

St. Alban's Catholic Primary School

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 2020 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.) There is an appendix to reflect the procedures for COVID 19

This policy will be reviewed in Autumn 2020.

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

We will use this in line with the school's Child Protection and Safeguarding Policy and Mental Health and well being policy. The following is adapted from Tom Bennett's document Rebooting behaviour after Lockdown.

We know that:

Children may have partially or entirely lost the habits that enable them to flourish as learners and as member of the school community. This will matter more for some than others.

Staff may also be a little rusty, and uncertain. This is perfectly natural. We will have been coping with a variety of new and existing anxieties.

Children will have to observe far higher standards of respiratory and tactile hygiene than ever before- we will constantly be reminding them of this.

Many children — especially young children - will already have hygiene habits that we would probably describe as less than ideal, that become dangerous in the current climate.

Staff, too will have to observe not only this type of virological etiquette but also be expected to train and maintain these behaviours in others.

We will:

Define what we mean by good behaviour. Children have very different ideas and habits of how to behave. Staff do too. We should define what behaviour we think is ideal in our classrooms and playgrounds.

Understand that good behaviour must be taught, not told. We will actively teach the behaviour they want to see, as if it were a curriculum.

Reinforce our expectations daily- in line with the School Risk Assessment following Lockdown.

Key point

Unhygienic behaviour is to be reclassified from a misdemeanour to something much more serious. And malicious, deliberate acts of transmission (eg spitting, coughing) must be treated with the greatest seriousness in line with section 5 of the policy.

Behavioural Management During the Coronavirus (COVID-19) Pandemic

We have created this appendix in accordance with the latest government guidance surrounding schools' wider reopening from 1 June 2020.

Statement of intent

The school aims to act in accordance with the Behavioural Policy set out above as much as possible; however, we understand the necessity for additional rules and considerations while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take when phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Enforcing new rules

- 1.1 The school ensures that infection control and social distancing rules are communicated effectively to all pupils.
- 1.2 Staff are informed about the measures in place so they can enforce these rules at all times.
- 1.3 The school informs parents of any changes to provision outlined in this policy.
- 1.4 The school expects pupils to uphold these rules at all times, including on school transport, where practicable.
- 1.5 Staff are informed of discipline and rewards in place to aid enforcement of these rules in line with this policy.
- 1.6 Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. handwashing, tissue disposal and toilet flushing.
- 1.7 The school recognises that pupils may be supervised or taught by members of staff they have had no prior contact with; however, pupils are expected to treat all members of staff with respect and work together to maintain a safe environment.
- 1.8 The school expects pupils in wrap-around care, e.g. breakfast clubs, to adhere to the school's social distancing and infection control rules.

2. Arrival and departure

- 2.1 The school expects pupils to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time.
- 2.2 Pupils are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the school.

- 2.3 The school expects pupils to move immediately to their classrooms after washing their hands upon arrival.
- 2.4 Upon departure from school, the school expects pupils to move immediately from the school buildings and not to linger on the school premises without good cause, e.g. they are waiting to be picked up.

3. Hygiene and infection control

- 3.1 The school ensures a risk assessment is conducted prior to reopening to more pupils in order to enforce adequate and practical measures to safeguard the health and safety of both staff and pupils.
- 3.2 The school understands that younger children cannot be expected to remain two metres apart from others at all times and takes this into account with regards to discipline and giving rewards.
- 3.3 Younger children should stick to their class groups and avoid mixing as much as possible – staff reinforce this behaviour through teaching, rewards and supervision.
- 3.4 Pupils are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:
 - Upon arrival at and departure from the school.
 - Before and after consuming food.
 - After using the toilet.
 - After coughing or sneezing.
- 3.5 Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.
- 3.6 Pupils are expected to dispose of tissues using the litter bins provided.
- 3.7 Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.
- 3.8 Pupils are discouraged from sharing equipment or toys which pose a higher risk of infection, e.g. play dough.
- 3.9 The school prohibits pupils from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner.
- 3.10 Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this policy.
- 3.11 Pupils who are deemed unable to fully adhere to infection control rules, e.g. some pupils with SEND or younger children, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.

