

Ballycraigy Primary School

Policy for School Behaviour and Discipline

POLICY FOR SCHOOL BEHAVIOUR AND DISCIPLINE

As a UNICEF Rights Respecting School Ballycraig Primary wishes to provide a school environment that is safe and stimulating for the children in our care. In order to ensure that this is so, we have introduced a policy with set procedures to create a calm, secure and happy working environment for all. The emphasis of our discipline policy is underpinned by the United Nations Convention on the Rights of the Child and will be on a positive approach, with encouragement, praise and rewards, rather than on continual criticism, punishment and negativity.

We have a Code of Conduct that sets out, in general terms, how we expect our pupils to behave in school and on visits. The Code of Conduct is agreed with the children and parents at the beginning of each school year and periodically throughout the year. All pupils are expected to behave according to the guidelines set out in the Code.

Aims

- ◆ To develop a Behaviour Policy, supported and followed by the whole school community – parents, teachers, children and Governors – based on a sense of community and shared values.
- ◆ To foster a caring, family atmosphere, in which teaching and learning can take place in a safe and happy environment.
- ◆ Through the School Curriculum, to teach moral values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, self-discipline, self-respect and respect for other people and property).
- ◆ To reinforce good behaviour, by providing a range of rewards for children of all ages and abilities, rather than simply to punish bad behaviour.
- ◆ To make clear to children the distinction between minor misdemeanours and serious misbehaviour and the sanctions that will follow any misbehaviour.
- ◆ To resolve behavioural problems in a caring and sympathetic manner as they occur, in the expectation of achieving an improvement in behaviour.

Code of Conduct

- ◆ All members of the school community should respect one another.
- ◆ All children should acknowledge the authority of, and respect, their teachers and other adults.
- ◆ All children should show regard for their fellow pupils.
- ◆ All children should respect their own and other people's property and take care of books and equipment.
- ◆ Ballycraig Primary expects children to be well behaved, well-mannered and attentive.
- ◆ Children should walk (not run) within the school.
- ◆ If a child has a grievance against another child, it should be reported to a member of staff, who will take appropriate action.
- ◆ Physical violence is not acceptable, neither is retaliation. Repeated or serious incidents will lead to exclusion, even in mitigating circumstances.
- ◆ Foul or abusive language should never be used.
- ◆ Children are expected to be punctual.
- ◆ Children should not bring sharp or dangerous instruments to school.
- ◆ It is preferred that children wear school uniform. Jewellery should not be worn with the exception of 'Stud' earrings (health and safety reasons).

This Code of Conduct has been formulated with the safety and well being of the children in mind, and to enable the school to function efficiently as a place of learning.

Incentive Scheme

A major intent of this policy is to encourage pupils to exhibit good behaviour; this is reinforced with a system of praise and reward for all children.

Ballycraigy's scheme is based on Class and Individual Awards, through which children can be rewarded for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour.

The incentives are based on a 5-tier approach:

- Daily rewards - incentive stickers and awards are given to each child when appropriate. In addition, each class teacher gives oral or written praise
- Weekly rewards – all children work towards a Friday Treat
- Monthly rewards – acceptable behaviour, homework completed and coming to school punctually result in a treat at the end of each month
- End of Term rewards – consistently acceptable behaviour, homework completed and coming to school punctually result in a treat at the end of each term
- Annual reward - acceptable behaviour, homework completed and coming to school punctually result in a school treat at the end of each year, funded by the PTA

Individual certificates will be awarded throughout the year, for example, when a child in P1 is able to hang up coat/put on P.E. shoes for the first time, achievements in swimming, etc.

Classes may display their achievements on the notice boards inside their rooms and in the corridors.

Most children respond to a positive approach where their efforts are acknowledged and make considerable efforts to improve their work and, when necessary, their behaviour.

Sanctions

There will be times when children behave unacceptably. Children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. A Behaviour Policy should state these boundaries clearly and firmly.

Minor breaches of discipline are dealt with by the class teacher, in a caring, supportive and fair manner, having regard to the age of the child.

Each case is treated individually. Generally, children are reminded that they are responsible for their own actions and that breaking rules has consequences.

Appropriate and inappropriate behaviours are listed in the school behaviour management booklet. These are discussed with the children in class, at assembly etc. Rewards and sanctions are also listed. A copy of this booklet is given to each family. Normal sanctions include:

- Reprimand
- Minor penalty
- Complete unfinished work
- Isolation or deprivation
- Take part in an alternative activity
- Time Out
- Reported to Key Stage Coordinators
- Reported to Principal

If the unacceptable behaviour is persistent or recurring, parents become involved. Children might then be placed on a daily or weekly report system, with parents' support, to monitor their behaviour. **Children on report or have been on report during a particular month are not eligible for trips out or the treat for that month.**

Major breaches of discipline are physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work, and disruptive behaviour in class. Ballycraig Primary has a standard procedure for serious breaches of discipline. Failure to improve at any stage leads automatically to the next stage; behaviour at each stage is recorded by the school. This type of behaviour is rare at Ballycraig Primary and it is the duty of the Principal or the Key Stage Coordinators to deal with it promptly, particularly if the problem persists.

