

Violet Lane Infant and Nursery School **Discipline Policy**

The Aims of the School

1. To provide a broad and balanced curriculum with particular emphasis on the basic skills of oracy, numeracy and literacy.
2. To foster the social, moral spiritual and cultural development of all pupils.
3. To foster a positive attitude to learning and encourage self-discipline towards work.
4. To promote equality of opportunity for all pupils, irrespective of ability, race, gender, age or background.
5. To foster consideration and good relationship towards others.
6. To build a partnership between home, school and the community.
7. To provide a stimulating, safe and efficiently run environment in which to work and play.
8. To offer extended day care that is safe, stimulating, affordable and of high quality.

School Organisation

Before School

- Children may come onto school premises from 8.45am.
- In fine weather they may play in the playground.
- Two members of staff will be on duty from 8.45a.m.
- In inclement weather children may enter their classrooms. Teachers will be ready to receive them.
- The bell will ring at 8.55 a.m. Teachers will collect classes from the playground. The use of a hand bell will signal to children, they will line up. They will enter school in an orderly manner.
- From 8.45 a.m. when children are on school premises their behaviour is the responsibility of staff. Any injuries occurring at this time may be referred to the school medical room, where they will be attended to.

Entering School

Children will take responsibility for their own belongings when entering school. Coats and bags will be hung on pegs. Lunch boxes, drinks and mid-morning snack will be placed in an area designated by the classteacher.

All classes will then begin their day in a quiet controlled manner with registration.

Assemblies

On four out of five days classes will attend morning assembly in either the main hall or dining room. On the fifth day classes will be involved in a class "act of worship".

At approximately 9.15 a.m. they will enter the hall and sit quietly until the member of staff indicates he/she is ready to begin. Staff will be responsible for keeping their own class quiet. Assembly will last approximately 15 minutes. One or two members of staff

remain for assembly with the person taking the service in order to maintain discipline.

Classes will leave the hall in a quiet orderly manner.

Moving around the school

Children are allowed to go to the toilet on request. As children approach Year 2 set times will be encouraged for toileting unless we are aware of particular difficulties.

When taking messages children are reminded to walk quietly around the school.

Playtimes **10.25 – 10.40 am Reception**
 11am – 11.15 am Key Stage 1

Children will leave the building in a controlled manner, appropriately dressed.

One member of the teaching staff will be on playground duty at any time. They are often accompanied by teaching assistants and students. Student teachers will normally accompany teachers on duty. Support staff will also be on duty on a rota basis.

Children are generally only allowed to re-enter the building at playtime if medical attention is sought. However if they are bringing an "end of playtime" message, or are really desperate for the toilet, they will be allowed in to school.

Behaviour problems will be dealt with by staff on duty according to sanctions negotiated, severity of the incident and whether the incident is a recent repetition of a previous one by the same child.

Children will line up after a single hand-bell. They will remain in their classrooms when the weather is poor. Activities will then be made available, e.g. comics, drawing.

Lunchtime

Children will go to the toilet and wash their hands before eating.

Children having a school meal will eat in the Dining Room, together with 'sandwich' children. In the summer children are supervised eating sandwiches outdoors at the picnic table.

Eight supervisory assistants work during the lunch hours.

Children will enter the Dining Room in an orderly fashion to collect their meals. When they have finished their meals and spoken with an assistant, children will be allowed into the playground.

Lunch breaks **12.00p.m. - 1.15p.m. Reception**
 12.15p.m. - 1.30p.m. Key Stage 1

Leaving School at the end of the day

3.10 – Reception parents wait in the school playground outside of their child's class and teachers 'hand over' the children individually to each parent/carer.

3.15 – Year 1 and Year 2 children are escorted to the school gate by the class teacher to be collected by their parents.

Children are encouraged to keep to the paths particularly in bad weather. Children are not allowed to leave school by the main entrance due to danger from vehicles turning

there unless collected by parents for some reason. All children will be dressed appropriately on leaving school.

