

Busill Jones Primary School



PARENT HANDBOOK 2018-2019

CONTENTS

Page

- 3** School Aims
- 4** Introduction
- 5** Who to see if you have any problems
- 6** Arrival at school and collection of children
- 7** Attendance
- 8** Uniform
- 9** Health & Wellbeing
- 12** Term dates and INSET days

Our School Aims

Our aims for the children at Busill Jones Primary School

We, at Busill Jones, are concerned with the whole education of the child. We hope, above all, that each child will develop fully to his or her potential by providing equality of opportunity throughout the curriculum. Our aim is to provide skills and knowledge for the children to understand the world around us, and for use in adult life. We aim to develop young people who have experienced some success in school and have positive attitudes about themselves, and children who are becoming socially aware and will become caring members of the society.

The school supports the Primary Curriculum Aims of Walsall Education Authority, promoting and fostering development of skills, interests and attitudes which are appropriate to the intellectual, physical, emotional and social stages of each child's development.

INTRODUCTION

NEED and PROCESS

The need for a Parent Handbook was identified and agreed during School Development planning. The Parent Handbook should be read in conjunction with other school documentation, and specific reference will be made to such as necessary. It is intended that the Parent Handbook will be presented in a format which will readily enable annual review and updating of information, procedure and policy. Such review will form an integral part of future development planning.

Whilst it is recognised that the process of review, revision and agreement will no doubt prove to be more useful than the resulting documentation, the Parent Handbook is intended to serve the following main functions.

PROCEDURES and ROUTINES

The Parent Handbook is a source of basic information concerning the day-to-day procedures and organisation of the School. It is hoped that this information will serve as a readily accessible reminder for established and experienced staff, whilst providing a reference point and support for new parents.

AGREED POLICIES

The Parent Handbook seeks to set down agreed policies on non-curricular issues. In order to promote and reinforce the aims of the School, it is essential that parents have an understanding of certain policies agreed in School and by Governors. All policies should be available to all staff on the School Server.

ETHOS of the SCHOOL

The School seeks to actively influence the personal development of all pupils and emphasis is placed on a strong moral code. In developing and following this code, the importance of the 'Hidden Curriculum' cannot be overstated.

Procedures for Parents to see Staff

There will be occasions during the year when you may need to come into School to raise any concerns. As you will appreciate, it is very difficult for members of staff to speak to you either at the start of the day when registering their classes or at the end of the day when dismissing children from School.

If you wish to see your child's class teacher briefly then please ensure that you do so either **before** 8.50 am or 10 minutes **after** your child's class has been dismissed entering the School through the main door.

If it is a more serious issue then it may be necessary for you to see your child's Phase Leader either at the times indicated above or by making an appointment to do so. Phase Leader's are as follows:

Mrs M Baggott Year 3-6

Mrs R Lue-Quee EYFS/ Year 1 and 2

If necessary, an appointment may be made to meet with any of the following staff who are in the Leadership Team if you have a more serious concern:

Mrs R Lue-Quee Assistant Head Teacher

Mrs M Baggot Deputy Head Teacher

Mrs S Field Interim Head Teacher

Arrival at School

The safety of the children in school is paramount so the morning routine will be changed to ensure we can keep your child safe. The gates will open at 8.30am and the KS2 door, KS1 door and Reception door will be open at 8.40am for children to enter the building straight away. The doors and gates will be locked at 8.50am. If anybody arrives late they will need to come to the front office to be signed in and escorted into school by a member of staff.

It is essential your child is not late in the morning as the first lesson starts straight away at 8.55 am. They then move onto their first lesson at 9.00 am. Please support us by ensuring your child arrives punctually each morning. It can be very distressing for a child who arrives late and has missed the introduction to the lesson.

I should remind you that all children who arrive after 8.50 am will officially be recorded as late. Children arriving after half past nine may be recorded as absent.

Please ensure that your child arrives at School each morning with the correct items such as swimming kit, PE kit (we encourage KS1 children to leave their PE kit in school for half a term) football boots, musical instruments, book bags, homework and reading books. Children must take their reading book home every night and return with it the next morning. Please support your child by hearing them read every night and then signing their reading diary.

Walking to/from School alone (Year 5 & 6 only)

Parents should be aware that we do not suggest that children walk to or from School alone. However, if your child does walk to or from School alone we would be grateful if you would complete the relevant form if you have not already done so. Without this form we will be unable to let your child leave school.

Collection of Children

School finishing time for Reception, Year 1 and 2 children is 2.55pm and Years 3 – 6 is 3.00pm.

Children can only be collected by an adult who is named on the contact list. It is really important that this list is kept up to date with any changes. My advice is to record as many people as possible. Without this information your child will not be allowed to leave.

Parents are asked to be considerate of pedestrians, residents and other road users when driving and parking near the school site.

Please do not block the School gate or driveway either before or after school.

