

BALLYTOBER PRIMARY SCHOOL



POSITIVE BEHAVIOUR MANAGEMENT POLICY

ETHOS

The school community is united in its aim to provide a secure and stimulating environment, based on Christian values, where children are valued highly and placed at the centre of school life. They learn to respect themselves, others, their own property and the property of others. They are provided with relevant and practical opportunities to appreciate and care for local and wider environments.

The teaching in school provides children with a broad and balanced education in line with the Northern Ireland Curriculum, which promotes the spiritual, intellectual, social, emotional, physical, cultural and aesthetic development of the individual child. This prepares them for their future in education and for their roles beyond school.

Children are recognised as individuals and as such develop self-confidence, tolerance, independence and self-discipline. They are expected to show qualities of courtesy, good manners and consideration for others. In all aspects of their life they are encouraged to take some responsibility for their own learning. They are set, or set themselves, realistic but challenging goals.

The school prides itself on the positive nature of relationships within classrooms, and within and between groups, which compose the school community. Open communication between staff, pupils, parents and governors is highly valued. Parents are regularly informed of school activities and encouraged to support their child's education as well as the multi-faceted life of the school.

We want all children to remember their schooldays at Ballytober as being happy, safe and secure. It is hoped that the foundations put firmly in place at this stage, stands them in good stead for the remainder of their education and just as importantly, life in general.

POLICY FOR SCHOOL POSITIVE BEHAVIOUR

This policy has been devised in conjunction with Governors, Staff, Pupils and Parents. The Policy is part of the school's overall Pastoral Care Policy and has links with other policies such as Child Protection, Anti-Bullying, P.D.M.U. and Special Needs.

This document provides the framework for the creation of a happy, secure and orderly environment in which children can learn and develop as caring and responsible individuals.

It is written for the benefit of the whole school community to help facilitate a positive whole school approach to behaviour management at Ballytober Primary School.

Aims

This Positive Behaviour policy aims to:

- Develop a whole school Positive Behaviour policy supported and followed by the whole school community, parents, teachers, children and governors, based on a sense of community and shared values;
- Establish a community wherein staff, pupils and parents are valued and enjoy a sense of belonging;
- Apply positive behaviour practices to create an acceptable level of order and behaviour so that effective learning and teaching can take place in a caring, stimulating, family atmosphere;
- Develop, in all children, positive self-esteem and a sense of self-worth which will help them realise their potential in their physical, intellectual, social and personal development;
- To teach, through the school curriculum, values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, encourage self-discipline and encourage in children a respect for themselves, for other people and for property);
- Help children become courteous, well-mannered, tolerant and understanding of others;
- Begin to develop the skills necessary to resolve conflict and differences of opinion with sensitivity;
- Ensure that parents are informed of our disciplinary policy procedures and to encourage their co-operation and support in the successful implementation of our school discipline policy;
- To encourage good behaviour rather than to simply punish bad behaviour by providing a range of rewards for children of all ages and abilities;
- To make clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow;
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.

Introduction to Behaviour Management

The Principal and Staff at this school believe firmly that effective learning cannot take place without a requisite standard of good behaviour. In the context of this school good behaviour is defined as:

“Conduct which assists the school to fulfil its function, namely the full development of the potential of all its pupils within a caring and stimulating environment.”

Conversely, unacceptable behaviour would be defined as conduct which prevents this, either when an individual prevents his/her own development through inappropriate behaviour or when unacceptable conducts disrupts the development process for other members of the school community.

A Positive Approach

Whilst this policy outlines sanctions/consequences which may be imposed as necessary, we do not see discipline within our school as a series of rules and regulations. Rather, we view discipline in a positive way, where praise and reward are fundamental. It is our desire to cultivate in pupils an acceptance and recognition of their own decisions, their actions and consequences. We hope to train and guide children, in partnership with parents, to behave in a socially acceptable way.

Roles, Rights and Responsibilities

(1) Rights and Responsibilities of Pupils.

We would expect the children who attend Ballytober Primary School to enjoy their education and to have their needs met. However, at the same time we wish to encourage children to realise that other children deserve and must enjoy the same treatment as they do. A child who is experiencing difficulty at school should inform his/her class teacher, the Principal or any other member of school staff.

