

BEHAVIOUR AND DISCIPLINE POLICY - POLICY STATEMENT

RATIONALE

Effective discipline policies and procedures ensure good standards of pupil behaviour, which, in turn, ensure a safe environment in which meaningful teaching and learning can take place.

PURPOSE

The Behaviour and Discipline Policy seeks to establish clearly what is expected of staff and pupils to bring about good standards of pupil behaviour.

PRINCIPLES

- The school seeks to maintain a safe and orderly environment where effective teaching and learning can take place.
- The school's policies and procedures are designed to:
 - bring about good standards of pupil behaviour;
 - encourage in the pupils self-discipline, a proper regard for authority and a respect for others, to the benefit of their life and learning at Allenbourn and beyond;
 - enable all pupils, regardless of gender, race or special educational needs, to work to the best of their ability;
 - to prevent all forms of bullying among pupils.
- Pupils will be set a good example and, wherever possible, given rewards and praise. They will be encouraged and be expected to:
 - give of their best;
 - exercise self-discipline;
 - accept responsibility for their own actions;
 - show proper respect for the feelings and needs of others;
 - show proper care for their school and the wider community.
- The establishment and maintenance of good discipline requires the school to be proactive and not just reactive. Therefore, discipline is recognised to be a process and not an end in itself.
- Discipline, rewards and sanctions will focus on the behaviour and not the person.
- The methods used to achieve good discipline reflect the overall aims of the school and follow best practice.
- Discipline is the concern of everyone connected with the school - staff, pupils, parents and governors.
- The school works to establish a positive, purposeful and relaxed atmosphere, based on mutual respect amongst all those who make up the school community.
- There is an emphasis on the recognition and reinforcement of positive attitudes and genuine effort whilst working to minimise poor and unhelpful behaviour or performance.
- There is a system of rewards and punishments and every attempt is made to apply these consistently. The school rules and the rewards and sanctions system will be communicated and explained to pupils.
- The school's policies are clearly explained, easily understood, consistently and fairly applied and can be seen to be reasonable, sensitive and effective.
- All those involved in the maintenance of good discipline share common expectations about acceptable standards of behaviour and how to maintain them. Staff will enforce agreed standards of behaviour and maintain them using the defined rewards and sanctions system.
- Job descriptions set out the responsibilities of members of staff in encouraging and maintaining good standards of pupil behaviour.
- Through the School Charter, an internally designed document that replaces the Home-School Agreement, parents will be informed of the school's expectations for behaviour and are expected to sign the contact book to acknowledge their agreement.

BEHAVIOUR AND DISCIPLINE POLICY - STATEMENT OF PRINCIPLES

The Education Act 1997 required the governing body to agree a written statement of general principles for an overall behaviour and discipline policy. These principles are as follows:

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- Job descriptions set out the responsibilities of members of staff in encouraging and maintaining good standards of pupil behaviour.
- Parents will be involved in establishing the principles for the Behaviour and Discipline Policy. They are expected to support the school in the recognition of good and bad behaviour, and be involved in the maintenance of good discipline.
- There will be a regular review of the implementation of the school's policy and procedures.

BEHAVIOUR AND DISCIPLINE POLICY - SCHOOL RULES

The following is for the guidance of all members of staff so that there is a common understanding regarding acceptable behaviour and good manners.

