



Positive Behaviour Policy

September 2020

Culmore Primary School

School Vision

At Culmore Primary School we will strive to make our school a place where staff, governors and parents work actively together to ensure that each child receives an engaging, inspiring and challenging education within a happy, safe, supportive learning environment. We want each child to feel valued, respected and encouraged to become reflective learners so that they can aim high in all areas of their life.

General Statement

At Culmore Primary School we adopt a positive approach to behaviour and discipline. We have a duty of care to the welfare of the pupils, whether that is on the school premises or elsewhere, while in the lawful control or charge of our staff.

Our Board of Governors also take an active interest in all aspects of our school's activities that promote pupil welfare. We feel, however, that it is very important for the children to take some responsibility for their own behaviour. In doing so, they will be taking active steps to safeguard their own welfare.

Our aim, within school, is to create an atmosphere of mutual respect and collective responsibility where children can develop a sense of self-discipline.

Pupils, parents and teachers all have an important part to play in producing such an atmosphere. The guidelines for behaviour in our school have been written with the interests of all in mind.

Positive behaviour is a necessary condition for effective teaching and learning to take place, as well as being an important outcome of education which society expects – we need to ensure that these children are prepared adequately for life.

Discipline cannot be isolated from other parts of school life and the curriculum – it is an integral part of it. Good discipline is based upon good manners, courtesy and consideration for other people. Modelling and reinforcing positive behaviour and respect for others encourages a natural increase in good behaviour.

Positive relationships between, and among, teachers and pupils helps to promote an atmosphere conducive to high quality teaching and learning.

Sensible behaviour is promoted by the teacher who attempts to understand each child in class and can solve problems with tact, sympathy, fairness and, if necessary, firmness.

Most children wish to please their teacher and it is important to give praise where it is due. Children who are positively encouraged to reach higher goals will achieve more satisfaction.

Our school has set out boundaries of acceptable behaviour and developed patterns of rewards and sanctions so that constructive relationships can be established within the school community.

We hope to achieve such standards by:

- having clearly defined rules and procedures
- having a system of positive rewards and sanctions
- developing sound relationships between staff and pupils
- offering an effective and stimulating learning environment

What do we expect?

- That each child will gradually assume responsibility for his/her own behaviour and self-discipline.
- That the policy is agreed and shared among all staff.
- That all teaching staff will accept collective responsibility for maintaining positive behaviour in classrooms and elsewhere in school.
- That all non-teaching staff will be aware of the policy and its implications.
- That parents will be aware of, and are supportive of, this policy.
- That the intervention of external agencies may be sought if it assists the parents and school in supporting a child.
- That pupils will develop a sense of ownership of the school with a strong emphasis on reinforcing positive behaviour.

All parents will, undoubtedly, recognise that their child will learn and flourish if they are being taught in a positive, well-disciplined atmosphere. This should be achieved by:

- Praising positive behaviour and practice
- Developing good relationships in the classroom
- By example from a peer member or older child.
- By developing accepted routines within the classroom
- Discussing the incident with a child/class
- Appropriate use of reasonable sanctions

Where incidents happen routinely, and the above strategies have been implemented, the class teacher may talk with the child's parent.

Where such incidents happen persistently, the Principal will be informed by the class teacher. Likewise, the incident will be recorded in a behaviour record book.

In this situation the Principal will not only be seen as someone who reprimands unacceptable behaviour but also as someone who reinforces and rewards positive behaviour. Teachers should use opportunities for positive benefit.

It is also the duty of the Principal to highlight positive behaviour and work in

- An individual situation
- A class situation
- A whole school situation – star pupil of the week.

RULES AND PROCEDURES

The school expects each child to behave as follows:

In the classroom

- Respect all adults and children in the room
- Raise your hand quietly if you wish to speak
- Talk, and listen, with respect
- Sit properly on your chair
- Move safely
- Respect other pupils', and school's, property
- Follow instructions given by any adult in authority
- Line up quietly and remain in line
- Focus on your work and always try your best
- Come into class promptly and ready to learn
- Keep your hands and feet to yourself

In the corridor

- Always walk
- Talk quietly
- Treat ALL adults with respect
- Step back to make way for any adult you meet in the school
- Hold doors open if appropriate
- Close doors at appropriate times
- Put litter into bins
- Keep the cloakroom areas tidy
- Line up quietly when at break times and between classes

In the playground

- Line up sensibly, and quietly, until an adult takes you to the playground.
- Play fairly
- When the bell rings at the end of break time children will line up quietly and no pushing
- Walk in straight, quiet lines to and from lunch rooms
- No rough play
- Put all litter into bins provided
- Keep your hands and feet to yourself
- Remain in the playground, except to use the toilet or receive First Aid, until the bell rings.
- Ask, before you leave the playground, before you go to the drinking fountain, toilets etc...
- Never climb on the school wall.

