



St. Thomas' Catholic Primary School, Sevenoaks



A member of the Kent Catholic Schools' Partnership

Behaviour Policy 2021-2022

'Learning in the Light of Christ.'

Policy review date - April 2021

Person Responsible - Academy Principal

Ratified by Academy Committee – 4th May 2021

Review date- Sept 2022

This Behaviour Policy has been formulated with the safety and well-being of the children in mind, and to enable the school to function efficiently as a place of learning. We want our children to flourish and experience excellence in all aspects of life. We support the children in forming their strength of character through living by particular virtues, in the belief that we become what we repeatedly do.

Our school Vision is 'Learning in the Light of Christ.' This is everything we strive to do at St Thomas'. We try to achieve our vision by living our mission statement:

'We, with St Thomas, are guided by Christ's teachings to love God and neighbour, we strive to create a caring ethos in our school through our teaching, through our worship and by our example. We encourage all to recognise their God given talents and we seek to work together and with our families to develop every child's full potential. We value each other for who we are and encourage mutual respect and base our discipline on this. We aim to promote a spirit of charity, social justice and global awareness in our school. We strive to provide the best possible education for our children.'

School Aims

By working together staff, children, parents, The Academy Committee, the Parish, the local and wider community create a challenging, stimulating and effective learning environment where Christ is our inspiration. We aim to develop an understanding and knowledge of the teaching of the Catholic Church and its ministry within society. Through our Catholic beliefs, and living by virtues and Gospel values, we aim to nurture within children a love of God and an awareness of God's love for each one of us. We will ensure that each child will have experience of forgiving and being forgiven. We will encourage children to accept responsibility for their action and to apologise when necessary. With the growing awareness of love for all mankind, we will help children towards true respect for the beliefs and cultures of others. We will encourage in everyone an attitude of respect for themselves, for everyone connected with the school and for those who visit the school. We will do this in the hope and understanding that this will become a code for all their relationships.

Rationale

At St. Thomas' we believe that the foundation of our Behaviour Policy is to bring children to a realisation and understanding of how being caring and responsible individuals can enrich our lives.

When God created people, He gave us many gifts including free will.

It is the role of all adults in school to take a positive role and assist young people in their understanding of right and wrong and to guide them towards informed choices which will enrich their lives and the lives of those they meet.

We will encourage the children towards self-discipline and support them in taking responsibility for their action which involves the children thinking for themselves, making choices and assessing the consequences.

Good behaviour creates conditions for effective learning and helps to develop in children responsible attitudes and values for life.

Behaviour Policy Aims

- To develop a whole school behaviour policy supported and followed by the whole school community, parents, teachers, children and governors, based on Our Vision and Mission Statement and a sense of community and shared Virtues of respect, kindness, forgiveness, perseverance, service, thankfulness
- By consistently applying **positive** reinforcements we aim to create a caring, family atmosphere in which teaching and learning and playing can take place in a safe and happy environment.
- To teach, through the school curriculum, virtues to live by programme and attitudes as well as knowledge and skills. (This will promote responsible behaviour, encourage self-discipline and encourage in children a respect for themselves, for other people and for property).
- To encourage good behaviour rather than to simply sanction bad behaviour by providing a range of rewards for children of all ages and abilities.
- To make clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.

Code of Conduct

- All members of the school community are asked to respect each other.
- All children are expected to respect their teachers, other adults, and fellow pupils.
- All children are expected to respect their own and other people's property and to take care of books and equipment.
- Children are asked to be well-behaved, well-mannered and attentive.
- Children should walk quietly and sensibly when moving around school.
- If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter at an appropriate time.
- Children must be punctual.
- Children should wear the correct school uniform. We also ask that black shoes be worn to school. Trainers should be worn for P.E. . With the exception of Foundation Stage, children should come to school in shoes which they can fasten themselves.
- Jewellery, make up, nail polish, acrylic nails must not be worn. If a child has their ears pierced, one pair of small stud earrings may be worn but must be removed for PE lessons. If the pupil cannot remove their earrings themselves, they must provide their own micro pore tape to cover their earrings during PE. School cannot be responsible for accidents occurring in school which involve the wearing of earrings. Therefore, it is advisable for the children not to wear earrings at school. Hair attire should be simple and preferably in school colours. All pupils with long hair, must have their tied up.
- At the end of every break, children line up quietly and move sensibly to class.

