



Ysgol Llanfawr.

DEVELOPING RESPONSIBLE BEHAVIOUR.

A Statement of General Principles.

(a) Aim.

To develop responsible behaviour in the pupils which enables them to become well adjusted, confident members of a civilised society.

(b) Objectives.

1. To develop the concept of what is acceptable behaviour in a civilised society.
2. To understand the difference between good and bad, moral and immoral, civilised and uncivilised.
3. To develop the following aspects of acceptable behaviour:
 - helping others.
 - Think before reacting.
 - Trust others.
 - Being polite.
 - Saying "please and thank you."
 - Talking sensibly and thoughtfully with each other.
 - Accept that we are all different.
 - Respect other people, their property and the environment.
4. To understand the consequences of one's actions to oneself and to others.

c) Ysgol Llanfawr's approach.

Our school expect the highest standards of behaviour of the children, but the school also accepts that it has a responsibility in developing responsible behaviour in its pupils. In so doing the school seeks to work closely with parents and other family members as well as other professional services.

The focus of attention needs to be constantly placed on **the behaviour** not the child. If a child behaves in an unacceptable way it is the behaviour that is wrong.

Children need to be regularly praised for displaying acceptable behaviour, no matter how trivial. Again praise should be focused on the good behaviour.

Responsible behaviour is constantly being developed through all areas of school life. Our policy seeks to highlight certain areas of school life so as to develop a consistent approach towards the children such that good and unacceptable behaviour is responded to in a consistent and fair manner.

The Policy.

A) Guidelines for teachers in the classroom.

(i) Pupil Management.

Teachers and Assistants should:

- talk quietly with children, keeping the use of a loud voice to a minimum.
- Ensure rules and expectations are known to children.
- Praise good behaviour as often as possible.
- Focus reprimands on the unacceptable behaviour.
- Reason with children, as a group or individually, so that they understand why certain behaviour is unacceptable or acceptable.
- Allow a "cooling-off" period if the child is agitated. It is counterproductive being angry with a child who is also angry.
- Not make a decision as to which child/children is/are to blame until one has heard both sides of the story.
- After a discussion of a confrontation between two children, ask the children to face up to each other and say "sorry" and/or shake hands.

- Be consistent and have the patience of job.

(ii) Rules for pupils.

All reprimands and discussions should focus, as far as possible, on the school rules and on the consequences when such rules are broken. These school rules will be displayed in all classrooms and in the corridors.

(iii) Physical contact with pupils.

Please see Restraining, holding still and containing children and young people / Restrictive Physical intervention policy.

iv) Access to toilets.

The school takes the view that no child should be denied access to the toilet. On the other hand teachers / assistants need to be alive to the child who make a very regular habit of asking to go to the toilet when there are no medical grounds for doing so. A **reasonable** approach is required. Children will be encouraged to go to the toilet during break times. The following offers guidelines to teachers/assistants of children of increasing age, as older children should be expected to display greater control over their bodies.

· Nursery Unit.

These children are escorted as and when necessary

· Infants.

The class is sent as a whole before the service, P.E. lessons, break times and dinner times. In class they must ask for permission and are allowed to go one by one.

· Year 3.

They are encouraged and reminded to go during break times. In class they must ask permission and are allowed to go one by one.

· Years 4, 5 and 6.

Again they are reminded to go during break times. They are allowed to go during class time if necessary and one by one. They may be asked if it is really necessary and can they wait e.g. close to a break time. A careful eye is kept on frequent visitors to the toilet.

· Away from the school.

(a) When on school trips teachers need to be very careful and aware of what is happening. It is better to ensure that groups of children go together with an adult.

(b) Sports Centre. It is good practice to ensure that all pupils have been to the toilet before the activity begins. If a pupil must go during the activity it is better if they go in pairs.

Throughout, the emphasis is on children being able to control themselves and on hygiene (washing of hands, keeping the toilet clean).

If a child is unwell then that child is allowed to go straight away.

Medical information as supplied by the family G.P. will be followed, where relevant.

(v) Dealing with a child who refuses to follow instructions.

The teacher/assistant should give the child an opportunity to change his / her mind e.g. reasoning, waiting for a limited time. The child should not be held in any way; unless as specified by the RESPECT training, by fully trained staff, and there is direct danger to the child, other children or the teacher / assistant or the potential for significant damage to property.

The matter needs to be brought to the Head teacher's attention immediately. The following courses of action can then be acted upon depending on the circumstances and severity of refusal:-

- severe reprimand.
- inform parents / guardians by telephone.
- inform parents by letter.
- exclusion : fixed period or permanent; depending on the history of the behaviour.

(vi) Dealing with a child who runs away from the situation.

Generally school staff will not follow a child who runs away, as this is mostly attention seeking behaviour. The Head teacher must be informed immediately. The following courses of action can then be acted upon depending on the circumstances of the incident, and by the most senior member of staff available :-

- ascertain, if possible, the child's whereabouts.
- leave the child alone for a period of time.
- keep a careful check on the situation.
- inform parents immediately, or as soon as possible.
- talk with the child.
- ensure that the child returns to the classroom as quickly as possible.

vii) Methods of developing responsible behaviour.

Reasonable behaviour will be discussed in the class, school meetings and during services with groups of children. Individual discussions also take place with some children.

A number of children will also have a Behaviour Record whereby their daily behaviour is recorded and the record taken home each evening.

The Head teacher will devise ways of focusing on responsible behaviour e.g. certificates to take home on particular days.

The school also has a system of rewards and punishments which will be discussed in the next section.

There are also opportunities within the curriculum to promote acceptable and responsible behaviour:-

- Personal and Social Education.
- Religious Education lessons.
- daily services.
- oral and drama work.
- going on trips or listening to school visitors will emphasise polite behaviour.

