

Behaviour and Discipline Policy



Written by	SLT
Date for review	June 2020
Signed by Headteacher	<i>Orumaw</i>
Signed by SLT	

Review Dates confirmed	20/6/19
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**New York Primary School
Behaviour and Discipline Policy**

Mission – Come as you are Leave at your best.

Rationale

New York Primary School is a welcoming and caring school where every member of the school community is valued and respected. All pupils in school are treated fairly. This policy is designed to promote a safe, secure and mutually supportive environment.

Aims and Expectations

The ethos of New York is the formation of positive relationships which are promoted so that everyone can work together effectively and considerately. Pupils are encouraged to define positive behaviour and report unacceptable behaviour and are given responsibility for friendship skills through a Buddy system which operates both indoors and outdoors. All classes display a school code of conduct and each year individual classes will derive their own set of standards for pupils within class to follow. These standards will contribute to the school code but may also be specific to year group needs.

The school council ensures that pupils have a voice and as a body it takes responsibility for ensuring that pupils are consulted about school and class rules and routines. Pupils at New York are expected to become increasingly responsible, self-disciplined and independent. We encourage the moral development of our pupils and have high expectations of polite, respectful and thoughtful behaviour. Children take responsibility for their own actions.

Positive behaviour is rewarded and celebrated there are sanctions in place to discourage unacceptable behaviour.

Rewards and Sanctions

We praise and reward children for positive behaviour in a variety of ways;

- Children are congratulated and their efforts are recognized and often shared across staff so that pupils can be praised by more than one staff member. This

also promotes communication and we recognize that it is important for pupils to know that staff communicate.

- Reward stickers and raffle tickets are given
- Teachers nominate a 'proud of the week'
- Certificates and trophies are awarded
- Half termly Headteacher Afternoon Tea
- Children's achievements are celebrated through displays, photographs on the 'proud wall' and 'achievement wall'
- Children have opportunities to show work, of which they are proud, to other teachers and to the Headteacher.
- Children receive positive feedback about their work in accordance with the **Assessment and Marking policy**
- Children have access to circle time games and discussions, designed to celebrate individuality and increase self-esteem there are classroom based either during Class Assembly or PSHCE or ad hoc at the end of the day as deemed appropriate by the class teacher
- Parents may be informed about children's good behaviour as we believe it is equally important to contact a parent with good news as it is with disappointing news.

We have high standards and expectations and employ a number of different sanctions, appropriate to each individual situation, to enforce school rules.

- Children may be instructed to move seats to increase listening potential
- Children may be instructed to redo tasks if there has been a lack of effort
- Unfinished homework may be completed at break times or a pupil will be instructed to attend lunchtime 'Homework Club'
- Verbal warnings may be given
- Children may be referred to a member of the Senior Management team or to the Headteacher.
- Time out from; break times, clubs, reward times, special events and trips may be given.
- Parents are informed if behaviour is persistent or severe
- Referral to Learning Mentor
- A behaviour diary may be used
- A Behaviour Plan will be put in place if needed
- Referral to Behaviour Support Team (Anne Oldham 643 8357) if appropriate
- Internal Exclusion put in place (The Nook)

External exclusion would only be considered when all other options have been thoroughly exhausted. It is not an option the Headteacher or school governors would ever wish to take and has a separate criteria to follow involving the pupil, family external agencies and governors.

Staff may intervene physically only to prevent injury to self, others or an individual. Specific staff have received 'Team Teach' training and must be sent for where the restraint of a pupil is necessary. Parents must be notified in such circumstances and events logged using school systems and CPOMS.

Bullying will never be tolerated and with consistently promoted standards and expectations together with close monitoring of behaviour and timely action should not occur. (See school vision and aims).

The Role of the Class Teacher

Relationships are integral to the success of behaviour and attitude in school. The way in which a class teacher conducts their role is fundamental in ensuring positive behaviour in school. The more clarity and consistency of standards and expectations class teachers provide impacts upon pupil attitudes and standards of behaviour. Staff must be consistently positive role models by always behaving respectfully towards other pupils and staff in school.

