

Compassion – Courage – Hope – Integrity – Justice  
Respect – Responsibility - Wisdom



**Herne Bay Junior School**

# Behaviour and Discipline Policy

**Policy Agreed: January 2019**

**Review Date: January 2020**

**Covid-19 amendment: June 2020**

*The purpose of this policy is to set out the approach Herne Bay Junior School takes towards the management of behaviour, the systems in place to manage behaviour and the rewards and sanctions. This Policy reflects the overarching statement made by the Governing Body and there is an expectation that all members of the school community will support it.*

In Herne Bay Junior school we aim that:

- Children are empowered to make decisions about their own behaviour
- Children develop confidence
- Children complete their work to the best of their ability
- Children develop responsibility for themselves and their peer group
- Children show a mutual respect for each other
- Children show a respect for all staff
- Children show a respect for property, whether personal, private or school owned

## **Section 1**

### **Approach to Behaviour at Herne Bay Junior School**

#### **Preventative Action**

Adults model positive behaviour at all times when working alongside children. Adults will notice and comment on positive behaviours.

#### **Invisible Action**

Adults will handle minor inappropriate behaviour with invisible positive action, (divert/distract) eg. focusing on positive behaviour of others, allowing for changes of learning environment and activity where appropriate.

#### **Handle the behaviour not the person**

Adults will adopt overt strategies focusing on the behaviour not the child eg. name drop to personalise the learning and change proximity to the child.

#### **Consequences and early action**

The child is given a choice to improve behaviour and encouraged to understand what the consequences might be to continued poor behaviour.

## **Section 2**

### **Systems to support Behaviour at Herne Bay Junior School**

#### **Playground Routine**

- Stand still and silently when first whistle is blown
- Listen to instructions
- On the second whistle stand still and await instructions
- Walk to class in orderly fashion

### **Playground Rules**

- Be gentle, don't be rough and hurt others
- Show kindness to others
- Try to sort out friendship problems independently or find an adult to help
- Don't disrupt the games of others
- Respect adults on duty

### **In the School Building & Classroom**

- Children are encouraged to walk quietly around the school
- Children are encouraged to respect the learning environment
- Children are encouraged not to disrupt the learning of others

### **In Learning Time**

Visual systems are present in the classroom that children are familiar with. Details of these can be found in the appendix to the policy. (Appendix 1 below)

## **Section 3**

### **Rewards and Sanctions**

Both rewards and sanctions will be applied on a consistent basis. We aim, primarily, to stress positive encouragement of respectful behaviour however, sanctions are an inevitable part of our Behaviour and Discipline Policy. (Appendix 1 below)

#### **Rewards:**

Should praise, motivate and inspire children to demonstrate excellent behaviour for learning.

- Wisdom points for good work will be given and put into weekly draw in the classroom. The winner will receive a Crown to spend or save in the school Bank/Shop .
- Each week a 'Star of The Week' will be awarded in assembly and put on the newsletter. Certificates will be handed out in assembly. A Crown will be awarded to save or spend in the Bank/Shop
- Children will be encouraged to bring in awards and certificates from out-of-school clubs; these will be praised in assembly, in the newsletter and through Twitter.
- Outstanding behaviour, courtesy, kindness or helping fellow pupils will be awarded value tokens. The tokens will go into a weekly draw in the classroom. and those drawn will receive a Crown to spend or save in the school Bank/Shop.
- Children are sent to Leadership Team and Headteacher to show off good work and receive stickers.
- Treat time may be earned by a class up to a maximum of 20 minutes on a Friday.
- Children who have not lost any minutes from 'treat time' will receive a text home to their parents every Friday commending them on their 'exemplary behaviour'.

## **Sanctions:**

Are designed to be reasonable and proportionate:

- Individual children may lose minutes off their treat time on a Friday for poor behaviour.
- Poor behaviour will be dealt with firmly and consistently. Children displaying poor behaviour may be kept in detention.
- Serious poor behaviour or repeated poor behaviour will be punishable by detention and/or immediate sending to the Headteacher, who may then contact the parents of the child/children involved. Our aim is always to discuss the problem and find a positive way forward.
- Home-school contact books may be kept to monitor behaviour.
- Observations may be made of a child causing concern.
- Lateness will result in a late card and children making up the number of minutes late at lunchtime.

## **Internal/ Informal Exclusion**

The Headteacher and/or Deputy Headteacher/Assistant Headteacher may make the decision to arrange an 'Internal Exclusion' as a precursor to a 'Fixed Term Exclusion'. This may take the form of being placed in a parallel class or a separate area (with work provided), removal from play times over an extended period or arranging for parents to collect children at designated times to spend lunch time at home.