Please keep the pavements and entrances clear.

Please don't obstruct our neighbours' driveways.

Parents are requested to refrain from bringing dogs onto the premises when picking up children. Parents are also asked to not smoke on the premises, this includes E-Cigarettes. Both of these are against Local Authority Health & Safety Regulations.

Swimming

Swimming lessons are currently available for Year 3-6 children. This term year 3 and 4 will be going swimming. The children will swim each week at Bloxwich Academy. Children will need to bring with them their swimming kit, a cap for long hair, towel and goggles if required. Please be aware that boys must not wear swim shorts that fall below their knee.

Attendance

May I remind you that our Attendance Registers are monitored by the Education Welfare Officer who will pick up any pattern of poor attendance or lateness. Family holidays of any length will not be authorised. It is essential that children attend school regularly.

Parents need to be aware that attendance **below 95%** is deemed as unsatisfactory. If a child's attendance is **at 80%**, they are on average having one day off a week which is obviously detrimental to their education. If a child's attendance is **at 90%**, they are on average having half a day off a week which is also obviously detrimental to their education.

If a child's attendance **falls below 95%**, parents/carers will be informed in writing and hopefully the attendance will then improve. If a child's attendance **falls below 92%** parents/carers will be invited in to meet with the Head Teacher, Family Liaison Officer and the Education Welfare Officer from the Local Authority to discuss ways in which we can ensure the attendance improves. If a child's absence level rises to 90% they will be considered a persistent absentee.

Car Seat Regulations

May we remind all parents of the regulations regarding booster seats for children. The law requires that all children travelling in cars should be carried in an appropriate child restraint until they are 135cm tall or have reached the age of 12 years.

We assure parents that Staff carrying children in their cars for School business will be complying with these regulations and we urge all parents to do likewise.

Lunch Time Collections

Children who are going home to dinner will be dismissed from the main School Office.

EYFS and KS1- 12-12.45pm

KS2 12.15-1pm

Children should be brought back to the School Office for the start of the afternoon session.

If you are planning to collect your child, for medical reasons, during the course of the day please alert the school office. Proof of appointments may be required. Your child will be collected from the classroom on your arrival. Children taken out of School during the morning should be brought back to School either before or after lunch time but not during.

Uniform

The uniform policy is compulsory and by Autumn term 2 all children will be expected to maintain a high standard of appearance and to wear our uniform at all times. Our uniform with the school logo can be purchased from Crested School wear, Victorian Arcade Walsall or Tesco Online or alternatives can be purchased at Tesco, Sainsburys etc...

Girls

Navy blue Busill Jones sweatshirt (with school logo) or plain Navy Blue sweatshirt.

Navy blue Busill Jones cardigan (with school logo) or plain Navy Blue sweatshirt.

White polo shirts.

Dark grey or black tunic, skirt or trousers.

White socks or grey/black tights

Blue checked summer dress (to be worn in Summer term only)

Black shoes with flat heels

NO TRAINERS

Boys

Navy blue Busill Jones sweatshirt (with school logo) or plain Navy Blue sweatshirt.

White polo shirts.

Grey or black trousers

Grey or black socks

Black shoes

NO TRAINERS

Parents are implored to MARK all items of clothing.

We will keep a stock of shoes in school. Any child arriving in trainers or in shoes not adhering to our uniform expectations as stated above, will be given the shoes to wear during school hours.

Hair

Pupils' hair must be tidy, its natural colour and of an acceptable length and style.

Hair that is medium or long in length must be tied back and no excessive hair styles are permitted.

Sensible headbands (without pom-poms, fluffy animal type ears etc), bobbles and hair clips can be worn.

Cosmetics such as mascara, lipstick, eye liner, nail varnish etc. are not permitted.

Boys should have appropriate hairstyles and not have patterns or tram lines shaved into their hair.

P.E.Kit

All children are expected to wear the school P.E. kit which is a **plain white T-Shirt**, navy/black shorts and trainers or plimsolls. In cold weather we would advise a tracksuit for outdoor PE.

Rings and Jewellery

The wearing of jewellery is not allowed at Busill Jones Primary School. Ear studs are allowed but they must be removed for P.E., games and swimming for obvious safety reasons. Other forms of body piercing are not allowed at our school.

Valuables

Items of real value including mp3 players, PSP, DS, toys and mobile phones are not allowed in school. Whilst we exercise normal care in school we cannot guarantee the safe keeping of such items and so will not take responsibility for them.

Lost Clothing

We make every possible attempt to recover lost property. However, this task is made much easier if all items of school clothing are marked with your child's name either with a name label or indelible pen. Any items of property handed into school are placed in lost property which is managed by the school office. At the end of each term, the Lost Property box will be placed in the foyer for people to view. Items remaining at the end of each term will be either disposed of or put into spare stock.