It is the responsibility of the class teacher to ensure that the school standards and code of conduct are enforced in their class and around school. Staff have a responsibility beyond their own class to include all pupils in school whether in assembly, corridors or play yard.

Keep record of incidents and inform Head Teacher if appropriate. Seek help and advice from Senior Management Team and Learning Mentor if appropriate.

Keep parents informed about their child's behaviour. A member of SLT or Learning Mentor must be notified before any contact with parents as they may have information relevant or helpful.

Liaise with Lunchtime staff regarding behaviour issues relevant to their own class and to react to the behaviour of all children when moving through different areas of the school.

Staff are empowered to deal with behaviour in their own class according to school standards but appropriate to specific pupils and specific situations at the time. However there must always be a communicated consequence to unacceptable behaviour even if this is not sanctioned immediately.

The Role of Teaching Assistants and Lunchtime Supervisors

Teaching Assistants and Lunchtime Supervisors provide a positive role model by always behaving respectfully towards staff and pupils in school.

Teaching Assistants and Lunchtime Supervisors are aware of the school rules and reinforce these throughout their work. Teaching Assistants will follow school protocols

and classroom code of conduct expectations and will apply rewards and sanctions in accordance with the class and pupils they work with. They will liaise closely with Class Teachers.

Lunchtime Supervisors follow the school code of conduct and there are a separate set of expectations for lunchtime behaviour in the Dinner Hall.

Lunchtime supervisors based in the Dinner Hall have reward stickers to hand out for various positive reasons such as:

- eating lunch
- good table manners
- being helpful
- choosing fruit
- clearing away

It is not expected that Lunchtime supervisors in the Dinner Hall would discipline pupils. A member of senior staff is always on duty in the hall at lunchtime and they would oversee behaviour and discipline. Lunchtime Supervisors will report any concerns to staff to ensure that eating lunch in school is a calm, organised and happy part of the day.

Serious or persistent unacceptable behaviours are reported to the class teacher, member of the Senior Management Team, Learning Mentor or headteacher, as appropriate. One sanction of unacceptable behaviour in the Dinner Hall would be for a pupil to eat lunch either in the KS2 corridor or in class with the classteacher.

Lunchtime supervisors will **never** speak to a parent about a pupil behaviour at lunchtime.

Lunchtime supervisors who conduct outdoor duty must follow the same protocols as documented within the Playground Policy.

The Role of the Headteacher

The headteacher provides an exemplar role model by always behaving respectfully towards staff and pupils in school.

It is the responsibility of the headteacher, under School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the headteacher to ensure the health, safety and welfare of all children in the school.

The headteacher supports staff by implementing the policy, setting the standards of behaviour, and by supporting the staff in the implementation of the policy and ensuring that all staff receive updated CPD as required.

The headteacher keeps records of all serious incidents.

The headteacher informs all parents of the school rules via the school prospectus and the school website.

Exclusions

The headteacher (or acting headteacher) has the responsibility for organising fixed-term exclusions for individual children for serious acts of misbehaviour. This may be for one or more fixed periods for up to 45 days in any one school year. For repeated or very serious acts of unacceptable behaviour, the headteacher may permanently exclude a child. Both of these actions are only taken after the school governors have been notified.

If the headteacher excludes a pupil, she informs the parents immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents of how to make any such appeal. This information would not come as a shock to parents as there would have been considerable dialogue and meetings prior to the exclusion decision being made. All necessary statutory paperwork is made available to parents on the day of the exclusion decision. This will be hand delivered if necessary.

The headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed term exclusions beyond five days in any one term.

The Role of Parents

Parents are expected to provide a good role model by behaving respectfully towards their child, staff in school and other parents on the school yard.

Parents are expected to support school rules and cooperate with school to ensure that their child behaves well both in and out of school

Parents are welcome to discuss any concerns which they have about their child, regarding their behaviour, with the school.