- 3.12 Members of staff encourage pupils who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision.

4. Social distancing

General

- 4.1 Pupils adhere to the social distancing measures put in place by the school.
- 4.2 Pupils form orderly queues, e.g. when waiting to use the toilets, using the two metre floor markings where necessary, and they are respectful and patient towards their peers.
- 4.3 Pupils are expected to:
- Refrain from close contact with people who display symptoms of coronavirus.
 - Remain at least two metres apart from other people, where practicable.
 - Remain within their assigned groups.
- 4.4 Where is it not practicable for pupils to remain two metres apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.
- 4.5 Pupils are placed into classes of no more than 15 pupils and they are not permitted to mix with other pupils outside this class, unless instructed to do so by their class teacher'
- 4.6 Pupils whose behaviour is purposefully contrary to the school's social distancing measures are disciplined in line with this policy.
- 4.7 Pupils who are deemed unable to fully adhere to social distancing measures, e.g. some pupils with SEND or younger pupils, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.
- 4.8 Members of staff encourage pupils who are deemed unable to fully adhere to social distancing measures to keep away from others, to the best of their ability, through teaching, praise and supervision.

In the canteen

- 4.9 The school expects pupils to respect the health and safety of catering and canteen staff and to follow all infection control and social distancing rules put in place while collecting and eating food.
- 4.10 Pupils are allocated specific time to use the canteen to help adhere to social distancing rules. Pupils do not enter the canteen or dining area unless expressly told to do so by a member of staff.

During sports and exercise activities

- 4.11 The school expects pupils to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.
- 4.12 Pupils are expected to remain at least two metres apart, or as far as is practicable, from others when using changing rooms or other dressing and washing facilities.
- 4.13 The school does not permit close-contact sports, play or activities at this time.
- 4.14 Pupils who purposefully take part in close-contact sports, play and activities, or whose behaviour purposefully poses a greater risk of infection, are disciplined in line with this policy.
- 4.15 Pupils who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play are not disciplined – correct behaviour is reinforced by a member of staff.

During collective worship

- 4.16 Pupils are expected to follow all social distancing and infection control rules during assemblies and collective worship. There will be no whole school AOW until further notice

5 Moving around the school

- 5.1 The school expects all pupils to move around the school following the school's arrangements, e.g. using one-way systems.
- 5.2 The school prohibits pupils from lingering in walkways, including stairs, and other communal areas without good cause.
- 5.3 Pupils are expected to move directly from one destination to the next at the times allotted to them and in their assigned groups, e.g. moving from one class to another or using the canteen.
- 5.4 Pupils may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff.
- 5.5 Pupils who purposefully and continuously linger in walkways and communal areas without good cause are disciplined in line with this policy.

6 Ill health and infection

- 6.1 The school expects pupils to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.
- 6.2 Any bullying or harassment towards pupils who have had, currently have, or are suspected to have coronavirus is not tolerated – this behaviour is addressed in line with this policy and the Anti-Bullying Policy.

- 6.3 The school allocates suitable areas that can be used to isolate pupils who shows symptoms of coronavirus whilst they wait for their parent or primary carer to collect them.
- 6.4 Pupils who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer picks them up.

7 The school premises

- 7.1 Pupils are prohibited from entering areas of the school that have been closed for cleaning, social distancing, or infection control purposes.
- 7.2 Pupils who purposefully access prohibited areas of the school without permission are disciplined in line with this policy – pupils who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead.

8 Breaktime and lunchtime arrangements

- 8.1 The school expects pupils to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.
- 8.2 Pupils are expected take their breaks and lunchtimes at phased times, within their permitted class groups and only in designated areas.
- 8.3 Pupils are not permitted to gather in groups larger than 15 at a time and must not mix between groups, unless authorised by the member of staff responsible for a given group.

