

NORTH MARSTON CE SCHOOL

# North Marston C E School Behaviour and Discipline Policy



Policy adopted on 17.10.22

Review date 01.09.23

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### 1 Aims and expectations

- 1.1 It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring Church School community, whose values are built on a Christian ethos of mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way irrespective of gender, race, faith or culture. It aims to promote an environment where everyone feels happy, safe and secure.
- 1.2 The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate manner.
- 1.3 The school expects every member of the school community to behave in a considerate way towards others.
- 1.4 We treat all children fairly and apply this behaviour policy in a consistent way.
- 1.5 This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.
- 1.6 The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

### 2 Rewards and punishments

- 2.1 We praise and reward children for good behaviour in a variety of ways:
- Teachers congratulate children.
  - Teachers give children house team points.
  - Each week a pupil from each class is chosen to receive a class certificate in the weekly "Celebration Assembly" - clearly stating how they have demonstrated our school values.
  - All staff can distribute house team points to children, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school.

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- 2.2 The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. When appropriate incidents of poor behaviour are logged on the school's electronic system.
- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
  - We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task at another time.
  - If a child is disruptive in class, the teacher will give a verbal warning and request the child to stop, and respect others' learning. If this behaviour continues the teacher will write the child's name in a book. At the end of the day the teacher will speak to the child to discuss their behaviour. The slate is "wiped clean" and every day is a new day.
  - If a child repeatedly acts in a way that disrupts or upsets others, the school will contact the child's parents and seek an appointment in order to discuss the situation, with a view to create a behaviour plan to improve their behaviour.
  - The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher will stop the activity, potentially remove the class and prevent the child from taking part for the rest of that session. Parents will be informed.
  - If a child threatens, hurts or bullies another child, the class teacher will record the incident. Parents will be informed and a personal behaviour plan will be put in place. Please refer to the schools "Anti Bullying Policy"
  - Any "out of lesson" incidents will be recorded by any pupils involved on the blue incident forms. The member of staff dealing with the incident will then bring the pupils together to discuss their recounts and a resolution is agreed.
- 2.4 The class teacher regularly discusses and refers to the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during circle time.
- 2.5 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

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any further occurrences of such behaviour and will inform parents as appropriate. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. This is reflected in greater detail in the school's Anti Bullying Policy which can be found on the school website.

- 2.6 All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfES Circular July 2013, relating to the Education and Inspections act 2006. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children to prevent injury to another person, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.
- 2.7 The school has School Rules which should be displayed in all classrooms.

### **School Rules**

**We are all proud of North Marston C E School.  
We are a caring school and we respect one another.**

This means that:

- We treat others as we would like them to treat us
- We all listen so we can all learn
- We walk sensibly and quietly around the school
- We speak politely to everyone
- We follow the instructions of the adults at school
- We look after equipment and keep our school clean and tidy

### **3 The role of the class teacher**

- 3.1 It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
- 3.2 The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.

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- 3.3** The class teacher treats each child fairly, and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding.
- 3.4** If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself. However, if misbehaviour continues, the class teacher seeks help and advice from the Head teacher and parents will be informed.
- 3.5** The class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the education social worker or LA behaviour support service.
- 3.6** The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.
- 3.7** All school staff with the responsibility for pupils would carry out this role whether the pupils were on site or off site at any school-organised or school-related activity.

### **4 The role of the Head teacher**

- 4.1** It is the responsibility of the Head teacher, under section 125 of the Education Act 2002, 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 Head teacher to ensure the health, safety and welfare of all children in the school.
- 4.2** The Head teacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.
- 4.3** The Head teacher keeps records of all reported serious incidents of misbehaviour.
- 4.4** The Head teacher 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 Head teacher may

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permanently exclude a child. These actions are taken only after the school governors have been notified.

### **5 The role of parents**

- 5.1 The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.
- 5.2 We explain the school rules in the school prospectus, and we expect parents to read them and support them.
- 5.3 We expect parents to support their child's learning, and to cooperate with the school, as set out in the home-school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- 5.4 If the school has to use reasonable sanctions to punish a child, we expect parents to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head teachers and then the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

### **6 The role of governors**

- 6.1 The governing body has the responsibility of setting out principles of behaviour on which the school's policy and practice are based, and of reviewing their effectiveness. The governors support the Head teacher in adhering to these principles.
- 6.2 The Head teacher has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the Head teacher about particular disciplinary issues. The Head teacher must take this into account when making decisions about matters of behaviour.

