

Heritage Park Primary School

Behaviour and Discipline Policy



Approved by: Full Governing Body

Last reviewed on: July 2023

Next review due by: July 2024

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Introduction

At Heritage Park Primary School we acknowledge that every institution depends upon its members behaving in certain ways to achieve its purposes. A school's central purpose is concerned with children's learning. Good behaviour makes both effective teaching and learning possible. Bad behaviour disrupts these processes.

Definition

In the context of our school, we define good behaviour as conduct that assists the school to fulfil its function, namely the full development of abilities and social skills of the pupils.

The School's Approach

At Heritage Park Primary School we pursue a positive approach to discipline. We believe that our school should be a happy and secure place for all. We aim to teach every child how to behave in a responsible and self-disciplined manner and how to care about the needs and rights of others.

We take a 'zero tolerance' approach to prejudicial incidents and sexual violence/harassment and all allegations will be taken seriously. Any such incidents will be reported to the Headteacher straight away. These incidents will be dealt with swiftly, be comprehensively recorded and reported to the relevant authorities as appropriate. Parents will be informed of all such incidents.

Through our PSHCE scheme of work, assembly themes and staff acting as good role models, the children learn about the importance of respect, kindness and tolerance of others.

All children are encouraged to report their concerns about any inappropriate behaviour they experience, regardless of their communication needs, by having staff in school who they feel care about them.

Policy

The legal responsibility for the discipline of the school lies with the governors who have delegated the day-to-day management to the Headteacher.

Class teachers, supported by teaching assistants, have day to day responsibility for the discipline of the children in their classes and share the responsibility for the sensible behaviour of all children in and around the school. A caring classroom atmosphere helps to reinforce good behaviour. Midday supervisors share this responsibility during the lunchtime.

A happy, caring environment is fostered by all members of the school community, by encouraging the children to do their best, praising their efforts and being interested in them as individuals. Children respond to a caring system that appreciates their needs and strengths.

Good behaviour is a priority and is insisted upon at all times. Politeness, good manners and care for everything and everyone is encouraged.

Self-confidence and self-esteem are important. Praise is given for politeness and for good or improved behaviour. Staff understand the importance of good communication regarding individual children's needs, both amongst parents, colleagues and external visitors, where relevant. In this way, the children can benefit from a consistency of approach.

In exceptional circumstances, behaviour support systems are developed for specific children.

Code of Conduct

The code of conduct is displayed in each classroom and the children's attention is drawn to it regularly.

Classroom

We are gentle
We are kind and helpful
We listen
We are honest
We work hard
We look after property

Playground

We are gentle
We are kind and helpful
We play well with others
We care for the playground
We listen
We are honest

Lunchtime Hall

We line up calmly
We walk carefully
We speak carefully
We keep our table clean
We are polite to everyone
We use good table manners

House Point System

The children are divided into four houses across the school (Thor, Idun, Freya and Odin). For exceptional effort and behaviour, children may be awarded a house point. These house points will be collected in a set of colour coded tubes in their classroom. This will allow children to see how they are supporting their team each time they earn a house point.

Once a fortnight, each class will take the house points they have collected in class and add them to the whole school house point tubes. House captains are responsible for counting the house points each half term. They will share the current totals with the whole school each half-term as well as awarding individual certificates for the children who achieved the most house points. A trophy is presented to the winning house at the end of each school year.

Class Reward System

Each class has a behaviour chart which is consistent across all classes. Through this system, children may celebrate their successes, including positive behaviour.

We do not use rewards such as stickers or 'Star of the Week', as these can often lead to disappointment and decreased motivation for other pupils. Headteacher awards are given for exemplary behaviour or effort and these are shared in the whole school celebration assemblies.

For children in Reception, staff will also communicate successes with parents via Tapestry.

Sanctions

If a child misbehaves, he or she is dealt with by the member of staff who witnesses the incident and the classteacher is informed.

A hierarchical system of consequences is applied should a child misbehave. The consequences are as follows:

1. A verbal warning is given
2. The child loses five minutes playtime (follow detention procedures)
3. The child loses ten minutes playtime (follow detention procedures)
4. The child is sent to the Headteacher or Deputy Headteacher
5. The child's parents are contacted to discuss the matter

For severe misdemeanours a child will be sent directly to the Headteacher or the Deputy Headteacher should the former be unavailable.

Reasonable Force

Staff receive, at least bi-annual, training in 'Positive Handling' to ensure that they are clear on how to deal with any physical incidents that may occur. The aim of this training is to protect all stakeholders in school from harm or risk of allegations.

Loss of Playtime Procedures

In the event that a child loses their playtime, their class teacher will log this on Scholarpack prior to sending children to the teacher who is on duty that day. The teacher who is on duty will be able to mark the lost playtime as completed and this will be saved on the child's conduct log.

Homework Sanctions

Teachers are expected to keep a record of who has handed in homework on time and inform the Headteacher if a child is late handing it in, on three or more occasions, so that a letter can go home to inform them of the school's concerns. The teacher will need to monitor this closely. Children who do not return homework on the correct day will be issued with a five minute detention the following day. These detentions will continue each day until the child brings back their completed homework.

Extra-curricular Clubs

If a child persistently misbehaves at any extra-curricular activity or club, parents will be informed and a warning issued that he or she may be removed from the club if such behaviour persists. If there is no improvement the child's parents will be informed in writing that their child may no longer attend the club.

Pupils' conduct away from school

Good behaviour continues to be a priority during school organised or school related activity away from the school site. When off-site, children are expected to be good ambassadors for the school.

We may discipline pupils for poor behaviour which occurs off the school premises when a child is away from school and which is witnessed by a staff member or reported to the school. Any online incidents of bullying or sexual violence or sexual harassment will be taken seriously.

Where misbehaviour could have repercussions towards: the orderly running of the school; posing a threat to another pupil or member of the public or damaging the reputation of the school, the school will meet with pupils to investigate the incident. Sanctions that are proportionate and fair may be used to prevent further issues. Parents may be informed if the school deems it appropriate. Sanctions may vary according to the age and needs of the pupils involved.

Confiscation of inappropriate items

Staff are able to confiscate or retain a pupil's property, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully. Confiscated items will be sent to the school office and may be collected by a parent at the earliest convenience, or handed back to the child if appropriate.

Staff may search without consent for “prohibited items” including but not limited to: drugs, weapons, stolen goods and items banned by the school. Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

Suspensions and Permanent Exclusions

More serious offences may result in a suspension or permanent exclusion from school, in line with the school’s Suspensions and Permanent Exclusions Policy.

Conclusion

By following this policy, the children attending Heritage Park Primary School will be provided with clear behavioural expectations that will support them as lifelong learners and members of the community in which they live.

Revised July 2023