Drinking Fountain

- Line up sensibly
- No pushing
- Do not splash water
- Return quickly to classroom, hall or playground when finished

Toilets

- Ask before you go to the toilet
- Toilets should be flushed and hands washed thoroughly
- Taps should be turned off after use
- Used paper towels should be put in the bin
- Respect for surroundings and others shown at all times
- Never climb
- Respect the privacy of others
- Always use your “indoor voice”
- Return quickly to classroom, hall or playground when finished

Messages

- If sent on a message – knock at the door, enter, go up to the teacher and speak politely
- Return quickly to your classroom

Use of mobile phones

- Permission for a child to have a mobile phone in school must be obtained by the parent/guardian.
- Mobile phones should be kept in the teacher’s drawer/school office for after school use only.
- Under no circumstances should a child use his/her mobile phone to send a message or make a call during the school day.

Dinner hall/packed lunch room

- Respect the supervisors/teachers
- Follow the supervisor’s instructions at all times
- Be respectful during prayer after meal
- Clean up any food or drink you drop
- Put your rubbish back into your lunchbox
- In the packed lunch room always leave tables and chairs as you have found them.

General Movement within the School

- All pupils should go straight to their classrooms on arrival at school in the morning. Pupils should arrive between 8.45 and 8.55am (**some pupils may arrive at 8.30am but parents should be aware that they will not be supervised before this time**). Such pupils should **not arrive before 8.30am** and should go straight to the allocated classroom for that week where they will be supervised).
- All pupils should arrive at school **NO LATER** than 8.55am.
- After morning, lunch and afternoon break, pupils will be collected from the playground by the class teachers.

Lunch Time Arrangements

- At 12.15pm, all pupils will go to the dinner hall or the designated classroom for packed lunches. The remainder of lunchtime will be spent in the playground. On a wet day children will remain in a classroom where they will be supervised by a lunchtime supervisor. Class will begin promptly at 1.05pm.

End of School Day Arrangements

- At the end of the school day, a teacher will take each class to the pedestrian gate/lower playground area where they will wait safely. When they see their parent/child-minder, they must tell a teacher before going to that adult. Any pupils remaining in school for After School Activities will line up against the wall until their Club Leader collects them.

Substitute Teachers

- Substitute teachers will, on their first day in Culmore Primary School, read and adhere to our school policies.
- A substitute teacher should perform any duties assigned to him/her.
- Substitute teachers should always adhere to our Positive Behaviour Policy and our Whole Staff Code of Conduct Policy.
- Pupils will treat a substitute teacher with the same respect as they would their own teacher.

Accidents

- If an accident occurs, the supervising teacher/lunchtime supervisor/classroom assistant should ensure that an accident report form is completed/or the accident book in class (for minor accidents) and first aid should be administered if necessary

School Trips

- Adequate adult to pupil ratio requirements will be followed
- Only WELB approved buses will be used eg. Translink, WELB buses etc..
- On buses all children will wear a seatbelt where available
- Children must stay with their group.
- Behavioural expectations outside school will be the same as those inside – Health and Safety is paramount.
- On residential trips, pupils will respect their surroundings at all times. They will respect other people by settling down when they are asked to.
- Rules, specific to the school trip location, should be adhered to at all times

Our School Charter

Respect all members of our school community.

Encourage each other.

Speak the truth.

Practise, persevere and make progress.

Embrace mistakes as learning opportunities.

Carefully consider all choices.

Thankfulness for the gift of ourselves, our families and our school family.

REMEMBER:

The bell is a signal for the teacher – not the pupil.

School rules apply until you are outside the school gate.

All teachers and supervisors must be listened to and treated with respect.