Pupils have a Right to:

- Be valued as a member of the school community;
- Work and play in a calm, well managed and safe environment ;
- Receive a broad, balanced and suitably differentiated curriculum;
- Be listened to in a sensitive manner;
- Get help when they seek it;
- Be made aware of the school’s standard of expectations with regard to work and discipline;
- A fair, consistent, clear and calm approach to behaviour management.

Pupils have a Responsibility to:

- Follow the school’s codes of conduct contained in the positive behaviour policy, including rules relating to attendance, punctuality and uniform;
- Show respect for staff, visitors and other pupils in school;
- Show respect for their own and others’ property;
- Behave in an acceptable manner and always represent the school in a positive way;
- Listen attentively and work to the best of their ability at all times;
- Promptly follow the directions of staff, both teaching **and** non-teaching.

(2) Role of Parents/Guardians

Standards of behaviour are well established in children before they come to school. Acceptable standards of behaviour may vary from home to home and family to family. Behaviour which can be tolerated at home may not always be acceptable at school because of the large numbers involved in the school community.

We believe in the principle of partnership and therefore encourage parents and guardians to establish and maintain a positive relationship with the Class Teacher and Principal.

It is essential that staff and parents work in partnership in order to achieve and maintain the standard of discipline expected by the school for the benefit of every child. The support of parents is essential in order to maintain high standards of pupil attendance, punctuality, pupil appearance, wearing of school uniform, caring for learning materials (particularly those belonging to the school) and supervision of homework.

Rights and Responsibilities of Parents and Guardians.

Parents have a Right to expect:

- A safe, stimulating and happy learning environment for their child;
- The delivery of a well-balanced, broad and suitably differentiated curriculum;
- To be well informed about their child's progress and any concerns the school has about the child;
- Up-to-date information on the school behaviour policy and procedures;
- To be kept informed should their child not meet the standards of behaviour set;
- An opportunity to discuss disciplinary matters with the Class Teacher or Principal, including sanctions/consequences imposed in accordance with policy procedures;
- A consistent and fair approach to behaviour, with sanctions/consequences commensurate with the seriousness of the misdemeanour;
- A school community which is sensitive to the needs of the individual child;
- An acceptable level of courtesy and respect to be shown to their children by staff.

Parents have a Responsibility to:

- Act as positive role models for their children in their relationship with the school;
- Promote an understanding of what is acceptable and unacceptable in terms of behaviour;
- Support the school in implementing the behaviour policy and in maintaining a high standard of discipline;
- Ensure children are well rested and prepared to start the school day;
- Ensure that children comply with school codes regarding uniform, attendance and punctuality;
- Encourage children to show respect to all staff, school visitors and peers;
- Encourage children to value their own property, school property and that of others;
- Be realistic regarding their child's ability and offer them encouragement and support;
- Encourage children to complete school work and homework to an acceptable level;
- Check and sign all written homework and homework sheets/ diaries (P3-P7);
- Advise school at the earliest opportunity of any problems concerning their child;
- Work in conjunction with the teachers and Principal should any discipline be required.

(3) Role of the Teacher

A teacher's role is to provide education for the children in his/her care.

'A climate which fosters effective learning, both within the classroom and about the school, is at the heart of the education process.'

'Promoting Positive Behaviour' p.6. DENI, 2001

When the teacher and pupil understand their different roles, a positive well ordered learning environment can be achieved. Children at different stages in education require instruction and guidance and our school codes form the framework of our expectations as teachers for the behaviour of the children in our care. Our codes will be clearly displayed in each classroom and commented on, at regular intervals, by the teacher. Where appropriate, pupils will have ownership of their own Class Codes and enter into a signed Behaviour Contract. Teachers will enforce acceptable behaviour in their class in a positive manner, having regard to the positive nature of the school policy, consulting with the Principal when necessary.

Rights and Responsibilities of the Teacher.

Teachers have a Right to:

- Expect courtesy and respect from colleagues, parents and pupils;
- Expect opportunities for professional development;
- Be valued as part of the school team;
- Discipline all pupils in the school according to school procedures;
- Expect back-up procedures to be in place for managing behaviour;
- Have an opportunity to work to their full potential in a calm, safe environment;

Teachers have a Responsibility to:

- Behave in a professional manner at all times;
- Provide children with a broad, balanced and suitably differentiated curriculum;
- Be approachable, sympathetic and alert to pupils in difficulty;
- Recognise the individuality of children;
- Have high but realistic expectations for each child and strive to cater for their needs;
- Acknowledge effort and achievement;
- Consult with parents about a child's progress or behaviour;
- Provide a safe, stimulating and caring working environment in the classroom, where all children can work effectively to the best of their ability;
- Enforce the school's behaviour policy in a fair and consistent manner;
- Co-operate and work with the school management team and colleagues;
- Pursue opportunities for personal and professional development.