Illness and Emergencies

Occasionally children become ill in school or accidents happen. We have qualified First Aiders on site who initially assess and treat children who are ill or require first aid treatment. However, you will be notified by phone or letter of any incident where medical treatment is required.

It is for this reason that it is essential that we have up to date contact details so that we can contact you in an emergency. Data collection sheets are available in the school office for updating contacts.

No child at Busill Jones Primary School will be sent home during school hours without an escort. Parents collecting children from school must report to the school office.

Medicines during School Hours

Non prescribed medicines will not be administered in school. For those prescribed medicines which are to be taken three times a day we suggest that these times are worked around the school day i.e. before school, after school, before going to bed. Any prescribed medicine that has to be taken during school hours should be handed into the main office and a consent form will need to be completed. Office staff will lock the medicine away and ensure that the medicine is given at the correct time.

Inhalers

Children who have asthma are placed on the school asthma register and will be given an asthma box in their classroom. Each box will contain the child's inhaler (additional to the one they have at home), a record for when the inhaler is used and an asthma card, which is to be completed by parents/carers, detailing their child's asthma needs. Inhalers will be administered under supervision as and when needed. Staff always ensure that when children participate in off site visits, particularly those of a physical nature, that they have their inhaler.

Head Lice

When we become aware that there is an occurrence of head lice in any class, parents of all children in that class will be informed to enable them to carry out a check of their own child's hair.

Could you please ensure that ALL children with long hair tie it up as this greatly reduces the chance of head lice spreading.

School Nurse

We have a School Nurse who is linked to our school. Her contact details can be found in the Visitor Foyer. Height and weight assessments are carried out annually for Reception, Year 4 and Year 6. Optometrists annually visit our Nursery and Reception.

Fruit, Milk & Water

All children in Key Stage One receive free fruit on a daily basis. KS2 children are allowed to bring into school a healthy mid-morning snack (only fruit or cereal bars allowed). Free milk is provided to all children if they are entitled to free meals or are under 5 years of age. The school has a number of fridges designated for the storage of pupil milk. This ensures that the milk is cool and fresh. We also have water fountains situated in different areas of the school so that children can drink cold water throughout the day. Drinking water has obvious health benefits and has been shown to help improve concentration.

Extra Curricular Clubs

Clubs are held most evenings until 4pm to 4.15pm. Lists of clubs running each term are sent out to parents at the beginning of each term. There is no charge for any of these clubs.

Reading

The most important thing you can do at home to support your children at School is to hear them read regularly. Please sign the child's reading diary and indicate the pages you have heard them read at home. Please ensure that your child brings their reading book or book bag in EVERY day. Please ensure that reading books and other School equipment are looked after when at home as we do have to make a small charge in the event of loss or damage.

PE Kit

All children are required to have their School PE kit at School on their peg every day. Please make sure that your child brings in their PE kit on a Monday EVERY week. The kit may be taken home on Friday's for washing if required. We recommend that KS1 children leave it in school over a half term.

School Meals

May I inform all parents that if your child / children are paying for School Meals then this money must be paid on a Monday for the whole week. We ask parents to select dinners or sandwiches for a whole week rather than changing daily. This helps the kitchen staff who prepare the hot dinners. If arrears arise, you will be required to provide a packed lunch. Please enquire at the Civic Centre or at the School Office if you would like to apply for free school meals. Please note that in line with our Healthy School Meals Policy, parents are requested to provide healthy lunch boxes for the children.

Children in Reception, Years 1 and 2 will be able to enjoy school meals for free.

Parking

Please be aware of the parking restrictions around the School, as the parking wardens do issue tickets and that it is against the law to park on the **ZIG ZAG lines** or **ON THE PAVEMENT**.

Could I also please remind any parents that the car park is for staff use only to ensure the safety of the children.

Fund Raising

We do throughout the year support different charities. We thank you as always for supporting such important events. We do throughout the year collect tokens from Sainsburys and Morrisons and we would be grateful if you would send these tokens into School. We are able to buy useful resources for the school with the tokens collected.

Discipline Policy

As I am sure you will agree, Busill Jones Primary School has a zero policy on any acts of violence in the School. Any such incidents will be dealt with according to the Discipline Policy included in this Handbook. We would be grateful if you would support School by discussing our rules with your children.

Emergency Contact List

Please keep your Emergency Contact List up to date by informing School of any changes particularly to any contact telephone numbers as this information is essential if we need to contact you. Every child in school needs more than one contact. This is guidance taken from the Keeping Children Safe in Education 2018 document. Please also be aware that anybody who collects your child must be on the contact list and over 16 years of age.