## **Fixed Term Exclusion**

The Headteacher and/or Deputy Headteacher/Assistant Headteacher will make the final decision on the length of exclusions, in consultation with staff and based on the severity of the behaviour. Exclusion will only be considered an option when other methods have failed for a period of time and/or where behaviour jeopardises the safety to self or others.

A fixed term exclusion may be if a child:

- Persistently flouts school rules, refusing to accept the authority of a member of staff or the Headteacher
- Attacks a member of staff verbally or physically
- Attacks another child verbally or physically

On returning to school the child and parents will meet with the Headteacher and/or Deputy Headteacher/Assistant Headteacher.

## **Permanent Exclusion**

Permanent exclusion is a final resort and can only be granted with permission of the governors. It will usually follow a period of 'Fixed Term Exclusion'.

***One Chance, Let's Get It Right***  
**Appendix 1 – Behaviour Policy**  
**Herne Bay Junior School**

**Behaviour**

Corks are given when the whole class does something well collectively.

The number of corks awarded each day are recorded and placed into a 'cork bank'.

On Friday afternoon, the class are given 'treat time', with the number of minutes given dependent on the number of corks in the jar. Each cork is worth one minute and the maximum number of minutes that can be earned in one week is twenty.

If children exhibit poor behaviour they will receive a warning which means they move their name from green to yellow on the behaviour trail. If they continue with poor behaviour then they will move to red. Once they reach red they add a tally mark next to their name on the class list on the wall. If further poor behaviour is exhibited then they will be sent to the Behaviour Lead or a member of the Leadership Team and a detention will be given.

Each tally mark is one minute lost from the Friday class treat and cannot be earned back.

At the end of the morning they return to green.

During the class treat time on Friday, the children who have lost minutes are kept in for the equivalent number of minutes lost. Behaviour is discussed with the class teacher while the remainder of the class goes out for the full amount of time. The list is then discarded and the children know that the following Monday will be a 'fresh start.'

Children who have not lost any minutes **will** get a text home saying their behaviour has been exemplary.

Children who have lost minutes **will not** get a text home.

Children with good work will be sent to members of the Leadership Team and the Headteacher for stickers and 'purple pen'. Golden letters will be sent home for those children who have displayed exceptional work. Good work will also be celebrated through our Twitter feed.

Wisdom points and value tokens will be given out and drawn in classes on Friday and rewarded with a Crown to save or spend in the school Bank/Shop.

	<p>A 'Star of the Week' from every class will be awarded a certificate during assembly and a Crown will be awarded to save or spend in the school Bank/Shop</p>
<b>Class Interruptions</b>	<p>These have to be kept to a minimum. Teaching is <b>not</b> to be disturbed unless absolutely necessary.</p> <p>Please ensure your child is clear <b>before</b> school who will be picking them up and how they are getting home. Messages will only be passed on in an emergency.</p> <p>PE kits/Lunchboxes/Projects will only be distributed at break and lunchtime.</p>
<b>Clubs after school</b>	<p>If children take part in a club after school please remind them in the morning <b>before</b> coming to school. If children do not know where a club takes place the school office will always be able to direct them.</p>
<b>Detentions</b>	<p>Only the Behaviour Leader and members of the Leadership team can give a detention.</p> <p>Detentions will be given for:</p> <ul style="list-style-type: none"> <li>Persistent disruptive behaviour in the classroom</li> <li><b>Vandalism</b></li> <li><b>Vandalism of the toilets</b></li> <li><b>Stealing</b></li> <li><b>Rudeness to an adult</b></li> <li><b>Physical aggression to staff and/or other children or equipment/resources</b></li> <li><b>Extreme unkindness to another child</b></li> <li><b>Refusal to follow instructions after the second time of asking by an adult</b></li> </ul> <p>Detentions are held every break time and lunchtime. Children are expected to use a prompt sheet to reflect upon their behaviour. Children receiving a detention will have lunch between 1.00 and 1.15 in the dining hall. A toilet break will be given at both break and lunchtimes.</p> <p>If a child does not turn up to do their detention they will receive a further detention so meaning they receive two detentions.</p>
<b>Equipment for Learning</b>	<p><b>All</b> children need a blue pen. These can be bought from the school office.</p> <p>They also need a ruler, a pencil and a rubber.</p>
<b>Homework</b>	<p>Homework is to be done at home and not in school and the expectation is that parents support their child at home with homework.</p>

