

Good Behaviour Policy Summary for Parents

Good behaviour isn't just about 'being good'; it's much, much more! Here at Hardwick we want to work together with parents to ensure that all of our children learn to understand what we expect of them in school and what they can expect of us.

Consistency is crucial and so is the partnership between home and school. In order for children to succeed they need support from home as well as from school. This comes in many forms from ensuring the children have the correct school uniform each day, remembering to remove earrings on PE days, attending parents meetings, ensuring children arrive at school on time....the list for parents is never ending! At Hardwick we really appreciate your support and so do the children. They want to arrive on time, they want to have the correct equipment in school, they are happiest when all of these things are in place. We will send notes and reminders out in order to support the children to achieve the different aspects of the policy from correct school uniform, healthy eating, jewellery and health and safety. We will also ask you to celebrate the achievements of your children by attending celebration and awards assemblies.

Our Good Behaviour Policy clearly explains what we expect of our children in school and how staff will teach children to develop the understanding and skills to succeed. It is really important that as parents you are aware of our expectations so that you can support your children to achieve this too. You may also like to discuss the School Code and other aspects of the policy with your child. We are really hoping that the children will tell you all about the 'smileys' they collect and the wonderful rewards that are available to them when they reach their Bronze, Silver and Gold Good Behaviour Awards and how as a class they are a 'TEAM' because Together Everybody Achieves More!

If there is any part of the Policy that you are unsure of or wish to discuss in a little more detail please contact your child's class teacher and they will be more than happy to arrange a time to do this.

School Rules

School rules are kept to an essential minimum and are included in our home/school agreement. They have been developed to be meaningful to children. None are too difficult. They are all designed to develop courtesy, good manners and mutual respect. They are to protect children from injury, to care for equipment and to maintain a hygienic, healthy environment. Anti-social behaviour is not condoned. It is essential that parents and teachers work together through discussion and action on any problems which develop.

You will see the School Code displayed around school for all visitors and children to see.

1. Our School Code

'CARE'

Care for each other and our school

Always try our best

Remember our manners

Enjoy learning

The Listening Code and the Line Up Code are displayed in classrooms and children are taught how to follow these codes.

2. Our Listening Code

When I am asked for my attention I:
Stop what I am doing
Empty hands/show me five
Look at the teacher
Keep quiet and still
Listen to instructions

3. Our Line up Code

When I am asked to line up I:
Walk to the end of the line
Leave a person space
Keep my hands and my feet to myself
Keep quiet and still
Listen to instructions

Hardwick is a Healthy School and we want to encourage all of our children to develop healthy eating habits and to enjoy exercise.

4. We have specific rules being enforced on the grounds of health, welfare and safety

A. Food and drink

Children in Key Stage 2 (Y3, Y4, Y5, Y6) may bring fruit or cereal bars from home to eat at morning play, they may also buy fruit or cereal bars from the tuck shop. Children in the Foundation Stage and Key Stage 1 will receive a piece of fruit each day through the National Fruit Scheme. Other than fruit, cereal bars, packed lunches, and food for special class treats and celebrations, no food of any kind should be brought into school (unless on medical grounds) including sweets and drinks.

Packed lunches from home need to be healthy and should not contain fizzy drinks, sweets and large chocolate bars.

Reasons:

Sweets present obvious choking hazards. Food and crumbs left around school would soon create a hazardous and unhygienic environment. When children brought drinks they were largely of the high sugar, fizzy, high additive variety. This was believed to be having a detrimental effect on behaviour as well as on dental health. Drinks were frequently spilled, spoiling other packed lunches and presenting an unacceptable risk of food contamination. Children have regular access to water and are encouraged to bring a water bottle to school each day. A choice of quality juice, milk or water is available during lunch.

B. Jewellery

Watches, stud earrings and items of religious significance are the only items of jewellery which may be worn at school and these must be removed during P.E. and swimming lessons. Teachers are not to assist children with the removal of jewellery. If children cannot remove jewellery themselves it should be taken out at home on the days the child does PE. Any items of jewellery that is removed in school will be stored safely by the teacher for the duration of the lesson.

