



# Ashton St. Peter's Church of England VA Primary School

## Pupil Discipline and Behaviour Policy

Linked to 'Home School Agreement'

Ratified in September 2019

Update in September 2021

We are a 'Values Education School' and aim to provide a caring secure and well disciplined environment in which children learn to live together happily with mutual trust and respect for each other. Children are encouraged to live in harmony thus enabling them to become confident and fulfilled both as individuals and as members of a changing society.

### Code of Conduct

We believe that each individual should be encouraged to develop self-respect and respect for all others in the school community. We endeavour to teach them the difference between right and wrong and fair and unfair to prepare them to go out into the world as young responsible adults.

### Responsibilities of Children are:

- To cooperate with parents to enable punctual arrival at school
- To adhere to the code of conduct and classroom rules
- To speak politely to everyone - rudeness, shouting and the use of bad language are deemed unacceptable.
- To behave appropriately, with understanding and consideration to the needs of all - hurting people's feelings, bullying, anti-social behaviour or physical violence of any sort are deemed unacceptable
- To concentrate and work to the best of their ability - not to waste their own or other's time
- To follow the instructions of a member of staff or visiting adult
- To listen to people and not to interrupt
- To respect the building and people's property - not to waste or damage things
- To be honest and never cover up the truth
- To be responsible for all that they do

### Responsibilities of the school are:

- To promote a happy, positive and responsible attitude to learning
- To provide a broad, balanced, stimulating and challenging curriculum that promotes and values all aspects of child development and key skills for life
- To provide quality pastoral care, guidance and support
- To help children to develop caring, responsible attitudes toward the lives, opinions and property of all individuals at all times.

- To ensure that children's academic and other achievements are recognised and celebrated.
- To encourage regular communication with parents as a basis for close co-operation between home and school
- To uphold good manners, respect and kindness towards others, reinforcing positive values
- To keep children safe and to de-escalate difficult situations which may arise around individuals' behaviour through a positive approach, 5 members of staff have been trained in 'Team Teach'. These are the only persons who are permitted to implement the 'Team Teach' approach.

**Responsibilities of parents are:**

- To show, by their own example, that they support the school in what it tries to do
- To make sure that their children come to school regularly, on time, refreshed, alert, appropriately dressed and ready to participate fully in a school day
- To take an active and supportive interest in their children's work and progress
- To support the authority and discipline of the school, helping their children to achieve maturity, self-discipline and self-control
- To control the development of their children's use of leisure time activities and entertainments
- To encourage the development of respect, politeness and good manners. emphasising and reinforcing the schools values.
- To encourage commitment and responsibility in all that their child/children do.

**Rewards:**

Rewards will include:

- Praise and encouragement for good work
- Praise for thoughtful behaviour
- Praise of effort
- Giving of responsibility
- Giving of team points
- Giving of leaves for our Value Tree
- Headteacher Awards Red and Gold
- Merit Certificates
- Additional approval by the Headteacher and other members of staff
- Termly Reward Day

**Sanctions:**

*Every school must have sanctions but we believe that every day is a new day and encourage our children to learn from their experiences and adapt their behaviour accordingly*

Within the learning environment

	<b>Behaviour</b>	<b>Consequence</b>
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<p><b>Level 1</b></p>	<p>Ignoring warnings</p> <p>Repeated low level disruption (talking at inappropriate times, whistling, calling out during lessons)</p>	<p>After a warning you will then be sent to work by yourself for 10 minutes</p>
<p><b>Level 2</b></p>	<p>Graffiti in books</p> <p>Re-occurrence of level 1</p> <p>Minor damage to school property</p>	<p>Parents informed through reading records/ diary</p> <p>5 minutes loss of playtime</p>
<p><b>Level 3</b></p>	<p>Being disrespectful to staff members</p> <p>Re-occurrence of level 2</p>	<p>Parents informed through reading records/ diary</p> <p>Miss all of next break time (or 15 minutes of lunch)</p> <p>Ks1- verbal reflection with staff</p> <p>KS2- complete a reflection log (a copy to be sent home)</p> <p>10 minutes of reward day lost</p>
<p><b>Level 4</b></p>	<p>Major damage to school property</p> <p>Re- occurrence of level 3</p> <p>Physical violence (with less intent)</p>	<p>Parents to be informed by phone</p> <p>Sent to the Head/ Deputy/ Year 6 teacher</p> <p>Lose one day's playtime and lunchtime and complete a reflection log</p> <p>Write an apology (copy to be sent home)</p> <p>Privileges removed (representing the school in any way, no participation in non-uniform)</p> <p>30 minutes of reward day lost</p>

