

## HOOK INFANT SCHOOL BEHAVIOUR POLICY

This policy has been changed to take account of the necessary behavioural changes needed within school since the coronovirus outbreak. These changes have been added to the existing policy in red in order to clearly identify where the additions have been made.

### Aims

Good behaviour makes effective teaching and learning possible. Therefore we aim that staff and pupils should work together to create a positive learning environment to enable the children to work to their full potential and to care for others and their environment and to respect each other regardless of their individual cultures and beliefs.

We aim to develop a habit of self-discipline and there are rules that have to be followed for the sake of safety and to foster self discipline. Most of these rules are based on the traditional values of courtesy, consideration and common sense, and can be found in the attached guidelines.

We will not tolerate bullying of either an overt or invert nature. Any such action will be dealt with appropriately according to the guidelines.

### Parents

We believe in a positive reinforcement to enforce discipline and maintain an active partnership between school and home. Parents play a crucial role in shaping attitudes, which produce good behaviour in school. We aim to keep the parents well informed not only of the occasions when their child has been in trouble, but also when they have behaved particularly well.

### Guidelines

Good behaviour should be encouraged in all aspects of life and the role of the school is to promote self-esteem in each child, and help them realise that every child has a talent and that they are entitled to their own point of view.

### Praise

Praise is more effective than rebuke. Recognition of good behaviour/work/politeness/helping others is shown by awards such as:

- a) "Smiley Faces" for individual children
- b) "Good Behaviour Shield" for class recognition **N/A**
- c) A celebration assembly each week recognises individual and class achievements in the above  
**N/A Certificates can be issued within each class to celebrate individual achievements.**
- d) Head Teacher's Praise
- e) Good manners stickers around the school.

## Reprimands

A suitable reprimand is generally sufficient to deal with minor misbehaviour. Where there is more serious or repeated misbehaviour, e.g.

- a) bullying, either invert or overt
- b) intolerance of others
- c) rudeness
- d) inappropriate language
- e) theft
- f) unkindness to people of different culture/race or religion
- g) impoliteness

One of the following sanctions is likely to be employed:

## Sanctions

- a) Exclusion from an activity.
- b) Referral to a senior member of staff (only in exceptional circumstances to minimise risk of infection).
- c) Teacher will ask to see parent (only in exceptional circumstances to minimise risk of infection).
- d) Head teacher will ask to see parent (only in exceptional circumstances to minimise risk of infection).
- e) Exclusion. (The school will use exclusion in line with statutory requirements in national and local guidelines.)
- f) Time to reflect in class for either 2 minutes or 5 minutes during playtimes in line with the traffic light system within classrooms.

Parents are always involved in cases of repeated misbehaviour and/or those of a serious nature. In such cases an ongoing, dated, record of behaviour will be kept in the child's file.

## Codes of Behaviour for Hook Infant School

In and around the school:

1. Be friendly
2. Smile
3. Say hello
4. Move out of the way
5. Say please and thank you where appropriate

6. Help anyone who is lost, upset or needs help
7. Hold doors open for grown-ups
8. Use polite language
9. Avoid touching your mouth, nose and eyes with your hands.
10. Follow any altered routes for arriving and departing school.
11. Follow school instructions on hygiene such as handwashing and sanitising.
12. Ensure you follow any one-way systems in place around the school.
13. Keep within the boundaries set for the group that you are working in.
14. Pay attention to any tape that means you have to queue in order to be at a safe distance from others.
15. Sneeze or cough into a tissue or your arm if a tissue is not available.
16. All used tissues must be put straight into the bin and your hands must be washed afterwards.

**Code of behaviour in assembly: N/A – No assemblies will take place due to inability to keep pupils contained in their own classes and therefore reduce the likelihood of transmission.**

1. Walk in and out quickly, in single file and quietly 2.

Sit still quietly, with crossed legs and arms folded

**Code of behaviour for the playground: (All to be adhered to within own group).**

We expect that children will:-

1. Be friendly
2. Play with others nicely
3. Let children join their games
4. Always ask to go to the toilet
5. Stand still when the bell goes
6. Line up appropriately and quietly when told to by whoever is on duty (as instructed by class teacher).

**Code of behaviour for the classroom:**

Class rules are specific to individual classes and all children participate in making them. They should be displayed for an incoming teacher to read.

1. Only use the equipment in class that your teacher has put out for you.

2. Do not share your equipment or personal belongings e.g. water bottles.
3. You must only use your own books, and equipment allocated to you within class.
4. Tell your teacher if you are feeling unwell (hot) or have a cough.
5. Only socialise with those within your class and not with other groups of children.

**Code of behaviour for lunchtime: Individual school packed lunches will be provided and served in your classroom to lower the risk transmission.**

1. Listen carefully to the dinner ladies and be polite to them at all times whether it be in the dinner hall, classroom or playground.
2. Line up quietly in class ready for them at the beginning of lunchtime. Any lining up should be done at a 2 metre distance from the person in front.
3. Queue in an orderly, fashion whilst waiting to be served. N/A
4. Pick up any of your lunch which falls on the floor.
5. Children should behave in the same way on the playground for the dinner ladies as they would at playtime for the teachers. (See codes of behaviour for the playground).
6. Keep within your designated area during playtimes.

**Rewards and Sanctions specific to lunchtimes**

A suitable reprimand from the nearest dinner lady is generally sufficient to deal with minor misbehaviour. However, when there is more serious or repeated misbehaviour at lunchtimes some form of appropriate sanction must be employed.

1. Nearest dinner lady reprimand child.
2. Report child to senior dinner supervisor for reprimand. N/A
3. Child's own dinner lady be informed of unacceptable behaviour so that the class teacher can be notified who will then take appropriate action. N/A
4. Senior supervisor should report repeated unacceptable behaviour to the classteacher and/or Headteacher.

**Children with Special Needs**

In the case of a child with Special Educational Needs we will seek external advice and where appropriate a behaviour management programme will be included in the child's individual education plans. All staff will be informed of the child's individual difficulties so that a consistent approach can be taken when dealing with the child.

If appropriate the school will notify and seek the involvement of the education welfare department and/or social services.

The child will be given the opportunity in the course of his/her individual programme where appropriate, to access information technology as a means of motivation and stimulation. He/she will learn to use the computer and access programmes that will assist their learning.

When dealing with a behaviour issue involving children with special needs, all members of staff, Learning Support Assistant's, Dinner Ladies and Office Staff should report the incident to the child's class teacher. Such children can lose control of themselves and become violent towards other children, adults or themselves. Reasonable force may be used to control the child ONLY if it is to prevent harm or injury to the child or others. The circumstances must warrant the use of reasonable force. The degree of force employed must be in proportion to the circumstances of the incident. Please refer to the Policy on Restraint.

This policy should be read in conjunction with the following policies:

- SEND
- Equal Opportunities
- British Values
- Restraint
- Anti-Bullying

Reviewed and revised: May 2020

Approved by the Governing Body, Hook Infant School

Signed *A Collier* Chairman of Governing Body

Date June 2020

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Ref: Policies/Behaviour