	Homework will <b>always</b> be explained to children before sending it home.
<b>Lateness and attendance</b>	<p>Children are expected to be in school ready to learn at 8.50. It is the responsibility of the parent/carer to ensure children arrive at school on time.</p> <p>A late card will be given to any child that arrives late. If a child is late or continues to be late they will stay in for the corresponding number of minutes each lunchtime (up to 15 mins daily) in the classroom until they have reached the total number of minutes late and the time has been made up. This may carry over to more than one day.</p> <p>A late text will automatically be sent to parents of <b>all</b> late children.</p> <p>If a child is not at school for any reason it is the responsibility of the parent/carer to let the school know before 8.50.</p>
<b>Mobile Phones</b>	<p>Mobile phones should not be brought into school unless absolutely necessary.</p> <p>Phones for Year 6 children are kept in individual classes. Phones for Years 3, 4 and 5 are kept in the main school office.</p> <p><b>All</b> phones <b>must</b> be switched <b>off</b> in school and not switched on until the child has left the school site.</p> <p>The school is not responsible for mobile phones.</p>
<b>Newsletters</b>	<p>Every Friday the newsletter is sent via email. Spare paper copies are kept in the office. The newsletter can also be found on the school website. Important dates including term dates can be found on the newsletter and the school website. The newsletter is an important source of information and news so please ensure you take the time to read this weekly.</p>
<b>Staying in at lunch and break</b>	<p>There should be a medical reason/explanation why a child is unable to go out at lunch or break. Should they be unable to go out, children will sit outside the school office. Children are unable to be accompanied by a friend as we do not have the capacity to accommodate this.</p>
<b>Toilets</b>	<p>Children are encouraged to use the toilets at break and lunch.</p> <p>Children are discouraged from using the toilets during learning time <b>unless</b> they have a toilet card/medical need or it is urgent.</p>

**Uniform**

We feel it is very important that children are wearing the school uniform. This is a school expectation and children will be challenged by any member of staff if they are not wearing the correct school uniform. Our website clearly outlines the expectations.

- Girls/boys with long hair should have it tied back
- Hairbands should only be brown or black
- Socks should be white, grey or black
- Tights should be grey or black
- Trainers should not be worn
- School shoes should be black

No child should wear makeup or nail varnish to school. Any child wearing makeup will be asked to wash it off and any child wearing nail polish will be sent to the office where it will be removed.

**Amendment in relation to COVID-19 Guidance: Summer 2020****In conjunction with 'Planning guide for primary schools' Published 14 May 2020- DfE**

*Teachers must regularly share these rules and expectations with the children in a way that ensures the children fully understand.*

- When arriving at school you must follow the one-way system, keeping your distance from other children and families. You must wash your hands as soon as you arrive at school.
- When leaving school you must follow the one-way system and keep your distance from other children and families.
- You must wash your hands regularly throughout the day: before and after eating, before and after break and lunchtimes, after going to the toilet. You must wash your hands with soap and for at least 20 seconds
- You must avoid touching your mouth, nose and eyes with your hands. If you need to sneeze or cough do this into a tissue and then put the tissue in the bin. You must then wash your hands. Remember: 'catch it, bin it, kill it'
- You will have a new learning group/'pod'. You must stay with this group throughout the day. You will have learning time and playtime with this group of children only. You must not mix with other children before, during or after school. This includes walking to and from school.
- You must only play in specific areas on the playground, with your learning group/'pod'. Your teacher will show you where you are allowed to play.
- You must follow the instructions for moving around the school. This

includes the one-way system for entering and leaving the school. When queuing, you must keep a 2m distance.

- You can only go where your teacher tells you to.
- You must tell an adult if you are feeling unwell and experiencing symptoms of coronavirus – a high temperature, a new persistent cough.
- You will be provided with equipment to help you with your learning (for example pen, pencil, whiteboard etc.) You must not share this, or any equipment or other items. This includes named drinking bottles which need to be washed every day.
- Only one person may use the toilets at a time. You may only use the toilets designated to your learning group and go there with an adult. You should wash your hands in the classroom first, before visiting the toilets. You must wash your hands after visiting the toilet.
- You must not, at any time, cough or spit at or towards any other person. This is very serious and will not be tolerated.
- If you are not at school, you will engage in the set home learning, uploading work to Google Classroom and communicating via this online platform in accordance with our school rules on online safety and acceptable behaviour
- Our usual rewards and sanction system will apply.
- If your behaviour leads to question the safety of members of the pod, a member of SLT will be called.
- Due to not being able to facilitate detentions as a sanction we have introduced a temporary additional afternoon break of 10 minutes each day. This will act as an incentive and a sanction.
- Challenging behaviour will result in the loss of afternoon break time. The pupil will sit to the side supervised by an adult
- Extreme behaviour will result in an exclusion