9 School uniform

- 9.1 The school expects all pupils to wear uniform while in school.
- 9.2 Parents should ensure that their children attend school in clean uniform each day – parents are advised to avoid sending their child to school in clothing that cannot be machine washed in line with government guidance.
- 9.3 Reasonable adjustments are made where pupils cannot, for good reason, wear the correct school uniform, e.g. the pupil has outgrown an item of uniform and their parent is currently unable to replace it.
- 9.4 Where pupils cannot wear the correct uniform, suitable garments must be worn that fulfil the following requirements:
 - They are plain in colour
 - They are practical for school
 - They do not display words, logos or graphics that are considered offensive

10 Managing the behaviour of remote learners

- 10.1 Pupils who are learning remotely off-site are expected to adhere to this policy
- 10.2 The school expects pupils who are learning remotely to uphold good behaviour at all times and to:
- Attend remote classes or group sessions on time.
 - Complete the work that has been set and return it on time, to the best of their ability.
 - Keep all communication polite and appropriate, and in line with the school's remote learning arrangements.
 - Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.
 - Report any issues, including harassment or bullying from their peers, to their teacher.
- 10.3 The school recognises that some sanctions are unable to be given to pupils learning remotely and that adjustments to the actions outlined in section 13 of this policy may be in place.
- 10.4 Where discipline must be deferred until the pupil returns to school, the headteacher informs the pupil's parent via letter and the pupil will be disciplined when it is safe to do so.

11 Exclusions

- 11.1 All poor behaviour is addressed in line with this policy and discipline remains rational, reasonable, fair and proportionate.
- 11.2 Persistent poor behaviour, including the persistent, purposeful refusal to follow the school's social distancing and infection control rules, may result in the pupil being excluded from school in the interests of the health and safety of the pupil and others.
- 11.3 The headteacher retains the power to exclude pupils on disciplinary grounds – all exclusions and their arrangements are carried out in line with the Exclusions Policy, where practicable.
- 11.4 Where an excluded pupil is considered vulnerable or is the child of a key worker who cannot be safely cared for at home, the headteacher liaises with the LA and the pupil's parents as soon as possible to discuss what reasonable adjustments can be put in place, taking into consideration the pupil's safety and the safety of others.
- 11.5 The headteacher liaises with the LA and the parents of a permanently excluded pupil to arrange alternative provision to minimise any breaks in education.
- 11.6 The timeframes set out in the Exclusions Policy remain in force, where practicable. This applies to all exclusions, including those that were issued before 23 March 2020.

- 11.7 Where a deadline cannot be met, meetings and panel hearings may take place even if the relevant deadline has been missed – where necessary, the Local Governing Body decides whether any meetings should be delayed.
- 11.8 The Local Governing Body takes reasonable steps to ensure that meetings are arranged for a time when all parties are able to attend or attend virtually.

12 Rewards and discipline

- 12.1 Rewards and discipline are given in line with this policy, where practicable – discipline that cannot be given with immediate effect to remote learners is carried out in line with section 10 of this appendix.
- 12.2 Staff ensure that any rewards given adhere to the school's infection control and social distancing measures.
- 12.3 The school understands that pupils may have had different experiences during the coronavirus pandemic and that this may affect how pupils re-adapt to a school environment and its routines.
- 12.4 Where the school recognises that a pupil's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, it acts in line with relevant policies and ensures adequate wellbeing support is offered.

13 Close contact behavioural management

- 13.1 Behavioural management which requires the use of reasonable force or restraint as a last resort is carried out in line with the Positive Handling Policy.
- 13.2 The school recognises that social distancing and infection control measures cannot be adhered to using reasonable force or exercising restraint on a pupil to control their behaviour to prevent them posing a significant risk to themselves or others.
- 13.3 Once a pupil no longer needs to be restrained for the safety of others or themselves, staff continue to adhere to the social distancing and infection control measures put in place.
- 13.4 If a member of staff develops coronavirus symptoms after using restraint or reasonable force, they are sent home immediately and advised to test for coronavirus.

14 Monitoring and review

- 14.1 This appendix is reviewed in reaction to any new government advice by the headteacher.
- 14.2 The date of the next review is September 2020.
- 14.3 Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.