<p><b>Level 5</b></p>	<p>Physical violence</p> <p>Re- occurrence of level 4</p>	<p>Parents called in to a meeting with Head and class teacher</p> <p>Put on a report card for one whole week, then reviewed</p> <p>Privileges removed (representing the school in any way, no participation in non-uniform)</p> <p>You may have to work in isolation during lesson time</p> <p>You may lose break and lunch</p>
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- The school may feel that advice from the Behaviour Support Team or other outside agencies is now necessary. Parental consent must be sought before this step can be actioned. If the parent does not agree then this will be recorded but the school can not proceed any further down this route.
- Advice from external services will be acted on by the whole school lead by the Headteacher. Parents will also be required to follow advice for use at home to ensure all parties are working together in the best interest of the child.

**In extreme cases:**

- Exclusion from school at lunchtime or during the school day for a fixed period of time.
- Permanent exclusion from the school.

**Recording of incidents**

- Inappropriate behaviour which affects other children or adults will be recorded in individual school incident books, shared with the appropriate adults and the top copy is given to the Headteacher .
- All incidents within which any person is harmed will be recorded in the same way.

In extreme circumstances, a member of staff may have to take immediate action, where several stages of the sanctions process may be missed out.

# Behavioural Management During the Coronavirus (COVID-19) Pandemic

## Statement of intent

The school aims to act in accordance with the Behavioural Policy set out above as much as possible; however, we understand the necessity for additional rules and considerations while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take when phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

### 1. Enforcing new rules

1.1 The school ensures that infection control and social distancing rules are communicated effectively to all pupils.

1.2 Staff are informed about the measures in place so they can enforce these rules at all times.

1.3 The school informs parents of any changes to provision outlined in this policy.

1.4 The school expects pupils to uphold these rules at all times, including on school transport, where practicable.

1.5 Staff are informed of discipline and rewards in place to aid enforcement of these rules in line with this policy.

1.6 Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. handwashing, tissue disposal and toilet flushing.

1.7 The school recognises that pupils may be supervised or taught by members of staff they have had no prior contact with; however, pupils are expected to treat all members of staff with respect and work together to maintain a safe environment.

1.8 The school expects pupils in wrap-around care (whenever these can begin again), e.g. Early Birds and Evening Owls, to adhere to the school's social distancing and infection control rules.

### 2. Arrival and departure

2.1 The school expects pupils to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time.

2.2 Pupils are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the school.

2.3 The school expects pupils to move immediately to their classrooms after washing their hands upon arrival.

2.4 Upon departure from school, the school expects pupils to move immediately from the school buildings and not to linger on the school premises once handed over to their parents or released to walk home alone (UKS2).

### **3. Hygiene and infection control**

3.1 The school ensures a risk assessment is conducted prior to reopening to more pupils in order to enforce adequate and practical measures to safeguard the health and safety of both staff and pupils.

3.2 The school understands that younger children cannot be expected to remain two metres apart from others at all times and takes this into account with regards to discipline and giving rewards.

3.3 Younger children should stick to their class groups (bubbles) and avoid mixing as much as possible - staff reinforce this behaviour through teaching, rewards and supervision.

3.4 Pupils are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:

- Upon arrival at and departure from the school.
- Before and after consuming food.
- After using the toilet.
- After coughing or sneezing.

3.5 Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.

3.6 Pupils are expected to dispose of tissues using the lidded litter bins provided.

3.7 Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.

3.8 Pupils are discouraged from sharing equipment or toys which pose a higher risk of infection, e.g. play dough.

3.9 The school prohibits pupils from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner.

3.10 Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this policy.

3.11 Pupils who are deemed unable to fully adhere to infection control rules, e.g. some pupils with SEND or younger children, are not disciplined for poor behaviour in this regard - positive behaviour is reinforced using praise and rewards.