- Children may bring mobile phones into school once school receives a written request by parents. Pupils mobile phones are kept in a locked cupboard at all times during the school day.

Incentive Scheme

A major aim of the school policy is to encourage children to practise good behaviour by operating a system of praise and reward. This is for all children.

House Points	Awarded for academic and non-academic achievements, for effort and for demonstrating school values, and for all aspects of good work and behaviour. Each house has House Captains in Year 6 and these children are responsible for counting the house token and checking the totals with the Year 6 class teacher every Friday. We hope that children will encourage members of their house to try their best in every aspect of school life. The House Cup will be awarded each week and presented to the Captains of the winning house in Collective Worship. At the end of each term, the winning house will celebrate with an extra play time.
Merit Certificates	Each week we celebrate pupils' achievements in a whole school assembly. Each class teacher awards merit certificates for: effort, achievement, virtue and behaviour. Children can also work towards bronze, silver and gold merit certificates. The children vote for who in their class is awarded the Virtues certificate. This enables pupil voice, democracy and virtue spotting in each year group.
Virtues Cup	Each term we award to years N to 6, a Virtues Cup for our school virtues of respect, kindness, forgiveness, perseverance, service, thankfulness .
Golden Time	Stickers are awarded for good behaviour around school and tidiness in school. Stickers are counted each week and the winning class is awarded 15 minutes of 'Golden Time'.

Sanctions

Sometimes, there will be times when children are not well behaved. Children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up and this policy must state these boundaries firmly and clearly.

Misbehavior is defined as:	Challenging behaviour is defined as:
<ul style="list-style-type: none"> • Disruption in lessons, in corridors, between lesson, and at break and lunchtimes. • Non-completion of classwork or homework. • Poor attitude. • Incorrect uniform. 	<ul style="list-style-type: none"> • Repeated breaches of the school rules. • Absconding • Any form of bullying. • Defiant refusal. • Sexual assault, which is any form of behaviour that causes pain, humiliation, fear or intimidation. • Vandalism

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| | <ul style="list-style-type: none"> • Theft • Physical assault • Verbal abuse of any kind, including homophobic or racist language. |
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Although we have a huge emphasis on encouraging positive behaviour, we do have sanctions if children occasionally do not adhere to school rules.

Minor breaches of discipline are generally dealt with by adults in a caring, supportive and fair manner, with some flexibility where appropriate, as far as sanctions are concerned. At the start of each academic year, every class agrees a set of class rules and these form the class behaviour code for the year. Everybody signs up to this agreed code and their signatures are arranged round the written code in a visible place in the classroom. If the agreed code is broken by an individual child, this triggers agreed sanctions. These class rules are formed out of the school rules:

School Rules

- We listen to others.**
- We speak and act kindly.**
- We look after our school.**
- We are truthful.**
- We allow learning to take place.**

At St Thomas' we use the 'Traffic Light' system as a visual aid for rewards and sanctions:

<p>Green All is well. A reminder is given that green is the expected standard of behaviour.</p>	<p>Amber Child is given a positive reminder of what behaviour is expected. If appropriate, time for reflection on their behaviour or actions.</p>	<p>Red Child is given a verbal warning. CPOMS should be used; recording all the details of the behaviour incident.</p>
		<p>In KS1 the child loses some or all of their morning play or up to ten minutes of lunch time. In KS1 the child completes an age appropriate behaviour reflection form at an appropriate time and place. This may be completed at home if appropriate.</p>
		<p>In KS2 the child loses their morning play or some of their lunch time where they will complete some schoolwork in the KS2 classroom, supervised by a class teacher or teaching assistant during break/lunch time. In KS2 the pupil will be given a KS2 behaviour reflection form to complete at home. Parents will be informed of this</p>