If a parent has any concerns about the way in which their child has been treated at school, they should discuss this with the appropriate member of staff and/or the headteacher. In event that the parent continues to be unhappy about the situation, they

should contact the school governors. A formal grievance or appeal process can be implemented if the problem remains unresolved. (see Displeased Parents Policy)

Covid-19 Addendum May 2020

In the unprecedented times of the COVID 19 virus it has been necessary to add to the school behaviour policy. This addendum is to be used in conjunction with, and read alongside, the Anti-Bullying Policy, E-Safety Policy and Peer-on-Peer Abuse Policy.

There are changes to the school day from entry to exit. Daily routines are also different from those pupils are used to. All staff have been trained in these new protocols aimed at minimising the risk of virus transmission and keeping staff and children safe.

Parents have been notified of the changes and this has influenced their decision for their child to return to school. By sending a pupil back to school the parents are agreeing to support the new procedures implemented.

Please see **Appendices A, B and C** for the changes to school routines. These have been shared with parents, staff, pupils and governors.

At the point of returning to school some pupils will have been away from New York Primary for more than 10 weeks. We recognise that there is a significant amount of wellbeing and mental health strengthening to be done and that some pupils will be anxious about the return and their safety.

Timetables have been designed to ensure that there are daily opportunities for pupils to reflect and express their feelings in order that staff can support and signpost to other resources as necessary. No two pupils are the same and we recognise that we will need to be flexible to manage the needs of our school community.

The wellbeing and welfare of pupils and staff is of paramount importance. It is therefore essential that standards of behaviour are maintained through strong communicated routines and clear and consistent messages. The school mantra remains 'Come as you are, leave at your best'. We are here for each other but standards and expectations remain high to ensure safety for all. For this reason the following additional behaviour choices will not be tolerated and whilst never acceptable they will be viewed with increased severity during the COVID 19 pandemic.

- coughing at others without using a tissue or crook of arm
- spitting or biting (with the increased risk of transmitting virus)
- deliberately mixing with other groups

- deliberately not maintaining social distance (there are some exceptions to this with younger pupils)
- deliberately accessing areas of school known to be forbidden under the COVID protocols.
- Talking about the virus with the intent to cause distress to others.

The headteacher will make the decision to issue fixed term exclusion in these circumstances after discussion with parents until school leadership is satisfied that the pupil can maintain required standards of behaviour.

These are unprecedented times and the safety of all is vital. Inappropriate choices of behaviour can seriously risk the health of our school community.

Appendix A - Year 6 Routine and Protocols for return

Arrival in school	<ul style="list-style-type: none"> ● Your child will be allocated a start time. You will receive this by email on Thursday 4th June 2020 ● All start times must be strictly adhered to in order to avoid too many pupils arriving at the same time. ● We will not be able to accept any requests to change an allocated start time. ● Year 6 pupils will access school via the small gate onto the KS2 yard. ● Members of school staff will be there to welcome and guide parents and pupils. ● Parents are not permitted to access school grounds. ● Parents are requested to socially distance on the path outside school. ● Pupils will be supported in washing their hands immediately upon entry to school. ● Pupils will access their allocated classroom immediately upon arrival.
During lessons	<ul style="list-style-type: none"> ● Depending upon numbers there are 5 teachers allocated to teach 5 year 6 groups. These teachers are Miss Gladstone, Mrs Bourne, Mrs Davidson, Mrs Middleton and Mrs Marshall. ● Both year 6 and both year 5 classrooms are prepared and the Year 4 classroom can be made available. ● Each classroom can accommodate 8 pupils with social distancing tables and chairs. ● Tables and chairs are positioned 2 metres apart and pupils are not permitted to move around the classroom. ● Pupils are not permitted to bring anything from home into school. ● A packed lunch may be brought in but must be in a disposable bag with a disposable water bottle and school will dispose of it after use. ● Pupils may also bring a second disposable water bottle for through the day as all school water bottles have been disposed of. ● Pupils may bring a bike or scooter to school and park it in the usual bike rack. Pupils will be supported in wiping these down upon arrival and after school before returning home. ● School packed lunches can be provided as Free School Meal vouchers will not be available for returning pupils. ● Each pupil will be allocated a clear plastic case and a selection of equipment for use. This must not be shared with anyone else. Pupils will clean these at the end of each day.
Hygiene	<ul style="list-style-type: none"> ● Each classroom has a plentiful supply of appropriate sanitising

