



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

L A L E H A M L E A S C H O O L & N U R S E R Y

S U P E R V I S I O N O F P U P I L S P O L I C Y

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

| | Date | Signed |
|------------------------------------|---------------|----------------------------------|
| Date reviewed | November 2022 | <i>K Barry</i> Head Teacher |
| Ratified by the Board of Governors | November 2022 | <i>M Ryan</i> Chair of Governors |
| Date of next review | November 2025 | |



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AIMS AND EXPECTATIONS

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on our faith and mutual trust and respect for all. The school behaviour policy and this guidance is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

We expect every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply this behaviour policy in a consistent way in order to encourage our pupils to become positive, responsible and increasingly independent members of the school community.

Class groups at Laleham Lea should be supervised by an adult at all times. The children are accompanied around the school when moving from classroom to Playground, dining hall, Long room etc. The children are always escorted to and from the playground at break times. At P.E., Games sessions - changing is supervised by the class teacher or sports coach. Individual pupils may be given permission to move around the school independently for specific tasks.

The school ensures that Pupils are properly supervised through the appropriate deployment of school staff. In accordance with the ISS Guidance Paragraph 4.24. Staffing levels devoted to supervision, including supervision during breaks from lessons, are sufficient to ensure that pupils are safe, that the school is reasonably orderly, and that emergencies can be dealt with promptly while still leaving adequate staffing to supervise unaffected children.

The School ensures that it exercises its duty of care towards its pupils and this involves, amongst other things, staff with suitable training, or experience supervising pupils including those taking part in off-site activities. The School adheres to the additional requirements in the EYFS on the supervision of children in the Early Years in accordance with ratio compliance; it ensures that all EYFS staff and staff are trained and reminded of staff to ratio numbers (this is also adhered to on all Educational Visits/Trips off site).

Classroom Expectations

Classroom codes will be negotiated and agreed with the children at the beginning of the school year so that they have ownership of them.

They will be positive and concise. They will be displayed in the classroom.

Start of lessons

Children should enter the classroom sensibly and go straight to their desk to commence work or sit on the carpet, as instructed.

Children should remain silent during register waiting to answer their name.



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During lessons

1. Children should remain silent when the Teacher talks to the whole class.
2. If a question is asked children should raise their hand to answer.
3. Children are expected to show respect for each other's property and should always ask before they borrow things.
4. Children are expected to work sensibly, be polite and show consideration towards fellow pupils especially during group work or discussions when a certain amount of working noise is to be expected.
5. There should be an insistence on a quiet working atmosphere in the classroom. At the end of the lesson the children should wait for instructions from the Teacher.
6. Chairs should be put underneath the tables and their work area left tidy unless they are resuming work after break.
7. Children should leave the classroom in a quiet, orderly fashion.

Children should carry out reasonable requests from the Teacher at once and without argument. There is no excuse for rudeness, disrespect or disobedience. Breaking this rule should be treated very seriously.

The classroom is the workplace of the school, therefore our expectations of conduct should be clearly understood and reflect the overall aim of the school.

Implications for the Teacher

If we are to expect a high standard of behaviour from our children, then we as their Teachers should also set high standards and be good role models. The following will ensure this:

1. Be in the playground by 8.45am to collect the children. Nursery Staff will be ready to welcome their class at 8:30am, the children enter through the Peaks Hill Rise entrance.
2. Be well prepared and keep everyone occupied and interested.
3. Extend and motivate all pupils. Display success criteria in classroom, model high standard work.
4. Display targets, set high expectations.
5. Mark all work and give rapid feedback. Work should never be returned unmarked or without an immediate response.
6. Insist on a satisfactory piece of work every time. Unsatisfactory work should be followed up with appropriate action.
7. Keep an attractive, clean and tidy room. Children should be trained in the care of equipment, materials and care of their own workplace.
8. Special attention should be given when grouping the children e.g. ability, behaviour etc.
9. Full titles should be used by adults in front of the children (Mr, Mrs, Miss, Ms)
10. Teachers should encourage pupils to talk to everyone in a way that is socially acceptable. Name-calling is unacceptable behaviour and should not be ignored.
11. Polite and considerate behaviour should be rewarded.
12. The Teacher should be fair at all times and listen to all sides. Once a decision is made, it must be considered final by all parties.
13. The Teacher should make pupils aware that non-teaching staff and helpers should be treated with the same respect accorded to Teachers.



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Remember: We do not use physical punishment.

Other Behaviour to avoid

- Humiliating pupils
- Shouting
- Over reacting
- Blanket punishments
- Over punishment
- Sarcasm
- Criticising the child personally - always focus on the behaviour.

Do all you can to

- Use humour if appropriate
- Keep calm
- Listen be positive and build relationships
- Ensure that promised sanctions are carried out and that promised rewards are given
- Be consistent

ALWAYS APPLY POSITIVELY

In the corridors

High standards of behaviour should also be reflected in the corridor. Teachers must: supervise the children leaving and entering the classroom, deal immediately with any misbehaviour.

