
ELMSTEAD PRIMARY SCHOOL

The School Policy for Discipline – 2005

Introduction and Context

‘In the period leading up to 1 September 1998, the governing body of all LEA-maintained and GM (now foundation) schools must agree a written statement of general principles for an overall behaviour and discipline policy (sections 2 and 3 of the Education Act 1997). They must periodically review this statement, which should include:

- a) the ethos of the school, offering a clear and defensible set of values and making clear the boundaries of acceptable behaviour;
- b) the school’s moral code;
- c) positive and constructive rules of conduct; and
- d) the rewards and punishments to be fairly and consistently applied.

Before making or revising that statement, the governing body must consult the Headteacher and parents of pupils at the school. The governing body should take account of any comments made by the Headteacher and parents before they finalise the statement.’

Changes to the Law on Exclusion, Education Otherwise and Discipline Matters.

DfEE 8 May 1998

All parents are now given a copy of the Policy with the Home School Agreement when the child enters Elmstead Primary School.

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The Discipline Policy - 2005

The ethos of Elmstead School is based on mutual respect co-operation and consideration for others. The aim is to provide a caring atmosphere where honesty and tolerance are valued and where children can learn through positive example and discussion. We believe in always praising all the good things that the children do as positive reinforcement helps to create the achievement culture we are building within school.

Each teacher is responsible for the care and discipline in their own class. Within the school as a whole, discipline is the responsibility of the entire staff acting within the legal framework as caring responsible parents. All children and adults are expected to maintain a high standard of behaviour showing good manners, politeness and thought for the welfare of others.

This policy has been agreed by all staff and approved by the Governors.

Unacceptable Behaviour

In attempting to create a safe environment for our pupils the following behaviour is unacceptable for the good of all:

- Physical violence - hitting, kicking, biting, intimidation etc.
- Bullying - physical and verbal
- Swearing
- Disobedience
- Insolence
- Deliberate damage to property
- Dishonesty
- Defiance
- Substance misuse
- Unwelcome physical contact

Children are discouraged from hitting back, but are taught to report incidents of aggression and bullying to staff when they occur so that they may be resolved and thus prevent an escalation of the incident.

Sanctions

When children behave in an unacceptable way they will be dealt with in a consistent and equitable manner based on the severity and persistence of their misconduct. Staff concerned will ascertain the facts and determine an appropriate punishment. Children should always be made aware of what they have done wrong and that it is their behaviour which is unacceptable, not them. It is therefore their behaviour which needs to change.

Punishment may involve the loss of break time, loss of privileges or other appropriate sanction. Where children are persistently badly behaved during the lunch period their names are put in the Lunch Time Book. If this happens twice in a term, their parents are informed and they may be excluded from school during the lunch period.

A persistently badly behaved child, or one who is openly defiant, may be excluded from school for a fixed period or permanently.

Where pupil behaviour regularly disrupts class activities it may be necessary to remove the child from class to an alternative place of work. Parents will be contacted to discuss the situation and invited to work jointly to help the child to improve their behaviour. This may include the setting up of a behaviour 'diary' or a specific behaviour programme tailored for the individual concerned. Advice may be sought from outside agencies.

Positive Approach

Good behaviour is always actively encouraged.

Time is allocated in class and during assembly to allow children to discuss their feelings about what is appropriate behaviour and to applaud the good and reject the bad.

All pupils will be made aware of this policy.

Drafted by Mrs S W Grantham - 2001

Reviewed by Mr C Middleditch - December 2004

Approved by Curriculum Committee - 10 January 2005

Approved by the Governing Body on – 7 February 2005

Appendix 1

Pupils Code of Conduct

1. High standards of manners and conduct are expected at all times. Fighting is not acceptable. Pupils are encouraged not to hit back but to report incidents to staff.
2. Verbal abuse is not acceptable but kindness and consideration for the feelings of others is fostered and developed.
3. Swearing and bad language is not acceptable
4. Care for property and resources is encouraged with deliberate damage being unacceptable. Where deliberate damage does occur parents will be required to pay for repair/replacement.
5. Throwing of objects such as sticks, stones, leaves etc. is potentially dangerous and therefore not acceptable.
6. Pupils are not permitted to leave the premises at lunch time unless with parental approval.
7. The car park is 'off limits' as a potentially dangerous area during the break and dinner times.
8. Chewing gum and bubble gum are not permitted at school as they present an 'anti-social' risk to others.
9. Jewellery is not permitted to be worn with the exception of wrist watches and stud ear-rings. This is for safety and security reasons. Where stud ear-rings are worn they must be removed by pupils for all PE activities. Only one stud ear-ring per ear is permitted.
10. Hair dyeing – there should be no extreme or outlandish hair colours or hair styles – this is at the discretion of the Headteacher
11. Bullying either physical or verbal is not acceptable.
12. The wearing of nail varnish by pupils is not permitted in school.

Appendix 2

Exclusions

The Education Act 1997 made some changes to the law on exclusions.

From 1 September 1998, Headteachers may exclude a pupil for up to 45 school days in a school year.

Where a pupil is excluded for a long period, the governors will meet within fifteen days of the exclusion. At this meeting the governors will consider whether to uphold the exclusion. If the exclusion is upheld the governors will consider whether additional support is needed to prepare for the pupil's reintegration to school.

When a pupil is excluded for a fixed period of more than a day the Headteacher will arrange for the pupil to receive school work to do at home and to have it marked before the pupil returns to school. The parents will have a letter explaining the arrangements for the setting and marking of work during the exclusion. The Headteacher will have clear arrangements for receiving a pupil back into school after a fixed term exclusion, which will include receipt of work completed during the exclusion.

Parents have the right to make representation to the Governing Body. In the case of permanent exclusion there is additionally the right of appeal to our Appeals Committee.

Where it is decided to exclude a pupil, the parents are informed immediately by telephone and letter. A copy of the letter is sent to the Chair of Governors.

Where a child may be excluded permanently the Discipline Committee of the Governing Body will meet to consider the matter. Parents may attend such a meeting with a friend. The Headteacher also has a right to attend. The pupil may be present for all or part of the meeting.

The above information is based on the following:

- DfEE Circular 8/94
- DfEE Circular 10/94
- DfEE Circular 11/94
- The Education Act 1997