2018/2019 School Term Dates

Autumn Term 2018

Term starts: Monday 3 September 2018

Half Term: Monday 29 October 2018 to Friday 2 November 2018

Term ends: Friday 21 December 2018

Christmas holiday: Monday 24 December 2018 to Friday 4 January 2019

Total number of days: 75 days

Spring Term 2019

Term starts: Monday 7 January 2019

Half Term: Monday 18 February 2019 to Friday 22 February 2019

Term ends: Friday 12 April 2019

Easter holiday: Monday 15 April 2019 to Friday 26 April 2019

Total number of days: 65 days

Summer Term 2018

Term starts: Monday 29 April 2019

Half Term: Monday 27 May 2019 to Friday 31 May 2019

Term ends: Monday 22 July 2019

Summer holiday begins: Tuesday 23 July 2019

Total number of days: 55 days

Total number of days for the year: 195 days

Bank holidays 2018/19:

August bank holiday: Monday 27 August 2018

Boxing Day: Wednesday 26 December 2018

New Year's Day: Tuesday 1 January 2019

Good Friday: Friday 19 April 2019

Easter Monday: Monday 22 April 2019

May Day: Monday 6 May 2019

Spring Bank Holiday: Monday 27 May 2019

August Bank Holiday: Monday 26 August 2019

INSET DAYS

The school are required to have 5 INSET Days each Academic Year.

INSET days are days in which staff engage in training. On these days, school is open to staff but closed to pupils. The School will be closed to pupils on the following days:

Monday 3rd September

Tuesday 4th September

Monday 5th November

Monday 25th February

Monday 3rd June

Busill Jones Primary School



Behaviour Policy

Mrs S Field

September 2018

Policy Statement

It is our aim at Busill Jones Primary School to create an environment which encourages and reinforces good behaviour, respect and self-discipline. It is acknowledged that society expects good behaviour as an important outcome of the educational process. At Busill Jones Primary School, we believe it is the right of all pupils, staff and parents to expect appropriate behaviour, conducive to effective learning and teaching.

In order to operate and function efficiently and safely, Busill Jones Primary School has a firm and fair approach to behaviour, taking into account the needs and backgrounds of all our pupils. It is therefore essential to adopt a set of rules and expectations and also sanctions, applicable to all our pupils.

Aims

To develop a whole-trust policy and practice based on a sense of community and shared values, supported and followed by the whole trust community.

To ensure that there is a clear system of shared rules, rewards and sanctions which are known by parents, teaching staff, pupils and governors.

To help pupils to understand the need to make positive behaviour choices in order to create and promote a caring family atmosphere in which learning and teaching can take place.

To help pupils to make positive choices about their behaviour by teaching values and attitudes through a stimulating curriculum.

To encourage and reward good behaviour and positive choices.

To treat problems, if they occur, in a sensitive and appropriate manner, encouraging improved behaviour.

To promote equality of opportunity, eliminate racial discrimination and promote the need for positive behaviour choices, regardless of age, gender or racial background.

Key principles

Busill Jones Primary School considers the following to be the key principles that underpin good practice:

Inappropriate behaviour is not ignored

Pupils make choices about behaviour and these choices have consequences

Pupils are required to complete all the work that is assigned to them

High expectations are set early

Positive behaviour choices and achievement are rewarded Parents are worked with

Pupils are actively involved

There is a commitment to Equal Opportunities

All staff are involved in supporting positive behaviour

Busill Jones Primary School Rules

Rules and procedures are designed to make clear to the pupils how they can achieve acceptable standards of behaviour. There are six agreed rules at Busill Jones Primary School which are applied in all areas of school, by all members of staff.

1. We will always try our best and allow others to do their best as well.
2. We will always line up and move around school quietly and sensibly, without disturbing others.
3. We will let everyone play happily and safely.
4. We will always do our best to look smart, by wearing our school uniform.
5. We will always be polite to each other and will follow instructions given by adults in school.
6. We will respect each other and each other's property.

Responsibilities of staff

Effective behaviour management is the responsibility of all staff within the school and the policy must be implemented constantly and consistently. Classroom management and teaching methods have an important influence on the pupils' behaviour. The classroom environment gives clear messages to the pupils about the extent to which they and their efforts are valued. Relationships between teacher and pupils, strategies for encouraging good behaviour, arrangements of furniture, access to resources and classroom displays all have a bearing on the way pupils behave.

Classrooms should be organised to develop independence and personal initiative. Furniture should be arranged to provide an environment conducive to on-task behaviour. Materials and resources should be arranged to aid accessibility and reduce uncertainty and disruption. Displays should develop self-esteem through demonstrating the value of every individual's contribution, and overall the classroom should provide a welcoming environment. Teaching methods should encourage enthusiasm and active participation for all. Lessons should aim to develop the skills, knowledge and understanding which will enable the pupils to work and play in cooperation with others. Praise should be used to encourage good behaviour as well as good work. Criticism should be a private matter between teacher and pupil to avoid resentment.

The role of staff when pupils are outside their classroom is crucial to maintaining good behaviour. Staff are expected to go out and collect their classes at all times and insist on pupils entering school in a quiet and orderly fashion. When leaving the building, classes must be lined up and taken out in a similar fashion. Inappropriate behaviour will never be ignored and will always be dealt with in line with trust policy.