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Reasons: Rings, necklaces, bracelets etc can turn a minor incident into a major accident if caught on apparatus or entangled in another child's clothing or hair. Even stud earrings have the potential to cause severe tears to the wearer's ears or injury to others.

C. PE Kit

Appropriate clothing must be worn for all PE/ Sports lessons, and is paid for by the school for all new starters from September 2013.

For indoor PE lessons children will wear:

Plain blue/black shorts/leggings

Plain white short/long sleeved t-shirt

Bare feet

No jewellery

Only balaclava style headscarves can be worn for PE/ Sports lessons inside, all other styles of headscarves must be removed.

Reasons: It is dangerous to go on the apparatus wearing trainers or similar footwear because it is more difficult to feel the equipment underfoot. A combination of bare feet and trainers, etc. can result in trampled toes and damaged nails. Children should exert themselves during PE lesson and therefore should always wear a PE kit to keep their school uniform clean. Balaclava style headscarves are tighter fitting and therefore safer for children to wear; they do not have excessive material which can get caught on PE equipment.

Outdoor PE lessons

Plain blue/black shorts/leggings

Plain white short/long sleeved t-shirt

Plain tracksuit/jogging bottoms can be worn when the weather is cold

Plimsols or trainers

No jewellery

Only balaclava style headscarves can be worn for PE/ Sports lessons outside, all other styles of headscarves must be removed.

Reasons: Slip on shoes or laced shoes even with small heels are not suitable for games lessons. They provide insufficient grip, may cause injury to others if kicked off and often lead to twisted ankles.

D. School Clothing

School uniform (with the Hardwick school logo) may be purchased from 'Design Warriors' on Walbrook Road or online from Tesco. Parents are asked to send their children to school tidy and appropriately dressed for the weather of the day.

Uniform should be selected from the following list:

White shirt, polo shirt or kameez

Black skirt, trousers or sharlwar

Royal blue school cardigan or jumper

Black flat school shoes

Headscarves, if worn should be black, white or royal blue, preferably balaclava style

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Reasons: School uniform reinforces school identity and eliminates 'brand' fashion and stigma. Sandals and high heel shoes and boots are unsafe for the school environment. Trainers are sports footwear and are only to be worn during PE/Sports lessons, they do not form part of the school uniform. Preferably headscarves should be elasticated or balaclava style and must not be fastened with a pin as this poses a danger to the wearer and other children.

E. Personal Property

The school cannot accept responsibility for the loss or damage to clothing or personal property. Toys, games and sports equipment must not be brought to school (except on special occasions when the teacher gives permission, no balls under any circumstances). Any money brought into school should be handed in as soon as possible and never left in trays, bags or coats.

Reasons: Suitable toys, games and sports equipment are provided for the playground and indoor play. Unsuitable equipment may present a risk to children and present the potential for theft.

F. Mobile Phones

Mobile phones can only be brought to school in exceptional circumstances and only with the prior permission of the Headteacher.

Parents who insist that children require a mobile phone during school hours i.e. for the journey to and from school must express these reasons in their request to the Headteacher in writing. Such requests will be considered on an individual basis. If permission is granted mobile phones must be handed in to the school office upon arrival and collected at the end of the school day. They should never be left in trays or coats or used during school hours.

Reasons: During school hours contact is possible through the school's land lines. Mobile phones are regarded as hazardous to health. They present an unacceptable disturbance to lessons, potential for theft and cyber bullying.

Gate Duty

A member of the Rainbow Team will unlock the gates on St James Road and Hastings Street at 8.45am and greet children and parents. They will lock the gates at 8.55am and ensure that all parents are escorted off site. If parents are on site after the gates are locked Rainbow Team staff will escort them through school to the office where they will be let out of the main entrance on Dover Street.

