff will inform the children on the Thursday who will be on the top table the following day.
 - 4.1.6. There will be a weekly recognition for a child who is deemed to have a 'Heart which Sees'. Dinner staff will choose a child on a weekly basis and they will be presented with a certificate during achievement assembly on a Friday.
 - 4.1.7. Within each class, two children will be chosen on a weekly basis to be 'Spotters'. They will look out for peers within their class that show excellent behavior or working attitude. On Friday before lunch, it will be announced in class who has been spotted and why. The spotted child will be presented with a sticker.
 - 4.1.8. The Year 5 and 6 children will experience receiving 'merits' through a reward system targeted only at the upper juniors. Children will receive a star badge when they achieve a certain amount of merits. Bronze: 50 merits, Silver: 100 merits, Gold: 150 Merits, Platinum: 200. The merits that the children earn in Year 5 will continue into Year 6.
 - 4.1.9. Other rewards for exceptional behaviour may include being sent to another member of staff or member of the Senior Leadership Team to celebrate this. Teachers should contact home to report exceptionally good behavior.
 - 4.1.10. Attendance rewards: Each term children who have 100% attendance over a full term will be presented with a special pencil from the Head teacher. (This will be given out in classes rather than an assembly due to the high amount of children. Children who have 100% attendance over the whole year will receive a certificate from the Head teacher in an assembly.
 - 4.1.11. Individual rewards may be issued to specific children when they are following an agreed behaviour programme.

SECTION 5 SANCTIONS

- 5.1. When children do not follow the school rules sanctions must be put in place. Sanctions, and the reasons for them, should, where possible, be given and discussed privately.
- 5.2. The sanctions given by the adult should always match the behaviour displayed. Sanctions used may be in the form of a verbal warning. If, however, the behaviour is deemed more serious then the sanctions available are as follows:
 - 5.2.1. Time out within the classroom
 - 5.2.2. Being sent to another classroom within the same building and with another child / another adult escorting them as appropriate.
 - 5.2.3. Sent to a member of the Senior Leadership Team
 - 5.2.4. Verbal or written contact home to discuss concerns from the class teacher
 - 5.2.5. Verbal or written contact home to discuss concerns from the Senior Leadership Team
 - 5.2.6. In some cases children may receive an internal exclusion for a fixed period. This will involve working outside of the class and involve missing play and lunch times.
 - 5.2.7. In the most extreme cases the Head teacher may exclude a pupil for a fixed period or permanently depending on the circumstances. In the absence of the Head teacher the Deputy Headteachers may also exclude a pupil as above.
 - 5.2.8. For pupils with SEND, the sanction will be personalised by the class teacher or Senior Leadership Team to ensure the sanction is appropriate for their individual needs.
 - 5.2.9. When poor behaviour is identified, there may be a 'loss of privileges' – for instance the loss of a prized responsibility.
- 5.3. When a child is sent to another area of the school for a sanction, the teacher giving the sanction retains the ownership of the sanction and must discuss both the sanctions and the reason for it with the child.
- 5.4. The School Rules and Sanctions will be prominently displayed in all classrooms and in other areas around the school.
- 5.5. When there are incidents of misbehaviour during all breaks, staff should follow the agreed procedure as appropriate:
 - During the lunch break, Midday Supervisors to feed back incidents to the class teachers.
 - Duty staff to speak to that child's class teacher to inform them of the incident.
 - Duty staff to speak to the Learning Mentor regarding the incident.
 - Duty staff to speak to phase leader if there are repeated incidents from the same child and if this behaviour is having an impact on other children in the phase.
 - Duty staff to speak to SLT if the incident is more serious, for example, if serious harm has been caused to another child.
 - In extreme circumstances, duty staff to speak directly with the Headteacher about the incident because the seriousness of the situation may require exclusion for a pupil.

SECTION 6 CONSISTENCY AND COMMUNICATION WITH PARENTS

- 6.1. In order to maintain high standards of behaviour at St Alban's School and to ensure a positive partnership between parents, children and staff, it is important that everyone's expectations are communicated.
- 6.2. Every two years, this is done by:
 - 6.2.1. Children discussing the aspects of the policy in School and Class Council time
 - 6.2.2. Consultation- parents being asked for their opinions.

6.2.3. Staff reviewing practice and procedures on an annual basis during staff meeting time.

6.3. So that everyone understands the behaviour expected of them, the code of behaviour, rewards and sanctions are clearly outlined within this policy, a copy will be given to all new families, teachers and staff. It will accompany the Home School Agreement, which we request that new parents / carers and children commit to and sign.

This policy will be reviewed at least every two years

Date: 11th July 2019 by the SLT

Signed:  Clare Cuomo Chair of Governors

When Policy was discussed: Governors FGB Meeting *September 2019*.

Date of Review: July 2021 by the SLT