What we expect from our staff

We expect all staff in the School to consistently follow this behaviour policy. To ensure effective behaviour management staff will:

- Meet and greet pupils with a welcoming tone and smile Notice when pupils are doing the right thing
- Teach pupils the behaviours they want to see Teach pupils how they would like to be treated
- Agree rules, routines and expectations for the classroom
- Consistently apply rules and expectations with rewards and consequences
- Sustain a passion for the subjects being taught so that pupils can believe in their own achievements
- Work relentlessly to build mutual trust
- Model respect.
- Every pupil is respected by staff and respect for adults will then be returned

Definitions (The lists below are not exhaustive)

Busill Jones Primary School defines '*consistency*' as the same response being taken by all staff at any point. Consistency of approach is highlighted in the following areas:

- * Language used by staff, pupils and parents
- * Positive reinforcement
- * Consequences
- * Rules and expectations
- * Respect shown by adults
- * Models of emotional control
- * Routines for behaviour around the site
- * Environment – each classroom displaying 'Good to be Green' and the school rules

Busill Jones Primary School defines a '*Serious Unacceptable Behaviour*' as any behaviour which may cause harm to self or others, damage the reputation of the school within the wider community and/or any illegal behaviour including but not limited to:

- *Discrimination* – not giving equal respect to individuals on the basis of disability, gender, race, religion, age, sexuality and marital status.
- *Harassment* – behaviour which is unwanted, offensive and affects the dignity of the individual or group of individuals.
- *Vexatious behaviour* – deliberately acting in a manner so as to cause annoyance or irritation
- *Bullying* – a type of harassment which involves persistent actions, criticism or personal abuse which humiliates, intimidates, frightens or demeans the individual.
- *Cyberbullying* – the use of electronic communication to bully a person typically by sending messages of intimidating or threatening nature.
- *Possession of banned items*
- *Truancy*
- *Smoking*
- *Refusal to comply with disciplinary sanctions*
- *Theft*
- *Stealing*
- *Fighting Violence*
- *Any illegal behaviour*

Busill Jones Primary School defines a '*low level unacceptable behaviour*' as lower level poor behaviour which may disrupt the education of the perpetrator and/or other pupils including but not limited to:

- *Low level disruption and talking in class Failure to complete classwork*
- *Rudeness*
- *No homework*
- *Use of mobile phones in school Graffiti*
- *Swearing*
- *Name calling*

Agreed common language

A key part in ensuring successful behaviour management is consistency including both the following of the policy and the language being used. The following is the terminology agreed for use when managing behaviour.

- Reward
- Consequence
- Incident Record
- Privilege
- Warning
- Golden Time
- Sanction
- Low level unacceptable behaviour
- Serious unacceptable behaviour
- Internal exclusion
- Loss of playtime

- Detention
- School Community Service
- SUB form (Serious Unacceptable Behaviour form)

Rewards

A major aim at Busill Jones Primary School is to encourage pupils to practise good work and behaviour by operating a system of praise and reward for all pupils. Both the system of rewards and sanctions are grounded in the premise that pupils are responsible for their behaviour. Good behaviour necessitates the right choice being made by our pupils. If the right choice is made, this choice will be rewarded.

The following system of rewards is used to acknowledge and celebrate good work and behaviour both inside and outside school. We believe that rewards and praise, used appropriately, have a profound effect on a pupil's self-esteem and self-worth.

Verbal praise

Written praise via marking DOJO Points

Stickers or certificates Display of work

Selection for Achievement Assembly Referral to the Head of School

Phone calls or informal meetings with parents.

Exceptional behaviour postcards

House Points (DOJO points)

In order to motivate and encourage our pupils, we operate a House Point system. We use the online DOJO Points as our house points. These are awarded for both good work and behaviour. When a pupil joins the school, they are put into one of four Houses. Any member of staff may award DOJO Points for praise. Three or more House Points may only awarded by the Senior Leadership Team.

House totals are calculated weekly and are shared in assemblies. At the end of every year, the House Point shield is awarded to the House Captains of the winning house.

Individual's DOJO Points are totalled automatically by the web-based system. The following individual milestones are also rewarded.

25 points – Pencil

50 points – Sharpener

75 points – Rubber

100 points – Ruler

125 points – Coloured pencils

150 points – Pencil Case

175 points – Notebook

200 points – Comic book

225 points – Stickers

250 points – Sticker book

275 points – Reading book

300 points – Bag

325 points – Snack tub

350 points – cutlery set

375 points – Water bottle

400 points – Lunch box

Achievement Assembly

A weekly Achievement Assembly is held to celebrate and reward achievements, both inside and outside school. We feel that this is a crucial aspect to our school's celebrations. Members of staff may also operate their own reward systems within their classrooms. This is encouraged, as long as the whole school systems are also adhered to.