Adhering to these simple rules will make school a happier and safer place for everyone!



Sanctions for Breaches of Discipline.

There are occasions whenever unacceptable behaviour emerges. This cannot be tolerated under any circumstances because it is not in the best interest of that child or the rest of the children.

Sanctions adopted will take account, not only of the “incident”, but the individual circumstances.

The following procedures are used by each member of staff:

Rules

- Do as you are asked.
- Use hands and feet to help, not hurt.
- Be kind to each other.

Rewards

- Praise in each classroom
- Stamps, stickers, stars, strikes, table points.
- Positive notes to parents.
- Star pupil of the week.
- Praise from another teacher/Principal.
- Golden Time.

Consequences (Fresh start each day)

- Reminder
- Warning
- Time out from group for 1 minute
- Time out from group for 5 minutes
- Speak with the Principal
- Teacher talks to/makes a phone call/or sends a letter to parents
- Parents, Principal and teacher meet.

Also – where property has been damaged by a child (eg. books, computers etc...) parents may be asked to replace the item.

Child’s name and incident will be recorded in the incident book.

Persistent failure to comply with the School’s Discipline Policy is a very serious matter. The parents of such pupils will be asked to discuss the matter with the Principal.

In the interest of the safety of all of the children within our charge, the school retains the right to refuse to take persistent offenders on trips out of school, particularly where such trips are of a residential nature.

In extreme cases, pupils may be suspended or expelled. In such instances, WELB’s procedures will be followed.

We trust that parents will appreciate that these measures are for the benefit of their children; therefore, the school expects the full support and co-operation of all parents in the implementation of this policy. Similarly, if parents at any time identify a problem, they can expect the full co-operation of the staff.

Parents/guardians will, at all times, be treated with respect by teachers and other members of staff. Similarly, parents are expected to treat all teachers, and other members of staff, with respect. Parents/guardians, who are disrespectful to any staff member, will be asked to leave.

Procedures for Suspensions

Before the suspension of a pupil is considered (unless the incident is of a very serious nature) the school will have applied all of its preventative strategies and alternative sanctions. This will include formal contact with the parents to warn them of the possibility of suspension.

The following procedures will then be observed:

1. The formal written record of incidents, maintained in the school, will be made available to the EWO who will be invited to the school to discuss the situation with the Principal.
2. The appropriate teacher will be consulted regarding the difficulties and the best way forward.
3. WELB will be informed using an EW24B form. If appropriate Social Services will also be notified.
4. The Chairperson of the Board of Governors will be informed (or the Vice-Chairperson in his absence) in writing and a report delivered to the Governors at the next meeting.
5. A letter will be sent home with the child outlining:
 - a) The reasons for the suspension
 - b) The period of the suspension
 - c) The work which the parent must undertake during that period
 - d) The letter will also invite the parent to meet the Principal and discuss the problem and how the parent can help (A written record of this meeting will be kept by the school)
 - e) A copy of the letter sent home with the child will be posted to the parent by first class recorded delivery (or if possible handed directly to the parent).

Procedures for Expulsion

This is the ultimate sanction and will only be employed as a last resort. The school recognises that:

- a) It must produce evidence to WELB that it has exhausted its range of options and strategies
- b) The recommendation for Expulsion must come from the Board of Governors
- c) Except in exceptional circumstances the child will need to have already served a period of suspension
- d) Consultations will have taken place between the Principal, parent, WELB and the Chairperson of the Board of Governors about future provision for the child

This policy has been worked out, and agreed, by all teachers. It will be applied consistently and fairly. It is expected that parents will be aware and supportive of the policy.

Non-teaching staff, and substitute teachers, are expected to be aware of the Positive Behaviour Policy and its implications.

Pupils are expected to develop a pride of ownership of the school with the emphasis strongly on reinforcing positive behaviour.

The Board of Governors of Culmore Primary School will monitor and review the effectiveness of the Positive Behaviour Policy and will update it regularly in line with new initiatives and developments.

Behaviour Policy 2020 Covid-19 Addendum

At Culmore Primary School we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in our Positive Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. It is to be used in conjunction with, and read alongside, our Positive Behaviour Policy, Anti-Bullying Policy and E-Safety Policy (all of which will be reviewed in the 2020/21 academic year).