1. General

- a) Exchanges between staff and pupils and pupils and pupils should be conducted in a way that meets general rules of politeness. Children should be reprimanded if, for example, they fail to use the teacher's name, they speak to an adult in a disrespectful manner, they push through doorways and so on. If necessary, they should be reminded of the need to show gratitude, for example by thanking staff at the end of trips or matches. The conduct of the staff in their dealings with each other and with the children should be an example of the behaviour expected.
- b) Rudeness, insolence or disobedience of orders should not be tolerated and should be checked immediately. Repeated rudeness or disobedience is an extremely serious offence and should be reported to the head of year and, if necessary, the headteacher.
- c) Bullying, be it verbal or physical, is a very serious matter and should be dealt with in accordance with the school's *Anti-Bullying Policy* document. The head of year of both the bully and her/his victim should be informed of any incident; the year head(s) will keep the headteacher informed of such problems and the actions taken.
- d) Unthinking racist or sexist language by the children or comments involving physical or mental handicap (e.g. "spastic") should be firmly checked by the member of staff and the inappropriateness of such remarks explained to the child(ren) involved.
- e) Deliberate abuse of this kind is a form of bullying and should be treated as such. The school is required to record all incidents involving racial abuse and harassment (see the school's *Equal Opportunities Policy*).

2. Corridors and Classrooms

- a) The school is, in general, a quiet place of work. Noise should always be kept to the minimum necessary for the work being done.
- b) Classes should be trained to keep noise to the minimum when moving around the school in corridors or along paths, in changing rooms or when they are on the field or playground during lesson times.
- c) Teachers should take positive action to stop behaviour by the pupils that is a danger to themselves or others. Running in corridors or along paths is always forbidden, as is sliding or jumping down the stairs. Children should not carry school bags on their shoulders.
- d) Generally, movement should be on the left.
- e) Children are not allowed to eat in classrooms except when having their lunch or if it is a wet break. Children are not allowed to eat in the corridors. Children are not allowed to take packaged food onto the playground at break times.
- f) Good order is greatly helped if teachers and support staff are in their rooms, ready to receive their classes and ready for work to begin.
- g) Routines for the orderly entrance to and exit from classrooms should be enforced.
- h) Late arrival for lessons by the children should not be tolerated.
- i) Coats should be hung on the pegs in the classrooms. Staff should make a positive effort to see that bags are stored neatly in the pigeonholes.
- j) Adequate time should be allowed at the end of the lesson for clearing up. Chairs should be put under desks, books and other equipment tidied away and rubbish put in bins. At the end of the day, lights should be switched off. Windows and doors should be shut to conserve heat in winter.
- k) Staff responsible for classrooms should see that their rooms are kept in good order.
- l) Children should put up their hand in response to questions. Calling out should not be allowed.
- m) Children should not be allowed to leave the room during lesson time except when absolutely necessary.
- n) The teacher, being legally in charge of the children, should also only leave the room when absolutely necessary.
- o) The lift is out of bounds to all children unless accompanied by an adult.

- p) Children are expected to use the toilets designated to their year group during breaks and lunchtimes.

3. Assembly

- a) Teachers must bring the children to the hall, ensuring that the class group they are with is quiet at all times.
- b) The teacher must accompany children into the hall. Teachers are responsible for ensuring that the children in their class stand and wait in silence.
- c) Teachers should be vigilant for children talking or misbehaving in assembly and take appropriate action to restore proper behaviour. Children who misbehave in assembly should be reported to their class teacher.
- d) All members of staff are responsible for ensuring that children leave the hall sensibly and continue in this way to the next lesson.

4. Break Duty

- a) Duty staff should always be at their place of duty promptly.
- b) Children should be outside during breaks, unless at a supervised activity or if it is a wet break. Staff should only allow children to stay in rooms when the member of staff is prepared to remain with them.
- c) The staff on duty must play an active part in supervising the children. Inside duty staff should ensure pupils go outside unless it is a wet break. Playground duty staff must see that all the children move off the playground and along the paths quietly and sensibly and without running or pushing and assist the indoor duty staff in supervising the children coming into the building.
- d) The ringing of an extra bell indicates a wet break. The office staff decide if it is necessary to have a wet break. Children return to their form rooms, except those in the classes in the science labs who use the dining area.
- e) Ball games are not allowed at break times. At lunch times, children can play ball games in the far playground.

