

# ST MARY'S PRIMARY SCHOOL



## Positive Behaviour Policy

October 2021

Signature of Chairperson 

Signature of Principal 

Date 1/11/21

## ST. MARY'S PRIMARY SCHOOL

### MISSION STATEMENT

**“St Mary’s Primary School will be a welcoming, child centred school and a community of good practice, where all feel valued and inspired. Our excellent staff will collaborate to meet the aspirations of our pupils through high quality learning and teaching. We will work in partnership with our parents, parish and community to meet the needs of our children in this rapidly changing global society. Our Catholic ethos, pastoral care and family atmosphere will permeate every aspect of school life to ensure the well being and safety of every child. We will endeavour to support each child to reach their full potential”**

### GENERAL STATEMENT

The general aim within the school is to create an atmosphere of mutual respect and collective responsibility, where the children can develop a sense of self- discipline. Promoting the rights of all children as outlined in the UNICEF charter and gaining recognition as a Rights Respecting School is fundamental to our practice in matters relating to behaviour. Developing a whole school nurturing approach positively impacting on the social, emotional and behavioural wellbeing of all pupils through implementing the key principles of Nurture.

Pupils, parents and teachers all have an important part to play in producing a positive learning atmosphere. The guidelines for behaviour in the school have been framed with the interests of all in mind.

Good behaviour is a necessary condition for effective teaching and learning to take place, as well as being an important outcome of education which society expects. The school has attempted to set out boundaries of acceptable behaviour, to develop patterns of rewards and sanctions, and to establish constructive relationships within the school society.

- (1) The achievements of such standards for Lee Canter’s Assertive discipline, the key principles of Nurture and St Mary’s PS, a Rights Respecting School, will involve the following:
  - (a) clearly defined rules and procedures
  - (b) praise
  - (c) sound relationships between teachers and pupils
  - (d) a stimulating and effective teaching and learning environment
  - (e) a system of positive rewards and sanctions

The school discipline policy can be summarised as follows:

“All pupils are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times”.

- (2) The following aspects are important:
  - (a) the policy has been worked out and agreed by all teachers
  - (b) it should be applied consistently and fairly
  - (c) it is expected that parents will be aware and supportive of the policy
  - (d) the services of the EWO, Social Services SEBW and other external agencies sought if it is thought such agencies can assist a child by supporting the parents and school
  - (e) all teachers accept collective responsibility for maintaining good behaviour in their own classroom and elsewhere in the school and implementing a Whole School Nurturing Approach
  - (f) non teaching staff would be expected to be aware of the discipline policy and its implications.
- (3) Pupils would be expected to develop a pride of ownership of the school with the emphasis strongly on reinforcing positive behaviour.

It is accepted that good discipline, good order and a stimulating environment take time to create, yet if not consistently maintained, disappears exceedingly quickly. It is stressed that positive behaviour should be reinforced with praise, thus helping the child to believe that he/she is valued within the school society. Children will be aware of the school rules, the reason for them, and what the penalties are for infringing them.

All parents will undoubtedly recognise that the learning process will flourish better in the positive and well disciplined atmosphere which we aim to encourage and maintain.

This should be achieved by:

- (i) praising good behaviour and practice
- (ii) developing good relationships in the classroom
- (iii) by example and peer modelling/senior prefects, school council
- (iv) by developing accepted routines within the classroom and the school environment - Classroom Charters/ Playground Charters
- (v) discussing the incident with child/class
- (vi) appropriate use of reasonable sanctions

(4) Where such incidents happen persistently, the Principal and Vice-Principals will be informed by the class teacher. Likewise, the incident will be recorded in the class behaviour record book.

It should be stressed that the Principal and Vice Principals will be seen as reinforcing good behaviour, as well as reprimanding bad behaviour. Teachers should use opportunities for positive benefit.

It should be the duty of the Principal and Vice Principals to highlight good behaviour and work in

- (i) individual situation
- (ii) a class situation
- (iii) whole school situation – pupil of the week at assembly
- (iv) ‘Well Done Tree’
- (v) ‘Well Done Page’ on school website

## RULES AND PROCEDURES

The school expects each child to behave as follows:

1. In the corridor
  - walk at all times
  - keep to the right
  - talk quietly
  - treat all adults with respect -
    - step back and make way for any adult you meet in the school.
    - hold doors open if appropriate.
    - put all litter and scraps in the bins
    - keep the cloak areas free from litter and tidy
2. In the playground
  - At the end of break/lunch children will line up quietly and no pushing
  - walk in straight, quiet lines to and from the lunch rooms
  - no rough play
  - put all litter in the bins
3. Toilets
  - toilets are not meeting places and must be left immediately after use.
  - taps should always be turned off after use
  - used paper towels should always be put in the bins
  - appropriate and sensible use of the Sanitizers placed outside each toilet (where applicable).
4. Messages
  - no personal messages may be sent during class time
  - if sent on a message -knock the door and enter, go up to the class teacher and speak politely
  - Mobile phones are not allowed in school. In exceptional circumstances permission to have a mobile phone in school must be obtained from the parent/guardian. The phone will be safely stored in the main office and returned to the child at 3pm.It is the pupils responsibility to leave and collect the phone from the office. Under no circumstances should a child use his/her mobile to send a message or make a call during school. (see E Safety policy Mobile Phone Policy)
  - SMART Watches are not allowed in school
5. Lunch Time
  - children will follow the instruction of their supervisors at all times
  - there will be no rough play in the playground
  - when sent outside to play children will remain there until the bell rings.
  - play sensibly with apparatus