These adjustments are set out below:

Arrivals, Departures and Moving round the school.

Children will enter school through their designated entrance at the agreed time, and will go straight to their designated classroom.

At their designated home time, children will leave the building from their designated exit and be escorted to their leaving gates. The children will be released one at a time to their respective adults collecting them. Adults must socially distance and wait to collect their child.

In the first 2 weeks at least there will be little to no movement around the school. When the children leave their classroom it will be to go to the toilet or to go outside for their designated play and exercise time. Children will follow an adult from their classroom on their designated route.

Children will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus by raising their hand.

Children have responsibility for their own equipment e.g. water bottles and ensure that these are not shared with other pupils. (Teachers will guide the younger children more closely with regard to this).

Hand washing and Hygiene

Children will be expected to follow all hand washing and hygiene routines while in school. Children will wash hands /use antibacterial gel before entering school, after returning from the outside, before and after eating and at regular intervals during the day.

Children will be taught, reminded and expected to follow the “catch it, bin it, kill it”, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school.

The drinking fountain will be out of use until further notice. Pupils will carry a bottle of water to school each day for snack. They should also bring a drink at lunchtime. If they have forgotten a drink, they can let the teacher know and they will be given a drink in a cup which will be sterilised at the end of the day.

Social Distancing

Children will be expected to socially distance from adults in school and on the playground as much as possible.

When children enter their classroom, they will be expected to carry out hand hygiene routines and then sit at their own desk in the room. (Foundation Stage Classroom will allow

pupils to play/work in groups). Children must stay in their seats. If they need an adult's support, they must raise their hand, but will not get out of their seats. This is to minimise movement around the classroom as much as possible.

Teachers will ensure that pupils, where ever possible, adhere to social distancing measures. Where older pupils are not complying, the usual disciplinary procedures and sanctions will be used.

We understand that social distancing may be more difficult for younger children, they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.

Toilets

Each class will have staggered toileting times. Children will be supervised and encouraged to use the toilets 1/2 at a time, but no more than 3 in any toilet block at once as much as possible. When a child has finished in the toilet they must wash their hands following the directions on the posters.

Break and Lunch times

Children will be eating in their classrooms, supervised by Teacher and Classroom Assistant and will have their own designated time and place to play and exercise for half an hour per day. Children will be expected to remain socially distant from peers and adults during these times.

Behaviour Management in School

The behaviour policy is currently being reviewed and will have this Covid-19 related addendum added. Children will be taught new routines and rules that will have to be practised during this pandemic phase that we are living in. As highlighted above there will be less freedom, for example, of movement both within the class and around the school. Pupils will be expected to:

1. Follow any changes to drop off and pick up routines
2. Follow school instructions on hygiene, such as:
 - Coughing and sneezing into elbow
 - Catch it: Bin it: Kill it – disposing of tissues followed by hand washing and sanitising
 - Keep their hands away from their face as much as possible
 - Only use their own equipment such as pencils and stationery items (kept within their own tray), water bottles, and only eat their own food.
3. Remain in their own class at all times, unless using the toilet.
4. Use designated toilets only. Maximum of 3 children at any time in each toilet block. Wait outside until the other child has left.
5. Play safely in the designated zones only.
6. Follow all rules about appropriate behaviour online when, and if, the children are learning remotely from home (see below).

Each key stage has systems in place for rewarding all pupils who are demonstrating appropriate behaviours and adhering to both the class rules and these Covid-19 procedures.

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their classes or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions and disciplinary procedures could be used:

1. Conversation(s) with pupil(s) which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.
2. Once all appropriate behaviour management strategies have been exhausted, contact will be made with pupil's parent/carer.
3. If the health and safety of other pupils and staff members are put at risk by the pupil not adhering to social distancing measures, then the parent/carer will be expected to collect the pupil and a fixed term exclusion will be applied in line with Exclusion guidance.

Pupils working from home.

If interacting with other pupils or staff online, children should always be kind and respectful to each other and respectful and well-mannered to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils.

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via Class Dojo, or any other platform will be taken very seriously. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

I/We have read, and discussed the Positive Behaviour Policy of Culmore Primary School with my child/children.

Signed: **(Parent)**

Printed name: **(Parent)**

Date: