
SAINT NICHOLAS SCHOOL

BEHAVIOUR POLICY

Note: This policy applies to all sections of the school including EYFS

Reviewed April 2016

Review Date April 2017

Related policies - Playground Policy, Rewards & Sanctions Policy and Anti-bullying Policy.

1. INTRODUCTION

Saint Nicholas prides itself on being a relatively small, friendly school in which pupils not only work hard but also learn to work together as members of a well-ordered and caring community. Common sense, courtesy and respect for each other should therefore be the guiding principles of our daily conduct. The school aims to sustain an ethos which promotes:

- effective learning for all pupils
- mutual respect between pupils and between staff and pupils
- the development of pupils' self-esteem.

The staff believe that everyone has the right to be treated with respect as an individual and that good relations are vital to the successful running of the school. All pupils should endeavour to:

- understand other people's point of view and treat everyone with kindness and respect in the way they would like to be treated by others
- make it as easy as possible in class for everyone to learn
- move sensibly and quietly around the school
- always speak politely to everyone - shouting is discourteous
- keep the school buildings and grounds tidy so that it is a welcoming place of which we can all be proud
- wear the Saint Nicholas uniform appropriately.

2. CODE OF CONDUCT

This 'Code of Conduct' provides clarification and guidance on the 'School Rules' which are listed at the end of this policy.

2.1 General Conduct

- Courtesy should be shown to all members of the school community and pupils are expected to: listen to one another and other adults, raise their hand if they wish to ask a question, hold the door open for members of staff and visitors.
- All staff, including non-teaching staff, should be addressed by their title and surname.
- Respect should be shown for other people's clothes or property. Pupils must not deface school property in any way.
- Saint Nicholas School has high expectations of pupil behaviour. Pupils are expected to display good manners at all times, including using 'please' and 'thank you'.
- Swearing and the use of inappropriate language in school is not tolerated.
- Inappropriate physical contact is not tolerated.
- No pupil should discriminate against any other on the grounds of race, gender, sexual orientation or religion.

2.2 Punctuality

- Pupils are expected to arrive in their classroom not less than five minutes before registration at 8:45 am, in order to allow them time to hand in homework and organise all books and equipment necessary for the first lesson of the day.

- On entering the class, the pupils are expected to sit quietly whilst the register is called.
- All pupils should be punctual for all lessons.

2.3 Waiting outside classrooms

- Pupils should wait in an orderly manner, leaving room for the safe and easy passage of others along corridors. Noise levels should not cause interference with anyone else's work. Pupils should not enter the classroom until the teacher is present.

2.4 Conduct within the classroom

- Pupils should not interrupt teachers or other members of the class when they are talking or working. They need to be considerate and polite in their dealings with others. If a pupil wishes to ask a question or make a contribution to the lesson, they should put up their hand and wait to be acknowledged by the teacher. Unless pupils are working within a group situation and discussion is necessary and worthwhile, pupils should not be talking during the lesson as this causes disruption to others.
- Pupils should not move around the classroom, unless this forms part of the lesson, as this interferes with the concentration of others and the progress of the lesson.
- Aisle ways in classrooms should be clear of coats and bags (both schoolbags and PE kit), as this is a safety risk.

2.5 Out of Class

- Pupils are expected to walk in an orderly fashion and quietly at all times when going to and from classrooms to avoid unnecessary disruption to others who are working, keeping to the left-hand side of corridors and stairs.
- Silence is to be maintained throughout school assemblies and on other such formal occasions.
- Pupils waiting to enter a classroom should line up quietly and not enter until told to do so by a member of staff.
- Year 10 and 11 pupils wishing to carry out homework tasks during their free time in school may do so on an individual basis only. Work should be carried out in form rooms before school and in the Library, or common room for Year 11, at lunchtimes.
- On no account should any pupil leave a classroom without the teacher's permission. Leaving the premises requires a parental note and the pupil must be collected from the main office at the agreed time. Any pupil leaving the school site or arriving during the school day must report to the main office. Signing in or out at Reception is a requirement of the school's fire safety regulations.
- Each middle & upper school pupil is allocated a locker, which must be kept locked at all times with a padlock. Pupils need to visit their lockers only at the start of the day, at break and lunchtime, and at the end of the day.
- If a pupil wishes to enter a room occupied by another class, he or she should knock and wait for a reply before entering.
- Older pupils should be discouraged from asking to visit the toilet during lesson times. Permission to leave the room should be at the discretion of the teacher. It is the responsibility of the teacher to decide when the lesson is over and to dismiss the class.

2.6 Before and after school

- Pupils arriving at school early should wait in Mountbatten Hall unless accompanied by their parents on the playground.
- If pupils are being collected at the end of the day they will be taken to after-school care.
- Due to the volume of traffic on site, no ball games are allowed before or after school.

2.7 Wet break times

- During wet break times, lower school pupils must consume snacks in the classroom and litter placed in the bins provided. It is expected that pupils behave in a safe and sensible way if they have to remain in the classroom. There should be no running in the classroom. Pupils should remain in their own classrooms, other than when they need to visit the toilet.

- Middle & upper school pupils are permitted to remain inside during wet breaks, either in their own form room or an alternative room if the form room is in use. Towards the end of the break, in the locker rooms organising their books for the next lesson.

2.8 Bounds

See 'School Rules'

2.9 Personal organisation

- Pupils are responsible for the organisation of their own equipment and books (including PE and Games kit). They should ensure that the correct books and equipment are in the lesson at the appropriate time - text books, exercise books, pencil case, student planner, calculator, art/science overall, PE kit, etc.

2.10 Homework

- It is the responsibility of the pupil to write down homework set in the homework diary/planner and ensure that completed homework is handed in on time. Extra guidance in filling in homework diaries may be needed at lower school level.
- Each middle & upper school pupil has a student planner which must be signed on a weekly basis by a parent and the form teacher.

See Homework Policy

2.11 Bullying

- We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school.

See Anti-bullying Policy

2.12 Rewards & Sanctions

See Rewards & Sanctions Policy

2.13 Removal of pupils from lessons

- In the event of a pupil's behaviour persistently disrupting the learning of others, the teacher should remove the pupil from the classroom only as a last resort. In this case, the pupil should be taken or sent directly to the appropriate head of section and the matter followed up later.

2.14 Visitors

- Classes should acknowledge visitors appropriately and politely. Pupils should stand quietly when a teacher enters the room accompanied by visitors.

2.15 Off site activities

- School rules apply when pupils are off-site, for example on an educational trip or when attending a sports fixture. Any alteration in rules for a specific outing will be made clear to pupils before leaving.
- If the teacher in charge of the trip decides that clothes worn by a pupil could be hazardous to health or safety, then the pupil may not be allowed to travel.

See 'uniform' below and the Educational Visits & Trips Policy

2.16 Forbidden Items

See 'School Rules'

See also Staff Code of Conduct Policy for policy on confiscation of pupils' property.

See also Medical & First Aid Policy

2.17 Food and Drink

- Pupils should not eat or drink in classrooms (other than drinking water or school milk) or during 'snack time' unless it is wet break.
- Chewing gum is not allowed in school at any time.

- Throat sweets may be consumed during lessons at the teacher's discretion. Please note that these are considered as medicines and should not be brought from home.
- Healthy snacks are encouraged at breaktimes.
- Glass bottles should never be brought into school.
- Food must not be eaten in the locker rooms or science laboratories for health and safety reasons.
- Bottles of water are permitted in class at the teacher's discretion, bearing in mind health and safety requirements near equipment.
- Politeness and good manners should be observed whilst eating lunch.

2.18 Uniform

See 'School Rules'

3. PUPILS' CONDUCT OUTSIDE THE SCHOOL GATES

3.1 Non-criminal bad behaviour and bullying

The school maintains the right to deal with non-criminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a staff member or reported to the school, including the sanctions that will be imposed on pupils.

3.2 Inappropriate use of the internet, mobile or communication devices and social media

See ICT acceptable use policy.

3.3 Discipline

Pupils may be disciplined for

- misbehaviour when the pupil is:
 - taking part in any school-organised or school-related activity or
 - travelling to or from school or
 - wearing school uniform or
 - in some other way identifiable as a pupil at the school.
- misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another pupil or member of the public or
 - could adversely affect the reputation of the school.

3.4 Sanctions

All Inappropriate use of the internet, mobile or communication devices and social media are considered serious matters by the school and will be dealt with appropriately. In extreme cases pupils may be asked to leave the school as a result especially where the school's reputation has been adversely affected.

4. PHYSICAL RESTRIANT BY A TEACHER

A pupil may be physically restrained as a last resort only in the following cases:

- To protect a pupil from harm. This could be direct physical danger, for example in laboratories or on the sports field, or potential danger, such as preventing a 5 year old from running out of a classroom with the possibility of running out of the school grounds into the street.
- To prevent a pupil from committing a criminal offence.
- To prevent damage to property.
- To prevent a pupil from engaging in any behaviour that is prejudicial to maintaining good order and discipline at the school or among the pupils.

- To remove disruptive pupils from the classroom where they have refused to follow an instruction to do so;
- To prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- To prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others; and
- To prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground.

See Staff Code of Conduct Policy for further clarification.

EYFS

5. EYFS BEHAVIOUR MANAGEMENT

5.1 Named EYFS practitioner responsible for behaviour management

The named practitioners responsible for behaviour management are

- Pre-school - Sophie Smith, Pre-school Manager
- Miss Lucy Thomas, the head of lower school. l.thomas@saintricholasschool.net.
- The school's DSL is Mrs Melanie Wright

5.2 Responsibilities of the named practitioner

The lead practitioner:

- is designated to take lead responsibility for safeguarding children in the setting.
- is responsible for liaison with local statutory children's services agencies, and with the LSCB.
- will provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.