Through everyone at the school acting in a consistent and fair manner; and concentrating on the behaviour, then the aim is to develop a positive ethos within the school where the children can be happy and develop educationally, personally and socially.

B) Rewards and Punishments.

(i) At the classroom level.

Rewards:-

- Praise.
- Star of the week.
- Marciaudod.

Punishments:-

- Reprimands.
- Miss a break : the class teacher should supervise the child personally.
- "Cooling off" e.g. Place in another class for a short period of time.

(ii) Head teacher level.

Rewards:-

- Praise.
- Star of the week.
- Letter sent home.
- Occasional certificates.

Punishments:-

- Reprimands.
- Miss a break : the Head teacher should supervise the child personally.

- ZERO TOLERANCE.
- Letter sent home.
- Parents contacted by telephone.

(iii) School level.

Rewards:-

- Public Praise.
- Annual Awards.

Punishments:-

- Detention.

(1) During the school day i.e. miss break under teacher supervision. This will be a planned activity. Teachers must state the reason for the detention.

(2) After school hours. Again this will be a planned activity after first informing the parents.

- School disciplinary process :-

- First official warning.
- Second official warning.
- Third official warning.
- Exclusion.

- In some cases the Head teacher will exclude a pupil if behaviour is very unacceptable. The Head teacher will then inform the Chair of the Governing Body.

C) Guidelines for pupil management outside the classroom.

(i) Teacher and assistants on break duty.

1. Dry break.

Teachers and assistants should walk around the yard, plus field when dry, keeping a careful eye on the children. It is better to step in early to avoid confrontation between pupils. Pupils should only be sent in to the Head teacher for serious of misbehaviour. On hearing the bell the teacher will organise the children into lines and quieten them down. Class teachers will fetch their class from the yard.

2. Wet breaks.

During wet breaks the children will be walked by their class teacher to the halls to watch a video or wet games activities.

During a wet dinner hour the senior supervisor will organise the children in the hall to watch a video, computer suite for a DVD or designated classrooms with adequate supervision to play games. On the bell, in each case, class teachers will come and fetch their classes.

(ii) Mid-day supervision.

The supervisors need to be fully conversant with the school's approach and the rules for pupils. They will be responsible for helping with the school dinners in the hall and then in looking after the children on the yard. In dealing with the children the supervisors should:-

- Talk quietly with them, keeping the use of a loud voice to a minimum.
- Praise good behaviour as often as possible.
- Reprimands should focus on unacceptable behaviour.
- Reason with the children.
- Hear both sides of any story before coming to a decision.
- Encourage children to say "sorry" and / or shake hands.
- Be consistent and have patience of job.
- Report any serious misbehaviour to the senior dinner supervisor.

- Report any worrying incidents to the relevant class teacher or Head teacher.
- Also, please see Mid-day supervisors job description and procedures.

Statement regarding our policy.

1. Parents.

The statement over will appear in the school handbook.

2. Non-teaching school staff and visitors.

The statement over will be presented to these people on coming to the school.

A Statement for Parents.

Our school aims to develop responsible behaviour in the children. The school aims to teach children the difference between good and bad behaviour, between acceptable and unacceptable behaviour.

It is the behaviour that is wrong not the child.

The children will be made aware of the school rules.

Children are rewarded for good behaviour by:-

- Being praised.
- Being chosen for Star of the Week.
- Receiving a certificate.
- Informing parents.

Children are punished for bad behaviour by:-

- Being reprimanded.
- Informing parents.
- Missing break times.
- Kept in after school hours (detention).
- Receiving official warnings (up to three).
- Exclusion.
- Zero Tolerance.

You can help us by:-

- Talking regularly with your child.
- Discussing the behaviour expected of them at school.
- Realising there are two sides to every story.
- Concentrating on behaviour (all children show good and bad behaviour).

Together we can develop responsible behaviour in all our children so that we can all be proud of them.

Thank you very much for your support and co-operation.

A statement for non-teaching staff and visitors to our school.

Our school aims to develop responsible behaviour through concentrating on the behaviour itself. There are no good or bad children, only acceptable and unacceptable behaviour.

During your time at the school please keep this in mind.

Also, be aware that the teaching staff and teaching assistants have particular ways of dealing with unacceptable behaviour. It may seem that no action is being taken immediately but it will not be true that no action at all will be taken. When a child is very agitated it is better to talk with that child once they have cooled down.

The school also ensures that parents are informed of unacceptable behaviour as quickly as possible.

At Ysgol Llanfawr we aim to develop responsible behaviour through reasoning with the child, working with parents and concentrating on the behaviour itself.

The rules for children can be seen. Please ask the Head teacher.

If you have any comments to make then the Head teacher will be more than pleased to hear from you.

Thank you very much for your support and co-operation.

D) Responding to persistent unacceptable behaviour.

If a child continues to behave in an unacceptable way for a period of time, and no change is seen after contacting parents and a number of discussions held and action taken to improve behaviour, then one or more of the following courses of action will be taken :-

1. A formal meeting between the Head teacher and the family will be arranged.
2. A series of formal warnings (up to 3 within a fixed period of time) will be sent to the family.
3. Possible referral to the Education Authority e.g. Welfare Officer, Educational Psychologist.
4. Exclusion - fixed period or permanent.

Exclusion (fixed term or permanent) will be considered immediately in the following instances:-

- very aggressive behaviour towards staff or children.
- Complete refusal to conform to the school's expectations.
- Complete disregard towards another person's property or towards the school building and / or facilities and resources.

The Head teacher will inform the LEA of any exclusions immediately and the parents will have the right of appeal to the Governor's Disciplinary sub-committee or to the Director of Education.

No pupil will be excluded (fixed term) from school for more than 45 days in total within one school year.