

# Behaviour, Rewards and Sactions Policy - *Junior School*

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St John's College, Cardiff

## BEHAVIOUR, REWARDS AND SANCTIONS POLICY - *JUNIOR SCHOOL*

**This policy applies to the following sections/s of the School:**

Junior School.

***Version: September 2023***

## Introduction

St John's College Junior School is a caring and supportive community with high expectations of good behaviour. We encourage and reinforce good behaviour and positive attitudes so that every member of our Junior School feels valued and respected.

This policy is aimed at ensuring that each member of our Junior School adopts, and maintains, a consistent approach to positive behaviour at all times upholding our Junior School rules. Relationships should be based on fairness, honesty, courtesy and consideration.

### Aims:

- To promote a positive ethos in the Junior School through encouraging a shared understanding of the Christian values which underpin the School ethos.
- To create a consistent environment which expects, encourages and recognises good behaviour through our thoughts, words and actions.
- To help pupils develop self-respect, self-control and accountability for their own behaviour.
- To help pupils develop positive relationships and awareness of the impact of their behaviour on others and the need to put things right.
- To promote a partnership between home and School.

The behaviour policy focuses on positive behaviour management, promoted and supported in the following ways:

- A carefully planned curriculum;
- Effective classroom management (environment, teaching methods, content);
- Adult role modelling;
- A consistent and clear message about behaviour management;
- Playtime and Lunchtime provision
- Co-Curricular provision during and after School;
- Support for ALN;
- School Council and Prefect input.

Our Behaviour Policy has **three key aspects**:

1. Code of Conduct and SJC Junior School Rules (*Appendix 1*);
2. Recognition and Rewards;
3. Sanctions.

## **Code of Conduct**

Everyone is expected to follow this Code of Conduct. Every few years, pupils will be asked to create Golden Rules at the start of the academic year to encourage ownership of their actions.

- Everyone in our Junior School has the right to...
  - ✓ Learn;
  - ✓ be respected;
  - ✓ be safe.
- We shall always use common sense, courtesy and consideration.
- We shall always try our best and allow others to do the same.
- We shall show respect by looking after ourselves, others and School property.
- We shall listen and follow adult instructions.

The Code of Conduct will be clearly displayed in the classroom and Junior School corridor. Form Tutors will discuss the Code of Conduct and SJC Junior School Rules with their forms. Staff will refer to them regularly - as required.

### ***Appendix 1: SJC Junior School Rules***

## **Recognition and Rewards**

We strongly promote the rewarding of positive behaviour and encourage this by providing good role models and clear boundaries. The emphasis is on positive behaviour management through recognition and praise which should be given whenever possible for work and behaviour at individual, group or whole class level.

Recognition is given through:

- Merit system (academic achievement and effort) - merit cards, rewards, assembly recognition.
- Verbal and written praise.
- Stickers - either worn, in exercise books, on cards or charts. Also used by playground staff.
- Model behaviour - Marbles (R8/R9) and Lottery Tickets (R10/R11). Weekly prizes run within the form.
- House points awarded through the merit system and through House competitions. House Cup is awarded at the end of the year.
- SPaG - very good use of spelling, punctuation and grammar skills across curriculum subjects.
- Showing work to the Head of Junior School.

- Always awards to reward continued good behaviour and actions.
- Recognition for good behaviour/improved achievements - note in the diary, award in assembly.
- Recognition lunch with the Headmaster and Head of Junior School.
- Prefect role in R11 very kind, helpful, etc.
- Out of School achievements – we encourage parents and pupils to communicate any out of School achievements to us so this too can be recognised in our community. This can be published in our Parent Weekly Update and the e-Newsletter.

### **Dealing with Misbehaviour**

Our main emphasis will be on promoting positive behaviour; however, there will be occasions when it will be necessary to employ a number of consequences if misbehaviour escalates. We shall need to enforce the Junior School Code of Conduct and SJC Junior School Rules to ensure a safe, positive and enjoyable learning environment.

There will be a hierarchy of consequences which will be made clear to pupils to ensure that they understand the link between the behaviour and the consequence. A variety of low level intervention strategies are used initially, such as non-verbal signals, reminders and close proximity to redirect and encourage pupils to stay on track. If the inappropriate behaviour persists, then consequences are presented to the pupil as a choice to help teach pupils that they are responsible for their own behaviour.

A system of yellow/red cards will be used as a visible reminder to pupils of the possible consequences. These will be used for increasingly inappropriate or disruptive behaviour. Extreme misbehaviour will result in immediate removal to the Behaviour Lead or Head of Juniors, sanctions and an entry into the Report Book. The yellow card will be taken to subsequent lessons during that day, to help the pupil maintain a positive approach and to alert subsequent teachers that the pupil will require positive reinforcement.

