

BEHAVIOUR

An information pamphlet for parents

The governors and staff at William de Yaxley Junior School hope that these notes, which attempt to summarise our Behaviour Policy will be useful to you.

This policy underpins every aspect of school life. At its core is the belief and vision that every member of our school community is valued, honoured and respected. We believe that every child and adult in our school has a fundamental right to feel physically and emotionally safe and to be treated with respect and dignity, in order to learn and develop to his or her maximum potential.

EXPECTED BEHAVIOUR

It is essential that all rewards, sanctions and rules are applied justly, fairly and consistently because children are unique individuals and are therefore responded to as such. Our system is a whole school approach to managing behaviour in a variety of ways through praising and rewarding:

- good behaviour
- work of a good standard (relative to the child)
- politeness and manners
- personal qualities such as helpfulness, kindness, perseverance, consideration to others
- following school and class rules
- anything which is noteworthy

Rights and Responsibilities

RIGHTS OF PUPILS

- to have an environment which allows them to learn to the best of their ability
- to be treated with consideration and respect
- to be ***listened*** to by the adults in the school
- to know what is expected
- to feel safe and not bullied
- to be treated fairly
- to have their positive behaviour recognised and rewarded
- to know what sanctions the school applies

RESPONSIBILITIES OF PUPILS

- Acknowledge that ***their behaviour is their responsibility***
- Walk quietly through the school at all times
- Listen attentively without interrupting
- Use an appropriate classroom voice
- Use equipment carefully and safely, returning it to storage areas when finished
- Treat others with consideration and respect
- Listen when it is the turn of others to talk
- Follow instructions from teachers and other school staff
- Attempt to settle any disagreements in a civil manner
- Ask for help when they need it
- Play with others, avoiding kicking, fighting and verbal abuse
- Remain calm and quiet in the cloakroom areas
- Keep ball games to the specified times – no games before school starts
- To go to the playground upon entering school – unless they are a ‘helping hand’ for the class teacher
- To eat only at break times the specified items (cereal bars, cheese, dried fruit, fresh fruit, vegetables) - no chewing gum, chocolate or sweets to be brought into school at all.
- To tell the truth: the whole, correct version of how incidents occurred.

RIGHTS OF STAFF

- To be treated with respect by pupils, parents and colleagues
- To be able to teach without unnecessary interruption
- To feel safe
- To be treated fairly
- To have achievements recognised
- To be treated considerately

EXPECTATIONS

IN THE CLASSROOM

We encourage children to:

- Remain on task with an appropriate noise level
- Move quietly around the classroom without disturbing others
- Respect classroom and school resources and other people's property
- Be polite at all times and not answer back
- Listen to the teacher when required to
- Listen to others and show respect for everyone in the classroom
- Do their best at all times in order to achieve the highest standards possible

AROUND THE SCHOOL

We encourage children to:

- Walk sensibly, and silently and in a line, when with others
- Enter and leave assemblies quietly in single lines
- Sit attentively in assemblies and respond appropriately to questioning, singing etc
- Take responsibility for their own behaviour
- Participate in all aspects of assembly
- To open doors for adults
- To acknowledge adults and greet them politely and warmly

WHOLE SCHOOL GOLDEN RULES

Whole school rules agreed by staff and pupils, through the School Council, at the beginning of each academic year.

CLASS RULES

- These are discussed and agreed by each class at the beginning of the year. These rules are then signed by each individual in each class as an agreement to abide by them. The rules are displayed prominently and referred to frequently to reinforce their importance.

HEALTH AND SAFETY RULES

- The only children who are allowed in classrooms during morning break or lunchtime are those with a TEACHER'S PASS or a HEADTEACHER'S PASS.
- No running in or around school at any time.
- No ball games, or the trim trail to be used, before school.
- No chewing gum or sweets to be brought into school. Fruit, cheese or cereal bars are appropriate for break periods.
- Birthday sweets are to be handed out at the end of the day.
- No contact/physical games.
- No small hard balls on the playground.
Only airflow/sponge balls are allowed on the playground (provided by the school)

TARGET RULES

- Every **two** weeks the whole school focuses on a Good Manners rule e.g. please/thank you, opening doors for adults. These are introduced on a Monday, during assembly.