At the end of the day the gates on St James Road and Hastings Street will be unlocked at 3.00pm. At 3.15pm a member of the Rainbow Team will stand on each gate to greet parents and children as they leave school. They will lock the gates at 3.30pm.

A member of the schools Senior Leadership Team will be present on the Key Stage 1 and Key Stage 2 playground at the beginning and end of the school day.

A member of staff from each class will supervise the safe handover of children to parents/carers and to see them safely off site at the beginning and end of every day.

Playground procedures

Children should be well informed by their teachers that if they do not put on their coats at the beginning of playtime then they will have to do without for the whole of playtime. Children are not allowed back into school during playtimes as staff may not be present in classrooms to supervise children. Children are only allowed to remain in the building if they are supervised by an adult. Children may not bring balls or equipment from home for use at playtimes but may use those supplied by the school.

Rewards

1. General Rewards

- Favourable comments can and should be entered on pieces of work.
- Written School Reports should comment favourably on good work, behaviour, involvement in and general attitude to school life.
- Recognition can be given to success of differing kinds in assemblies, e.g. presentation of swimming and punctuality awards etc.
- Children's work can/should be displayed as much as possible both in the classroom and corridors of the school.
- A visit to the Headteacher, Deputy Head or Assistant Head for commendations.
- Specific privileges can be awarded to individuals/groups of children, e.g. in the use of school facilities, (computers, library, games equipment, etc.).
- Opportunities for giving children greater responsibility in school should be fostered e.g. Class Monitors, Class Ambassadors
- Above all, praise and encouragement in and out of lessons should be used as much as possible.

2. Whole School Reward System: 'Smileys'

As well as the rewards listed above the school has designed and adopted a consistent approach for rewarding and encouraging good behaviour, effort and manners based on the collection of 'smiley face' tokens. Smiley faces may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include:

- Particularly good work/effort.
- Displaying good manners.
- Displaying a caring attitude towards others.
- Staying on task etc.

Once awarded, a Smiley can never be taken away.

Smiley's are intended to help staff focus on positive rather than negative behavior e.g. if a child is continuing to stay on task when a partner is trying to distract him/her, staff may choose to reward the child on task rather than apply a sanction to the child who is not.

The reward system is graded as follows:-

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| 1 | ☺ | Any noteworthy behavior |
| 10 | ☺ | Teacher commendation |
| 100 | ☺ | Team Leader commendation: Bronze Award (presented by Year Leader) |
| 200 | ☺ | Senior Leader commendation: Silver award (presented by Senior Leader) |
| 300 | ☺ | School commendation: Gold award (presented at Super Stars Assembly) |

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Gold awards will be presented in Super Stars Assembly and parents will be invited to share in their child's achievement.

Commendations and awards are recorded on each child's individual 'Good Behaviour Card'. Loss of the card will result in a loss of Smileys accrued other than in exceptional circumstances.

A 'smiley' can be awarded by any staff member to any child at any time. All staff should carry 'Smileys' at all times to reward and reinforce positive behaviour as it occurs. This reinforces our philosophy that the care of all our children is the responsibility of all adults in school.

If all children in a class achieve Bronze, Silver or Gold Awards they may have an appropriate class treat of their choice including: class party, class disco, additional art/PE, DVD etc. The reward should reflect the achievement as follows:

- Bronze Party: up to one session
- Silver Party: up to half a day
- Gold Party: up to a full day

3. Certificates

A weekly 'Super Stars' assembly is dedicated for the praise and recognition of children who have made particularly noteworthy progress for Attainment, Achievement or Attitude in line with the weeks CARE assembly theme. Parents are personally invited to attend and witness the presentation of certificates.

4. Class of the Week

Each class starts the week with 20 'class points'. Class points are to be given for whole class good behaviour e.g lining up, moving around school (as a class), going to and from activities and visits etc. Sanctions can result in the loss of points.

Results are announced in Super Stars assembly and the class with the highest score at KS1 and KS2 receive the 'Class of the Week' trophy and an appropriate class treat of their choice i.e. additional playtime, choosing time etc.

