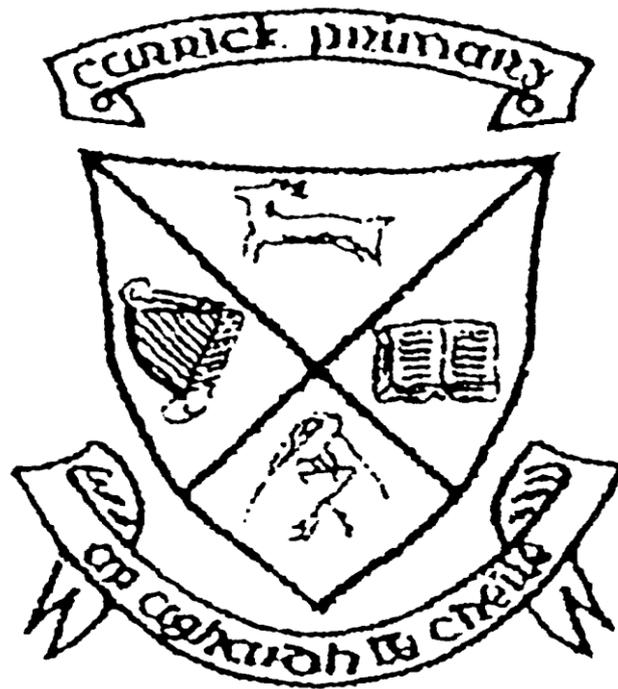


Carrick Primary School



Positive Behaviour Policy

November 2018

Carrick Primary School
Positive Behaviour Policy

Dear Parents and Children,

This is a copy of Carrick Primary School's Positive Behaviour Policy which has been drawn up, following consultation with pupils, staff, parents and Governors.

Our Positive Behaviour Policy outlines the school's values and beliefs and also sets out the expectations for children, parents and staff.

This policy outlines the expected standards of behaviour, how you can help your child and the sanctions used when necessary, in Carrick Primary School. We believe that when parents, staff and children work in partnership, the Positive Behaviour Policy will operate most successfully.

We would encourage you to read this policy with your child. We ask for your continued support, understanding and co-operation, so as to maintain the very high standard of behaviour, which exists in Carrick Primary School.

Yours faithfully

Mrs A Cassidy (Principal)

Mr M Keenan (Chair of Board of Governors)

Carrick Primary School

Vision Statement

Forward Together: Ar aghaidh le chéile.

Mission Statement

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in order to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and encourage parents to assist us in helping children to learn and to become lifelong learners.

School Aims

We aim to:

- develop and strengthen each pupil's understanding and love of Catholic values by promoting the Catholic ethos throughout the school;
- create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
- implement all aspects of the Northern Ireland Curriculum;
- help our pupils to develop a positive attitude towards life and a love of learning;
- value, respect and nurture every child in our care;
- encourage pupils to respect themselves and others and to support and care for one another;
- endorse the United Nations' Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention;
- equip our children with the necessary life skills to enable them to participate in a fast changing society; and
- involve the parents, Board of Governors and wider community in the life of the school and in the holistic development of the children in our care.

The School Covenant below was created by pupils and staff. It underpins the ethos of our school. Your co-operation and support are necessary to ensure a happy and secure environment for all pupils.

In Our School

We care and respect others

We show good manners

We listen carefully and work hard

We walk at appropriate times

We look after property

Carrick Primary School

Positive Behaviour Policy

Carrick Primary School has a distinctive ethos. When visitors come to our school they comment upon our ethos. Mutual respect between staff and pupils is very obvious and is actively encouraged within the school.

“Ethos and the environment that flows from it are created; they need to be considered, planned and worked out in practical terms; they do not just happen.”

(Our Schools and Our Faith)

In operating our Positive Behaviour Policy, we will adhere to the statutory legislation and Catholic ethos, and will fulfil our statutory duty under the Northern Ireland Curriculum, by having regard to the Code of Practice for Special Educational Needs, the Special Educational Needs and Disability Order and the Supplement to the Code of Practice.

Good Relationships Underpin Good Behaviour

Discipline is about relationships within a classroom and within a school. These relationships are principally between staff and pupils but also include the interaction of the whole school community.

The following statement has been agreed by all staff: “We will seek to encourage and promote an acceptable level of behaviour within the classroom and the school generally by providing an atmosphere which is conducive to the acquisition of knowledge and skills”.