(4) Role of the Support Staff.

All Support Staff in the school are valuable members of the school team and work in partnership with the Teachers and the Principal to provide a well ordered learning environment. All Support Staff will assist the Teachers in enforcing acceptable behaviour in the school in a positive manner, having regard to the positive nature of the school policy, consulting with the Teachers and Principal when necessary.

Rights and Responsibilities of Support Staff.

Support Staff have a Right to:

- Expect courtesy and respect from colleagues, parents and pupils;
- Expect opportunities for professional development;
- Be valued as part of the school team;
- Assist in the discipline of all pupils in the school according to school procedures;
- Expect back-up procedures to be in place for managing behaviour;
- Have an opportunity to work to their full potential in a calm, safe environment.

Support Staff have a Responsibility to:

- Behave in a professional manner at all times;
- Be approachable, sympathetic and alert to pupils in difficulty;
- Recognise the individuality of children;
- Have high but realistic expectations for each child and strive to cater for their needs;
- Acknowledge effort and achievement;
- Assist in the provision of a safe, stimulating and caring working environment in the classroom, where all children can work effectively to the best of their ability;
- Enforce the school's behaviour policy in a fair and consistent manner;
- Co-operate and work with the school management team and colleagues;
- Pursue opportunities for personal and professional development.

(5) Role of the Principal.

The Principal has a key role in formulating and reviewing the behaviour policy and establishing the ethos of the school. He must ensure that teachers, pupils and parents play a vital role in the life and organisation of the school.

The Principal must ensure that the codes of the school are administered fairly and consistently to all pupils. He should support his staff where appropriate and furnish the Board of Governors and the Western Education & Library Board (if necessary) with a report on the discipline within the school or on the behaviour of an individual pupil where necessary.

The Principal must also ensure that the school behaviour policy is processed in accordance with and alongside all other relevant school policies, i.e. SEN Policy, Pastoral Care Policy, Anti-Bullying Policy and Code of Practice, etc.

(6) Role of the Board of Governors.

The Governors have legal responsibility for the school's behaviour policy and it is their role to maintain a policy for the school which is current, being implemented, positive in nature and reflective of the school ethos.

If or when a case of indiscipline should come before them they must act upon it, having considered the views of the Principal, other interested parties and any reports forwarded to them.

The Board of Governors have a responsibility to support the Principal and his teaching staff.

Behaviour Modification Policy- Praise and Reward

At Ballytober P.S. the majority of the children are well behaved. There are, however, occasions when individual children exhibit behaviour which is unacceptable. As part of the approach within our Positive Behaviour policy of rewards and sanctions/consequences we use behaviour modification strategies to change individual children's behaviour. These are used by all staff.

Each child is different, so it is important that the cause of the behaviour is investigated and plans made to meet individual needs.

A major aim of the school policy is to encourage children to practise good behaviour by operating a system of praise and reward. The Ballytober P.S. scheme is based on awards through which children can be rewarded for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour.

A wide range of rewards are used to reinforce positive behaviour. The following list is not exhaustive but gives an indication of the value we hold in self-esteem and reward.

These can include:

In Class

- Stickers / stampers / reward charts
- Verbal praise or written comment
- Display of particularly good work in special place in classroom
- Peer praise
- Visits to another teacher or Principal
- Certificates
- Given responsibility within class
- Note sent to parents
- Prize from class teacher
- Golden Time
- Etc.

In School

- Praise in Assembly
- Praise from the Principal and other teachers
- Parental Contact (Parent-Teacher Interviews)
- Annual Report
- School trips and involvement in school teams
- Etc.

Most children respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and, where necessary, their behaviour. By using a positive system of rewards, and reinforcing good behaviour we help children to feel good about themselves.

Unacceptable Behaviour - Sanctions/Consequences

Sadly, there will be times when children are poorly behaved. Children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. A Positive Behaviour Policy must state these boundaries firmly and clearly.

Each case is treated individually. Generally children are made aware that they are responsible for their own actions and that breaking rules/codes will lead to sanctions/consequences.