3.12 Members of staff encourage pupils who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision.

### **4. Social distancing**

## **General**

- 4.1 Pupils adhere to the social distancing measures put in place by the school.
- 4.2 Pupils form orderly queues, e.g. when waiting to use the toilets, using the two metre floor markings or listening to adults instructions where necessary, and they are respectful and patient towards their peers.
- 4.3 Pupils are expected to:
- Refrain from close contact with people who display symptoms of coronavirus.
  - Remain at least two metres apart from other people, where practicable.
  - Remain within their assigned bubbles.
- 4.4 Where is it not practicable for pupils to remain two metres apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.
- 4.5 Pupils are placed into classes of no more than 15 pupils (much smaller for as long as possible) and they are not permitted to mix with other pupils outside this class, unless instructed to do so by their class teacher'
- 4.6 Pupils whose behaviour is purposefully contrary to the school's social distancing measures are disciplined in line with this policy.
- 4.7 Pupils who are deemed unable to fully adhere to social distancing measures, e.g. some pupils with SEND or younger pupils, are not disciplined for poor behaviour in this regard - positive behaviour is reinforced using praise and rewards.
- 4.8 Members of staff encourage pupils who are deemed unable to fully adhere to social distancing measures to keep away from others, to the best of their ability, through teaching, praise and supervision.

## **In the hall**

- 4.9 The children will not enter the hall for lunch and will stay within their classrooms in their bubbles to eat.
- 4.10 Pupils are allocated specific time to eat lunch within their rooms to help adhere to social distancing rules. Pupils do not enter the hall dining area unless expressly told to do so by a member of staff.

## **During sports and exercise activities**

- 4.11 The school expects pupils to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.
- 4.12 Pupils are expected to remain at least two metres apart, or as far as is practicable, from others when using changing rooms or other dressing and washing facilities.
- 4.13 The school does not permit close-contact sports, play or activities at this time.

4.14 Pupils who purposefully take part in close-contact sports, play and activities, or whose behaviour purposefully poses a greater risk of infection, are disciplined in line with this policy.

4.15 Pupils who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play are not disciplined - correct behaviour is reinforced by a member of staff.

### **During collective worship**

4.16 Pupils are expected to follow all social distancing and infection control rules during collective worship. These will take place within a child's bubble in their classroom and no gatherings will take place.

## **5 Moving around the school**

5.1 The school expects all pupils to move around the school following the school's arrangements, e.g. waiting for a not crossing paths with others if can be at all avoided.

5.2 The school prohibits pupils from lingering in walkways and other communal areas without good cause.

5.3 Pupils may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff. They should only use the toilets assigned to their bubbles;

Year R- Year R and 1 toilets

Year 1- Year 3 and 4 toilets

Year 6- Year 5 and 6 toilets

5.4 Pupils who purposefully and continuously linger in walkways and communal areas without good cause are disciplined in line with this policy.

## **6 Ill health and infection**

6.1 The school expects pupils to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.

6.2 Any bullying or harassment towards pupils who have had, currently have, or are suspected to have coronavirus is not tolerated - this behaviour is addressed in line with this policy and the Anti-Bullying Policy.

6.3 The school allocates suitable areas that can be used to isolate pupils who shows symptoms of coronavirus whilst they wait for their parent or primary carer to collect them. This will either be in an isolated outside area or more likely the medical room.

6.4 Pupils who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer picks them up.



## **7 The school premises**

7.1 Pupils are prohibited from entering areas of the school that have been closed for cleaning, social distancing, storage of unnecessary items or infection control purposes. These areas will be taped off.

7.2 Pupils who purposefully access prohibited areas of the school without permission are disciplined in line with this policy - pupils who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead.

## **8 Breaktime and lunchtime arrangements**

8.1 The school expects pupils to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.

8.2 Pupils are expected take their breaks and lunchtimes at phased times, within their permitted class groups and only in designated areas.

8.3 Pupils are not permitted to gather in groups other than their bubbles at a time and must not mix between groups, unless authorised by the member of staff responsible for a given group.

## **9 School uniform**

9.1 The school expects all pupils to wear uniform while in school, in line with the School Uniform Policy. However, UK2 will not be expected to wear ties.

9.2 Parents should ensure that their children attend school in clean uniform each day - parents are advised to avoid sending their child to school in clothing that cannot be machine washed in line with government guidance.

