

HART MEMORIAL PRIMARY SCHOOL



BEHAVIOUR POLICY

reviewed & revised SEPTEMBER 2016

CONTENTS

- 1) Introduction
- 2) Formulation of policy
- 3) Board of Governors
- 4) Mission Statement
- 5) Aims of policy
- 6) Rights and responsibilities of key groups within the school community
- 7) Causes of indiscipline
- 8) Prevention
- 9) Wanted behaviours
- 10) Rewards
- 11) Sanctions
- 12) Relationship with other policies
- 13) Working with parents
- 14) Working with outside agencies
- 15) Use of reasonable force / safe handling
- 16) Procedure for monitoring and reviewing
- 17) Appendices:
 - APPENDIX 1: Behaviour Observation Log
 - APPENDIX 2: Behaviour Incident Report
 - APPENDIX 3: Report form on use of reasonable force
 - APPENDIX 4: Risk Assessment Proformas

INTRODUCTION

Parents and guardians have the right to assume that the school will provide an efficient full time education for their children. At school, teachers have the right to assume that parents and guardians will support them in their task and encourage their children to accept and adhere to the school's authority. Parents are encouraged to recognise:

- what a vitally supportive role they have in the matter of behaviour
- their obligation to cooperate with school in seeing its rules are respected
- the necessity for modelling for their children the highest standards of behaviour when interacting with school staff

The school will endeavour to:

- develop in the pupils a sense of self discipline and acceptance of responsibility for their own actions
- to create an atmosphere in which the pupils are able to give of their best and are encouraged to do so
- encourage the proper attitude, rewarding and praising where appropriate
- set a good example
- ensure pupils' personal dignity and respect
- maintain a structured community and stimulating environment for learning
- develop in pupils a strong sense of identity with the school

FORMULATION OF BEHAVIOUR POLICY

Staff, pupils and parents have been consulted and their views taken into account in the preparation of this policy. The EA's Behaviour Support Team offered support and advice throughout the writing of this policy.

BOARD OF GOVERNORS

The Governors of Hart Memorial Primary School fully endorse and support the school's Behaviour Policy.

VISION, MISSION STATEMENT AND AIMS FOR HART MEMORIAL PRIMARY SCHOOL

Mission Statement

In the Hart, the needs of our pupils are at the heart of every decision we make.

Vision for the School

We believe that each child can and will succeed at Hart Memorial through experiencing:

- A warm caring and stimulating learning environment
- The support, challenge and encouragement of a dedicated staff
- A wide range of stimulating, up to date learning resources
- A broad, balanced and skills-based curriculum
- Motivational teaching and investigative approach to learning
- An horizon-broadening programme of extra-curricular activities and visits
- Close learning partnerships between school, home and the community

At the Hart, we demonstrate our commitment to our pupils by:

- Striving for continuous improvement in all that we do
- Effectively monitoring and evaluating standards of our provisions
- Working together towards pupil achievement and success

Aims

We want our pupils to:

- Have high self esteem – respecting themselves, others and the environment
- Acquire positive attitudes towards diversity, equality, honesty and trust
- Be responsible for their own behaviour and actions
- Be the best they can be in all areas of school life
- Develop effective and informed communication skills
- Gain skills which can be transferred to all areas of life
- Work independently, creatively, corroboratively and productively
- Become self-motivated, enquiring, life-long learners
- Thoroughly enjoy and be proud of being a Hart Memorial Primary School pupil

AIMS OF BEHAVIOUR POLICY

- To model attitudes of respect, empathy and honesty
- To welcome and value all pupils in all their diversity
- To recognise, foster and nurture the talents and abilities of all pupils
- To promote pupils' self image and self esteem by celebrating success and acknowledging progress
- To provide a safe, supportive, welcoming environment
- To identify appropriate individual goals and focus on achievable targets
- To encourage loyalty to and respect for the school, family and community
- To promote self discipline and a positive attitude towards acceptance of authority
- To promote an attitude of respect for the property of others
- To actively promote the pupil's emotional, physical, mental, social and spiritual well being

