

Discipline and Positive Behaviour Policy

Introduction

Our school is a community of governors, teachers, classroom assistants, parents, pupils and other adults. A community functions best if there is a mutual respect between all members and an agreed code of conduct which provides the background against which all activities take place. We aim to provide a happy, safe environment in which our pupils will thrive and make good progress academically, creatively, physically, socially and morally. We have a duty therefore to promote good behaviour and discipline in our school. Pupils, parents and teachers have been consulted in the review of this policy.

In almost all cases of pupils with behavioural difficulties the most likely cause - and therefore the issue, which needs addressing most - is the **pupils' low self-esteem**. Pupils - and indeed adults - need to feel secure, happy, valued and wanted if they are to develop a positive self-image, be well-adjusted socially and emotionally and, consequently, realise their true potential.

Aims

1. To have a disciplined, caring and happy environment conducive to learning.
2. To enhance the pupils' self-esteem and foster self-respect and respect for others.
3. To encourage the pupils to develop independence by accepting the need for self-discipline and self-control and taking responsibility for their own behaviour.
4. To develop the pupils' interpersonal skills and their ability to work co-operatively with others to resolve problems and conflict.

Guidelines

All adults working on the premises are responsible for discipline, setting a good example and ensuring good patterns of behaviour throughout the school.

Children will be encouraged to work and play together showing consideration for the needs and feelings of others.

Good classroom organisation and management are essential to good order. Boredom, lack of understanding and lack of progress can be major reasons for misbehaviour.

Good staff/pupil relationships are essential. Children must feel able to approach staff with their problems.

Children, staff, parents and governors must understand and be fully aware of the defined codes of behaviour (rules), sanctions and rewards structure.

Parents should have the opportunity to voice any concerns with staff.

Classroom Discipline

Discipline is the responsibility of every teacher in the school. Each teacher shares the responsibility for discipline throughout the school and is solely responsible for the discipline in his/her classroom.

Good discipline is essential for effective learning to take place. In order that this goal be achieved we will try to implement the following strategies:

1. Ensure that pupils of different abilities are given appropriate tasks where they can achieve success.
2. Make lessons enjoyable and challenging where children feel able to concentrate.
3. Use positive rather than negative language to communicate expectations and feedback to pupils.
4. Give regular praise and encouragement to pupils.
5. Praise disruptive children when their behaviour becomes acceptable.
6. Establish some classroom rules.

Positive Behaviour Policy

As part of our discipline policy we have devised a positive behaviour policy. This policy is based on consensus, incorporating a class based rewards and sanctions regime, which is understood, owned and consistently applied throughout the school by everyone acting in a supervisory role. The school does not have one single awards system that applies to every class. What we have in place is an adaptable system which varies with the age and maturity of the children. All staff are aware of the need to create a climate in which positive behaviour is encouraged and commended and in which the pupils feel secure and equally valued.

Rewards and Sanctions

While rules and procedures protect rights and define responsibilities, we realize as a staff, that rewards and sanctions are necessary to encourage and maintain these rules in class and throughout our school.

Rewards

A system of rewards and incentives are applied with consistency within each class. This helps to establish and maintain a climate in which pupils come to appreciate what constitutes acceptable behaviour and positive attitudes. All pupils have a need for positive affirmation and therefore acceptable behaviour and positive attitudes are regularly celebrated within our school.

Praise can be given in many ways

1. An encouraging smile .
2. Words of praise from staff to pupil and older pupil to younger pupil.
3. A written comment or stamp on pupils' workbooks.
4. Acknowledgement of good behaviour in notes sent home to parents.
5. Use of reports to comment favourably.
6. A visit to Principal or other teacher for commendation and a small material award may be given (for example pencil, book mark, stamp,)
7. A public word of praise in front of a class by class teacher.
8. A public acknowledgement by Principal at an assembly.
9. A public acknowledgement by Principal when meeting with parents (e.g. End of Year Mass).
10. The development of pupils' Records of Achievement from P1-P7.

Sanctions

Sanctions are an integral part of our school's discipline policy. They provide pupils with the security of clearly defined boundaries and, in so doing; they encourage appropriate and acceptable behaviour. We as a staff believe that sanctions should not be applied to entire classes, when the guilty parties have not been identified.

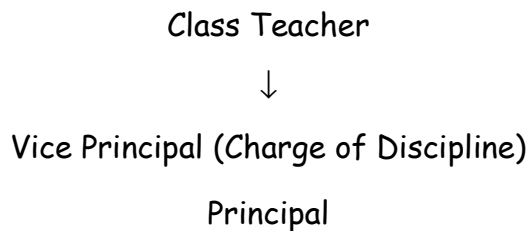
Sanctions should:

- Be fully understood by all staff (teaching and non-teaching), pupils and parents.
- Be applied by the staff in a fair and consistent manner.
- Be applied as soon after the offence as possible, not impulsively, but in a calm and controlled manner.
- Take account of the age and degree of maturity of the pupil and any special educational needs he or she may have, the home background and any other relevant circumstances.

Sanctions will include:

- A look of disapproval.
- Immediate verbal checking of behaviour.
- A minor penalty, e.g. 3 minute timeout
- Completions of additional work to complement or reinforce current studies (not lines).
- During play pupils may be asked to stand out for 3 minutes to 'cool down'. Return to play should be only with permission from adult on duty.
- Loss of freedom at break or lunch time. Children are supervised in P1 resource area.
- Restriction of access to extra curricular facilities or off site activities (e.g. basketball, soccer, drama. Ict).

