



Greenhead CE Primary School is committed to encouraging good behaviour in an atmosphere of mutual respect. We wish to acknowledge the responsibility of all those in the school community – teaching and non-teaching staff, governors, parents and pupils in achieving this aim.

THE RESPONSIBILITY OF STAFF:

- To respect each individual.
- To set high standards and expect them to be reached.
- To offer children a balanced curriculum and to ensure that the work offered is related to each child's level of learning and potential.
- To ensure that lessons are interesting and stimulating.
- To inform parents of their child's educational progress and their attitude to learning.
- To treat each member of the school community equally regardless of race, creed, gender or sexual orientation.
- To encourage and reward good effort and positive attitudes to learning and behaviour.
- To create a safe, bright and pleasant environment that is purposeful and well-organised.
- Make known the rules of the school, classrooms and playgrounds.
- To follow the Greenhead CE Primary School behaviour policy and use rules, sanctions and reward systems clearly and consistently.
- To be a good role model.
- To make children aware of the Christian Values in their everyday lives.
- Ensure that children are appropriately supervised when moving around the school to minimise the potential for all aspects of poor behaviour.
- Hold regular assemblies/ collective worship sessions on themes of behaviour, respect, British values etc.
- To work together as a team to support children's positive behaviour.
- To be particularly vigilant during ICT lessons to ensure appropriate, effective and safe pupil use. (Refer also the E-Safety Policy)
- To support one another as a cooperative staff team.
- To be punctual when on duty.
- To have self-discipline in emotional reactions to situations that arise.
- To carry out an ultimatum.

RESPONSIBILITIES OF THE HEADTEACHER

It is the responsibility of the Headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy.

It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children in the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of high expectations of behaviour, and by supporting staff in their implementation of the policy.

The Headteacher keeps records of all reported serious incidents of misbehaviour.

The Headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher will permanently exclude a child. At each stage of exclusion the Headteacher will inform the school governors.

RESPONSIBILITIES OF THE GOVERNORS

The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Headteacher in adhering to these guidelines.

The Headteacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the Headteacher about particular disciplinary issues.

THE RESPONSIBILITY OF PARENTS

- To support and co-operate with the school in disciplining their child and foster a good relationship with the school.
- To be aware of the school rules and expectations and support the school in implementing these.
- To ensure that each child attends school daily, ready for learning (i.e. well rested and fed) and arrives punctually at school at 8:50am and collected at 3:00pm.
- To encourage each child to make the most of the opportunities presented at school and take pride in his/her achievements.
- To encourage children to do their homework and offer support with this.
- To speak to the class teacher about any concerns and to share information with the school which may have an impact on their child's learning or behaviour.
- Understand that once the bell has gone, teachers are unable to speak to you because the children are their first responsibility. Please arrange a more convenient time to meet with the class teacher (i.e. after school).
- If you are annoyed about something, please do not speak to the teacher in front of your child or other children. Do not approach other children or their parents to tell them off or threaten them in any way. This frightens them and is a form of bullying; always speak to a member of school staff.
- To set a firm foundation at home, encouraging high standards of behaviour, good manners and promoting independence.
- To ensure that contact details are up to date, for use in an emergency.
- To encourage independence and self-discipline.
- Act as good role-models for their children.
- Take some responsibility for the behaviour of their child;
- Discuss any issues of concern with the class teacher or Head teacher in a calm and non-aggressive or threatening manner;
- Refrain from smoking on the school premises or around entrances/exits, especially at busy times before and after school;
- Refrain from using foul language in earshot of any young person at any time in or around the school premises;
- Consider the implications of posting inappropriate or defamatory details on Social Network sites and the detrimental effect inappropriate comments can have on individuals and the school as a whole.

- Support the school's approach to e-safety which includes not uploading or posting to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.
- Recognise the need for security and not create online media "on behalf" of the school without the Head teacher's express permission.

THE RESPONSIBILITY OF PUPILS

- To follow the Greenhead CE Primary School rules.
- To accept responsibility and consequences of their actions.
- To respect the adults with whom they work with and be tolerant and understanding of others.
- To be kind, helpful and caring for others, especially on the playground.
- To respect other peoples' property and the schools'.
- To work hard in class to the best of their ability and do their homework.