		<p>via email, or verbally. The behaviour reflection form must be returned to school the next school day. In Reception the child has time out, up to 5 minutes in a quiet area of the classroom.</p>
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Time Out

There may be times when a child is given time out of up to 5 minutes in another classroom or a separate area of their classroom area) if deemed appropriate and if other sanctions have not been effective. In this instance the children will be sent to the following classes: YR to Y1; Y1 to YR; Y2 to Y6; Y3 to Y5; Y4 to Y6; Y5 to Y3; Y6 to Y4.

Parents will be involved, at the earliest possible stage, if problems are persistent or recurring

However, if a child is persistently disruptive and / or the school behaviour system does not appear to be working for a child, adults need to consult the SENCo as a more individualised programme may be needed.

Serious misbehaviour is generally rare and it is the responsibility of the Executive Principal and Academy Principal, who will deal with it appropriately.

The standard procedure for this sort of problem follows a set pattern. Failure to improve leads automatically to the next stage, each stage is recorded.

Procedures for Dealing with Major Breaches of Discipline

- A verbal warning by a member of the SLT as first port of call, then the Academy Principal as to future conduct.
- Withdrawal from the classroom for the rest of the day.
- A letter to parents informing them of the problem.
- A meeting with parents, and either a warning given about the next stage unless there is an improvement in the child's behaviour.
- If the problem is severe or recurring, then exclusion procedures are implemented after consultation with the Chair of the Academy Committee.
- A case conference involving parents and support agencies.
- Permanent exclusion after consultation with the Chair of the Academy Committee.

- Parents have the right of appeal to the Academy Committee against any decision to exclude. N.B. A very serious problem may result in the normal procedure being abandoned and a child being taken home straight away. This will be classed as a fixed term exclusion.
- A record of the incident and actions is to be kept on CPOMS.
- Disciplinary action will be taken against pupils who are found to have made malicious accusations against school staff.

Lunchtime Supervision

Kitchen Staff, mid-day supervisors and Teaching Assistants on lunchtime duty must be treated with the respect expected by all adults at St. Thomas'. Verbal or physical abuse will not be tolerated. All lunchtime staff follow the policy and are aware of any special needs and behaviour information.

Parents

Parents can help in supporting our staff:

- By recognising that an effective school behaviour policy requires close partnership between parents, staff and children;
- By discussing the school rules with their child, emphasising their support of them and assisting when possible with their enforcement;
- By attending Parent Consultations, Family assemblies, and by developing informal contacts with school;
- By knowing that learning and teaching cannot take place without sound discipline;
- By remembering that staff deal with behaviour problems patiently and positively;
- By supporting and adhering to the Home School Agreement. (See Appendix 1)
- **USE OF SOCIAL MEDIA for families; separate policy for staff and pupils**

Monitor your child's use of Social Media sites/apps and websites outside of school to keep them safe online and to prevent any online bullying and/or behavioural issues within school. Behavioural issues can occur in school when children use inappropriate online behaviour on devices such as mobile phones, gaming devices, laptops, ipads etc. This can cause friendship issues and incidents of bullying in school and We aim to safeguard our children as much as possible. We ask that you carefully monitor what your child is viewing online, and that they are reminded that they must tell you if they receive anything inappropriate from any application. As a school we strongly advise you to remove the chat groups involving other children, as they can also cause a lot of upset, friendship issues, confusion and misinterpretation of meaning in what they write. A link to CEOPS can be found on our school website.

Incident Log

An incident will be logged when:

- Any incidents involving a child, or anyone employed in school which results in personal injury or damage to property;
- Loss, theft, or damage to property occurs;
- Or there are any other incidents or matters of a serious nature.
- These incidents are ones which may give rise to disciplinary or legal action or become a matter of public interest (for example confrontational incidents, absconding etc).

