

ST ANNE'S CATHOLIC PRIMARY SCHOOL BEHAVIOUR AND DISCIPLINE POLICY

In order to fulfil our mission to create a caring, secure community wherein all children are able to achieve their full potential, it is essential that there should be a calm and orderly atmosphere throughout the school at all times.

Orderly conduct and the highest possible level of concentration are essential also to achieve the educational aims of the school.

Self discipline and self motivation are ultimate goals. In order to achieve these, the school has developed a structured policy to promote good behaviour.

“Do good by helping others who are in need”

“Do not use words that harm, but only words that help; the kind that cheer and comfort and make people happy. So that what you say will do good to those who are listening to you”

“Never hold grudges against others; or lose your temper, or raise your voice, or call each other names, or allow yourself to be spiteful”

“Instead be friends with everyone, kind, tender hearted, forgiving each other as God forgives you”

AIMS OF THE POLICY

- To encourage a calm, purposeful and happy atmosphere within the school.
- To foster positive, caring attitudes towards everyone where achievements at all levels are acknowledged and valued.
- To encourage good behaviour and respect for others and so prevent all forms of bullying.
- To encourage increasing independence and self discipline so that each child learns to accept responsibility for his/her own behaviour.
- To have a consistent approach to behaviour throughout the school with parental co-operation and involvement.
- To make boundaries of acceptable behaviour clear and to ensure safety.
- To raise awareness about appropriate behaviour.
- To help pupils, staff and parents have a sense of direction and feeling of common purpose.

Staff Responsibilities are:

- To treat all children fairly and with respect.
- To raise children's self esteem and develop their full potential.
- To provide a challenging and interesting and relevant curriculum.
- To create a safe and pleasant environment, physically and emotionally.
- To use rules and sanctions clearly and consistently.
- To respond to any incidents of reported bullying in line with the school anti-bullying policy.
- To be a good role model.
- To form a good relationship with parents so that all children can see that the key adults in their life share a common aim.
- To recognise that each is an individual and to be aware of their (special) needs.
- To offer a framework for social education.

Children's responsibilities are:

- To work to the best of their abilities, and allow others to do the same.
- To treat others with respect.
- To obey the instructions of the school staff.
- To take care of property and the environment in and out of school.
- To co-operate with other children and adults.

Parents' responsibilities are:

- To make children aware of appropriate behaviour in all situations.
- To encourage independence and self-discipline.
- To show an interest in all that their child does in school.
- To foster good relationships with the school.
- To support the school in the implementation of this policy.
- To be aware of the school rules and expectations.

What we do to encourage good behaviour:

- We make clear our expectations of good behaviour through our code of conduct.
- We discourage unsociable behaviour by promoting mutual respect.
- We encourage children to take responsibility for their own actions and behaviour.
- We set, through example, standards of behaviour. We praise good behaviour both privately and publicly through the use of Smilies and Rewards in Assembly.
- We abide by a simple but clear set of rules and a code of conduct about our school. Following the School Rules will allow children to receive Smilies.

Foundation Stage

- Always listen to and follow instructions.
- Keep hands and feet to yourself.
- Walk at all times.
- Be kind to everyone and everything.

Year 1 – Year 6

- Always listen to and follow instructions.
- Put your hand up when you want to speak.
- Work without disturbing others.
- Show respect for other people and their possessions.
- Move around your classroom and school in an orderly manner.

Playground rules – for all children

- When you play, think of other people, take care, do not play “rough” games.
- No ball games (unless on the field)
- Stay on the playground.
- Ask permission to enter the building.
- Stand still when the whistle blows.
- Walk quietly and sensibly into and out of your school.

Corridor

- Always walk quietly in a single file.

Dining Room

- Enter and move to your table in a quiet and orderly manner.
- Eat your food quietly and sensibly.
- Remember your table manners and manners towards other people.

Hall

- Enter and move to your table in a quiet and orderly manner.
- Sit sensibly, facing the front.
- Check for any risks during P.E. and report to the teachers

BEHAVIOUR SANCTIONS

When children’s behaviour is unacceptable there is a structured system of consequences aimed at giving the children an opportunity to improve.

- Rebuke; polite request to change behaviour.
- A second request and final warning.
- Isolate in the classroom or hall, playground. Apology letter if appropriate. Time with another teacher. For regular offender complete form ‘Time Out A’.
- Sent to the Head or Deputy. Target sheet or an incident sheet to be filled in. (Parents may need to be informed and involved at this stage).
- Once a child has three sheets within the term, the sheets are then sent home with an accompanying letter inviting the parents into school for a discussion.
- On receipt of a fourth incident sheet, the parents are invited into school to discuss the possibility of exclusion if further incident sheets are issued. Child is issued with a behaviour book.
- On receipt of a sixth incident sheet, the child is excluded for two days.
- If no improvement in a week then parents and child are to be interviewed by the Governors. Refusal to attend the interview will result in the child immediately moving on to consequence ten.

- If no improvement – a five day exclusion.
- If no improvement – recommendation for permanent exclusion.

There may be special consideration for children who are on Action Plus of the Special Needs Register.

There may be occasions when children's behaviour is considered so serious that they will immediately move on to consequence four.

BEHAVIOUR REWARDS

Good behaviour will be rewarded in a range of ways:

- Praise : show work to peers
: show work to other teachers
: show work at assemblies
- Rewards by classteacher and other staff – Smilies.

KEY STAGE 2 SMILIES

Children are rewarded Smilies for good work, attitude, manners and initiative.