Maintain positive and friendly relationships with the children e.g. greetings, smiles and communication.

In the Playground

- Staff should ensure that:
 - They are on duty on time
 - The playground is supervised at all times with correct ratio of staff to pupils.
 - Their full attention is on the supervision of the children and not on any other task e.g. marking or running clubs
 - Any misbehaviour or brewing incidents are dealt with immediately
 - Aggressive behaviour is dealt with immediately and recorded.
 - Children who display aggressive behaviour towards others are brought to the Head Teacher and the child excluded from the play area until their behaviour is addressed.
 - Children displaying social problems (e.g. solitary children) are observed and reported to the class Teacher.
 - Initiative is taken to build up good relationships with the children.

Lunchtimes

Grace will be said in the classroom before bringing the children down to lunch.



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The children may talk quietly while they are eating. Once they have finished eating they place their rubbish and recycling in the provided containers.

When the bell rings children should stop what they are doing and look at the duty Teacher.

Children should leave the hall quietly when given permission by the staff on duty.

Dismissal at the end of the day

15.20pm – Nursery, Reception and Transition (Years 1 & 2)

15.25pm – Lower Juniors (Years 3 & 4)

15.30pm – Upper Juniors (Years 5 & 6)

All those attending Clubs to report to the Dining Room for registration at 15.30

All those registered for Late Leavers to report to Dining Room for registration at 15.30

All other children to report to the school office at 15.30

Out of School Visits (Please see Educational Visits Policy)

Teachers should ensure that:

- Children are made aware of appropriate behaviour for different situations.
- Pupils are made aware of the expected code of behaviour for a particular situation e.g. the difference between a carol service and a pantomime.
- Pupils are made aware that it is their responsibility for maintaining the reputation of the school.
- The pupils dress appropriately for the occasion.

Misbehaviour

The general procedure for dealing with bad behaviour is as follows:

- The first line of approach is to talk to the pupil and explain what he or she is doing wrong. Often this will be sufficient.
- Occasionally misbehaviour may mean being kept in at break time (or sitting out at break time).
- The second line of approach is to give the pupil some work to do, perhaps during their lunch or morning break. You may also consider loss of privileges.
- The third line of approach is to speak with the Head Teacher.
- The fourth line of approach is to get the Pupil to report to the Head Teacher
- The fifth line of approach is the 'daily report'. This is a suitable alternative for certain pupils who consistently produce poor work, misbehave in class, or are generally unsatisfactory.

Other members of staff who feel that a certain pupil ought to be put on daily report should discuss the matter with the Class and Head Teacher. The minimum period for the daily report is five days. The reason for the pupil being on daily report should be clearly stated on top of report card.

If there is no appreciable improvement in behaviour the pupil will be sent to the Head Teacher and the possibility of a temporary or permanent exclusion will be considered and the parents will be contacted.



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Sanctions

It is the responsibility of individual Teachers to deal with discipline themselves as far as possible. Serious incidents must be reported to the Head Teacher. These incidents will be recorded in the Incident Form noting dates, times and relevant details.

The following strategies may be applied as considered appropriate if a child openly refuses to follow instructions, continues to be disruptive so that a Teacher is unable to teach, hits another child or uses inappropriate language:

- Redirect the child to task
- Reprimand
- Change of seat
- Explain what the child has done wrong
- Withdrawal of playtime.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying altogether, we do everything in our power to ensure that all children attend school free from fear. (See separate policy.)

All members of staff should be aware of the regulations by Teachers, relating to section 550A of the Education Act 1996 and the Use of Reasonable Force Advice July 2013 (reviewed July 2015) document.

All staff are reminded of the use of the regulations regarding the use of force in our Safeguarding/Child Protection CPD and Staff Meetings.

We do not use corporal punishment.

Teachers in our school do not hit, push or slap children, staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger or hurting him/herself. The actions we take are in line with government guidelines on the restraint of children.

Recognition and Reward

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

The school acknowledges all the efforts and achievements of children, both in and out of school by:-

- House points given for good behaviour and work
- Star of the week certificate given in assembly and children applauded
- Heart of the Week is presented at Star Assembly
- Pupils' work displayed in an attractive manner
- Head Teacher is given a chance to praise individuals
- Head Teacher Award is given in appropriate cases.



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- Staff Rewards
- Teachers congratulate children
- Teachers give out house points and/or stickers/stamps
- Sending to the Head Teacher for a sticker and praise

Exclusions

Only the Head Teacher has the power to exclude a pupil from school. The Head Teacher may also exclude a pupil permanently, after consultation with the governors.

This policy should be read in conjunction with Behaviour, Antibullying, Child Protection/Safeguarding, Fire Safety & Procedures, Educational Visits policies and the Staff Handbook.