In a recent inspection, the inspectors reported:

“The atmosphere of the school is happy and welcoming. The children are confident, friendly and well behaved, and the teachers foster relationships of the highest quality. The quality of Pastoral Care is very good. The teachers work hard to promote and safeguard the children’s trust, their welfare and their dignity. A number of curricular approaches, including ‘Circle Time’ activities, contribute to developing a sense of tolerance and responsibility”.

We believe that an appropriate atmosphere can only be fostered by:

- Consistent promotion of Positive Behaviour by all staff;

- Fair and consistent application of the school covenant and class covenants by all staff;
- Full co-operation between parents and staff; and
- Support and understanding from all parents for the staff in behaviour matters.

The behaviour structure we have in the school aims to:

- Develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions; and
- Create the conditions for a school community in which effective learning takes place and in which there is mutual concern among all pupils for each other's welfare.

We, the staff, believe that our attitude in matters of behaviour is vitally important especially since children take their lead from us. Good behaviour will be actively encouraged and rewarded, while bad behaviour will never be ignored. We take responsibility for all pupils within sight and sound, regardless of which class they belong to.

We believe in rewarding the positive as well as correcting inappropriate behaviour.

Foundation Stage and Key Stage One teachers reward good work and good behaviour orally and with stamps, stickers and stars. Pupils are also awarded Star Awards, Student of the Month Awards, ICT/Handling Data Awards and Easy Read Awards. These awards will never be withdrawn as a sanction for inappropriate behaviour.

Key Stage Two teachers reward good work and behaviour orally and with merit stamps, Golden Time, Star Awards, Student of the Month Awards, ICT Awards, Easy Read Awards and points as part of the house system. These awards will never be withdrawn as a sanction for inappropriate behaviour.

At the end of each term, prizes are awarded for the best group/house in each class from P1-P7.

Where significant improvement has been achieved, or significant effort has been made, pupils will visit the Principal to receive praise, stickers and/or rewards. Head Teacher Awards are also presented at assemblies.

Awards Day

This is a special day at the end of the school year, where pupils may receive an award for their participation in choir, or in the School Council.

They may also receive an award for making a great effort in a particular curricular area or for demonstrating great school spirit.

We, the staff and pupils always remember that:

- Children are special. Each pupil in Carrick Primary School is an important human being, created by God, entrusted to us by parents and society and worthy of unconditional respect for his/her dignity;
- Staff members, coaches, volunteers and students are special. Every adult in our school is an important person, entrusted with the education and care of our children and entitled to the support of parents, children, staff, school management and society;
- We insist on good manners and behaviour while children are in the care of teachers, classroom assistants, supervisors and dining room staff and actively encourage children to be well behaved at all times;
- All those who work in or visit our school are special. We encourage children and staff to treat all visitors with respect; and
- Parents are special. They are our pupils' first educators. They play a vital role in their child's seven years at primary school. We believe that good communication between parents and school significantly enhances the quality of education and therefore we work hard to develop and maintain excellent lines of communication with parents.

Good Behaviour

We believe that:

- Good discipline helps develop responsible attitudes and values for life;
- Learning will be most effective where there are good standards of behaviour; and
- Good behaviour involves the safety and well being of each individual child.

Good discipline is based on:

- Respect for self;
- Respect for other children;

- Respect for adults;
- Respect for property; and
- Respect for the environment.

Good discipline should:

- Be positive;
- Encourage positive attitudes; and
- Encourage children to accept responsibility for their actions.

Praise can be given in many ways including:

- *A quiet word;*
- *An encouraging smile;*
- *A written comment on a child's piece of work;*
- *A class chart reward, and/or public recognition for good behaviour, helpfulness or effort;*
- *A public word of praise in front of the group, or class, or at assembly;*
- *Rewarding good effort or neat work with stickers, stamps etc; and/or*
- *Material rewards such as tokens, pencils, badges and/or stickers.*

School Council

Our School Council, which is made up of elected representatives from the P4-P7 classes, gives pupils a voice in all issues concerning them. Pupils have a platform to voice their views on issues of concern. This promotes self-confidence, self-esteem, listening and problem solving skills, as well as providing pupils with the opportunity to take on new responsibilities and develop their confidence in a whole range of areas.

Respect

Children are expected and encouraged to behave in a responsible manner. This is extremely important at all times, but especially when travelling on school buses. Pupils must respect the Bus Charter which was drawn up by pupils and is reviewed each year by the School Council. Pupils are actively encouraged to wear seatbelts when travelling in cars and/or buses.

