

## ALLEYN'S JUNIOR SCHOOL

### School Rules, Discipline and Behaviour Policy

This policy is applicable to all pupils, including those in the EYFS.

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 and is the responsibility of all members of staff. Central to that care is the Form Tutor.

#### The Golden Rules

In order to support the children in their behavioural choices, we have the following Golden Rules:

1. We show respect to everybody
2. We are inclusive and celebrate our differences
3. We take care of other people and play kindly and gently
4. We are honest at all times
5. We look after our own property, that of others and the School
6. We try our hardest even when things are not easy

The Golden Rules are fundamental to a happy school community. They are frequently referenced by staff and children and are written in their Day Books.

#### School Rules

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

Parents are asked to support their children in keeping the rules.

1. Children should use polite language to everyone and it should not be racist, sexist, hurtful or offensive
2. Bullying will not be tolerated
3. Physical aggression, e.g. pushing or fighting, should never be used against another person
4. Children and adults should be aware of those around them as they travel around the School and be ready to hold doors open for those behind them



- 5 The property of the School or another person should not be vandalised or defaced
5. All children wear the full Alleyn's Junior School uniform
6. Children may wear small plain stud earrings but no makeup, nail polish or other jewellery
7. Hair of shoulder length, or longer, must be tied back with plain red, black or blue accessories
8. Food must not be brought in from home, unless required for a school activity. Any food brought into school 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.
9. Mobile phones must be handed in to the School Office at the beginning of the day and collected from there at the end of the day. Outside of these times, phones must only be used for communicating with home
10. Pupils must remain within Junior School grounds unless accompanied or specifically directed by a member of staff
11. Bicycles, scooters and skateboards should not be ridden on school grounds
12. Children need written permission from their parents to travel independently or accompany younger siblings home
- 16 Children should not need money at school unless for a charitable event
17. Playtime toys that encourage collaborative play, eg trading cards and soft balls may be brought to school and are the responsibility of the individual

## **Behaviour and Discipline**

### **When things are going well:**

There is a recognition policy which details the way we recognise and acknowledge good behaviour in school. These include:

- Commendations
- Disposition stickers
- Head's Merits
- House Points

- Community Colours
- Awards

### **When things are not going so well:**

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

- Making reference to the Golden Rules
- Making pupils aware of the effect of their behaviour
- Outlining the consequences of continued inappropriate behaviour, giving warnings about inappropriate behaviour
- Setting targets
- Imposing sanctions – see below

### **Sanctions:**

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

Possible sanctions might include:

- When poor behaviour has resulted in class work not being finished, then this work may be completed at breaktimes or at home
- Keeping a child back at breaktime to discuss their behaviour
- Removal of privileges
- Missed play (see below)
- Informing parents
- Use of a behaviour record (see below)
- Suspension or exclusion from school

In exceptional circumstances, 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.

In line with the Equality Act 2010, the school supports pupils with special educational needs and disabilities, in order to help them understand and reflect upon their behaviour. Reasonable adjustments are made, when necessary, with the understanding they follow the school's behaviour policy.

When sanctions are issued, all pupils are supported in improving their behaviour and moving on. This can include:

- Reflecting with the pupil on why they were issued the sanction and how they should have behaved differently
- Talking with their Form Tutor or Deputy Head about how their behaviour has improved

- Rewards given for an improvement in behaviour
- Parents informed of an improvement in behaviour
- Drawing a close to discussions when appropriate, so the pupil can move on

### **Liaising with parents and other agencies:**

Parents will be kept informed of any poor behaviour by the Form Tutor, making sure the Deputy Head is aware and that an entry is made on CPOMS. If the Deputy Head has been directly involved, then they will also liaise with the parents, for example if the pupil has received three missed plays in one half term.

If other agencies are involved, then the Deputy Head will lead on these communications with those involved in supporting the pupil.

### **Transition to the next year group:**

As part of our pupil handover sessions, Form Tutors pass on any behavioural concerns to the receiving Form Tutor. They can also access behavioural concerns recorded on CPOMS.

When a pupil moves to a new school, the new school are informed of any significant behavioural concerns that they need to be aware of, including safeguarding information.

### **Recording behavioural concerns:**

Staff should adhere to the following procedures:

#### **Missed Play:**

- Missed play is given to Junior children only
- Infant children may have some time out with their Form Tutor if necessary
- Children are to be given a clear warning that if their inappropriate behaviour continues, they will receive a missed play
- Sometimes a warning will not be given, for example fighting, defacing other's property, use of rude language
- If a missed play is given, it is important the staff member takes time to explain to the child the reasons for this missed play and the day this will take place (normally the next lunchtime so it has time to be recorded on the system)
- Staff will update the missed play record on Teacher Pool and then the office staff will update CPOMS and alert Senior Management of the missed play
- The onus is on the child to be ready outside the School Office at 12.30pm to be collected by the member of SMT taking the duty

- The member of SMT taking the duty will decide the length of the missed play, dependent on the reasons recorded
- This will inform part of the discussion with the child during their missed play
- If a child is issued with three missed plays in one half term, their parents are informed by the Deputy Head
  - Members of staff meet regularly to discuss consistency of approach for individual pupils.

#### **Use of a behaviour record:**

- In some cases, it may be deemed useful for a child to carry a confidential behaviour record
- Teachers would record positive and/or negative behaviour
- This record would be designed by the Form Tutor in consultation with the child's parents and the Deputy Head
- A weekly review between the child and their Form Tutor should take place
- The Deputy Head would also meet with the child to discuss and reflect upon the behaviour that led to this sanction

#### **Minor Incidents Report Form (MIN):**

- Incidents of misbehaviour that occur in the playground should be recorded in this book held in the School Office
- Ideally, the member of staff dealing with the incident at the time needs to talk to the children involved about their behaviour and actions that are being taken
- 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 Tutors should then pick up on these incidents and discuss them with the child, including any sanctions

Minor Incidents occurring in other situations (such as the classroom) should be responded to appropriately by the member of staff concerned and recorded on CPOMS. The Form Tutor and Deputy head should be alerted to this entry.

#### **Serious Incidents (SIN):**

- 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 sanction 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 and on CPOMS as well as in a Serious Sanction Log

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, the Deputy Head and the child's parents.

Should poor behaviour continue to remain a difficulty for the child other courses of action may be necessary.

#### **Temporary exclusion from school:**

- It may be necessary that a child is suspended from school for a period of time, due to their behaviour or making a malicious accusation against staff, for example
- The Deputy Head will lead on the investigation, speaking to all pupils and staff involved
- Parents are kept informed, so long that this does not impede investigations
- When the investigation is complete, the Deputy Head will report their findings to the Head
- The parents of the child will be invited into school for a discussion about the incident
- The Head will let the parent know of the decision made about the sanction and the follow up details (precise day, work to be set etc)
- The child, with their parents, should meet with the Head when they return after the suspension to support the child's return
- The focus of their return will be on forgiveness and reconciliation

#### **Permanent exclusion from school:**

- 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.

Please see the School's Exclusion Policy.

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