	<p>and cleaning products.</p> <ul style="list-style-type: none"> • There is plentiful signage and guidance throughout school. Year 6 pupils will not be permitted to leave their allocated KS2 zone. • All toilets will be cleaned every 30 minutes. • Only one pupil at a time may access the toilets. • Pupils will be reminded of hygiene standards and supported in hand washing regularly throughout the day. • Staff have been supplied with PPE and some staff may choose to wear it. • First Aid staff will wear full PPE to deal with any first aid and support any symptomatic pupil. • Any symptomatic pupil will be immediately sent home. Parents must be contactable and able to get to school quickly. • The small room in reception is allocated for any pupil who becomes ill. Staff tending to any child in this way will wear full PPE and will wait with the pupil. Staff will remain outside the room with the pupil inside. (There is glass in the door).
<p>Learning/Activity</p> <p>A timetable is attached for you to view.</p>	<ul style="list-style-type: none"> • There will be a big focus upon pupil wellbeing after the 10 weeks they have been off school. • Classes will undertake plenty of reading • These will be done through Personal, Social, Health and Education, PSHE. • Other learning activities will take place and they will reflect the learning that has been issued to those pupils remaining at home. • Most of the learning will take place outside where possible. • Physical activity will be a daily event along with other project work. • Transition activities will be worked through. • Staff will continue to remain in contact with pupils still at home. • Breaks will be staggered throughout the day and pupils cannot mix with other groups. • Pupils cannot change groups. • Lunch will be a packed lunch and pupils will eat with staff in the classroom or outside within their group.
School uniform	<ul style="list-style-type: none"> • It is not a requirement to wear school uniform as it is essential that pupils wear fresh clean clothes every day. • Please wear clothing appropriate for outdoor and PE activities such as shorts and tee-shirts or legging/joggers and trainers. • A jacket or hoodie if it is cool weather • Also send sun cream for your child to apply themselves. • Please do not wear anything fancy or expensive as we cannot guarantee it will not get dirty or snagged when outdoors.
Leaving school at the end of the day	<ul style="list-style-type: none"> • End of the day will be staggered and you will be notified of your time by Thursday 4th June 2020 • Prompt collection is essential and parents should socially distance

	<p>and only one parent should collect.</p> <ul style="list-style-type: none"> ● Pupils will wash hands before leaving school and will clean equipment ready for the following day. ● Any bikes or scooters will be wiped before heading home
Behaviour	<ul style="list-style-type: none"> ● There is an expectation that Year 6 pupils understand and can apply the rule of social distancing. ● Any challenging behaviour or pupils not able to respect and apply social distancing, therefore placing others and staff at risk, will result in that pupil being sent home. They will be unable to return to school until the lockdown measures have been significantly reduced.

Appendix B - Reception routine and Protocols for return.

<p>Arrival in school</p>	<ul style="list-style-type: none"> ● Your child will be allocated a start time. You will receive this by email on Thursday 11th June 2020 ● All start times must be strictly adhered to in order to avoid too many pupils arriving at the same time. ● We will not be able to accept any requests to change an allocated start time. ● Reception pupils will access school via the usual small gate ● Members of school staff will be there to welcome and guide parents and pupils. ● Parents are not permitted to access school grounds and it is advised that only one parent drops off. ● Parents are requested to socially distance on the path outside school. ● Pupils will be supported in washing their hands immediately upon entry to school. ● Pupils will access their allocated classroom immediately upon arrival.
<p>During lessons</p>	<ul style="list-style-type: none"> ● Depending upon numbers there are 6 staff allocated to teach possibly 6 pupil groups. These teachers are Miss Hollywood, Miss Eiles, Mrs Cole, Mrs Warren, Miss McAdam and Miss Moffitt. ● All Early Years areas are prepared. ● Each classroom can accommodate between 6 and 8 pupils with social distancing tables and chairs. ● Tables and chairs are positioned 2 metres apart and pupils are encouraged not to move around the classroom. ● Pupils are not permitted to bring anything from home into school. ● A packed lunch may be brought in but must be in a disposable bag with a disposable water bottle and school will dispose of it after use. ● Pupils may also bring a second disposable water bottle for through the day as all school water bottles have been disposed of. ● Pupils may bring a bike or scooter to school but we request that parents take it home again and not keep it in school. ● School packed lunches can be provided as Free School Meal vouchers will not be available for returning pupils. ● Staff will be sanitising and cleaning equipment as pupils use it.
<p>Hygiene</p>	<ul style="list-style-type: none"> ● Each classroom has a plentiful supply of appropriate sanitising and cleaning products. ● There is plentiful signage and guidance throughout school. Reception pupils will not be permitted to leave their allocated