Procedures for Dealing with Major Breaches of Discipline

- ◆ An oral warning by the Principal or Key Stage Coordinators concerning future conduct.
- ◆ Withdrawal from the classroom for the rest of the day.
- ◆ A letter to parents informing them of their child's unacceptable behaviour.
- ◆ A meeting with parents, at which a warning is given about further sanctions including suspension, unless there is an improvement in the child's behaviour.
- ◆ If the problem is severe or recurring, suspension procedures are implemented.
- ◆ Parents have the right of appeal against any decision to suspend their child.
- ◆ Permanent exclusion, after consultation with the Governing Body and the NEELB.
- ◆ Parents have the right of appeal against any decision to exclude their child.

NB: A particularly serious problem could result in the Principal suspending the normal procedure and a child being taken home straight away.

Lunchtime Supervision

At lunchtime, supervision is by the Principal and in her absence the Key Stage Coordinators and a team of Dinner Supervisors. The Supervisory Staff should maintain order; usually by reminding children of the standard of behaviour expected. Repeated minor problems might result in the child being asked to complete a task. This should defuse the situation. The Supervisor and staff members keep note of children who misbehave persistently. The Supervisor refers misbehaviour to the Principal or the Key Stage Coordinators if necessary.

The children should treat the Supervisors with the respect due to all adults at Ballycraig Primary. Verbal or physical abuse is not tolerated.

Serious misbehaviour or repeated disobedience at lunchtime will result in loss of privileges and break times. Parents will be informed if there is no improvement in behaviour and the child will be excluded from the premises at lunchtime for a specified period of time. This will be followed, if necessary, by suspension.

Parents/Guardians

Parents can help by recognising that an effective School Behaviour Policy requires close co-operation between parents, teachers and children. Parents should discuss the school rules with their child, emphasising that they support the rules.

Attending Parent/Guardian Evenings and functions develops informal contacts with school helps to reinforce their support for the Policy. Learning and teaching cannot take place

without sound discipline and parents should recognise that staff will deal with behaviour problems patiently and positively.

Care and Control of Children

Staff have a responsibility to provide interesting, challenging and well-paced lessons that motivate and engage the interest of pupils.

Staff should always promote good behaviour through praise and rewards. Staff should never chastise a child physically.

If there is a need for sanctions, the following may be invoked, depending on circumstances:

- ◆ redirect to another activity
- ◆ talk to the child – discuss what has happened
- ◆ discussion in groups or whole class
- ◆ move the child from the group to work on his/her own
- ◆ repeat work
- ◆ miss break time (but will be supervised)
- ◆ remove child from the class – place in another class
- ◆ remove child from the class – place in Key Stage Coordinator's class
- ◆ remove child from the class – place with Principal
- ◆ parental involvement
- ◆ daily report
- ◆ sanctions as in Discipline Policy.

All incidents are recorded in class behaviour books. These are viewed weekly by the Principal.

Incident Report Form and Accident Report Form (AR1)

These are used to record:

- ◆ any incidents involving a child, or anyone employed in school, resulting in personal injury or damage to property
- ◆ loss, theft, or damage to property
- ◆ any other incidents or matters of a serious nature.

These incidents are ones that might give rise to disciplinary or legal action or become a matter of public interest.

Incident Forms should be used to record all details, and are available from the school's Clerical Officer.

Pupil's Behaviour Record

Serious occurrences of challenging behaviour are recorded on a pupil behaviour record sheet. Sheets(when completed) are stored in the child's Pastoral Care File.

Challenging Behaviour

Challenging behaviour can take the form of verbal abuse, physical abuse, assault, defiant refusal, and absconding. **Should a child leave school during the school day, without permission, parents will be contacted immediately and PSNI informed if necessary.**

Intervention

If a child attacks another child or adult violently and refuses to calm down, then physical restraint using reasonable force is necessary. This will be carried out in line with our policy for Safe Handling and Reasonable Force and will be regarded as a major breach of discipline. The child is removed and taken to the Principal or Key Stage Coordinators, who contact the child's parents.

An Incident Form is completed and the situation discussed with the Principal or Key Stage Coordinators, who will work with the member of staff and parents to devise an action plan to meet that child's and the school's needs. This might include the involvement of other agencies – Social Services, Education Psychology Service.

Behaviour Modification Policy

At Ballycraigy Primary, the majority of children behave well. There are, however, occasions when individual children exhibit behaviour that is unacceptable. As part of our Discipline Policy of rewards and sanctions, all staff use behaviour modification strategies to change an individual child's behaviour.

Each child is unique, so we investigate the cause of the misbehaviour and apply an appropriate remedy.

Various rewards are used to reinforce positive behaviour:

- ◆ change in classroom organisation
- ◆ using different resources
- ◆ rewards of stars/smiley faces on work, on charts and in special books
- ◆ use of certificates, special stickers for such things as listening, being kind, helpful, and so on
- ◆ commenting on a child's good behaviour to other children/other classes
- ◆ showing achievements in Assembly
- ◆ involving parents at an early stage to co-operate on an action plan.

By using a positive system of rewards and reinforcing good behaviour, Ballycraigy Primary fosters children's positive self-esteem.