Good to be Green

Pupils' day-to-day conduct is regulated. Every classroom will have a Good to be Green display. This is a Behaviour Management tool that is shared with the pupils as a way of promoting good behaviour in school. Every pupil in the class will have their pocket, and at the start of the day, every pupil will have a green card. A raffle ticket is achieved for every day that a pupil does not receive a consequence card. At the end of each week, the teacher selects a raffle ticket and the winning pupil will receive a prize.

Sanctions

At Busill Jones Primary School, we have a system of sanctions which operate should a pupil choose to display unacceptable behaviour. The pupils are encouraged to see themselves as being responsible for their actions, setting standards which are acceptable in school but also in society. Good behaviour necessitates a correct choice being made. Should a pupil choose to behave inappropriately, they are aware that a clear and consistently applied set of sanctions will follow.

Low level unacceptable behaviour

When a pupil displays low level unacceptable behaviour, the class teacher will deal with the incident. A verbal warning will be issued. If the pupil continues to display the behaviour the following sanctions will be implemented:

- Remain behind at the end of the session to complete work not completed in the lesson;
- A warning card will be issued, resulting in a loss of five minutes of playtime; a consequence card will be issued, resulting in a loss of 15 minutes playtime.

Serious unacceptable behaviour

When a pupil displays serious unacceptable behaviour a SUB form (Serious Unacceptable Behaviour) is completed by the member of staff working with the pupil and it is sent to a member of SLT. The SLT member will fully investigate the incident that has occurred. If the account is deemed to be accurate, sanctions will be enforced. Most incidents will follow the stages listed below, e.g. detentions are awarded. Depending on how serious the incident is deemed, a pupil may be moved straight to School Community Service, Internal Exclusion or Exclusion.

Sanctions list

These are as follows:

1. Verbal warning from Class Teacher
2. Extra work or repeating unsatisfactory work until it meets the required standard. It will be completed during playtime and supervised by the class teacher.
3. A warning card is issued- Loss of 5 minutes playtime – awarded by the class teacher.
4. Consequence Card issued- Loss of all playtime – awarded by the class teacher.
5. Referral to SLT (SUB form completed) – Lunch time detention with Family Liaison. (parents contacted)
6. Loss of privileges – e.g. not being able to participate in a school events etc.

7. School based community service – e.g. picking up litter, weeding school grounds, tidying a classroom, clearing up in the dinner hall
8. Lunchtime detention with a member of SLT. (If a second SUB is within the same half term, liaise with the Inclusion Team- Graduated Response- behaviour targets agreed with parents, pupils and staff.)
9. Lunchtime detention with the Head Teacher and Behaviour Chart issued – completed by the teacher after every lesson, break time – signed daily by parents and weekly by the Deputy or Assistant Head Teacher.
10. Behaviour Support Plan – targets agreed with parents, pupil and staff.
11. Internal exclusion – complete classwork with SLT members/Behaviour Leader/Family Liaison.
12. Referral to Head Teacher
13. Referral to S.E.N.C.O. & liaison with other support agencies through Area Team
– (meeting with parents – if not already taken place)
14. Fixed term exclusion – Lunchtimes
15. Short fixed term exclusion from School
16. Long fixed term exclusion from School
17. Permanent exclusion from School

Warning Cards (yellow cards)

If a pupil displays 'Low Level Unacceptable Behaviour' the class teacher will follow the process set out above. If, after a pupil has had a verbal warning (and – in the case of incomplete work – has had the opportunity to complete the work they should have completed during the lesson), and the behaviour continues, a warning card will be issued and the pupil will lose five minutes of playtime.

Consequence Cards (red cards)

If the pupil continues to display 'Low Level Unacceptable Behaviour', a consequence card will be issued by the class teacher, which will result in a loss of playtime.

Pupils can be awarded a consequence card when:

- The pupil has displayed consistently 'Low Level Behaviour' that after the policy being followed by staff (as set out above) the pupil's behaviour has not improved
- The pupil has been given a Warning Card and following that, has continued to display the same behaviour
- The Teacher deems the behaviour significant enough to result in the pupil receiving a Consequence Card rather than a Warning Card, but is not a display of Serious Unacceptable Behaviour.

Warning and Consequence Cards to be awarded by Class Teachers, TA's, Lunchtime Supervisors and any other members of staff witnessing behaviour or initially investigating behaviour.

Serious Unacceptable Behaviour Forms (SUB Forms)

When a pupil displays serious unacceptable behaviour, a SUB form must be completed. A member of SLT will discuss the incident with the pupil and fully investigate the incident. They will follow the sanction process listed above and the Pupil Support Worker or Family Liaison Officer will contact parents.

In the absence of the SLT please send the SUB forms to the middle managers.