- In each class there is a Smilie Reward Chart in the colours of the houses.
- Children receive a Smilie Sticker on the chart for every 10 Smilie cards they receive.
- As children begin Year 3 they will join a house named after a Saint; St. Bosco, St Assisi and St. More.
- Each week the House and Vice Captains will visit the classrooms and calculate the total number of Smilies for the team and also the child in house with most Smilies for the week.
- Head Teacher award for the child in Rewards Assembly

ASSERTIVE MENTORING TERMLY BEHAVIOUR DATA SUMMARY

CLASS	Number of children in class	IN CLASS BEHAVIOUR						OUT OF CLASS BEHAVIOUR					
		Number of children GREEN	%	Number of children YELLOW	%	Number of children RED	%	Number of children GREEN	%	Number of children YELLOW	%	Number of children RED	%
Year 1													
Year 1/2													
Year 1/2													
Year 3													
Year 3/4													
Year 4													
Year 5													
Year 5/6													
Year 6													

MK 2015

ASSERTIVE MENTORING REWARDS

CERTIFICATES AWARDED	2015	2014
BRONZE		
SILVER		
GOLD		

ST ANNE'S CATHOLIC PRIMARY SCHOOL

INCIDENT SHEET

Pupil:..... Date:.....

Referred by Time:.....

Referred to:..... Period:.....

Type of Incident:..... Class:.....

INCIDENT

- 1. Threatening and/or fighting.
- 2. Causing an inflamed situation.
- 3. Insolence and/or abuse.
- 4. Persistent refusal to obey reasonable instructions or request.
- 5. Refusal to do work.
- 6. Endangering or damaging property or furnishings
- 7. Throwing objects in class/playground/dining hall.
- 8. Bullying/extortion
- 9. Stealing.
- 10. Racist remarks.
- 11. Violence to staff.
- 12. Disturbed behaviour.
- 13. Leaving class without permission.
- 14. Other.

Further comments

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SCHOOL UNIFORM

To instil a sense of pride and unity at St. Anne's the following school uniform is worn.

Having correct uniform and kit is tracked through our Assertive Mentoring Programme and is seen as an important element of the Attitude section of performance.

FOUNDATION STAGE (Nursery and Reception Classes only):

Red round necked sweatshirt with school badge – available for purchase from Marks & Spencer website or Lisa's Schoolwear, 275 East Prescott Road, L14 2DB (tel no: 0151 259 8277)

Red polo shirt with school badge - available for purchase from Marks & Spencer website or Lisa's Schoolwear

Red school cap with school badge- available for purchase from Marks & Spencer website or Lisa's Schoolwear

Red Book Bag with school badge - available for purchase from Marks & Spencer website or Lisa's Schoolwear

Red drawstring bag with school badge - available for purchase from Marks & Spencer or Lisa's Schoolwear

Black jogging bottoms / leggings / shorts

Black or white socks

Black pumps / trainers (Velcro fastening)

Red fleece with school badge - to be purchased from school

Red coat with school badge - to be purchased from school

Red showerproof coat with school badge - to be purchased from school

All children should have a spare set of clothes (including underwear) in school in their drawstring bag.

All children should also have Wellington boots for outdoor play – to be left in school

KEY STAGES 1 and 2 (Years 1 to 6):

WINTER

Children should wear winter uniform of grey shorts / long grey trousers / grey skirt / pinafore or culottes.

White shirt / blouse

Red jumper / cardigan

Red and grey striped tie - available for purchase from Marks & Spencer website or Lisa's Schoolwear

Grey socks / tights

Black shoes

SUMMER

Grey shorts & white polo shirt or red / white checked dress

Red jumper / cardigan

Grey socks with grey shorts / White socks with checked dress

Black shoes

School coats, showerproof coats and fleeces are available for purchase in the school office. If not purchased directly from school, coats should be red or plain and dark without fashion or football logos.

Book bags, PE bags, ties, sweatshirts and polo shirts (foundation stage only), and school caps are available for purchase from Marks & Spencer website or Lisa's Schoolwear, 275 East Prescott Road, L14 2DB, (tel no: 0151 259 8277)

P.E. KIT

Indoor - pumps, black shorts, white t-shirt / white polo shirt.

Outdoor - long sleeved red sweatshirt, white t-shirt / white polo shirt, plain black tracksuit bottoms, training shoes.

P.E. kits should remain in school for the whole half term. If children do not remember to bring their P.E. kit to school we have spare kits which they can use; we endeavour to ensure that no child will miss out on P.E. lessons.

Key Stage 2 classes and Year 2 children attend swimming lessons on a rota basis.

Swimming - Trunks/costume

Towel

Swimming cap

Verruca sock as needed

Waterproof coat for journey.

ALL UNIFORM ITEMS MUST BE CLEARLY NAMED

PERSONAL PROPERTY

All items of clothing and other personal property brought into school should be clearly marked with the child's name and class. For clothing sew-on printed tabs are an excellent investment.

Please note that neither the school nor the Local Authority has insurance to cover your child's property in the event of it being lost or stolen.

JEWELLERY

Inexpensive watches may be worn. These need to be covered on home insurance policies.

In the interests of health and safety, children are not permitted to wear any jewellery in school, including earrings. (If children are having their ears pierced, this needs to take place at the beginning of the summer holidays which will allow time for healing).

Extreme haircuts – hair should be neat and appropriate. Long hair should be tied back, with bobbles and ribbons in school colours. Flowers and other decorations should not be worn for school – they should be saved for 'non-uniform days'.

LOST PROPERTY

Lost property is located in the storage cabinet in the reception foyer. Items will be kept for a term only.