	<p>EYFS zone.</p> <ul style="list-style-type: none"> ● All toilets will be cleaned every 30 minutes. ● Only one pupil at a time may access the toilets. ● Pupils will be reminded of hygiene standards and supported in hand washing regularly throughout the day. ● Staff have been supplied with PPE and some staff may choose to wear it. ● First Aid staff will wear full PPE to deal with any first aid and support any symptomatic pupil. ● Any symptomatic pupil will be immediately sent home. Parents must be contactable and able to get to school quickly. ● The small room in reception is allocated for any pupil who becomes ill. Staff tending to any child in this way will wear full PPE and will wait with the pupil. Staff will remain outside the room with the pupil inside. (There is glass in the door). ● Should a pupil need changing, school staff will wear PPE to do this. There may be circumstances where parents will be contacted to collect a child to change them at home.
Learning/Activity	<ul style="list-style-type: none"> ● There will be a big focus upon pupil wellbeing after the 10 weeks they have been off school. ● Classes will undertake plenty of reading, listening to stories etc. ● These will be done through Personal, Social, Health and Education, PSHE. ● Other learning activities will take place and they will reflect the learning that has been issued to those pupils remaining at home. ● Most of the learning will take place outside where possible. ● Physical activity will be a daily event long with other project work. ● Transition activities will be worked through. ● Staff will continue to remain in contact with pupils still at home. ● Breaks will be staggered throughout the day and pupils cannot mix with other groups. ● Pupils cannot change groups. ● Lunch will be a packed lunch and pupils will eat with staff in the classroom or outside within their group.
School uniform	<ul style="list-style-type: none"> ● It is not a requirement to wear school uniform as it is essential that pupils wear fresh clean clothes every day. ● Please wear clothing appropriate for outdoor and PE activities such as shorts and tee-shirts or legging/joggers and trainers. ● A jacket or hoodie is it is cool weather ● Also send sun cream and a hat for your child to apply themselves. ● Please do not wear anything fancy or expensive as we cannot guarantee it will not get dirty or snagged when outdoors.
Leaving school at the end of the	<ul style="list-style-type: none"> ● End of the day will be staggered and you will be notified of your time by Thursday 11th June 2020

day	<ul style="list-style-type: none"> ● Prompt collection is essential and parents should socially distance and only one parent should collect. ● Pupils will wash hands before leaving school and will clean equipment ready for the following day. ● Any bikes or scooters will be wiped before heading home
Behaviour	<ul style="list-style-type: none"> ● There is an expectation that Reception pupils will not always understand or be able to apply the rule of social distancing. ● We are prepared for this and no child will be made to feel that they are in trouble if they 'forget'. ● Staff will speak to parents if they feel that their child is struggling with the new routines in school.

Appendix C - Year 1 Routine and Protocols for return.