- A reporting system will be used if necessary. This allows staff and parents to monitor the behaviour of a particular pupil over a given period and records will be kept for troublesome pupils. Rewards and sanctions will be given where appropriate.
- Referral system is as follows;



- Circle time and the RE and PDMU programmes will be used as an opportunity to consider group and individual behaviour and its effect on others.
- Temporary removal of a pupil from his/her peers into another class.
- Pupils may be offered counselling with a member of staff to discuss their behaviour.
- A pupil whose behaviour in school regularly gives cause for concern may be referred to the SENCO for monitoring. I.E.P.s will be drawn up. These I.E.P.s will include behavioural targets. These termly individual targets will be reviewed at the end of each term. The SENCO will discuss these targets with parents so that they can become actively involved in securing and maintaining their children's good behaviour in school.
- In very difficult cases, after consultation with parents, advice may be sought from external support services such as Educational Psychologist, and Behavioural Management Team.
- In severe cases the principal may suspend a pupil in accordance with the procedures set out by CCMS.

In our Lady's serious discipline problems will be communicated to parents in writing. (See sample letters at back of policy.) On occasion when a child refuses to be disciplined and continues to be disruptive we will contact parents to immediately visit the school so the situation can be resolved.

Review

The Discipline/Behaviour policy should take account of current needs and therefore should be reviewed on an annual basis. All staff, pupils and

governors will contribute to this review. Where significant changes are contemplated parents will be consulted.

GENERAL BEHAVIOUR

In September/October 2009 staff and senior pupils agreed to the following rules.

(Within each class the teacher and class will design appropriate class rules.)

- Show respect and consideration for others. Pupils should not bully another child. Pupils should listen to and obey all members of staff.
- Take care of books, equipment and the school building.
- Do not run or shout on the corridor.
- Stay off the grass on wet days.
- Please put all litter in the bins.
- Behave well at all times. No fighting, no bad language and no name calling.
- Have good manners at all times.
- Treat others in school the way you would like to be treated.
- If you have a problem in the playground or classroom let the teacher/assistant know about it.
- Play safely at all times.
- If someone has no one to play with ask them to be part of your game.
- If a ball goes out onto the road please ask a supervisor to retrieve it.
- When the bell rings line up quietly.
- Sit on your chair properly
- Try to do your best work at all time.
- No chewing gum in school.
- On frosty mornings all children must come indoors.
- Children must wear coats in cold weather.

- All children must go outside at break times.

THE SCHOOL DAY

Classes for all children begin at 9am. There will be no guaranteed supervision of children on the school premises or yard before 8.45 am.

Class for Reception pupils finishes no later than 12.45 pm each day. (exact arrangements will be given to the parents of these children on admission.)

Class for pupils in P1-P3 finishes at 2pm each day. Pupils must be collected promptly.

Class for all other children (P4-7) finishes at 3pm. Children not collected will be taken inside until collected.

THE SCHOOL BUS

Many of our children travel by school bus and on most occasions the behaviour is very good. When the children are on the bus they are the responsibility of the driver and he/she along with the school will see that the following rules are adhered to

- Sit in your seat at all times and wear your seat belt.
- No shouting or throwing objects in the bus
- Pupils should not stand at the front talking to/distracting the driver.
- Only pupils entitled to school transport should travel on the bus (i.e. using the bus to go to a friends birthday is not allowed.)

SCHOOL UNIFORM

Like all schools we take a pride in our uniform. When we wear it we represent our school. The blue sweatshirt and white polo shirt, both with a crest can be obtained from the school office. The remainder (plain navy jog bottoms, trousers, skirt can be purchased locally. No brand names or markings are allowed on these items. Government grants for low income families are now available to help with the purchase of primary school uniform. (further details from the school office.)

It is very important that all items of uniform particularly the sweatshirt are clearly marked with the child's name.

For PE all classes are expected to change out of their uniform (tee-shirt, shorts, plimsolls etc). A school PE uniform is available for purchase from the school office.

MONEY

Dinner money should be paid on a Monday. A pack of yellow money envelopes is available from the school office (cost £1.50) These should be send all money to school not only for dinners but for milk and payment for trips etc.

PROCEDURE FOR PARENTS

Parents are most welcome to visit the school at any time. If you have any concern please don't hesitate to contact the school.

You can telephone the school and it may be a member of staff can help you straight away. On other occasions you may be called back if the appropriate member of staff is not available.

If necessary an appointment can be made to see the class teacher or the principal.

Parent teacher interviews are held each year in November with a full written report issued in June.

As stated earlier any serious breaches of our discipline code will be communicated to you in writing. Stage 1 will involve a letter being sent alerting you to a potential problem. If there is no improvement in the pupil's behaviour, a further letter will be sent requesting you to visit the school to discuss the matter. If a matter is deemed serious enough we will move immediately to Stage 2 or telephone you to visit the school as soon as possible to help resolve the situation. Hopefully this latter step will only be used on very rare occasions.

PUPIL ABSENCES

It would be helpful if you could contact the school on the morning of the first day of absence and follow this up with **a written explanation** for the absence when the child returns to school

As far as possible all routine medical appointments should be arranged for after school.

It is important that family holidays are arranged during periods of school closure.

School Drugs Policy

The school has a separate drugs policy (contained in our prospectus folder)

Our policy is very much a preventive measure and is a legal requirement on all schools. It goes without saying that any drug related incidents will be treated with the utmost seriousness and could lead to suspension or expulsion .