CPOMS should be used; recording all details

Contact/Exclusions File

CPOMS is used to record significant disciplinary measures taken by a member of staff against a child. Exclusion must always be recorded and is reported to the Local Authority. This logging procedure is not for minor incidents in day-to-day classroom management but for serious occurrences of challenging behaviour.

Preventative Strategies

See sanctions above and behaviour policy procedures.

Behaviour Modification Policy

At St. Thomas' School, most of the children are very well behaved most of the time. There are, however, occasions when individual children exhibit behaviour which is unacceptable. As part of the approach within our behaviour policy of rewards and sanctions we use behaviour modification strategies to change individual children's behaviour. These are used by all staff.

Each child is an individual, so it is important that the cause of the behaviour is investigated and plans made to meet individual needs.

A wide range of rewards is used to reinforce positive behaviour. These can include:

- Change in classroom organisation (roles and responsibilities etc.)
- Older children mentoring younger children
- Using different resources

- Rewards of presentation points, class collective goals i.e. table points, marble jar, house point tokens.
- Use of certificates,
- Sharing good behaviour with other children/other classes
- Family Assembly
- Involving parents at an early stage to make an action plan together

By using a positive system of rewards, and reinforcing good behaviour we help children to feel good about themselves.

Monitoring

The effectiveness of this policy will be monitored in line with the school's monitoring and reviewing of school policy procedures.

Any questions regarding this policy should be directed to Ms Leahy who is the school's lead on this issue.

Reviewed by staff in the autumn term of each academic year in preparation for the start of the new school year in September. The Behaviour Policy is ratified by the Academy Committee and shared with all staff in the first meeting of the new school year.

Notes:

1. This policy has been agreed by school staff and ratified by the Academy Committee of the School
2. Parents are entitled to view this document
3. This policy is subject to further development alongside other school policies:
 - Safeguarding
 - Child Protection
 - SEN
 - Equality Act 2010
 - Mobile Phone Policy
 - Anti-Bullying Policy

St Thomas' Catholic Primary School Home School Agreement

Learning in the Light of Christ

Therefore we promise to:

- Encourage everyone in our school family to do their best and show respect and love for others in accordance with our Mission Statement.
- Ensure that your child is valued for who he/she is and help them to achieve their full potential in their spiritual, moral, emotional and academic development.
- Demonstrate our Faith and our school's foundation in the teachings of Jesus Christ, by what we teach and by example in the way we live and worship in our school.
- Strive to provide the best possible education we can for your child and create a safe, secure and stable environment in which your child can be nurtured both spiritually and academically.
- Be a welcoming school community and work in partnership with parents in the education of their children and encourage families to become involved in the daily life of the school.
- Keep you informed of your child's progress through parents' evenings and annual reports.
- Contact you if there is a problem with your child's attendance or punctuality or behaviour.

Family Promise:

As a parent I / we promise to:

- Support the aims of the school, its ethos and Mission Statement as detailed in the prospectus.
- Ensure that my/our child attends school regularly, punctually, suitably equipped and wearing the correct uniform.
- Avoid taking my/our child out of school during term time unless strictly necessary.
- Support the school's policies and guidelines for behaviour.
- Encourage my child to show kindness, consideration and respect to other members of the school community.
- Accept the school's ethos and give positive support to the teacher, acknowledging their professional views and skills.
- To park with consideration for our neighbours and safety of children at school.

Pupils Promise:

I will:

- Come to school every day on time.
- Wear my uniform correctly at all times.
- Listen carefully to my teacher and do what I am asked by engaging in my learning.
- Try hard in class to engage in my own learning.
- Be kind, honest and polite to others.
- Observe all school rules and treat everyone with respect.
- Talk to an adult if I am unhappy, worried about anything or I need help.

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We acknowledge the above Home School Agreement

Signed :
Parent/Guardian

.....
Print Name

Signed :
Pupil

.....
Name and Year Group

Date :

Please return to the school office