

# **CONDUCT POLICY**



## **INCORPORATING PROMOTION OF POSITIVE BEHAVIOUR**

**Crossroads Primary School**

**Draft September 2017**

## **PROMOTING GOOD BEHAVIOUR**

The school staff are wholeheartedly committed to promoting good behaviour. They do this by giving praise and encouragement rather than being negative and critical. Where criticism is given, it will include advice on how to improve behaviour and be constructive in approach.

PRAISE can be given in many different ways:-

- A) A word of praise
- b) a written comment in an exercise book
- c) a visit to another teacher, principal to show good/special work or effort from the child.
- d) public praise in front of the class or assembly
- e) a favourable comment about behaviour in a school report
- f) a letter to parents
- g) prizes, trophies or merit awards for individual and for classes.

The school operates a reward system where children work towards targets of Bronze, Silver and Gold awards. This takes the form of a chart in each classroom and pupils can achieve stars on their chart through displaying positive behaviour, good manners, good effort in a task, good standard of homeworks etc. Awarding stars on the class chart is up to the class teacher.

A system of awarding 'golden time' for a period of time on a Friday as a reward for positive behaviour and general classroom effort is also operated in each classroom.

### **PUNISHMENTS OR SANCTIONS** available to teachers

These might include the following:-

- immediate checking / a verbal reprimand for bad behaviour
- a written record of the child's bad behaviour, this should be linked with pastoral care or counselling
- referral to the principal
- Informing and meeting the child's parents:- they might be able to explain the source of the problem
- Loss of privileges

### **GENERAL RULES**

- Children should not be on school property before 8.40a.m. as they will be unsupervised. Supervision begins at 8.40a.m. The bell goes at 9:00a.m, at this bell pupils will line up in the playground and await their teacher to take them to class.

- Pupils must not leave the school premises between 8.50 a.m and 3.00 p.m - unless permission has been given by the class teacher or principal.
- **Mobile phones are not permitted in school**
- **Children are not permitted to bring Ipod's, games consoles etc. to school. If any such valuable items are brought to school they will be stored in the principal's office for collection at home time**
- Any child absent from school must on his/her return bring a written note giving the reason for the absence. The note should be given to the class teacher on the day of his/her return. If a child is to be absent for longer than two days, the school should be informed by telephone or letter
- Parents are encouraged to make where possible dental/medical appointments outside school hours. Only in special circumstances should parents request to take their child from class before official home time. The child's regular and whole attendance at school is most necessary for his/her progress and success
- As a safety measure your child will not be allowed to leave the school premises during school hours or until collected by bus unless:- he/she is being collected at the school by an adult
- Pupils must show respect and courtesy to teachers and other adults whenever they come into contact with them - in the classroom, in the corridor, in the dining hall and in the school grounds
- Pupils should greet visitors formally when they enter the classroom and they should pay attention to them while they remain in the room. Pupils should not interrupt the conversation between the teacher and the visitor
- Dining hall staff, supervisors and other ancillary staff should be treated and addressed in a courteous manner
- Pupils should make way for adults when they meet them in the school building
- Pupils are not permitted to chew gum on the school premises
- Bad language will not be allowed in school
- Pupils should take pride in and keep the school building and grounds free of litter. Rubbish should be put into the bins provided
- School property must be treated with care and respect
- **BAD MANNERS in class, in the dining hall or in the playground ARE NOT ALLOWED**

- Pupils who walk to school should not misbehave on their way to/from school. This misbehaviour reflects badly on the school
- In the interest of health and safety wearing of jewellery is restricted to ear studs only.

### **INDOOR RULES (corridors, classroom )**

- Children must not act foolishly or dangerously in the corridors or cloakrooms. These areas are not for playing in
- When inside the school building pupils should move in a dignified manner
- Pupils must wear school uniform at all times -  
Girls: School Sweat shirt, Navy skirt/ pinafore/ regulation plain bottoms **No stripes or brand name bottoms**  
Boys: School Sweat shirt, Navy Trousers/ regulation plain bottoms **No stripes or brand name bottoms**
- Running or rough behaviour are not permitted inside the school
- When the bell rings for break, lunchtime or hometime, pupils must line up inside their classroom and leave only when the class teacher permits them to do so. They should then WALK to their position.
- No high heels, appropriate footwear to be worn

### **PLAYGROUND AND OUTDOOR RULES**

- Adult Supervision will be in place from 8.40a.m. – 9.00a.m., during break-time, lunchtime and at 3.00p.m
- Bell goes at 9.00am, pupils must line up, come into school, and lessons begin immediately
- Pupils must not leave the school premises between 8.50 a.m and 3.00 p.m - unless permission has been given by the principal or teacher.
- When the bell rings for the end of play pupils should stand quietly in their lines until the duty teacher or adult indicates for them to proceed into the school building. They should then WALK QUIETLY into the school - cloakroom - classroom. Pupils should remember to go to the toilet during break and lunch times  
Break will be from 10.45a.m – 11.00a.m

- Pupils must stay in the area designated by the principal or duty teacher
- Bad language, rough games or fighting in the playground is not allowed
- Pupils should keep the school grounds free of litter. Rubbish should be put in the bins provided

## **CONCERNING MORE SERIOUS BREACHES OF DISCIPLINE**

Open defiance of any member of school staff

Continuous disobedience

Serious disruptive behaviour within the classroom or school

Vulgar behaviour

Vulgar language

Theft

Bullying

Fighting

Behaviour likely to threaten the health and safety of him/herself or others

Any other offence judged by the Principal and/or Board of Governors to be of sufficient gravity.

### **Procedures**

1. Teacher level – pupils are warned verbally about a misdemeanour.
2. Teacher level – If this behaviour persists, a time out system will operate i.e this allows the child to withdraw from the situation and reflect on the behaviour.
3. Offences such as fighting, bullying and insolence
  - These more serious breaches are reported immediately to the principal
  - The pupil is interviewed and the offence is recorded in the report book
  - If three such entries are recorded parents are notified and invited to come to the school to discuss the matter
  - The pupils and parents will sign a pupil contract and the pupil will go on report. Parents will receive a copy of the contract. A behavioural modification programme may be considered at this stage in conjunction with the contract. Involvement of outside agencies may be used.
  - A Behaviour Intervention Procedure may be introduced as a means of managing persistent behaviour which is not in line with school policy i.e A reduced school day.
  - The final stage is involvement of the Board of Governors and expulsion recommended