In order to minimise class disruption and avoid the pupil missing some of a lesson, teachers will, by the end of the day, complete the Red Card entry on iSAMS to alert the Heads of Junior School. The teacher must also inform the relevant Form Tutor as soon as possible. Dependent on the nature of the misdemeanour, the Form Tutors, in the first instance, will inform parents via the diary or verbally at the end of the School day. A more serious misdemeanour would warrant a telephone call from the Form Tutor.

### **In the Classroom**

**STAGE 1:** Verbal reminder of the expected behaviour/School rule.

*e.g. "You can choose to ....or you can choose to....."*

If you choose to (continue with the behaviour).....then you will have a Yellow Card. If this continues again, a Red Card will be issued. The consequence, of a Red Card is a Time Out and a note will go in the Behaviour Lead's Report Book "

**STAGE 2:** Yellow Card and a reminder of the behaviour/rule and consequence.

**STAGE 3:** Red Card.

Each member of staff is responsible for the management and discipline of their own class, in accordance with our aims and policies.

### **In the Playground**

At playtime, we aim to provide a range of activities to engage the pupils in a positive play experience. This includes play equipment, teaching pupils' playtime games, lunchtime co-curricular and Playground Pals.

Playground Pals will be R11 children who will support other pupils if they stand at the Friendship Stop.

The aim is to foster cooperative play, good communication and teamwork. Supervision staff will try to resolve any conflict through peaceful problem solving. There will be praise and public recognition for positive behaviour with good news being passed onto the Form Tutor.

If the behaviour is deemed to be more serious, the pupil can be immediately removed from the playground situation and either asked to stand by the teacher on duty or sent to 3.1.

**STAGE 1:** Verbal reminder of the expected behaviour/School rule.

*e.g. "You can choose to ....or you can choose to....."*

If you choose to (continue with the behaviour).....then you will have time out. If this continues again, a yellow Card will be issued. The consequence, of a Red Card is a Time Out and a note will go in the Head of Junior School's Report Book "

**STAGE 2:** Time Out, supervised by staff on duty.

**STAGE 3:** Yellow Card and a reminder of the behaviour/rule and consequence.

**STAGE 4:** Red Card.

Each member of staff is responsible for the management and discipline of their own class, in accordance with our aims and policies.

## Sanctions

Time Out will be held during morning break in 3.4. The pupil will complete the Reflection Sheet which will be discussed with an adult. One to one discussions with pupils have the following aim:

- Clarify the situation;
- Repair a situation;
- Explain the consequence;
- Ensure the pupil understands their responsibility for their actions;
- Ensure closure.

Three entries in the Report Book per half-term will result in contact with the parents via the Form Tutor and Behaviour Lead. This could result in a meeting and possible further sanctions dependent on the type/severity of the misdemeanour. The aim of parental meetings will be to explain the behaviour and how we will work together to improve the behaviour through support, monitoring and reporting. The actions agreed at any meeting with a parent will be recorded and a copy passed to the Head of Junior School. The **Parent Communication Log** will be updated.

Further possible sanction(s) could be issued dependent on the severity or previous behaviour, as follows:

- Asked to re-do a piece of work;
- Lose a merit;
- More playtime missed;
- Missed work issued;
- Apology made;
- Apology letter written (signed by a parent where appropriate);
- Restorative e.g. tidying up;
- Reflection sheet completed - if not already done so;
- Missing activities especially where concerns about safety are raised;
- Banned from using playground equipment;
- Work in 3.1 for half a day;
- Miss a trip/fixture;
- Parent informed;
- Parent meeting with the Head of Junior School;
- Monitoring of Behaviour Report.

Behaviour which is deemed unacceptable by the Form Tutor, Behaviour Lead or Head of Junior School, e.g. physical force towards another pupil, will result in immediate removal. Then a private discussion with the pupil, reflection sheet completed and a telephone call to the parents to organise a meeting and discuss the subsequent consequence.

**For more serious offences:**

A pupil may be suspended from School by the Headmaster for a fixed duration, either internally or externally. During an internal suspension, the pupil carries out additional academic work in isolation under the School's supervision. During an external suspension, the pupil carries out additional academic work at home under the supervision of parents.

A pupil may be required by the Headmaster to leave the School. For further details, please refer to the Exclusion Policy.

**Appendix 1: SJC Junior School Rules****General:**

- The School is not open until 8.00am.
- Before 8.30am, please report to the Dining Room.
- Form classrooms are not to be entered before 8.30am.
- Pupils are to walk quietly and calmly around the School buildings at all times.
- Pupils are to wear their uniform with pride at all times. Please see uniform rules.

