

ALLEYN'S JUNIOR SCHOOL

School Rules, Discipline and Behaviour Policy

The school wishes its pupils to be happy and confident and all staff should seek to encourage all that is positive. The pastoral care of each individual pupil is of the greatest importance. Central to pastoral care is the form teacher, who takes on a variety of roles in order to know, care and follow the development of each child and share their concerns. This policy is applicable to all pupils, including those in the EYFS.

School Code of Conduct

The children are given time at the beginning of the school year to work through behaviour expectations or code of conduct, appropriate to their age group. These stay with the children at all times in their Day Books. The school aims to make the environment safe, happy and caring and therefore the children agree to the following Code of Conduct in order to achieve this:

We respect and care for each other

We are friendly, honest and show good manners

We take pride in our appearance

We look after our school and our property

We move about our school calmly and safely

We have a good attitude to our learning

The children in the Infants refer to these as their 'Golden Rules'

The Code of Conduct or Golden Rules are referred to regularly and especially if a child has done something to break the code.

School Rules

The written school rules are few. They are designed to aid the smooth running of the school and the happiness and safety of the school community.

Parents are asked to cooperate in helping their children to keep the rules.

1. School uniform will be worn unless permission to do otherwise has been given i.e. sports day or own clothes charity day. All articles of clothing and personal property should be clearly marked with the owner's name and replaced as necessary. Replacement items are available quickly from our own second hand uniform shop.



2. No make-up, jewellery, nail polish or stick on transfers may be worn. Children wearing nail polish in school will be asked to go to the school nurse who will be able to remove it. Small plain ear studs may be worn in pierced ears.
3. Money should not be brought into school unless specifically required for a charity event. It should be kept on the person or handed in a named, sealed envelope to the form teacher.
4. Hair of shoulder length, or longer, must be tied back with red or blue bands or ribbons. These should be plain and in the school colours of red or dark blue.
5. Sweets, chewing gum, crisps and fizzy drinks should not be brought to school. Water may be brought into school and should be in a bottle preferably with a sport cap. Any food brought into school for a snack should be nut, coconut and sesame free and should follow procedures outlined in our Food Allergy Policy. Celebration cakes, biscuits or sweets should not be brought into school.
6. Children who walk to or from school independently, and whose parents require them to carry a mobile phone for this purpose, should hand the phone in to the school office at the beginning of the day and collect it at the end. Electronic items should only be brought in with prior permission from a member of staff and in exceptional circumstances.
7. All children must sign and abide by the rules outlined in our E-Safety Policy, including signing and agreeing to our Acceptable Use Agreement.
8. Pupils must remain within Junior School bounds unless accompanied or specifically directed by a member of staff.
9. At the end of the day all children should be collected from the Junior School playground or from outside their classrooms depending on their year group, unless they are being collected from a club where other arrangements have been made. Children awaiting collection should wait in the playground and not in the adventure playground. Pupils not collected by 3.50pm will be brought in to school by the staff member of duty, to attend After School Care. There will be no charge for this until 4.00 pm.
10. Movement through the school building will be quiet and orderly, keeping on stairs and corridors. Children are expected to walk around the school and running is not permitted.

11. Children from Year 3 are allowed to travel on the Foundation coaches as per guidelines and support offered at school.
12. Bicycles, scooters and skateboards should not be ridden on school grounds.
13. Dogs may not be brought on to the school premises.
14. Smoking is not allowed on any part of the school site.

Behaviour and Discipline

When things are going well:

Social, physical, creative and academic achievements are celebrated in many ways for the promotion of high self-esteem and its benefits to academic learning; the celebration of good behaviour is integral to life within the school communication. Such celebrations may include:

- liberal giving of verbal and written praise
- the giving of house points on a scale of 1-3
- the giving of commendations, where pupils have their name read out in assembly and recorded in the Commendation Book
- the giving of Head's Merits
- the giving of house certificates
- the presentation of certificates for nominated form captains and vice captains
- the presentation of certificates for house captains and vice captains
- giving colours for service to sport, visual arts, performing arts or community.
- end of year awards ceremony where recognition is given in specific areas
- the presentation of cups and trophies
- holding an annual Infant awards afternoon where each child is celebrated for their individual achievements
- accolades and significant achievements are noted in the weekly Newsfeed (newsletter)

When things are not going so well:

Staff should use their professional judgement to handle situations. This may include:

- making pupils aware of the effect of their behaviour

- outlining appropriate behaviour
- giving warnings about inappropriate behaviour
- setting targets
- informing other teachers, and/or parents
- giving short 'time-outs' to diffuse a situation
- imposing sanctions

Members of staff meet regularly to discuss consistency of approach for individual pupils.

Parents who have a concern should be directed to the form teacher in the first instance and for quick queries an 'open door' policy always applies. For other concerns an appointment may be necessary. Formal complaints should be directed to a member of the Senior Management Team as explained in the School Complaints Policy which is available on the school website. Any consultations between staff and pupils are recorded in the pupil's file.

Corporal punishment is not used at Alleyn's Junior School, nor should it be used as a threat.

It may be necessary for staff to physically restrain pupils. Where this is the case staff act within the guidance issued within the Restraint Policy and parents are always informed.

Staff should adhere to the following procedures:

Minor Incidents Report Form (MIN): incidents of misbehaviour that occur in the playground should be recorded in this book held in the school office. The information will then be recorded on CPOMS as a behavioural concern. This information will be circulated to the relevant staff members including the Deputy Head. Form Teachers should then pick up on these incidents, discuss them with the child and agree with the child ways that they cannot make the same mistakes again.

Minor Incidents occurring in other situations should be responded to appropriately by the teacher concerned and when necessary, that person should record this on CPOMS and alert relevant members of staff.

- Missed Play: Formal missed play is given to Junior children only, although it may be appropriate for an Infant child to receive a similar sanction conducted by the Form Teacher or Specialist Teacher as appropriate. For the Junior children, the member of staff will warn a child who commits a minor offence that if they act in the same way again, their name will be entered in the electronic Missed Play File. Missed Play may mean between 5 minutes and 15 minutes of missed play at lunchtime, dependent on the severity of the misdemeanour.

Staff are responsible for ensuring that children who are put into Missed Play are entered into the file before lunchtime. The onus is on the child to be ready outside the school office at 12.40pm to be collected by the member of SMT taking the duty. If they do not turn up for their missed play without having told the member of staff on missed play duty or the office that they are unable to attend due to a paid club or music lesson, their time in missed play is lengthened. If a child is issued with three missed plays in one half term, their parents are informed by the Deputy Head or Head so that their problems can be properly dealt with. During their missed play, the member of SMT on duty will talk to the child about the action, ask them to consider ways to put right the wrong and then give them time to sit quietly to reflect on their behaviour and the consequences that may occur should it continue.

- If it is felt that a disciplinary matter is of a more serious nature, staff should meet with the Head, Deputy Head or Head of Infants and an appropriate punishment discussed. The Head is kept informed and maintains a record of Serious Incidents (SIN). If a situation arises that needs immediate action then the Deputy Head or Head should be sought. Records are kept in the pupil's file.

Poor behaviour may be cumulative, it may be thoughtless or it may be a deliberate act. As such, each case of continued, serious, wilful poor behaviour should be addressed fully and will involve both the Head and the child's parents.

In some cases it may be deemed useful for a child to carry a behaviour record. This would be confidential and will give teachers a chance to record positive and/or negative behaviour. These records will be designed by the Form Teacher in consultation with other interested parties including the child's parents and monitored by the Form Teacher in consultation with the Deputy Head. Time should be given each week for a consultation between the child / Form Teacher and/or Deputy Head and this will provide an opportunity for the child to be able to discuss and reflect on the behaviour that led to this sanction.

Should poor behaviour continue to remain a difficulty for the child other courses of action may be necessary. It may take the form of one or more of the following:-

- After discussions with parents it may be deemed necessary to impose a more serious sanction via a detention. This would be a fixed period of time outside of the normal school day and conducted by the Head
- It may be necessary that a child is suspended from school for a period of time
- A pupil may be permanently excluded at any time if the Head is reasonably satisfied that the conduct of the pupil or parent (whether

on or off School premises and in or out of term-time) has been significantly prejudicial to good order or school discipline or to the reputation of the School, or if for some other reason the continued presence of the pupil or parent is incompatible with the interests of the School.

- The Head will inform parents of the decision permanently to exclude. Parents who seek to challenge or complain about the decision of the Head about an exclusion should refer to the School's Complaints Policy. Further information may be found in the Standard Terms & Conditions.

Author/Reviewed by	Erica Olley
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Addendum to the School Rules, Discipline and Behaviour Policy

**To support the complete re-opening of the School during the
coronavirus outbreak**

This addendum applies to the Junior School, including EYFS.

When pupils return to the site, under the terms of the conditions articulated by published government advice, pupils will be expected to follow the behaviours outlined in the Junior School's *School Rules, Discipline and Behaviour Policy*.

Key principles:

- The infants will operate as one 'bubble'
- All Junior year groups will operate separately, as individual 'bubbles'

Moving around the site:

Pupils are not allowed to move around the site unaccompanied. They must stay in their bubbles.

Pupils must move around the site in a calm and sensible manner, as would usually be expected.

Hand sanitizing:

Pupils must sanitize their hands on entry to the school building and again when entering/leaving a classroom. Before lunch, all pupils must wash their hands with soap and water.

Staff will underline the steps outlined in the risk assessment with all pupils on their return to the site, before any activities commence and provide frequent reminders.

Rewards and sanctions as outlined in the *School Rules, Discipline and Behaviour Policy* will be utilised to support pupils in meeting these expectations

Pupils will be required to respect and fulfil the expectations of them during their time on site.

Safety and care in travel to and from school is also expected. The School will write to parents with supporting guidance for the purpose of ensuring the safest travel arrangements to and from school. The oldest children who may be travelling independently will also be offered guidance and support by the School.