GOLDEN RULES

Golden rules are used at Violet Lane to reinforce positive behaviour. Any child who breaks the rules anywhere in school is given a yellow card as a warning. If the child carries on breaking our rules they are given a red card. This will mean they will lose 1 minute of free choice time on a golden choice 30 minute time each week. 1 or 5 minutes (depending on the severity of the inappropriate behaviour). This is to help children to realise the consequences of their actions, so to help with general behaviour throughout the school. At the end of each half term a child who has not lost any time is given a special certificate in assembly time. Below are the Golden Rules:

We are gentle
We do not hurt others

We are kind and helpful
We don't hurt anyone's feelings

We listen
We don't interrupt

We are honest
We don't cover up the truth

We work hard
We don't waste our own or others time

We look after property
We don't waste or damage things

Additional Rewards System

It is anticipated that all children will respond well to praise.

All children will be praise-worthy at some time.

Praise and reward must be seen as appropriate or "Fair" to be effective.

A positive system can help as a corrective measure for discipline problems which may otherwise be an attention - seeking strategy.

Staff have discussed and agreed the following structure: -

- 1 Verbal praise by the teacher
- 2 Class to be shown or told of child's success.
- 3 Teacher will make a written comment or use a sticker system.
- 4 Teachers develop their own strategies in addition to these within individual classrooms.
- 5 Child will be allowed to show or recount successful incident to previous teacher or choice of teacher.
- 6 Child will be sent to Headteacher for recognition of success.
- 7 Children will receive a merit certificate and their merit work will be displayed on the merit board.

At lunchtime, supervisors will have their own stickers to be awarded at the lunch break. This might be for a child who has previously been "in trouble" or for a child who has been particularly helpful. For repeated such occasions of good behaviour at this time, the Headteacher will present a Lunchtime Merit certificate in Monday's assembly. Supervisory Assistants may use giving "responsibility" as a reward e.g. being a leader, first table sitting quietly etc.

Additional Sanctions

It will always be necessary to ensure school rules and procedures are followed. Failure to do so would be unfair on other children and to the child him/herself. It leads to personal confusion and loss of vision for the school.

Staff have discussed and agreed the following sanctions system:-

- 1 Verbal reprimands by the teacher.
- 2 Class to be made aware of incident.
- 3 Classroom: Child to be isolated, removed from activity
- 4 Child to be sent to Headteacher.
- 5 Parental contact to be made (following repeated incidence of seeing Headteacher)
- 6 Recorded liaison set up between home and school. This may be a diary or reward system.
- 7 Involvement of external agencies e.g. Educational Psychologist, school nurse or doctor.
- 8 Consultation with Governors to exclude child, possibly:-
 - a. During lunch break
 - b. For limited period
 - c. Permanently.

It is expected that there will be children for whom a verbal reprimand will always be sufficient and others who may, following a series of incidents, be subjected to some or all

of the above. Some sanctions may not be appropriate depending on the child and incident involved. Some incidents may require particular action. Intentional damage to property or fabric of the school will be corrected by the child wherever possible. In such circumstances the Headteacher will be informed immediately. It may be appropriate to remove access from an activity that the child enjoys e.g. playtimes.

At lunchtime Supervisory Assistants may ask for the assistance of the S.M.T. at any time. A similar system will operate regarding sanctions. Children generally spend longer in the playground at this time and a minute or two "cooling off" time may be used. The Senior Supervisor will maintain a list of names of children causing problems at lunchtime. Lunchtime supervisors also use the yellow and red card system. Persistent cases of unacceptable behaviour are reported to the Deputy head teacher. Parents are consulted if behaviour is persistently poor. The Governors and the Head teacher may exclude any child from the premises at lunchtime if such a behaviour pattern is continually repeated.

All staff considers the following behaviour unacceptable at all times:-

- 1 Swearing**
- 2 Bullying**
- 3 Fighting**
- 4 Injury to other children or damage to equipment or property.**
- 5 Running in school**
- 6 Shouting in school**
- 7 Insolence**
- 8 Spitting**
- 9 Racist behaviour**