## **REMEMBER:**

**- school does not end when you leave your classroom**

**-all teachers and supervisors must be listened to and treated with respect**

**Obeying these simple rules will make school a happier place for us all!**

## **SANCTIONS**

All parents will undoubtedly recognise that the learning process will flourish better in the positive and well disciplined atmosphere which we aim to encourage and maintain.

However, there are occasions whenever unacceptable behaviour emerges. This cannot be tolerated under any circumstances because it is not in the best interests of that child nor the rest of the children.

Sanctions adopted will take account, not only of the “incident”, but the individual circumstances.

The following procedures are used in each classroom:

## **Foundation Stage and Key Stage One**

### **Foundation Stage Rules**

- Look
- Listen
- Lips closed
- Safe Hands
- Safe Feet

**Children in Year 2 will be introduced to the Key Stage 1 rules in the third term of Year 2 to facilitate a smooth transition to Key Stage 1.**

### **Key Stage 1 Rules**

- Listen carefully at all times
- Keep hands, feet and objects to yourself
- Be kind to others
- Always try your best
- Keep the Classroom and Cloakroom tidy.

### **Consequences (start afresh each day)**

1. Reminder of rules
2. Warning
3. Removal / withdrawal from group for **5minutes**
4. Sent to another class / teacher

5. Removal from playground at the next designated time **clarify through discussion**
6. Note in Homework Diary /Reading Record Book or phone call to parents by class teacher
7. Sent to Vice Principal / Principal

### **Rewards**

1. Praise
2. Stamps, stickers or stars
3. Positive notes to parents
4. Homework pass
5. Praise from Principal/Vice-Principal
6. Lucky dips

## **Key Stage Two**

### **Rules**

1. Do what you are told
2. No verbal abuse, taunting or using bad language
3. Keep hands, feet and objects to yourself

### **Rewards**

1. Praise- Principal/ Vice -Principals
2. Merits
3. Homework Pass
4. 'Golden Time'
5. Positive note sent home

### **Consequences** (start afresh each day)

8. Reminder of rules
9. Warning
10. Removal / withdrawal from group for **5minutes**
11. Sent to another class / teacher
12. Removal from playground at the next designated time **clarify through discussion**
13. Note in Homework Diary /Reading Record Book or phone call to parents by class teacher
14. Sent to Vice Principal / Principal
15. Reflection time followed by either written, a drawing or verbal apology. **A reflection sheet may be used at the discretion of the Class teacher/ Vice Principal/ Principal**
16. 3 referrals to Vice-Principal / Principal will warrant a phone call / letter sent to parents
17. Planned internal withdrawal from class with work set for a fixed period of time and supported by a Senior Teacher

18. For persistent inappropriate behaviour parents will be asked to meet with Vice – Principal / Principal and class teacher.

The school's code places a greater emphasis on the positive than the negative so that the children will seek approval rather than fear punishment. Through our Positive Behaviour Policy the school will continue to nurture, promote and protect the rights of all children as detailed in the UNICEF Charter. There will be times however, when it will be necessary to impose consequences in order to maintain good order, discourage poor behaviour and encourage good behaviour. **To meet this end each class teacher will keep a record of inappropriate behaviours and the Vice Principal/ Principal will be kept informed. In some cases it may be necessary to introduce behaviour contracts and/or an individual behaviour record book for a fixed period of time.** Our school's aim is to promote learning through promoting positive attitudes to school life where all our children will thrive, achieve and be fully supported.

## SANCTIONS

- Also - where property is damaged, (e.g., books), parents may be asked to replace the item
- recording of name and incident in the school incident book
- persistent failure to comply with the school's discipline policy is a very serious matter and the parents of such pupils will be asked to discuss the matter with the Principal or Vice-Principals
- in the interests of the safety of the children within our charge, the school retains the right to refuse to take persistent offenders on trips out of school, particularly where such trips are of a residential nature.
- in extreme cases pupils may be suspended or expelled. In such instances Education Authority's (EA's) procedures will be followed

We trust that parents will appreciate that these measures are for the benefit of their children and therefore the school expects the full support and co-operation of all parents in the implementation of this policy. Similarly, if parents at any time identify a problem, they can expect the full co-operation of the staff.

## **PROCEDURES FOR SUSPENSIONS**

Before the suspension of a pupil is considered (unless the incident is of a very serious nature) the school will have applied all of its preventative strategies and alternative sanctions. This will include formal contact with the parents to warn them of the possibility of suspension.