5. Bus Duty

- a) At the end of school, all the children going home by bus line up on the far side of the main playground or go straight onto the bus, if it is waiting for them.
- b) The teacher on duty is by the gate to supervise the children on to the buses.
- c) If a member of staff is informed of any incident of serious misbehaviour or problem on one of the buses, s/he should, in turn, inform the headteacher as soon as possible.
- d) Duty staff should go on to the bus to quieten excessive noise or deal with unruly behaviour and to ensure all children are sitting properly before the bus leaves.

7. Care of Property

- a) Children must be encouraged to look after all items of school property. Deliberate damage or defacement of textbooks, furniture, ICT equipment, displays, etc. is a very serious offence and should be reported to the Headteacher.
- b) Children are not allowed to deface the covers of exercise books and should be made to cover any defaced book.
- c) Interference with or damage to any other person's property is a very serious offence and should be reported to the head of year.
- d) Children must be encouraged to look after their personal property. Children should be discouraged from bringing valuables to school. All items of electronic equipment are banned from school, unless a teacher has given specific permission.
- e) Children may bring mobile phones in school but are not allowed to use them on school property without permission. Mobile phones must be kept in bags, switched off at all times and are the responsibility of the pupil. A copy of the school guidelines on the use of mobile phones is found in the school prospectus.
- f) If valuables are handed to a member of staff for safe keeping, they must be kept securely for the period of custody. Items can be sent to the Office, if necessary.
- g) Children should be charged for the replacement of lost or damaged exercise books, diaries, textbooks or library books.

8. School Uniform and Equipment

- a) Uniform and equipment lists are found in the prospectus.
- b) Pupils should be encouraged to make sure that all items of uniform and equipment are named.
- c) Class teachers should regularly check the uniform of children in their class and notify parents of any areas of concern. Repeated failure to wear the correct uniform, despite letters to the parents, should be reported to the head of year and, if necessary, the headteacher.

9. School Rules

- a) A copy of the School Rules should be clearly displayed in each classroom. Class teachers should draw their class's attention to this at the beginning of each school year.
- b) Teachers should ensure that the School Rules are enforced and obeyed at all times.

SCHOOL RULES

School rules exist so that the people who make up the school community, including you, can do their work more easily.

- (1) The school is, in general, a quiet place of work.
- (2) You must go around the school quietly and sensibly. Running is not allowed. Keep to the LEFT as far as possible.
- (3) You should arrive at lessons promptly with the correct dress and equipment. If you are late, then enter quietly and apologise and tell the teacher why you are late before settling down to work. You must get permission from your teacher if, for any reason, you are not going to your lesson. You must not leave your classroom without the teacher's permission except in emergencies.
- (4) You must go straight into the playground when you arrive in the morning and stay there until the bell tells you it is time to go into school. If it is wet, you can go under the shelter.
- (5) You must be outside at breaks and lunchtimes unless it is wet or you have been told to stay in to work under the supervision of a teacher.
- (6) Break time snacks must be eaten on the playground on dry days. No wrapped food is allowed on the playground. Food and drink at lunchtimes must be eaten in the set rooms.
- (7) Keep the school tidy. This means putting litter into the bins provided and not bringing chewing gum into school.
- (8) You must wear the proper school uniform, including a tie. Trainers are not allowed around school. You must wear the proper kit for PE and games. Make sure all your clothes and equipment is named. Jewellery, apart from one plain stud or sleeper in each ear, and coloured nail varnish are not allowed.
- (9) Look after the property of the school and other pupils.
- (10) You are responsible for any money, watches, mobile phones and so on that you bring into school. Radios, cassette recorders and other valuable items should not be brought into school. You are not allowed to use a mobile phone in school time without the permission of a teacher.
- (11) You are not allowed to leave the school premises at any time without the permission of a member of staff. If you have a note from a parent to allow you to leave the premises you must first sign out at the office.
- (12) Bullying, whether verbal or physical, is not acceptable. If you are bullied, tell an adult.

You can play your part in making the school a better place by showing politeness, helpfulness and consideration to others.