The Bus Prefects liaise with school staff in relation to any issues connected to Bus Safety.

The property of others must be respected and cared for. This includes school books, equipment, school furnishings and the building itself.

Parents will be informed if books have been lost or damaged by pupils. The cost of the book may be requested, depending on the circumstances.

Safety

Pupils are not permitted to leave the school premises during school hours without permission. Parents/guardians are asked to go to reception and to sign the exit book if they are collecting a pupil from school during the day.

Running is strictly forbidden in school corridors, in classrooms, in toilet areas, resource areas and in the dining hall.

Parents are asked to send in a note to explain:

- children's absences from school;
- staying in at break-time or lunch time;
- late arrival or early exit;
- incomplete homework;
- visits to dentist, doctor or hospital, during the school day; and/or
- non-participation in PE, including swimming lessons.

If a child is going to be absent from school, parents are asked to let Mrs O'Brien know on the first morning of the child's absence. Mrs O'Brien will subsequently inform the class teacher.

Homework

Pupils must complete homework to the best of their ability. Our homework policy provides more detail in this area.

Classroom Behaviour

Good classroom behaviour is extremely important. The staff members encourage pupils to be diligent, neat, well mannered and to have a positive attitude towards teaching, learning and independent work.

Bullying

Bullying is a serious breach of discipline, as is fighting. Parents may have to be informed if a bullying incident or fighting occurs and may be required to meet the Principal. Please inform the school as soon as possible, if you suspect that any child is being bullied.

Anti-Bullying Policy

Our Anti Bullying Policy which complements our Positive Behaviour Policy is available from the school's website (www.carrickprimaryschool.com) or from the school office.

Right Respecting School

In July 2016, Carrick Primary became a Rights Respecting School. The project is coordinated by UNICEF and involves pupils, staff, parents, Governors and the community. It focuses on the rights of children and the development of children's understanding about their rights.

Carrick Council members work alongside Mrs Duffin, Mrs Loughran, Mrs Clarke and Mrs Cassidy to coordinate the work of all the pupils and staff and have enjoyed the challenge which the Right Respecting Schools Project has provided.

Classroom Charters

In each class, the teachers and pupils work together to generate Class Charters which are displayed throughout the school.

Support of Parents

Parents are asked to promote and support the Positive Behaviour Policy. In particular, the co-operation of parents is sought in relation to:

- maintaining good attendance;
- punctuality;
- wearing school uniform;
- caring for school books, equipment, etc;
- good behaviour on the bus;

- good behaviour on school trips; and
- completing homework, to the best of one's ability.

Dining Hall Charter

The Dining Hall Charter was drawn up by the school pupils and is reviewed each year by the School Council.

- We line up quietly for dinners.
- We cooperate with staff members.
- We put our hands up if we need help.
- We always walk in the Dining Hall.
- We use good manners at all times.
- We talk quietly, so that no one needs to shout to be heard.
- We don't make fun of what others are eating.
- We must put all packaging into the Dining Hall bin.
- We leave the dining hall clean and tidy.

Supervision

Breaktime/Dinnertime

Children are always supervised during outside playtime. At breaktime, a teacher and supervisors circulate in the playground areas around the school. During outside play at lunchtime, children are also supervised by school staff. All children are expected to be outside during play times, weather permitting. Only those children who have a note from parents will be permitted to remain inside. It is advisable for children to bring coats for outdoor play.

Accidents

Should accidents occur during break or dinner times, the adult on duty, will assess how serious the injury is. Where necessary the child will be brought to Mrs Murray (P1-P4), Mrs Duffin (P5-P7) or Mrs Cassidy. In cases of a significant injury or a head injury, the parents will be notified. All significant accidents will be recorded in the accident book.

Care & Welfare within Carrick Primary School

1. Care & Welfare Co-ordinator: Mrs C Kelly (P1 Teacher)

2. Designated Teacher for Child Protection: Mrs C Kelly
3. Deputy Designated Teachers for Child Protection: Mrs P McPolin (P3 Teacher) and Mr David Keenan (P6 Teacher)
4. Home School Links
 - (a) Annual Parent/Teacher meeting.
 - (b) Parent Information Evenings.
 - (c) Teachers are available to discuss matters of concern on Wednesday afternoons from 3.00-3.45 pm
 - (d) Urgent matters are dealt with immediately. (Appointments can be made by contacting the school's secretary Mrs O'Brien [028 417 52448])
 - (e) Annual written report in June of each year.
 - (f) Liaison via homework diaries, reading record books, half-termly tests, children's exercise books and written or telephone contact.
3. School links with other services.
 School Nurse, Social Services, Educational Psychology, PSNI (Community Relations Branch), Newry, Mourne and Down District Council, Therapists and Peripatetic Services.