<p>Arrival in school</p>	<ul style="list-style-type: none"> ● Your child will be allocated a start time. You will receive this by email on Thursday 18th June 2020. ● All start times must be strictly adhered to in order to avoid too many pupils arriving at the same time. ● We will not be able to accept any requests to change an allocated start time. ● Year 1 pupils will access school via the double gates (main entrance) usual small gate. ● Members of school staff will be there to welcome and guide parents and pupils. ● Parents are not permitted to access school grounds and it is advised that only one parent drops off. ● Parents are requested to socially distance on the path outside school. ● Pupils will be supported in washing their hands immediately upon entry to school. ● Pupils will access their allocated classroom immediately upon arrival.
<p>During lessons</p>	<ul style="list-style-type: none"> ● Depending upon numbers there are 7 staff allocated to teach possibly 6 pupil groups. These teachers are Mrs Smith, Miss Ransome, Miss Keay, Miss Burn, Miss Fergus, Miss Brown and Mrs Longstaff. ● All Year 1 classrooms are prepared. ● Each classroom can accommodate between 6 and 8 pupils with social distancing tables and chairs. ● Tables and chairs are positioned 2 metres apart and pupils are encouraged not to move around the classroom. ● Pupils are not permitted to bring anything from home into school. ● A packed lunch may be brought in but must be in a disposable bag with a disposable water bottle and school will dispose of it after use. ● Pupils may also bring a second disposable water bottle for through the day as all school water bottles have been disposed of. ● Pupils may bring a bike or scooter to school but we request that parents take it home again and not keep it in school. ● School packed lunches can be provided as Free School Meal vouchers will not be available for returning pupils. ● Staff will be sanitising and cleaning equipment as pupils use it.
<p>Hygiene</p>	<ul style="list-style-type: none"> ● Each classroom has a plentiful supply of appropriate sanitising and cleaning products.

	<ul style="list-style-type: none"> ● There is plentiful signage and guidance throughout school. Year 1 pupils will not be permitted to leave their allocated zone. ● All toilets will be cleaned every 30 minutes. ● Only one pupil at a time may access the toilets. ● Pupils will be reminded of hygiene standards and supported in hand washing regularly throughout the day. ● Staff have been supplied with PPE and some staff may choose to wear it. ● First Aid staff will wear full PPE to deal with any first aid and support any symptomatic pupil. ● Any symptomatic pupil will be immediately sent home. Parents must be contactable and able to get to school quickly. ● The small room in reception is allocated for any pupil who becomes ill. Staff tending to any child in this way will wear full PPE and will wait with the pupil. Staff will remain outside the room with the pupil inside. (There is glass in the door). ● Should a pupil need changing, school staff will wear PPE to do this. There may be circumstances where parents will be contacted to collect a child to change them at home.
Learning/Activity	<ul style="list-style-type: none"> ● There will be a big focus upon pupil wellbeing after the 10 weeks they have been off school. ● Classes will undertake plenty of reading, listening to stories etc. ● These will be done through Personal, Social, Health and Education, PSHE. ● Other learning activities will take place and they will reflect the learning that has been issued to those pupils remaining at home. ● Most of the learning will take place outside where possible. ● Physical activity will be a daily event along with other project work. ● Transition activities will be worked through. ● Staff will continue to remain in contact with pupils still at home. ● Breaks will be staggered throughout the day and pupils cannot mix with other groups. ● Pupils cannot change groups. ● Lunch will be a packed lunch and pupils will eat with staff in the classroom or outside within their group.
School uniform	<ul style="list-style-type: none"> ● It is not a requirement to wear a school uniform as it is essential that pupils wear fresh clean clothes every day. ● Please wear clothing appropriate for outdoor and PE activities such as shorts and tee-shirts or legging/joggers and trainers. ● A jacket or hoodie if it is cool weather ● Also send sun cream and a hat for your child to apply themselves. ● Please do not wear anything fancy or expensive as we cannot guarantee it will not get dirty or snagged when outdoors.
Leaving school at	<ul style="list-style-type: none"> ● End of the day will be staggered and you will be notified of your

the end of the day	<p>time by Thursday 18th June 2020</p> <ul style="list-style-type: none"> ● Prompt collection is essential and parents should socially distance and only one parent should collect. ● Pupils will wash hands before leaving school and will clean equipment ready for the following day. ● Any bikes or scooters will be wiped before heading home
Behaviour	<ul style="list-style-type: none"> ● There is an expectation that year 1 pupils will not always understand or be able to apply the rule of social distancing. ● We are prepared for this and no child will be made to feel that they are in trouble if they 'forget'. ● Staff will speak to a parent if they feel that their child is struggling with the new routines in school.