SPECIAL MENTIONS

Special Mentions Certificate are given at the end of every term and presented in Celebration Assembly on a Friday, in addition to the Merit Certificates.

MEDALS

Gold, silver and bronze medals are awarded at the end of each academic year, with an additional 'I've tried' certificate for those not reaching medal level.

GOLD awarded for: For those with no Incident Forms during the academic year.

SILVER: awarded for: For those with no more 3 yellow Incident Forms or 1 orange

BRONZE: awarded for: For those with no more than 6 yellow or 2 orange Incident Forms

Merits are awarded for the following:

- Good behaviour
 - Working towards good behaviour
 - Work which is of a good standard
 - Politeness and manners
 - Personal qualities such as helpfulness, kindness, perseverance, consideration to others
- Following school and class rules

Children's responsibility

- ✦ To look after their merit card

Present their merit card, to a member of staff awarding a merit, for stamping and dating

- ✦ Behave and work positively

To receive acknowledgement for every effort made in work, behaviour and school life in general

Presentation of certificates

10 merit certificates are awarded in class by the classteacher

25 merit certificates are awarded in the Friday Celebration Assembly

50 merit certificates are laminated and presented in Celebration Assembly

The William de Yaxley Junior School

MERIT RECORD CARD

Name: _____

Class: _____

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

POSITIVE PLAYTIMES

Children will be encouraged to:

- Play outside
- Play together ensuring the safety of each other
- Avoid all rough and harmful games (no contact)
- Create harmony by avoiding name-calling
- Respect the adults and playground helpers on duty
- Respect playground equipment
- Stand sensibly behind the yellow line once the whistle has gone
- Address the lunchtime supervisors respectfully
- Behave appropriately and demonstrate good manners
- Develop their social skills

Use the toilet during breaks

Playtime Sanctions

For those children who cannot play appropriately they will join the supervised play team (teaching assistants/lunchtime supervisors) for a period of time before being allowed to play unsupervised again.

For those children who are not able to play positively with others there are options of continuous supervised play with a teaching assistant and/or separate playtimes. There is also an option of exclusion at lunchtimes.

If a child is not following the positive playtime rules they have Time Out in the Red Zone (a designated area with a seat for this purpose). They stay here for the number of minutes which match their age.

If a child is upsetting others they are given a first warning and their name entered under the first warning heading of the Playground Book (kept in a waterproof box and taken on to the playground at morning and lunch breaks).

If their name is entered into the book for a second time, during the same day, they are then assigned to the Thinking Room to discuss/write rules and/or model appropriate behaviour with an adult.

Incident forms

The William de Yaxley Junior

School

RED INCIDENT FORM

Name:

Class:

Adult giving this form:

Date:

Why have I been given this form? What happened?
(Describe in a few sentences the events that led to you being given this form)

Why was this behaviour wrong? Which rules have I broken?

**What would have been a better thing to have done?
How can I make up for this behaviour?**

(How can I mend/put right relationships, people's feelings and damage to people and/or property?)

Do you feel that you have been treated fairly?
YES NO

If NO a member of staff will talk to you about this

Child's signature:

Adult's signature:

This form will be kept by your teacher and recorded on your Incident Form Record Card

INCIDENT FORMS

These are graded according to the severity of the incident:

- Yellow** - minor offences, but ones which nevertheless need to be recognised as unacceptable.
- Orange** - for offences such as swearing, striking another person e.g. hitting, kicking
- Red** - for serious offences such as refusal to comply with an adult's request, swearing at an adult, hitting an adult

Each child has a record card which records the number and colour of each Incident Form given (as below). These are kept by the Classteacher.