SCHOOL RULES

INDOOR

- Walk quietly along the corridors and around the school
- Keep the coat areas tidy; hang up coats and bags so that people will not trip over them
- NEVER touch anyone else's property.
- No-one may return to the classroom at break or lunchtime unless supervised by an adult or with special permission
- No valuable property, sweets or chewing gum should be brought to school
- No jewellery to be worn except small studs

OUTDOOR (PLAYGROUND)

- Respect for all adults and each other at all times
- No bad language
- No fighting, play fighting, judo, karate or kick boxing at any time
- No bullying
- No racist, homophobic, nationalist or sexist remarks or behaviour
- When the bell rings stand in silence. Wait until a member of staff calls your class, then walk quietly and sensibly to the line
- All problems should be reported to the adult(s) on duty, so that they can be sorted out immediately and amicably. If of a severe nature, this is to be passed on to the class teacher to record in the home/school communication books.

CLASSROOM

Behaviour in the classroom is guided by our mission statement which is on display in each classroom. Staff use a range of strategies to maintain good behaviour including, thinking time, time out, circle time etc.

REWARDS FOR POSTIVE BEHAVIOUR

Our positive approach to behaviour reinforcement means giving praise to those children who are well behaved, polite, hardworking and following our School Rules. In addition to verbal praise, praise may include any of the following:

Certificates, stickers or prizes may be given to children at the discretion of the class teachers to reward positive behaviours/efforts and exceptional work.

Children who have completed exceptional pieces of work will be asked to share this with the Head teacher. These pieces may then be displayed on the head teachers 'Wow Wall'

Certificates will be given to children who have produced good pieces of work in a 'Celebration Assembly' on a Friday.

DISCIPLINARY PROCESS

The vast majority of our children behave well and respond to our system of positive behaviour reinforcement. However, some pupils do not always keep to our School rules. This is not acceptable and a range of sanctions and consequences are necessary. The purpose of the disciplinary process is to help the child behave in an appropriate manner.

Children may sometimes need to be reminded of our school rules, but if misbehaviour persists the following may be applied. Depending on the nature of the misbehaviour, the level of response will be determined. Staff will judge the seriousness of an incident and apply sanctions accordingly.

Children are made aware that they are responsible for their actions.

Poor behaviour is dealt with consistently throughout the school.

Sanctions are progressive as follows:

An initial disapproving look or gesture.

A verbal reprimand.

A verbal warning.

Loss of privilege, playtime or lunchtime, always under supervision.

(e.g. missing minutes off of break, lunchtime detention, missing football etc)

Loss of responsibility (monitors, after school club)

Remove child/children from class and report to a senior member of staff.

Behaviour discussion with the Head/ member of the senior leadership team

Parental involvement - The child may then be put on a report system – where day to day incidents are logged and parents are expected to sign it at the end of each week.

Fixed term exclusion.

Permanent exclusion.

For more serious incidents, sanctions may operate straight away.

To discuss an issue concerning your child:

When possible, please speak to your child's teacher when collecting your child from the classroom at the end of the day, once all children have been dismissed.

If a longer appointment time is needed, please see or phone the school office. They will be able to check with the teacher the best time for an appointment. Every effort will be made to see parents as soon as possible.

If you wish to discuss the matter further, please make an appointment to see the Senior Teacher.

Following this meeting, if there are still concerns, then a meeting can be scheduled with the Headteacher. Staff will endeavour to answer questions and concerns which parents have and will deal with issues as quickly as possible. However, please understand that there are some issues which a teacher will need to investigate further. This may take a little more time and a further appointment will be made to report on investigations and steps which have been taken. The school hopes that all issues can be dealt with in a calm and positive way. If a member of staff feels threatened or abused, the meeting will end and parents will be contacted to attend a meeting with the Headteacher. Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. This behaviour will result in parents/carers being banned from the school premises for a period of time.

Serious incidents of unacceptable behaviour may be referred directly to the head or senior teacher. It will be important to involve parents at an early stage. It may be necessary to involve outside agencies such as the Educational Psychologist and behaviour support team.