Normal sanctions/consequences include a verbal reprimand and reminder of expected behaviour, loss of free time such as playtimes, moving to sit alone, sending work home, writing letters of apology and loss of responsibility.

Staff will always encourage children to take responsibility for their actions and draw the child's attention to the fact that undesirable behaviour usually has a negative consequence on another person, the class, the school environment or themselves. Where possible, staff will try to link the sanction/consequence to the behaviour.

Minor breaches of discipline generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions and consequences are concerned.

Lunchtime Supervision

At lunchtime, supervision is carried out by a Class Teacher and a Classroom Assistant. The Class Teacher and Classroom Assistant are expected to maintain order. Usually this consists of reminding children of the standard of behaviour expected. Repeated minor problems may result in the child being asked to complete a task which usually takes the heat out of the situation. Class teachers will be informed of any child who continually misbehaves.

All staff at Ballytober Primary School, both teaching and non-teaching, must be treated with the utmost respect. Verbal or physical abuse will not be tolerated.

Issues arising at break or lunch times must be reported to the class teacher after recess. If a pupil is habitually misbehaving, despite repeated and on-going attempts to modify the behaviour, then the child will be referred to the principal.

Persistent or serious misbehaviour at lunchtime that is brought to the attention of the principal will result in the loss of privileges and playtimes. Parents will be informed if there is no improvement in behaviour.

At our school we classify unacceptable behaviour into 3 broad bands:

Level 1: Mildly Disruptive

Misbehaviour that can be effectively managed within the classroom environment by the teacher.

Level 2: Moderately Disruptive

More serious misbehaviour or persistence of Level 1 that is not so easily managed within a classroom environment. Class teacher may involve the parents, either formally or informally. Notification of other staff may take place. Referral to the Principal may also take place if appropriate.

Level 3: Seriously Disruptive

Very serious misbehaviour or persistence of Level 2 behaviour. This will result in the formal involvement of the Principal within the school along with parental involvement. Additionally, the involvement of outside agencies may be sought.

The following are examples of what constitutes Level 1, 2, 3, and Sanctions and Strategies which may be used.

Sanctions/consequence will be constructive, applied with sensitivity and flexibility, where possible, be related to the misdemeanour and will be specific to the offender and **not** applied to the whole group.

Examples of Unacceptable Behaviour

Level 1	Level 2	Level 3
Arguing	Persistence of level 1	Persistent occurrence of level 2
Boisterous behaviour	Aggressive behaviour persistent / serious (e.g. biting, kicking, hitting, nipping etc.)	Physical assault – teacher/adult/children
Talking at inappropriate times	Refusal to work / general defiance	Wilful damage to property or school
Distracting other pupils	Consistent non-completion of homework	Verbal abuse to teachers/staff/peers
Disobeying instructions	Refusal to engage with an adult	Stealing – intent and persistent
Shouting out / leaving seat	Bad language / rude noises	Major disruption of class activity
Not being prepared for school	Persistent name calling	Abuse/threatening behaviour/subtle bullying/overt bullying
Taking other pupils' property	Damaging property	Leaving school premises without permission
Lying		Dangerous refusal to obey instructions
Not completing homework		
Not sharing		
Making unkind remarks		
Running in corridors		
Telling tales (inappropriately)		
Talking during assembly		
Throwing pencils / rubbers in class		
Bringing in/playing with toys in class		
Persistent misplacing of workbooks		
Answering back		

Sanctions/Consequences

Level 1	Level 2	Level 3
A disapproving look	Time-out in another room	Principal informed immediately
A signal to indicate behaviour must stop	Report to principal	Formal discussion with Principal and pupil
A verbal rebuke	Formal appointment with parents	Formal appointment with Principal and parents
Moved in class to another desk	Discussion with SENCO- IEP may be implemented at this stage	IEP will be implemented and an action plan agreed
Informal chat with parents	Home/school contact. Withdrawal of privileges	Behaviour contract between school and child
Withdrawal of privileges/responsibilities	Missing out on break/lunch time recess	Involvement of other agencies e.g. EWO, Behaviour Support Team, Educational Psychology, Social Services
Reminder of class rules	Teacher may begin to record daily observations of behaviour	Suspension
Private discussion with child	Replacement of damaged/lost property	Expulsion
Discussion in groups or whole class through circle time	Remove child from class and place with principal or in another class	
Missing out on break time or lunch time recess	Withdrawal from: extra-curricular activities, school teams	
Apology (either written or given verbally)	Behavioural programme – reward charts/target setting etc.	
Redirect to another activity		
Move the child from the group to work on their own		
Repeat work		

Clarification of Terms used above:

“Time Out”

- To a separate seat/single desk in the classroom;
- To another class (of similar age group) with work set;
- Break/lunch time with work set (providing sufficient time for eating and toileting);
- To Principal, Vice-Principal or Senior Teacher in charge;
- To a quiet area of the playground or dining hall;

The Class Teacher and/ or Principal will use discretion as to whether parents need to be informed if their child has been on “Time Out” depending on the seriousness of the misdemeanour.