Any class winning Class of the Week for three consecutive weeks also receives a trophy, to keep for the whole of the academic year. Also awarded are 'Class of the Term' and 'Class of the Year'.

Sanction Procedures

Children should be familiar with our procedures and know what will happen next if they refuse the sanction or continue with the behaviour.

Staff will follow the 'Good to be Green' steps when deciding which step best reflects the most suitable sanction given the behaviour displayed. Depending on the nature of the offence this may include immediate, permanent exclusion. However, as a general rule for minor misdemeanours, the attached chart shows how we will deal with unacceptable behaviour.

Exceptional Circumstances 1

One off serious incidents

In exceptional circumstances exclusion or permanent exclusion may be considered for a first or 'one off' offence. These may include:

- Serious actual or threatened violence against another pupil or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon;
- Serious deliberate damage to school property.

Exceptional Circumstances 2

The school acknowledges that a small minority of children may for whatever reason lack the maturity or self-discipline to make the correct choices available to them in order to control their own behaviour. This may be especially true of children with or being assessed for statements of Special Educational Needs and those in public care. For these children neither the normal rewards or sanctions procedures may be sufficient to support them or protect other children from their actions.

In these exceptional circumstances the school will make every effort to avoid exclusion. Parents will be informed and involved when behaviour targets are agreed in order to establish possible causes and form a partnership of support between home and school.

Foundation Stage 1

In Foundation Stage 1 a more visual approach to the 'Good to be Green' system will be operation. A photograph of every child will be place on the green circle at the start of each session. If a child is given 3 verbal warnings they will be moved off of the green and into the red and 'Time Out A' will be actioned.

Good Behaviour Policy – Behaviour and Consequences

'It's Good to be Green – 1, 2, 3, A, B, C'

Step	SIMS Pts	Unacceptable Behaviour	Action and Consequence
Step 4		If I have 25 SIMS behaviour points in a term I go to Step 4.	<p>Mrs Sandhu (KS2) or Mrs Walker (FS/KS1) will write to my parents and write / review my Behaviour Plan with me and my teacher.</p> <p>I will be put on 'Report' for 2 weeks and will meet with Mr Gallimore, Mrs Sandhu or Mrs Walker every day to discuss my behaviour.</p> <p>If my behaviour does not improve then I may be excluded from school.</p>
Step 3	3	If I deliberately injure, bully, steal, destroy property, or make repeated racist comments, or have already had 'Time Out B'.	<p>I will go to 'Time Out C' in my Year Leaders classroom and/or the 'Lunch Time Learning Zone' immediately for up to 2 days, decided by my Year Leader.</p> <p>My Year Leader will speak to my parents and a letter will be sent home.</p>
Step 2	2	If I spit, hit, kick, punch, fight, carelessly damage school property, make a racist comment, use offensive language, refuse to co-operate, I am rude to adults, or I have already had a 'Time Out A'.	<p>I will go to 'Time Out B' in a different class for up to 1 hour or lose the rest of my lunch time break in the 'Lunch Time Learning Zone'.</p> <p>If the incident happens at the end of lunch time I will go to 'Time Out B'.</p> <p>My class teacher will speak to my parents and a letter will be sent home.</p>
Step 1	1	If I don't listen, mess about, don't follow instructions, waste time or use hurtful comments.	<p>1st verbal warning is given.</p> <p>If I continue...</p> <p>2nd verbal warning is given and I put a yellow card in my behaviour pocket.</p> <p>If I continue...</p> <p>3rd verbal warning is given and I put a red card into my behaviour pocket and go to 'Time Out A' in my classroom or the 'Lunchtime Time Out Zone' for 10–15 minutes.</p>
<p><i>It's GOOD to be GREEN!</i></p> <p>If I stay in the GREEN every day I earn 5 minutes Golden Time per day. If I am GREEN all week my Golden Time is increased to 30 minutes!</p>			