



## ROZWELL INTERNATIONAL ACADEMY

### BEHAVIOUR AND DISCIPLINE POLICY 2011

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### **Developing Positive Behaviour**

We want all children and their families to feel welcome and involved at RozWell International Academy. We are a new and reputable school that expects high standards from our pupils in terms of work and behaviour.

We are strongly committed to equal opportunities and believe that every member of the school community has the right to be able to realize his / her full potential in a secure, safe and happy environment. Each child has the right to expect support and action if their happiness or safety is threatened.

Consequently, we see education as a partnership between home and school, this policy has been written so that all of us – Teachers, Parents, Carers, Pupils, and the Directors’ can work together to improve behaviour, attitude and standards of work.

***Good behaviour and good discipline are essential if effective teaching and learning is to take place.***

This booklet explains what is expected of children, the ways in which we work to achieve our aims, how we act when things go wrong and the liaison needed between home and school if we are to succeed.

We hope you find it useful.

### **Our School Aims:**

- To inspire in all pupils a love of learning and the desire to continue to learn;
- To equip all pupils with the tools and self-confidence necessary to constructively influence their own lives;
- To ensure that all pupils have an equal opportunity to take part in the life and work of the school;
- To be a place every child remembers with affection.

### **Aims for Behaviour at RIA:**

- To teach children to think about their behaviour and to learn self-control.
- To give children the chance to make decisions about their work and play so they can learn about responsibility and independence.
- To teach children politely and fairly so that they learn to be polite and fair.
- To teach children to respect other people, their property, beliefs and feelings...essentially, to respect difference.
- To praise and reward good work, behaviour and attitudes.
- We will always reward improvement.
- To involve parents in all aspects of school life, including their children’s behaviour.

### **What we expect of children:**

- To be polite - to teachers, support staff, other children and visitors – and to respect the authority of the adult in charge.
- To listen to adults and each other in lessons and in assemblies and to consider each other’s feelings.
- To walk about the school quietly and calmly.
- To take a positive role in all classroom activities and to try as hard as they can.
- To wait their turn to talk to members of staff and to each other.

- To value each other's work.
- To work and play co-operatively with each other.
- To tell the truth, to take responsibility for their own behaviour and not to make excuses ("they told me to").
- To accept a solution or consequence if they have done something wrong – not to argue or to get angry with the person sorting it out.
- To be able to say sorry when they have misbehaved or hurt someone and to understand that this word signals a change in behaviour and mood.
- To care for the school and its equipment and to report any damage or graffiti they see.
- To feel responsible for giving a good impression of themselves and the school both within and outside the school.

### **WHAT CHILDREN CAN EXPECT OF STAFF:**

- To listen to them and to hear their point of view.
  - To be polite and to address them in a reasonable tone of voice.
  - To value all aspects of their achievements.
  - To be as fair and consistent as possible when they have misbehaved.
  - To ensure their environment is safe.
  - To talk with them about things that go wrong; we want children to understand why some things are wrong and why we have rules.
  - To create a positive environment in the classroom and playground.
  - To be in charge and maintain order so that everyone may benefit from a positive environment.
  - To supervise the playground well.
  - To trust them and to care about them equally.
  - To treat them as individuals and to take an interest in their lives.
- *To see each day as a fresh start*

### **RozWell International Academy Rules:**

We have rules to make the school a fair and safe place for all children. We try not to have too many and to explain those we do have to the children. Our school rules are based on the principle that teachers have the right to teach, children have the right to learn, and that all children can behave well. All classes begin the year agreeing a code of conduct for their classroom; the following rules apply to the whole school community.

One problem that all schools must address is bullying. A good definition of bullying is: ***“Repeated intimidation of a victim that is deliberately carried out in order to cause physical or emotional hurt”***

Using this definition any of the following could be bullying if they are carried out repeatedly:

- Name calling
- Mocking clothes
- Exclusion from games

- Hitting a child ‘for just being there’
- Stares
- Teasing another child’s family or culture
- Making fun of their work.
- Making threats

***We will not tolerate bullying at RozWell International Academy. Repeated bullying will be treated very seriously and may result in exclusion.***

If you are worried about bullying please talk with a Class teacher or another member of staff. Staff cannot deal with bullying if they are not aware of difficulties children are facing. Allow the school to take a lead in dealing with the problem and keep communication lines open.

### **Rules about Fighting:**

1. It is **NOT** alright to fight.

Fighting is not allowed in school – we ask children to look for an adult before tempers are lost. There should not be ganging up or bullying in the playground. We do not allow play fighting as this can lead to real fights and watching a fight is not alright; it makes things worse.

### **We have these rules about fighting for a number of reasons:**

1.

- We want children to learn to speak up for themselves, to learn how to explain and reason and to understand the consequences of their behaviour;

- We are committed to showing children that there are other ways of resolving arguments and that they must learn to get things in proportion. Hitting someone because they accidentally knock you is not appropriate;

- We want to prevent accidental knocks and petty incidents from becoming major incidents, which can take up valuable teaching time and cause a lot of upset.

- We want children and parents to report conflict to the staff – who are always around. It is not like playing out or in the park. Once we know about something, we can deal fairly with the children involved.

2.

- Children must not hit back.
- It is wrong to get an older brother or sister or friend to hit someone too.

3.

- It is alright to tell.
- We are asking everyone in the school community to let us know if they have seen something that concerns them or if they are being upset or bullied.
- Children must tell an adult so something can be done.