Procedures for Dealing with Major Breaches of Discipline

Major breaches of the Positive Behaviour policy include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work and disruptive behaviour in class (see Level 3 Classification above).

This type of behaviour is generally rare and it is the responsibility of the Principal or the Vice-Principal who will deal with it severely, particularly if the problem keeps recurring. The standard procedure for this sort of problem follows a set pattern. Failure to improve leads automatically to the next stage with each stage recorded.

- A verbal warning by the Principal or Vice Principal as to future conduct.
- Withdrawal from the classroom for suitable period.
- A letter to parents informing them of the problem.
- A meeting with parents, and either a warning given about the next stage unless there is an improvement in the child's behaviour.
- If the problem is severe or recurring then suspension/exclusion procedures are implemented after consultation with the Board of Governors.

Suspension/ Expulsion

If, following intervention strategies with the pupil and meeting with the parent(s) further incidents of unacceptable behaviour occur, advice from the N.E.E.L.B. will be sought and a decision regarding the suspension of the pupil will be taken. The Board of Governors will be notified and consulted. The N.E.E.L.B. Suspension and Expulsion procedures will be followed. Initially, any exclusion will be for a temporary fixed term but, if necessary, permanent exclusion may be considered, again, in line with N.E.E.L.B. policy and guidelines.

The School Management reserve the right to bypass the imposition of sanctions and move directly to 'Formal Disciplinary Proceedings' for children considered to have seriously broken the school rules or misbehaved in a serious manner. If this occurs, loss of privileges may include immediate withdrawal from school teams etc.

Parents have the right of appeal to the Governing Body against any decision to exclude.

Preventative Strategies

See sanctions/consequences table above and Positive Behaviour policy procedures.

Intervention (see also Policy for Use of Reasonable Force & Safe Handling)

Ballytober Primary School actively promotes the use of positive behaviour management strategies, thus reducing the need for any form of physical intervention. However, emergency situations may arise when this is unavoidable and necessary. Such situations may be:

- When the health, safety and well being of an individual, or group is endangered by the action of another person or persons
- Where an individual is endangering his or herself
- Where there is a developing risk of injury or significant risk to property

In the event of contact, as a last resort, becoming necessary, the procedure and guidance, as outlined in the Department of Education Circular 'The Regional Policy Framework on Reasonable Force / Safe Handling' (May 2004) will be followed. Guidance issued in D.E.N.I.

Circular 1999/9 – Use of Reasonable Force to Restrain or Control Pupils will also be adhered to.

The child will be removed from the situation as soon as possible and taken to a member of the Senior Management Team who will take immediate action to involve parents.

An incident form will be filled in and the situation discussed with the Principal or Vice Principal. The Principal or Vice Principal will work with the member of staff and parents to devise an Action Plan to meet that child's needs. This may include the involvement of other agencies – social services, psychological service etc.

Educational Visits

Pupils on school visits will be expected to abide by the aims of our school Behaviour Policy and school rules re. behaviour. In addition, the Principal and staff will reserve the right to implement any rules which they deem necessary to ensure the safety and welfare of pupils and staff and achieve the aims and purpose of the visit.

Bullying

Bullying has been defined in Ballytober Primary School as follows:

'Bullying is a form of aggressive, hurtful behaviour which is persistent and unprovoked. It involves an abuse of power. It may take various forms, including physical, verbal and emotional abuse.'

It may involve: (this is not an exhaustive list)

- Causing deliberate physical injury;
- Threatening behaviour;
- Offensive name calling;
- Taunting or disparaging remarks;
- Spreading malicious rumour or gossip;
- Extortion of money or property;
- Preventing another taking part in activities;
- Wilful damage of another's property.