RIGHTS AND RESPONSIBILITIES: Pupils

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
Pupils have the right to:	Pupils should:
<ul style="list-style-type: none">• Be able to learn freely	<ul style="list-style-type: none">• Allow others to get on and do their work
<ul style="list-style-type: none">• Be respected	<ul style="list-style-type: none">• Show respect to others
<ul style="list-style-type: none">• Ask questions	<ul style="list-style-type: none">• Not put others down
<ul style="list-style-type: none">• Express their opinion	<ul style="list-style-type: none">• Not make fun of others
<ul style="list-style-type: none">• Not be picked on	<ul style="list-style-type: none">• Not pick on others
<ul style="list-style-type: none">• Be allowed to be different	<ul style="list-style-type: none">• Allow others to be different
<ul style="list-style-type: none">• Play safely	<ul style="list-style-type: none">• Allow others to play safely
<ul style="list-style-type: none">• Not be bullied	<ul style="list-style-type: none">• Not bully others

RIGHTS AND RESPONSIBILITIES: Staff

RIGHTS

Staff should have the right to:

- Carry out their individual duties unhindered
- Receive respect from all children in the school
- Be treated and spoken to respectfully at all times by parents

RESPONSIBILITIES

All staff should come to school:

- Well prepared
- Punctually
- Neat and tidy in appearance
- Respectful of the school's ethos and overall objectives
- Enthusiastic

RIGHTS AND RESPONSIBILITIES: Parents

RIGHTS

Parents have a right to:

- Know what the school policy is on behaviour and how it is to be carried out on a day to day basis
- Receive regular information on their child's progress and behaviour
- Know that their child is receiving a broad and balanced curriculum
- Be listened to and treated with respect
- Know that the school is a safe and caring environment for their child

RESPONSIBILITIES

Parents need to accept the importance of complying with school rules. ***Enrolment in school implies acceptance of the school's Behaviour Policy.***

Parents are expected to:

- Make all reasonable attempts to ensure punctuality, attendance, wearing of school uniform and the good behaviour of their children
- Ensure that homework is monitored and completed
- Avail of information about school
- Share information about their child
- Maintain care for learning materials
- Establish a good relationship between themselves and the teacher
- Support the school's Behaviour policy

EXPECTED BEHAVIOUR

IN THE CLASSROOM

- Be attentive eg listen, sit on chair, listen to others' opinions
- Cooperate eg share, play / work together
- Show respect eg be kind, take care of equipment, be polite

IN THE PLAYGROUND

- Stay in own play area and play cooperatively and safely
- Respect adults, Playground Friends and their environment (e.g. put rubbish in bins)
- Engage appropriately with activities in the classroom on wet days
- Report problems to supervisors

IN THE TOILETS

- Adhere to the school system for visits to the toilet*
- Put paper towels in the bin
- Treat all fixtures and fittings with respect
- Report any damage to class teacher or building supervisor

IN THE CANTEEN

- Follow normal routines and rules
- Stay seated
- Speak quietly

OUTSIDE OF SCHOOL ACTIVITIES

- Good manners
- Respect for adults & other pupils
- Conduct which reflects on Hart Memorial Primary School in a positive light

*children are encouraged to use the toilet directly before / during playtimes and before / after the school day. If a child has a medical reason for needing to go to the toilet more often than this – i.e. during class time – it is the parents' responsibility to inform the class teacher in writing of this

REWARDS

Rewards should:

- Be given as soon as possible
- Be small but tangible
- Be cumulative
- Never be taken back
- Include 'surprises' eg to a pupil holding a door open
- Avoid hidden negatives

REWARDS IN THE CLASSROOM

Nursery / Foundation Stage / Key Stage 1:

<u>REASONS</u>	<u>REWARDS</u>
<ul style="list-style-type: none">• Good behaviour• Fair play• Good work• Kindness• Good manners• Helpfulness• 100% attendance & punctuality	<ul style="list-style-type: none">• Verbal praise / smile• Sticker/star on star chart• Stamp / sticker on work• Work shown to rest of class or another teacher in school (if appropriate)• Comments in book• Photo on wall• Choice of activity• Responsibility• Work displayed• Applause• Monthly celebration certificate / badges• Sent to Principal