In resolving a persistent problem, it is necessary to have the support of the parents in developing effective strategies to improve behaviour, while fostering positive self-esteem within a child.

FIXED-TERM AND PERMANENT EXCLUSIONS

We do not wish to exclude any child from school, but sometimes this may be necessary. The DfE has published Exclusions Guidance (2008, updated 2012) and the school will refer to this guidance in any decision to exclude a child from school.

In an ever-changing environment, it is not possible to produce an exhaustive list of offences that warrant a fixed-term or permanent exclusion. However, we can be clear that any threatening behaviour, persistent bullying or harassment, possession of an offensive weapon, misuse of alcohol/solvents/drugs, theft, swearing and physical assault could result in an exclusion.

Only the Headteacher (or the Senior Teacher in the absence of the Headteacher) has the power to exclude a child from school. The Headteacher may exclude a child for one or more fixed periods. In extreme and exceptional circumstances, the Headteacher may exclude a child permanently. It is also possible for the Headteacher to convert fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a child, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

The Headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. The governing body itself cannot either exclude a child or extend the exclusion period made by the Headteacher. The governing body has a discipline committee which considers any exclusion appeals on behalf of the governors. When an appeals panel meets to consider exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents and the LA, and consider whether the child

should be reinstated. If the governors' appeals panel decides that a child should be reinstated, the Headteacher must comply with this ruling.

Exclusion from the school on a temporary or permanent basis will be a last resort and will follow the Diocesan Policy on exclusion.

BULLYING

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

USE OF REASONABLE FORCE

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in the DfE document 'Use of Reasonable Force', published 2012. Staff will only intervene physically to restrain a child if the child is at risk of causing harm to themselves or others.

PARENT'S CONTRACT

From November 2017.

Parents will be asked to sign contract at the beginning of each key stage.

AGREEMENT BETWEEN GREENHEAD CE PRIMARY SCHOOL AND PARENTS

In Greenhead Primary School we will do all we can to :

- take care of your child and promote his / her spiritual, moral, intellectual, cultural, emotional and social development
- work with you to help your child achieve his/her real potential
- provide an interesting and stimulating curriculum within the framework of the National Curriculum requirements
- be available for advice and guidance about work
- monitor progress and achievement and explain and discuss results with you
- arrange meetings each term to discuss your child's achievement (more often if necessary)
- share and try to resolve any concerns you or we may have about your child
- establish a code of behaviour to ensure a safe and caring environment
- seek your support for and involvement in the life of the school, including help in the classroom
- always listen to your concerns and work with you to make Greenhead Primary School a happy, effective, inclusive and achieving school, so that your child will have the best education we can provide.

CONTRACT BETWEEN PARENTS AND GREENHEAD CE PRIMARY SCHOOL

As a parent I/we will make sure that:

My/our child/children, attend school regularly and punctually

I/we make every effort to encourage and support my/our child's/childrens' learning

I/we communicate with the school promptly in writing, by telephone or verbally, if for any reason my/our child is unable to attend

I/we support the school's policies on uniform and behaviour

I/we inform the school if I/we have concerns about bullying either of my/our child/ or by my our child

I/we follow the complaints procedure (see brochure or contact the school office) if I/we are concerns have not been dealt with sufficiently.

I/we make every effort to attend events at which I/we can discuss my/our childrens' progress with school staff

I/we will encourage my/our children to have respect and concern for all the children and staff of Greenhead Primary School

I/we do not approach any other child or their parents to speak to them about any incident that may have occurred between them and my/our child/children, but I/we will discuss the matter with the class teacher

I/we will remember to speak to a teacher before the bell at 8.50am or at 3.15pm in order to make a time to meet which is suitable to both parties

If I/we are annoyed about something, we will make an appointment to meet first with the class teacher to discuss the matter or subsequently with a senior member of staff.

I/we the parents of _____ (child's/children's name/s)

agree to co-operate with Greenhead Primary School by supporting and upholding their Mission Statement, Aims and Behaviour Policy, for as long as my/ our child attends this school.

Signed _____

Please print name _____