Detentions

Lunchtime detentions will be given to pupils who have been involved in Serious Unacceptable Behaviour. Detentions will be awarded on an individual case by case basis, taking in to account the age of the pupil and the seriousness of the incident. Other factors that may be taken into account when allocating detentions include whether there have been previous incidents of a similar nature.

School Community Service

School Community Service will be given depending on the severity of the incident and the frequency of serious unacceptable behaviour displayed by the pupil. The School Community Service will take place at lunchtimes for a set period determined by a member of SLT.

Behaviour Charts

Behaviour charts are given to pupils if their behaviour over a period of time is escalating or worsening. A behaviour chart will be completed by the class teacher after every session, or at periods deemed appropriate, and taken to the Family Liaison Officer or a member of SLT at the end of each day for them to sign. At the end of the week, the completed form will be brought to the Deputy/Assistant Head Teacher to be signed and a comment made. The chart will also be sent home for parents to see. After a period of 2 weeks, a discussion between the pupil and the Inclusion Team will take place and a decision made as to the next steps:

- If the pupil has had no incidents over the 2 week period they will be removed from a behaviour tracker
- If a pupil's behaviour has made improvements, but there have been a few incidents, they will remain on the behaviour tracker for a further 2 weeks. They will also increase their meetings with the Deputy/Assistant Head Teacher to daily.
- If there have been no improvements in behaviour over the 2 weeks, a meeting with parents will be arranged and a Behaviour Support Plan will be written and agreed.

Behaviour Support Plans

A meeting will be arranged between the Class Teacher, Phase Leader, Parents, the pupil (if appropriate) and the Family Liaison Officer. At this meeting, a discussion will take place around triggers that have been identified, successful/unsuccessful strategies for dealing with the pupil's behaviour, rewards and consequences. This plan will be completed and signed by the Phase Leader, pupil and parent. The content of the plan will then be shared with all staff who will work with the pupil to ensure the strategies identified in the plan are consistently applied.

The recording of incidents of unacceptable behaviour

Information recorded on SUB forms will be logged on SIMS by the Family Liaison Officer.

Parents will have been contacted and their response will also be recorded.

Pastoral Support from the Pupil Support Worker or Family Liaison Officers

Throughout the school, pupils who may need support in terms of their behaviour have been identified. These pupils will receive a programme of pastoral support to enable them to better manage their behaviour. This programme will be run, in the first instance, by the Pupil Support Worker.

The Pastoral Room may also be used to house pupils, on a temporary basis, whose behaviour has proved to be significantly disruptive, violent or of an anti-social nature. These pupils will be removed from their class, and will work under the supervision of the Pupil

Support Worker or Family Liaison Officer. This type of in school support must only be used as a last resort for serious incidents which have been dealt with by the Senior Leadership Team. This support must not be used to house pupils for a period of 'time out', nor without the agreement of a member of Senior Leadership. Parents must have been informed that their pupil will be working within the Pastoral Room for a pre-determined time period.

The Family Support team work closely with all those involved with a pupil including staff, parents and other agencies. The Family Liaison Officer supports pupils in a number of ways including:

Daily meetings with those pupils who have been identified as needing support

Initiating and leading Early Help/TAC meetings that provide opportunities for pupils with support from a number of agencies

Internal Exclusion Support – for those pupils who have, after following the behaviour policy, been internally excluded

Meet/contact parents regularly to keep them updated

Handling Disaffection

The following are treated very seriously:

- Disruptive Behaviour
- Unauthorised Absence
- Truancy

Attendance

The Attendance Policy outlines clear procedures for contacting parents about behaviour and/or attendance problems. This is carefully monitored by the Executive Headteacher, Head Teacher and Attendance Officer.

Communication with Parents

Where the behaviour of a pupil is giving cause for concern, it is important that all those working with the pupil in school are aware of those concerns, and of steps which are being taken in response.

Positive partnerships with parents are crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems. The school will communicate policy and expectations to parents. Where behaviour is causing concern, parents will be informed at an early stage, and given the opportunity to discuss the situation. Communication with parents is essential for all discipline related issues.

Lunchtime Supervision

Lunchtime supervisors will follow this policy. All serious unacceptable behaviour incidents will be recorded on a SUB form and reported to the Senior Lunchtime Supervisors in the first instance, who will liaise with a member of SLT if necessary. All incidents which happen at lunchtime will be dealt with in line with the Behaviour Policy.

Conduct outside of the school grounds

The Trust's behaviour policy will also apply when the pupil is:

- Taking part in any school organised or school related activity
- Travelling to or from school
- Wearing school uniform

The behaviour policy will also apply, even if the conditions above don't apply when:

- The pupils actions could have repercussions for the orderly running of the school
- The pupil poses a threat to another pupil or member of the public
- The pupils actions adversely affect the reputation of the school

School staff will only discipline pupils when they are on the school premises or under the lawful control of the pupil.

Power to use reasonable force

Staff will only physically intervene in a situation, and will use reasonable force, to prevent a pupil: committing an offence, injuring themselves or others or damaging property.