- **Other rules we ask parents to support with:**

- ✓ Money should not be brought to school except for trips, requested money etc. If you have to bring money or other valuables, then give them to your teacher. Please do not bring spending money when going on school trips.
- ✓ Sweets, chocolate and gum are not allowed – even in packed lunches or when going on a trip.
- ✓ All sweets are confiscated and only returned to parents. Cough sweets may only be brought in if the parent writes a note or speaks to the teacher.
- ✓ No toys in school without specific permission.
- ✓ Younger children may bring toys in for show and tell, we often have ‘toy days’ at the end of term and we take each ‘craze’ as it comes e.g. Pokemon, Scoobidoos, Yu-gi-oh cards, making specific decisions on the relative pros and cons.
- ✓ Hats, hoods and caps may not be worn in class.
- ✓ No jewellery may be worn, except stud earrings. No make-up should be worn or brought to school.
- ✓ Boys must sport very low haircuts at all times
- ✓ Every absence must be covered by a note, telephone class or personal visit to the class teacher or school office. Without this contact it will be recorded as ‘**Unauthorised**’.
- ✓ No smoking on the school premises.
- ✓ Parents are responsible for toddlers and babies while on the premises.
- ✓ Please prevent small children from climbing, running and moving equipment particularly in the infant department.
- ✓ No dogs or pets allowed on the school premises.
- ✓ Parents must go through the right channels to see members of staff by making appointments
- ✓ Parents will be queried when entering the school premises contrary to set time of drop off and pick up.

The gates open at **7.15am** but please do not come into the school buildings before **7.30am** and please pick up your children from **2:50pm** till **3:00pm**. Parents who arrive later than **3:05pm** will incur a **fine of \$10** for every 15 minutes late. Please leave the site quickly at the end of school so that teachers can begin their after school work or attend meetings or staff training sessions.

## **REWARDS AND SANCTIONS**

### **REWARDS:**

Most children at RozWell International Academy will behave well and respond to positive encouragement.

We aim to create an ethos where children’s strengths and positive behaviour are continually acknowledged and reinforced by praise. In addition to Class Teacher praise we also reward by:

- Children having a special mention or certificate and a sticker in Friday’s Merit Assembly
- Showing their work to other staff or the Principal, or simply going to see them for extra praise
- Work may be kept to display in the office too.
- Showing their work in assembly

- Being given ‘special jobs’ or responsibilities e.g. running messages for the Principal
- Members of staff letting parents know how pleased we are

It is very hard to get rewards right; some children are always good, do lovely work and behave well and do not need these incentives as they have self-discipline and motivation. We try to give this special attention too. Our main aim is however to improve children’s attitudes and achievement. We will always reward improvement, however small and whatever the starting point.

## **SANCTIONS**

The majority of children respond to a simple telling off. For those children who find it hard to behave or who consistently challenge our rules, we have a framework of sanctions.

The following list of sanctions are not in order – we respond to each incident as an individual case considering factors such as past behaviour:

### **For Disruption in Class**

- Losing a playtime;
- Being sent to work in another class for the rest of the session;
- Being seated by themselves and being given little teacher attention;
- Finishing work at playtime;
- Being sent out of class to calm down;
- Being sent to work in another class for a day or longer. We would inform parents as this is in effect an ‘internal exclusion’;
- Being taken to see the Principal, who may then contact parents;
- Withdrawal of privileges such as after school clubs, not taking part in merit assembly, circle-time, trips.

### **For Disruption at Playtime**

- Sitting out, on the wall;
- Being sent in;
- Informing parents;
- Spending lunchtimes outside the Principal’s office for a period of time, working or sitting in silence;
- Missing Friday playtime and sitting outside the Principal’s Office.

A notebook is to be kept during lunch play and children’s names will be recorded if they misbehave. If a child’s name is in the book 3 times in a week then Friday playtime must be missed and the time spent outside the Principal’s Office engaged in an activity given by the Principal.

If bad behaviour is repeated and there is little evidence that the child is responding then meetings will be arranged involving the class teacher, Principal and parents.

In cases of extremely bad behaviour or if there are no responses to all our previous strategies, children will be excluded from school:

- To cool off – perhaps for the rest of the day;
- For a specific number of days;
- Permanently.

We will also exclude children from outings if this is where the problem lies. Exclusions are very serious and we hope to avoid them by home and school working together. Any type of exclusion is made known to our Directors (we may arrange meetings with the Directors prior to a possible exclusion) and it is recorded in the child's file, which goes on to secondary school. Parents have the right to appeal against an exclusion.

It is our job to *discipline* children in school. We would ask parents not to intervene with another child's parents or with another child, but to report the matter to us in school.

### **Children with Particular Needs**

Some children with very specific difficulties find it hard to behave. If a child's behaviour gives cause for serious concern we can give additional support in school to an extent to try and put it right; but only with the agreement of parents.

### **10 WAYS THAT PARENTS CAN HELP**

1. Read and support this policy. Let your child know the standard of behaviour you expect – and how hard you expect them to work.
2. Please do not tell your child to hit back at school. We are committed to showing them other ways of sorting out difficulties and arguments.
3. Make sure your child keeps the rules when they are with you in school or on an outing.
4. Help your child to be on time and to remember anything they need for school (Homework, PE kit etc)
5. Check for and read any newsletters and other letters that come home from school so you can talk to your child about what is going on.
6. Make sure your child gets a good night's sleep on 'school nights'. It really helps concentration and good temper. Monitor TV watching and computer games, particularly for violence.
7. Talk with a member of staff if you are worried by anything your child tells you about school before it becomes a problem. Children need your confidence and understanding. Listen to your child. Trust your child .... but bear in mind that s/he may not give you the full story and may use emotive language ("he just beat me up").
8. Try not to react to every little upset so your child learns to get things in proportion and how to cope for themselves.
9. Be positive with your child and reward them for the good things they do at school.
10. Please do not expect to leave all the discipline to the school. We do not expect to leave it all to parents. Home and school need to work together to give children high standards and to let them know what is expected of them.