School Times

School begins for all classes at 9am sharp and children may arrive at school from 8.30am onwards.

Supervision is available in the Assembly Hall from 8.30-8.45am. At 8.45am the children go to their classrooms.

Morning Supervision Charter **Devised by the Carrick Council**

- Please come into the hall quietly and in a mannerly way.
- Say "Good Morning" to the staff members in the hall.
- Find a friend and sit down.
- Please read or talk quietly with your friends.
- Please look after your belongings and do not touch other people's belongings.
- When the supervisor calls your year group, please collect all your belongings and leave quietly and in an orderly mannerly way.
- Say thank you to the Supervisor as you leave.

Class finishes for P1-P3 children at 2pm. Parents are asked to collect children punctually.

P4-P7 pupils go home at 2.45pm. Parents are asked to collect children punctually.

Children remaining in school for extra curricular activities e.g. camogie/hurling, art, soccer, football, music/choir, cycling, etc. must have permission from their parents and arrange transport home.

Mobile Phones

Mobile phones or any other I.C.T. device must be handed into the Principal's Office before 9am and collected at home time. Pupils are reminded that they are responsible for their own personal property. The school is not responsible for lost or stolen property.

Internet

Pupils should only use the school's Internet facilities to obtain information that is of educational value and has a direct relevance to their academic studies. They must follow the Internet Code of Conduct when using the school's internet facilities.

Healthy Eating Policy

The school has a healthy eating policy. Children can bring in water, milk, a piece of fruit, yoghurt or a sandwich for their break time snack. More detailed information is available within our Healthy Eating Policy.

PE Uniform

Parents are asked to send in their child's PE uniform each Monday and to ask the children to bring it home on a Friday.

P1 - P3

The PE uniform consists of a polo shirt and shorts and plimsolls or runners.

P4 - P7

The PE uniform consists of a black tracksuit bottoms/green shorts, white polo shirt and plimsolls or runners.

For safety reasons:

- No jewellery can be worn during PE;

- Long hair needs to be tied back;
- Only children with PE uniform and suitable footwear can participate in PE lessons. Extra PE uniforms are available from the office for those children who have forgotten their PE uniforms;
- When children are unable to participate in PE lessons, [including swimming] a written explanation must be provided for the teacher; and
- PE bags are available from the school.

Sanctions

It is impossible to cover all eventualities in a list of sanctions but we know you would expect any misbehaviour of a pupil to have a suitable sanction.

MOST pupils get into trouble at some stage in their school lives. For some it is a very temporary learning experience. For others it could be a more serious offence involving the Principal and/or parents.

A list of sanctions has been drawn up to ensure acceptable behaviour in our school. Specific steps have been outlined within each Key Stage. These sanctions will not include the withdrawal of previously earned awards such as: stamps, stickers, stars, house points, dojo points and/or assembly awards

Our sanctions will be:-

- Constructive;
- Appropriate to the age of the child;
- Applied fairly and firmly;
- Applied with sensitivity and flexibility, and
- Applied to the individual(s) involved but not to those whose behaviour was appropriate.

Sanctions may include:-

- A verbal reprimand;
- Asking a child to apologise;
- ‘Quiet Time’ or ‘Time Out’ if behaviour is inappropriate;

- Referral to another teacher e.g. Key Stage Coordinator, Vice Principal, a member of the Positive Behaviour Team or Principal;
- Misbehaviour recorded by a teacher; and/or
- Additional class work.

Serious misdemeanours may involve:

- Additional schoolwork;
- Referral to Principal;
- Parental consultation;
- Detention;
- Suspension; or
- Expulsion.

Discipline Procedure for Foundation Stage and Key Stage One

Step 1: Verbal warnings recorded by class teacher.

Step 2: Completion of additional work to complement or reinforce current studies or “Time Out”. Supervisors will be informed for supervision purposes.

Step 3. If the misbehaviour persists, the Vice-Principal or Principal will be notified.

Step 4: If the misbehaviour continues “My Behaviour Book” will be used where relevant, to encourage positive behaviour. Parents will be informed at this stage.

A serious offence may necessitate an immediate referral to the Principal and/or to Parents.

Discipline Procedure for Key Stage Two

Step 1. Verbal warnings recorded by the class teacher.