Bullying is in contravention to children's rights to all forms of violence, both physical and mental. It also infringes their right to education and to freedom from torture and inhumane and degrading treatment under the Human Rights Act 1998. It can make the victim's life miserable.

At Ballytober Primary School we take our responsibility to create a secure and caring environment for everyone present, very seriously.

Under no circumstances will bullying be tolerated.

Our Anti-Bullying Policy will be followed at all times.

- Bullying, of any kind, is unacceptable.
- Staff will always take the report (from pupils or parents) seriously and deal with it accordingly.
- Staff will offer concrete help, advice, support and feedback to the victim and their family.
- Staff will encourage the bully to think about their actions and the effect they have on their victim.

- Staff will remember that both the victim and the bully have needs which need to be addressed by the school.

Behaviour Policy and Parental Links

The support and co-operation of parents are very important elements in achieving the aims of our positive discipline policy. Parents need to be aware of how important the school views their role and responsibility in helping us achieve these aims.

Opportunities to build parental involvement will take many forms, e.g. through the promotion of our rewards system, questionnaires, Individual Education Plans, reports, informal notes in books, school trips and face-to-face meetings at formal parents meetings.

Close communication between school and home should ensure that the needs of the child are paramount and are addressed quickly and efficiently.

Behaviour Policy and Special Needs

It is our intention to assist in any way pupils who may experience emotional or behavioural difficulties in our school.

Within our special needs policy all teachers are aware of the role they play in assessing, targeting and drawing up an individual plan for a pupil, depending on what stage of the Code of Practice the pupil is at.

When it becomes evident that further help will be required the SENCO will make a Stage 3 referral to the local Educational Psychology Office requesting outside support.

Behaviour Policy and Links with Outside Agencies

In attempting to cater for all pupils it is sometimes necessary to call on the support of other professional support agencies from outside the school e.g. the Educational Psychologist, the Behaviour Support Team, the Education and Welfare Officer, Social Services, the N.E.E.L.B. Pupil Personal Development Services Team, the Inclusion and Diversity Team.

Monitoring and Evaluation

The Governors will seek the views of all staff, pupils and parents when carrying out a review of the policy and procedures. The Policy will be given to each member of the Board of Governors, staff, parents and volunteers. It will also be available from the school office and on the school web-site (www.Ballytoberps.org). This policy will be reviewed annually or sooner as considered necessary to meet changes in school circumstances and/or WELB/DENI guidelines and/or new legislation. Participation and consultation with children and parents will be undertaken through the use of the Class/Kids' Forum and questionnaires.

The following documents have been taken into consideration when drawing up this policy:

- Promoting and Sustaining Good Behaviour:
- A discipline Strategy for Schools (DENI, 1998)
- Evaluating Pastoral Care (DENI 1999)
- Evaluating Schools (DENI 1998)
- Child protection (CCEA 1999)
- Child Protection Guidelines – Pastoral Care in School: Child Protection (DENI 1998)

- Pastoral Care in Schools – Promoting Positive Behaviour (DENI 2001)
- Education and Libraries (NI) Order 2003
- Regional Policy Framework on the Use of Reasonable Force/Safe Handling May 2004

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This Positive Behaviour Policy is an integral part of the school Pastoral Care Policy. It is in agreement and integrated with other policies, namely:

- Anti Bullying Policy
- S.E.N. Policy
- Child Protection Policy
- Personal Development and Mutual Understanding Policy
- Relationships and Sexuality Education
- Misuse of Substances Drugs Policy
- Health and Safety Policy
- Pastoral Care

These following Codes of Conduct have been formulated by the children of the school with the safety and well-being of themselves in mind, and to enable the school to function efficiently as a place of learning.

Codes of Conduct:

- **Classroom Code – see Appendix 1**
- **Traffic Code – see Appendix 2**
- **School Code – see Appendix 3**
- **People Code– see Appendix 4**
- **Playtime Code – see Appendix 5**
- **Lunch Time Code – see Appendix 6**

Appendix 1: Classroom Code:

- 1) Do stay in your seat and be quiet when the teacher is talking or when you are completing work.
- 2) Do move around the classroom quietly without disturbing others.
- 3) Do ask for permission to go to the toilet by saying ... "Please may I go to the toilet?"
- 4) Do put up your hand to answer a question or if you don't understand the question.
- 5) Do share and treat things with care especially your school books.
- 6) Do handle all equipment with care.
- 7) Do be responsible for your own belongings.
- 8) Do bring a note if to remain indoors at break or if you have been absent from school.
- 9) Do leave toys etc at home where they can't be lost or broken.
- 10) Do knock and excuse yourself when visiting another classroom.
- 11) Do your very best at all times.
- 12) Do try to keep your desk tidy.