### **7 Fixed-term suspensions and permanent exclusions**

- 7.1 We do not wish to exclude any child from school, but sometimes this may be necessary. The school has therefore adopted the standard national list of reasons for exclusion, and the standard guidance- Suspension and Permanent Exclusion Guidance for maintained schools, academies and Pupil

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referral units (DfE, January 2022). We refer to this guidance in any decision to exclude a child from school. The relevant Internet address is: [www.teachernet.gov.uk/management/workingwithothers/safeschools/exclusions](http://www.teachernet.gov.uk/management/workingwithothers/safeschools/exclusions)

- 7.2** Only the Head teacher (or the acting Head teacher) have the power to exclude a child from school. The Head teacher may suspend a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Head teacher may exclude a child permanently. It is also possible for the Head teacher to convert a fixed-term suspension into a permanent exclusion, if the circumstances warrant this.
- 7.3** If the Head teacher suspends/excludes a child, s/he informs the parents immediately, giving reasons for the suspension/exclusion. At the same time, the Head teacher must make 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.
- 7.4** The Head teacher will inform the LA and the governing body about any permanent exclusion, and about any fixed-term suspensions beyond five days in any one term.
- 7.5** The governing body itself cannot either exclude a child or extend the suspension period made by the Head teacher.
- 7.6** The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.
- 7.7** When an appeals panel meets to consider an exclusion, they consider the circumstances in which the child was excluded, consider any representation by parents and the LA, and consider whether the child should be reinstated.
- 7.8** If the governors' appeals panel decides that a child should be reinstated, the Head teachers must comply with this ruling.

## **8 Drug- and alcohol-related incidents**

- 8.1** It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day the parent or guardian should notify the school and ask permission for the prescribed medication to be brought. This should be taken directly to the

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school office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker.

- 8.2 The school will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term suspension. If the offence is repeated, the child will be permanently excluded, and the police and social services will be informed.
- 8.3 If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.
- 8.4 It is forbidden for anyone, adult or child, to bring onto the school premises illegal drugs. Any child who is found to have brought to school any type of illegal substance will be punished by a temporary suspension. The child will not be readmitted to the school until a parent or guardian of the child has visited the school and discussed the seriousness of the incident with the Head teachers.
- 8.5 If the offence is repeated the child will be permanently excluded.
- 8.6 If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child will be permanently excluded from the school. The police and social services will also be informed.
- 8.7 School staff have the power to screen and search without consent for drugs or alcohol. Any drugs or alcohol found will be confiscated immediately.

### **9 Dangerous item related incidents**

- 9.1 It is forbidden for anyone, adult or child, to bring onto the school premises any dangerous items such as weapons, sharp implements, firearms, explosives or fireworks. Any child who is found to have brought to school any type of dangerous item will be punished by a temporary suspension. The child will not be readmitted to the school until a parent or guardian of the child has visited the school and discussed the seriousness of the incident with the headteacher.
- 9.2 If the offence is repeated the child will be permanently excluded.

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**9.3** If a child is found to have deliberately brought dangerous items into school, and is found to be distributing these to other pupils for money, the child will be permanently excluded from the school. The police and social services will also be informed.

**9.4** School staff have the power to screen and search without consent for items such as these. If pupils are suspected of having stolen items they may also be searched. Any items deemed to be dangerous will be confiscated immediately.

### **10 Pupils' conduct outside the school gates.**

**10.1** All staff with the responsibility for pupils, would be expected to discipline pupils when travelling to and from school, when wearing school uniform or identifiable as a pupil at the school.

**10.2** All staff would be expected to discipline pupils outside the school gates if they witness behaviour from a pupil which could impact the orderly running of the school, pose a threat to another pupil or member of the public or adversely affect the reputation of the school.

**10.3** The school will carry out rewards and sanctions as outlined in this policy for behaviour outside the school, in a similar way to inside the school, should it be witnessed by a member of staff or reported to the school. A record of any issues will be kept.

### **10 Monitoring and review**

**10.1** The Head teacher will monitor the effectiveness of this policy on a regular basis. S/he also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

**10.2** The school keeps a variety of records concerning incidents of misbehaviour. The class teacher records minor classroom incidents. The Head teacher records those incidents where a child is sent to him/her on account of bad behaviour. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident recorded on blue forms in the incidents file that is kept in the staff room.

**10.3** The Head teacher keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.

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- 10.4** It is the responsibility of the governing body to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently. The governing body will pay particular attention to matters of equality; it will seek to ensure that the school abides by *The Equality Act 2010*, and that no child is treated unfairly because of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender)
- 10.5** The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

**Date: October 2022**