9.3 Reasonable adjustments are made where pupils cannot, for good reason, wear the correct school uniform, e.g. the pupil has outgrown an item of uniform and their parent is currently unable to replace it.

9.4 Where pupils cannot wear the correct uniform, suitable garments must be worn that fulfil the following requirements:

- They are practical for school
- They do not display words, logos or graphics that are considered offensive

## **10 Managing the behaviour of remote learners**

10.1 Pupils who are learning remotely off-site are expected to adhere to this policy and the Pupil Remote Learning Policy, where applicable.

10.2 The school expects pupils who are learning remotely to uphold good behaviour at all times and to:

- Attend remote classes or group sessions on time.

- Complete the work that has been set and return it on time, to the best of their ability unless there is good reason which may have been discussed via telephone calls or emails between the school and parents.
- Keep all communication polite and appropriate, and in line with the school's remote learning arrangements.
- Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.
- Report any issues, including harassment or bullying from their peers, to their teacher.

10.3 The school recognises that some sanctions are unable to be given to pupils learning remotely and that adjustments to the actions outlined in section 13 of this policy may be in place.

10.4 Where discipline must be deferred until the pupil returns to school, the headteacher or a member of the SLT informs the pupil's parent via email or parent mail and the pupil will be disciplined when it is safe to do so.

## **11 Exclusions**

11.1 All poor behaviour is addressed in line with this policy and discipline remains rational, reasonable, fair and proportionate.

11.2 Persistent poor behaviour, including the persistent, purposeful refusal to follow the school's social distancing and infection control rules, may result in the pupil being excluded from school in the interests of the health and safety of the pupil and others.

11.3 The headteacher retains the power to exclude pupils on disciplinary grounds - all exclusions and their arrangements are carried out in line with the Exclusions Policy, where practicable.

11.4 Where an excluded pupil is considered vulnerable or is the child of a key worker who cannot be safely cared for at home, the headteacher/Deputy liaises with the LA and the pupil's parents as soon as possible to discuss what reasonable adjustments can be put in place, taking into consideration the pupil's safety and the safety of others.

11.5 The headteacher/Deputy liaises with the LA and the parents of a permanently excluded pupil to arrange alternative provision to minimise any breaks in education.

11.6 The governing board takes reasonable steps to ensure that meetings are arranged for a time when all parties are able to attend or attend virtually.

## **12 Rewards and discipline**

12.1 Rewards and discipline are given in line with this policy, where practicable - discipline that cannot be given with immediate effect to remote learners is carried out in line with section 10 of this appendix.

12.2 Staff ensure that any rewards given adhere to the school's infection control and social distancing measures.

12.3 The school understands that pupils may have had different experiences during the coronavirus pandemic and that this may affect how pupils re-adapt to a school environment and its routines.

12.4 Where the school recognises that a pupil's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, it acts in line with relevant policies and ensures adequate wellbeing support is offered.

### **13 Close contact behavioural management**

13.1 Behavioural management which requires the use of reasonable force or restraint as a last resort is carried out in line with the training undertaken by certain members of staff.

13.2 The school recognises that social distancing and infection control measures cannot be adhered to using reasonable force or exercising restraint on a pupil to control their behaviour to prevent them posing a significant risk to themselves or others.

13.3 Once a pupil no longer needs to be restrained for the safety of others or themselves, staff continue to adhere to the social distancing and infection control measures put in place.

13.4 If a member of staff develops coronavirus symptoms after using restraint or reasonable force, they are sent home immediately and advised to test for coronavirus.

### **14 Monitoring and review**

14.1 This appendix is reviewed in reaction to any new government advice by the headteacher/deputy.

14.2 The date of the next review is December 2021. Although it will be under constant review following guidance from the government and DfE during the pandemic of Covid-19.

14.3 Once the school resumes regular activity, and if deemed appropriate by the headteacher and governing body, all sections within this appendix will expire.

#### **Review Procedures**

The School's policy will be reviewed when:

- Every two years December 2021
- The School wishes to review the policy.
- If amendments are required by the LA

**Ratified by: David Bower**

**Date: December 2019**

**(Headteacher)**

**Linked Policies and Procedures:**

Equality

Inclusion

SEND

Home School Agreement