**Classroom:**

- Arrive punctually and properly equipped for lessons. Line up outside the classroom in a quiet, orderly fashion.
- When invited, enter the classroom in a sensible manner and sit where the teacher indicates.
- Place appropriate books/equipment on the table. Store bags safely on the floor, or in designated areas.
- Stay in your seat unless the teacher gives you permission to leave.
- Show respect for other students and staff by listening carefully and courteously when they are speaking and raising your hand if you wish to ask, or answer a question.
- Do your best to make positive contributions and always complete work to the best of your ability.
- Eating and drinking is not allowed during lessons without permission from a teacher.
- At the end of the lesson leave the classroom, as you would expect to find it, neat and tidy.
- Permission from the teacher must always be sought before leaving the classroom during, or at the end of a lesson.
- Report cards/observation sheets (where applicable) must be given to the teacher at the beginning of the lesson.
- If visiting a classroom, remember to knock and wait to be invited in.

**Playground:**

- Play equipment is allowed for all mid-morning and lunchtime breaks. This will be shared and tidied by the Prefects.
- The use of football/rugby balls will be on a rota basis for all mid-morning and lunchtime breaks, except on Wednesdays.
- If a pupil wishes to re-enter the School building, they must inform the duty staff.
- All litter should be placed in the bins provided.
- At the end of break, pupils line up in their form groups and await instructions to return quietly into the building. .

### **Property:**

- All books, clothing, equipment, water bottles, lunchboxes, etc. should be clearly labelled with the owner's name.
- Please do not bring valuable items to School, unless agreed with the Form Tutor.
- Respect all School property and equipment.
- Please do not bring trading cards or electronic equipment to School, unless agreed by the Form Tutor.

### **Mobile Phones:**

- Junior pupils are not permitted to bring mobile phones to School unless they are travelling by bus and have specific permission to do so.
- If pupils are travelling by bus and have brought a mobile phone to School, children in R9-R11 will hand in their phones at reception. Children in R8 will hand them in to their Form Tutor and they will be taken to reception. Mobile phones will be collected before the children travel home on the bus.
- Pupils who are found using their mobile phones during the School day, will have their mobile phones confiscated until the end of the School day and it will be handed back to a parent at the end of the day.



**Appendix 2: Self Reflection**

**Sheet**



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**Self-Reflection Sheet**

My Name is.....

Today is.....

The rule which I have broken is.....

.....

.....

It went wrong when I.....

.....

.....

My next step is to.....

.....

.....

**Appendix 3: Letter to parents**

Date:.....

Dear .....

..... has been recorded in the Junior School Report Book

.....times in the past ..... weeks for:

.....

Please could you discuss their actions with your child and encourage them to try to improve their conduct. As a School, we are monitoring their progress more closely and are optimistic that we shall see them respond to the support and guidance from their teachers.

However, should this conduct continue, then I would like to arrange a meeting with you, and their Form Tutor, to discuss a more formal plan to help your child meet the ethos of St John's College.

Yours sincerely,

Mrs D Criddle  
**Behaviour Lead**  
**Junior School**

**Appendix 4: Examples of Gold, Green behaviours which are what we are expecting from our pupils. Also provided are examples that could lead to a red or yellow card, but this list is not exhaustive.**

## **Gold**

- Remembering to walk sensibly down the corridors at all times, opening doors for adults and other children.
- Always respecting other people's decisions, choices and opinions.
- Consistently making the right choices.
- Paying attention to all adults and being respectful.
- Always working to the best of your ability.
- Always being well mannered, saying please and thank you, showing courtesy and greeting people politely.
- Behaving beautifully on the way to and from school.
- Showing good learning behaviour.
- Following rules: inside the school building, playground and lining up.
- Show respect at all times to all people.
- Always look after your own property and respect other people's property.

**Green**

- Listen to the chosen speaker at all times.
- Good listening and sitting nicely.
- Concentrate in class - try your best and manage your distractions.
- Be polite and always use good manners.
- Be helpful and work well together.
- Always be ready to learn.
- Look after school and personal equipment.
- Respect all adults, treat them all in the same way.
- Care for each other.
- Share
- Walk sensibly around the building
- Always consider other children's feelings and be inclusive.
- Always use an appropriate voice in the classroom and around the school.

### **What behaviour may lead to a yellow card**

- Choosing to talk at the wrong time.

- Walking off without asking.
- Spoiling other children's time to learn.
- Being cheeky.
- Rocking on your chair.
- Not following instructions.
- Answering back in a rude manner.
- Being stroppy/sulking.
- Constantly blaming other children for your behaviour.
- Not bringing in homework or Kit into school on time.
- Talking and improper behaviour whilst lining up.

Remember - if you are given a warning card then you are being given a chance to correct your behaviour.

Sanctions for a yellow card will be decided upon by a member of staff.

## **Red**

### **What behaviour may lead to a red card**

- Hurting other children, physically or with words.
- Bullying
- Being defiant - ignoring a direct instruction from an adult or using bad body language and expressions.
- Not making the most of the chance to correct your behaviour when on a yellow card.
- Using bad language.
- Lying to an adult.
- Being offensive towards others.
- Any discriminatory behaviour or language e.g. racism.

Sanctions for a red card will be decided upon by a member of staff.