If a pupil violently attacks another pupil or adult, and becomes a danger either to him/herself or others and does not respond to requests to calm down, then physical restraint may be necessary. The pupil should be removed from the situation as soon as possible and a member of SLT notified immediately. Immediate action will be taken to involve parents.

A Serious Incident form must be completed and the situation discussed with the Head Teacher. If any member of staff has been injured/assaulted in the process of physically restraining a pupil, the correct documentation must be completed as soon as possible. The Senior Leadership Team will work with the member of staff and parents to devise an action plan to meet the pupil's needs. This may include the involvement of other agencies. For further guidance on this see Power to Use Reasonable Force Guidelines.

Confiscation of inappropriate items and searches

If it is deemed that a pupil has brought an inappropriate item in to school, it will be confiscated by a member of staff. The item will be stored securely in the school office and can be collected by a parent at the end of the day. If a pupil brings an inappropriate item into school, the school cannot take any liability for damage or loss of the confiscated items. Inappropriate items include, but not exclusively: jewellery, mobile phones, electrical items and toys/games/cards. Teachers are permitted to confiscate items as punishment, so far as is reasonable.

If a pupil is believed to have prohibited items with them, we reserve the right to search the pupils/belongings without consent. Searches are permitted for the following prohibited items:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any item which has been used to commit an offence
- Any item which is likely to cause personal injury or damage to property
- Any other item which is banned under the school's guidelines as outlines in the parent handbook

Bullying

Please refer to the anti-bullying policy.

Homophobia

Homophobia in any form will not be tolerated. All incidents will be classed as a Serious Unacceptable Behaviour and recorded.

Race Equality Policy

The Race Equality Policy is clearly outlined within the Trust's overall Policy for Multi-Cultural Education.

School aims to promote Race Equality through the strategies outlined within the Policy for Multi-Cultural Education. Racial Discrimination is not tolerated and all incidents are recorded and dealt with in line with this Trust Behaviour Policy.

Monitoring Racist Incidents

Racism will not be tolerated in any form and will be treated as Serious Unacceptable Behaviour. As such incidents will be recorded on a Serious Unacceptable Behaviour Form (SUB Form). Incidents will also be recorded as follows:

RI 1: Internal Record – is completed as an internal record.

RI 2: Severe or Repeated Incidents – is completed for incidents judged to be severe or part of a pattern and a copy forwarded to WCC.

RI 3: Summary Report – This is submitted on a termly basis to WCC to give a termly analysis of incidents and action taken.

Pastoral Support Programme

A Pastoral Support Programme is a school based intervention to help individual pupils to better manage their behaviour. It is overseen by the Family Liaison Officers and involves the identification of precise and realistic behavioural outcomes for particular pupils with ongoing problems. The Family Liaison Officer, will liaise with parents and external agencies as necessary.

Internal exclusion

School has an isolation room where pupils may spend time if it has been deemed a necessary to exclude them from class. This is a short term measure that is only used as part of a progressive process (moving through the stages of sanctions).

Exclusion

The decision to exclude a pupil (fixed term or permanent) is taken when the pupil:

1. is in serious breaches of the Behaviour Policy
2. is likely to seriously harm the education or welfare of others in the school
3. after a range of alternative strategies have been tried (See Sanctions)

Before deciding to exclude, the Head Teacher should:

1. consider all the relevant facts and firm evidence
2. allow the pupil to give their version of events
3. check whether an incident appeared to be provoked by racial or sexual harassment

4. consult others if necessary
5. keep detailed notes at all stages

Exclusion can be:

1. Short Fixed Term – Arrangements for setting and marking of work must be made.
2. Lunchtime exclusion – This should be normally no more than 5 School days and must include arrangements for pupils on Free School Meals.
3. Long Fixed term exclusion from School – This can be up to 45 days in a School year and arrangements for setting and marking work must be made

Procedures for excluding a pupil

For all exclusions

1. parents must be telephoned on the same day
2. the relevant letter must be sent to the parents within 1 day
3. The relevant letter with form EX1 must be sent to pupils' services, Clerk to Governors' Discipline Committee, Area Team and Chair of the local Governing Body.
4. Exclusions over 5 days automatically require a Board of Directors Disciplinary Committee meeting.

Reintegration

A process of planned support and progress reviews is in place for all pupils following exclusion.

The Governing Body Discipline Committee

1. exclusions of less than 6 days – a meeting will be convened if parents request it
2. exclusions between 6 and 15 days – the Clerk must organise a meeting between day 6 and day 15
3. exclusions of over 15 days – the Clerk must organise a meeting between day 6 and day 15
4. exclusions of more than 1 in a term with the total number of days exceeding 6 – a meeting must be organised

Please also refer to the pupil protection and safeguarding policy when using this information.

This policy will be reviewed by governors annually.