

Behaviour, Rewards and Sanctions Policy - Junior School



St John's College

BEHAVIOUR, REWARDS AND SANCTIONS POLICY - JUNIOR SCHOOL

This policy applies to the Junior School.

Version: September 2020

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 (e.g. playground equipment, Library access);
- 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.
- Head of Junior School's Commendation - teachers can nominate pupils for this award if they have done a particularly impressive piece of work. This is displayed for everybody to see and awarded in an assembly.

- 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
- Prefect Award Certificates. Pupils who the Prefects identify as being very kind, helpful, etc. These are verified by the teachers before being awarded.
- 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 is 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 Head of Junior School or Assistant Heads of Junior School, sanctions and an entry into the Report Book. The yellow/red 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 Head of Junior School and Assistant 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 toor 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 Head of Junior School'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, access to the Library, 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.

Consequences:

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 Playground Time Out. If the behaviour continues, you will have Time Out in the classroom".

STAGE 2: Playground Time Out.

Pupil stands close to the teacher for 5 minutes. Incident recorded in the playground book.

STAGE 3: Time out in the Classroom.

Pupil sent to 3.1, one to one discussion with the pupil, reflection sheet completed and pupil's name added to Head of Junior School's Report Book.

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.

Sanctions

Time Out will be held during morning break in 3.1. 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, Assistant Heads of Junior School or the Head of Junior School. 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 Assistant Head of Junior School and/or Head of Junior School;
- Monitoring of Behaviour Report.

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

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.
- 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 their class teacher to escort them quietly into the building at lunchtime. At morning and afternoon break, pupils will be escorted quietly into the building by Prefects.

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 do not need to bring mobile phones to School unless they are travelling by bus.
- If pupils are travelling by bus and have brought a mobile phone to School, the Form Tutor must be made aware of this.
- The mobile phone is to remain switched off during the School day.
- 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.

Appendix 2: Self Reflection Sheet



Self-Reflection Sheet

My Name is.....

Today is.....

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

.....

.....

It went wrong when I.....

.....

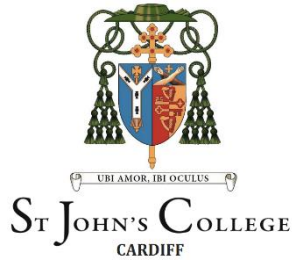
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My next step is to.....

.....

.....

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 R Thompson,
Head of Junior School.