Step 2. Completion of additional work to complement or reinforce current studies or “Time Out”. Supervisors will be informed for supervision purposes.

Step 3. Persistent misbehaviour will require subsequent extra work to be signed by the parents. The Principal will be informed at this stage.

Step 4: If misbehaviour continues “My Behaviour Book” will be used where relevant, to encourage positive behaviour. Parents will be informed at this stage.

Step 5. A letter will be sent home to the parents inviting them to attend a meeting about their child’s behaviour. Depending on the seriousness of the misbehaviour, the Principal may also attend to discuss the matter.

The Principal and Board of Governors reserve the right to by-pass any of the above steps in the event of a serious incident of misbehaviour.

Challenging Behaviour

Dealing with aggressive or confrontational behaviour is extremely harrowing and stressful for all staff involved, no matter how skilled or experienced. It is also stressful for the children involved and as a staff, we believe it is important to reduce children’s exposure to aggressive and confrontational behaviour.

It is important that: -

- Staff should focus on the behaviour at issue;
- When attempting to reduce or eliminate unwanted behaviour, staff should identify and encourage behaviour of a more positive kind; and
- The reduction or elimination of undesirable behaviour depends, for its success, on a balance between punitive measures and generous reinforcement of positive, co-operative behaviour.

Despite everyone’s best efforts, situations can sometimes deteriorate. However, both staff and children are encouraged to seek help from another member of staff, if required, and to use defusing techniques, to avoid any worsening of the situation.

Useful Defusing Approaches:

- Address the pupil calmly and quietly;
- Use the pupil's first name frequently;
- Maintain eye contact with the pupil; and
- Avoid any sudden gestures or movement which might be interpreted as aggressive.

Dealing with a potentially dangerous/difficult situation:

- Summon help;
- Staff will try to reduce the risk of danger to the offending child, other children, other staff and to themselves;
- After the incident, it is often helpful to talk through what happened with the pupil, calmly and with no sense of recrimination;
- A report of the incident will be completed, signed and dated;
- Where an incident of this nature results in an injury, the injury should be reported to the Principal, recorded in the incident book signed and dated; and
- Contact the parents immediately.

The responsibility of staff in dealing with an aggressive/difficult pupil is to safeguard the offending pupil, other pupils and themselves.

Extreme Behavioural Problems

A variety of strategies and procedures will be used in attempting to deal with a range of behaviours within the school and classroom context. However, there are some occasions when the behaviour by its seriousness, and often by its frequency, has to warrant more radical approaches, including suspension and expulsion. To do otherwise could jeopardise the safety and education of the other pupils.

Suspension

The decision to suspend a pupil would be taken in the following circumstances: -

- When to allow the pupil to remain at school would pose a threat to the health and safety of the pupils or staff in the school;
- After a range of strategies to modify the pupil's behaviour and encourage more positive behaviour has been tried and failed;

- In response to a serious breach of the school's Positive Behaviour Policy;
- After all the relevant facts and evidence to support the allegations have been explained to staff, the child (where appropriate) and the parents;
- After the pupil concerned and others involved have had the opportunity to give their version of events; and
- When a responsible adult (Parent, Guardian, Carer) is available to receive the pupil into his/her care.

Expulsion

Expulsion is an acknowledgement by the school that it can no longer provide for a particular pupil. Prior to expulsion, the Principal will hold a meeting for the purpose of consulting with parents, EA, CCMS and the Board of Governors, about the future education of the pupil concerned.

Conclusion

- The general standard of behaviour both within and outside Carrick Primary School is excellent.
- We are proud of the fact that visitors to the school often comment on the good behaviour and good manners of our pupils.
- All staff strive to ensure that our children behave in a socially and morally acceptable manner both in school, on school trips and while travelling to and from school.
- Responsibility for the behaviour of all the children in Carrick Primary School is shared by all staff.
- In conclusion, we would ask you, the parents to work as closely as possible with the Principal, staff and the children, in promoting good behaviour at all times.

This Positive Policy will be reviewed every two years, or sooner if required, in consultation with children, parents, staff and Governors.

<p>Thank you for taking the time to read our Positive Behaviour Policy. Please read it to/with your child/children, explain the sanctions to them</p>

and encourage them to follow the guidance as provided within this Positive Behaviour Policy.

Signed: Mr M Keenan (Chairperson)

Signed: Mrs A Cassidy (Principal)

Date: November 2018

Review Date: November 2020