The following procedures will then be observed:

1. The formal written record of incidents maintained in the school will be made



- available to the EWO who will be invited to the school to discuss the situation with the principal.
2. The VP and appropriate teachers will be consulted regarding the difficulties and the best way forward.
  3. EA will be informed using an EW24B form-**need to check form**. If appropriate, Social Services will also be notified.
  4. The Chairperson of the Governors will be informed (or the Vice Chairperson in his/her absence) in writing and a report delivered to the governors at the next meeting.
  5. **The parent/ guardian will be required to come to the school to discuss**
    - a) the reasons for the suspension
    - b) the period of the suspension
    - c) the work which the parent must undertake during that period
    - d) the letter will also invite the parent to meet the Principal and discuss the problem and how the parent can help (A written record of this meeting will be kept by the school)
    - e) a copy of the letter will be posted to the parent by first class post

## **PROCEDURES FOR EXPULSION**

This is the ultimate sanction and will only be employed as a last resort. The school recognises that

- a) it must produce evidence to EA and the CCMS that it has exhausted its range of options and strategies.
- b) the recommendation for expulsion must come from the Board of Governors
- c) except in exceptional circumstances the child will need to have already served a period of suspension
- d) consultations will have taken place between the principal, parent, EA- Western, CCMS and the Chairperson of the Board of Governors about future provision for the child
- e) only CCMS can authorise the expulsion of a pupil from a Maintained school

## **GENERAL MOVEMENT WITHIN THE SCHOOL**

1. All primary 1 and primary 2 pupils should go straight to their classrooms on arrival at school in the morning. Pupils should not arrive before **8.45 a.m.**
2. Year 3 - 7 pupils should arrive a few minutes before bell time and will be collected from the playground by their class teacher at 8.58 a.m.
3. (a) Pupils should not arrive before **8.45 a.m. (should any incident occur before this period, the School will not be held responsible).**

- (b) All pupils should arrive at school no later than **8.58 a.m.**
4. After morning break, each class will be collected from the playground by their class teachers or their classroom assistant.

#### **Lunch Time Arrangements on Junior Site**

At 12 noon, Years 1-2 on first sitting should be escorted by the class teacher to the canteen - the midday supervisors will look after children taking packed lunch.

Following this the children will have free play in the playground.

At 12.45p.m. Years 1-2 will be collected by each teacher in the playground

Years 3-4 should be escorted to the canteen by the class teacher.

Following lunch /dinner children will be escorted to the playground until 1.30p.m.

#### **Lunch Time Arrangements on Senior Site**

There are 2 lunchtime sittings in the Senior school- 12noon-12.45pm and 12.45-1.30pm. Each class have their designated lunchroom and lunchtime supervisor  
See Lunchtime Rota

#### **Home time**

At 2.15 p.m. Infant staff will escort pupils to the various exit doors for collection by their parents. (It is very important to ensure that P.1/P.2 children are collected by a responsible adult.) At 3.00 p.m. P3 & P4 teachers will dismiss pupils from designated areas of the Junior School and the Senior School teachers will escort their pupils to the front gate of school.

### **SUPERVISION IN SCHOOL**

1. The Principal and Vice-Principals shall -
  - (a) organise and maintain a written system of supervision for all pupils.
  - (b) check that scheduled duties are being carried out.
2. If a member of staff is ill, the substitute teacher should perform any duties assigned to that teacher.
3. If an accident occurs, the supervising teacher should ensure that an accident report form is completed immediately and one of the following First –Aiders will be called upon to assist in the assessment of the injury.

- Mrs Orla Devine-Nursery
  - Mrs Helen O'Reilly – Foundation Stage
  - Mrs Bernadine Glover- Foundation Stage
  - Mrs Grainne Doherty-FS
  - Miss Natalie Clifford –KS2
  - Mrs Linda Mc Grath- KS2
  - Mrs Margaret Boyle-KS2
  - Mrs Veronika Mc Gillian-Nursery
  - Mrs Louise Logue – KS2
  - Mrs Donna Duncan –KS1
- 
- Miss Shiels- Nursery
  - Miss Mc Intyre KS2
  - Mrs Sharon Hamilton-Key Stage 2
  - Miss Bogle – KS2
  - Ms Teresa Patton-FS
  - Mrs Janice Cassidy- KS1
  - Rachel Mc Cullagh KS1
  - Angela Dolan KS1

The Principal and Vice Principals shall ensure that lunch-time supervisors are given instructions on the areas of the school to be supervised and general guidelines on how to carry out the duties properly.

### **SUPERVISION ON SCHOOL TRIPS –see Educational Visits Policy**

#### **GENERAL**

1. Care must be taken for children's safety at all times.
2. In all public areas children will go around in supervised groups. They will not be permitted to wander around on their own and should be within the sight of a supervisor. (The fact that some places such as fun fairs and shopping arcades may have enclosed areas does not afford sufficient protection).
3. On buses, children will be expected to remain in their seats at all times.

This Policy will be reviewed bi-annually