Appendix 2: Traffic Code:

- 1) Do wait for your parent/carer to collect you from the front gate if you are going home by car and walk along the footpath or across the road.
- 2) Do wear a helmet and wheel your bicycle when in the school grounds.
- 3) Do watch and listen to the Patrolman when crossing the road.
- 4) Do stay on the paths when coming to and going home from school.
- 5) Do use the designated classroom doors when entering and leaving the school building.
- 6) Do wear a seat belt when coming to school by car.
- 7) Do keep to the right when walking in the corridors.
- 8) Do be careful when opening car doors and getting out from the vehicle.
- 9) Do vacate the building by the appropriate emergency exits on hearing the school alarm.
- 10) Do use the parking area at the front of the school and refrain from parking at the rear of the school.

Appendix 3: School Code:

- 1) Do walk when inside the school building.
- 2) Do be as quiet as possible inside the school building.
- 3) Do wear our uniform with pride.
- 4) Do remove jewellery when doing P.E..
- 5) Do have your name on all items of clothing.
- 6) Do try to get to school on time.
- 7) Do wipe your feet on the mats provided before entering the school building.
- 8) Do try your best at everything you do in school.
- 9) Do conserve energy by turning off lights that are not needed.
- 10) Do your homework to the best of your ability.
- 11) Do refrain from bringing chewing gum to school.
- 12) Do save trees by using all types of paper carefully.

Appendix 4: People Code:

- 1) Do be friendly and kind to each other.
- 2) Do display good manners at all times.
- 3) Do be courteous to any visitors in school.
- 4) Do be honest with each other and tell the truth at all times.
- 5) Do say nice things to each other.
- 6) Do use well mannered language at all times.
- 7) Do say "please" and "thank-you."
- 8) Do share any problems you might be having with your teacher or the Principal.
- 9) Do resolve arguments by talking to each other rather than fighting.
- 10) Do stand back to let an adult through a door first and hold the door for them.
- 11) Do allow ladies to go first.
- 12) Do set a good example by your own behaviour.

Appendix 5: Playtime Code:

1. Do play ball games in the designated area.
2. Do stay in your own designated playground.
3. Do put all litter in the bins provided.
4. Do try to use the toilets at break and lunchtime
5. Do leave your bag, lunchbox and homework in the classroom before making your way to the playground between 08.45 and 08.55 (weather permitting).
6. Do use the paths provided.
7. Do stay off the grass whenever it is wet.
8. Do enjoy the snow when it falls by letting it lie on the ground.
9. Do line up at your designated position whenever the bell goes.
10. Do bring a coat to school for playtimes whenever the weather may be changeable.
11. Do care for the trees and shrubs in our grounds.
12. Do stay within the boundary.

Appendix 6:

Lunch Time Code:

The Dining Hall

In the Dining Hall, the children will follow the “**LUNCHES**” rules:

- **LINE** up quietly and sensibly with no queue jumping
- **USE** good manners – “Please and Thank-You”
- **NO** walking around and stay in your seat whilst eating
- **CHAT** quietly
- **HAVE** respect for each other and don't throw out good food
- **EVERYONE** takes responsibility for eating healthily

Agreed Core Values

- Equality
- Trust
- Integrity
- Self-belief
- Everyone is valued
- Respect
- Safety
- Care
- Responsibility
- Achievement
- Belonging
- Sensitivity
- Positivity
- Reaching potential
- Fairness
- Happiness
- Understanding
- Consideration
- Kindness
- Empathy
- Co-operation
- Diligence
- Endeavour
- Honesty
- Commitment
- Independence
- Helpfulness
- Consideration

Key written Principles

1. **Everyone feels safe and secure.**
2. **Everyone is accepted and valued.**
3. **Everyone shows kindness.**
4. **Everyone is sensitive to each other's needs.**
5. **Everyone is encouraged to reach their full potential.**
6. **Everyone shows respect and consideration to others.**
7. **Everyone is treated equally.**
8. **Everyone works together for the good of the school.**
9. **Everyone is encouraged to learn from their mistakes.**

10. Everyone agrees bullying is not acceptable.