Key Stage 2

<u>REASONS</u>	<u>REWARDS</u>
<ul style="list-style-type: none">• Good work• Contribution to class• Good manners• Keeping desk / room tidy• Being helpful to peers, class, school, teacher• Kindness• Sporting endeavour• Cooperation• Effort and improvement• 100% attendance & punctuality	<ul style="list-style-type: none">• Verbal praise / smile• Stickers• Stampers• Positive comments• Displaying work• Certificates• Photo for wall• Responsibilities• Shake hands• Applause• No homework• Pupil of week award• Celebration certificates / badges• Reading out of good work by child / teacher• Sent to another teacher / Principal

REWARDS IN THE CANTEEN

<u>REASONS</u>	<u>REWARDS</u>
<ul style="list-style-type: none">• Walking in quietly• Good table manners• Talking quietly• Clean plate / empty lunch box• Tidying up tables• Choosing fruit	<ul style="list-style-type: none">• Verbal praise• Clean plate stickers • Champion Table rewards

REWARDS IN THE PLAYGROUND

<u>REASONS</u>	<u>REWARDS</u>
<ul style="list-style-type: none">• Playing well with others• Helping someone who has hurt themselves• Including those who are left out• Lining up quietly when the bell goes• Improvement in behaviour eg more cooperation with others• Fulfilling Playground Friends role well	<ul style="list-style-type: none">• Verbal praise• Tell class teacher• Stickers• Celebration certificates

REWARDS FOR OUTSIDE SCHOOL ACTIVITIES

<u>REASONS</u>	<u>REWARDS</u>
<ul style="list-style-type: none">• Excellent manners• Exemplary behaviour	<ul style="list-style-type: none">• Verbal praise• Reported to principal

SANCTIONS

GENERAL

- Verbal disapproval / reprimand (private or public)
- Praise appropriate behaviour of others
- Complete unfinished work / work sent home
- Change seating
- Loss of Golden Time
- Withdrawal of privilege/s
- Time out– supervised
- Speak to / inform parents

PLAYGROUND

- Verbal warning
- Time out
- Walk with supervisor
- Report to class teacher at end of playtime
- Red card – parent notified by Principal

CANTEEN

- Voice disapproval and correct behaviour
- Finish lunch at another table

FURTHER SANCTIONS

If the above system is deemed not to have worked, the Principal will be informed if this has not been done already. If the misbehaviour continues one or both parents will be asked to come to school to discuss the matter with the principal. Further sanctions will include:

- Involvement of parents on a regular basis
- Withdrawal from group activities
- Individual working space within class / working in another classroom
- Regular reports in home / school journal
- Withdrawal of a range of privileges including class trips, extra curricular activities and place on school teams
- Extended Time Out
- Suspension (the procedures as laid out in the EA policy on Suspension and Expulsion will be followed and are available to view)

RELATIONSHIP WITH OTHER POLICIES

Our Behaviour Policy works in conjunction with all other policies relating to the pastoral care of the child.

Examples of such are:

- Pastoral Care Policy
- Child Protection Policy
- Special Needs Policy
- Anti-Bullying Policy

All children will be treated fairly and in accordance with SENDO legislation

WORKING WITH PARENTS

In Hart Memorial Primary School, we see a strong home / school link as vital to the well being and education of the child. Examples of partnerships with parents which may be used to support the Behaviour Policy are:

- Home / school journals
- Liaising with parents in the matter of misbehaviour**
- Regular parent / teacher meetings to monitor and review behaviour
- Phone calls / letters home

**The school views biting as a very serious misdemeanour as it can cause significant harm and distress to the child who is bitten. If a child bites, the parents will be contacted and asked to come to the school immediately to discuss this. The parents of the child who is bitten will be informed when collecting their child or sooner if the skin has been broken

WORKING WITH OUTSIDE AGENCIES

The staff of the school will work with outside agencies for the benefit of all and / or individual pupils.

Examples of such are:

- Pupil Personal Development Service
- Counselling / Mentoring services
- Behaviour Support Team
- Social Services
- Educational Psychologist
- National Society for the Prevention of Cruelty to Children
- Police Service of Northern Ireland (PSNI)
- Other approved agencies and professional bodies as necessary

PROCEDURES FOR MONITORING & REVIEWING

The Behaviour Policy will be monitored and reviewed regularly.