



Sacred Heart Catholic Primary School  
Positive Behaviour Policy



# Positive Behaviour Policy

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Policy approved by the Academy Committee of Sacred Heart Catholic Primary School on:

Date: September 2017

Signature:

Chair of Academy Committee



# Sacred Heart Catholic Primary School

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**What the law says:** 1 Section 89 (1) of the Education and Inspections Act 2006

### Academy schools

The proprietor of an Academy is required to ensure that a written policy to promote good behaviour among pupils is drawn up and effectively implemented. The policy must set out the disciplinary sanctions to be adopted if a pupil misbehaves. The proprietor is also required to ensure that an effective anti-bullying strategy is drawn up and implemented. The behaviour policy should be made available to parents on request.

While Academies are not required by law to publish their behaviour policy on their website, it is good practice to do so.

### Introduction

At Sacred Heart School each individual is called to be one of **God's holy people: to pray, reflect, learn and grow to mirror the love of Jesus** (our Mission Statement).

This policy describes the aims, principles and strategies for promoting good behaviour based on Gospel Values to enable us to make Sacred Heart a place where every child achieves their God-given potential.

It is the role of all in the community to create an environment in which learning and teaching can take place. All staff are called, through their vocation, to model Christian values and show children through example what is expected of them to promote and maintain community cohesion.

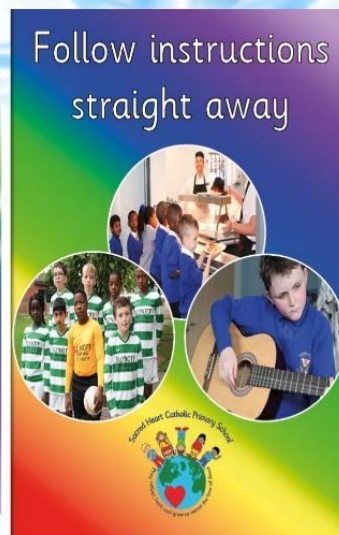
Three **Golden Rules** underpin the life of the school:

*Show respect*

*Follow instructions straight away*

*Always do your best*

# Our Golden Rules





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### Aims

The aims of the policy are that all pupils will:

- have a clear view of what is right and wrong through our Golden Rules, rooted in Gospel Values
- promote Gospel values: *faithfulness and integrity, dignity, compassion, humility and gentleness, truth and justice, forgiveness and mercy, purity and holiness, tolerance and peace, service and sacrifice*
- live out the values and virtues of the Catholic Church in their daily life: *Grateful & Generous, Attentive & Discerning, Compassionate & Loving, Faith-filled & Hopeful, Eloquent & Truthful, Learned & Wise, Curious & Active, Intentional & Prophetic*
- set themselves high expectations in terms of behaviour
- promote self-discipline and a proper regard for authority
- work co-operatively showing concern for others
- develop a responsible and independent attitude towards work and towards their roles in our school/parish and wider community
- strive to achieve their potential in terms of academic achievement but also in terms of behaviour so that they become well-rounded, responsible citizens of the future

### To Achieve Our Aims

All members of the school community will work towards the policy's aims:

#### Pupils by:

- knowing the golden rules, understanding that they are underpinned by the values that Jesus taught us, and learning to live them out on a daily basis
- accepting responsibility for their own actions, particularly when inappropriate choices are made
- learning how to accept failure/disappointment with humility, and success/praise with grace

#### Parents by:

- listening, taking account of, and valuing every child's voice
- offering encouragement and praise to their children, especially when they receive awards, and taking an active interest in the child's school life
- providing full support for the discipline procedures within the school
- co-operating with teachers when sanctions are necessary, presenting a united front to the children
- attending meetings about their child's learning and behaviour both at individual and school level
- supporting children with their homework/home learning journals



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#### Class Teachers in partnership with support staff (teaching assistants/higher level teaching assistants) by:

- listening, taking account of and valuing every child's voice
- ensuring that positive behaviour is encouraged at all times, rewards are given when appropriate and sanctions are given fairly in accordance with this policy
- delivering a well-planned broad and balanced curriculum appropriate to the range of all the pupils
- using a wide variety of learning and teaching styles to ensure that all children are engaged and motivated to learn effectively
- creating a school/classroom that is aesthetically pleasing and it provides a well-ordered stimulating learning environment in which opportunities are given for a range of learning
- taking an active and supportive role in all aspects of school life
- liaising with all other staff and agencies, who come into contact with children in the school and having good communication links with parents so school and home are working together in partnership

#### Lunchtime Supervisors by:

- listening, taking account of and valuing every child's voice
- ensuring that positive behaviour is encouraged at all times, rewards are given when appropriate and sanctions are given fairly in accordance with this policy
- reporting to class teachers when appropriate

#### Administration Staff, Pastoral Support Manager, Site Service Officer, Cleaners and outside agencies by:

- listening, taking account of and valuing every child's voice
- ensuring that positive behaviour is encouraged at all times, verbal praise is given when appropriate and any inappropriate incidents are reported to class teachers

#### Academy Committee by:

- ensuring that all members of the community listen, take account and value every child's voice.
- monitoring that positive behaviour is encouraged and the policy is upheld in incidences of inappropriate behaviour (as reported through the Principal's Report to the Academy Committee each term)
- supporting positive behaviour strategies
- serving on a Disciplinary Committee as necessary or meeting with parents regarding incidents deemed as Step 7 and 8 (see the sanction steps)



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### Children with Special Needs

Please note that some children fall outside this Positive Behaviour Policy. Such children may be given a Strategy Plan for behaviour (please see Inclusion Policy) and support may be obtained from SEMHL. A specific plan may be drawn up with individualised rewards and sanctions in conjunction with child, parent, school and support service if appropriate.

### Discipline in schools – teachers' powers

Teachers have statutory authority to discipline children whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).

- Teachers can discipline children at any time the child is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline children in certain circumstances when a child's misbehaviour occurs outside of school.
- Teachers can confiscate children's property.

### Children's conduct outside the school gates – teachers' powers

#### **What the law allows:**

Maintained schools and Academies' behaviour policies should set out what the school will do in response to 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 punishments that will be imposed on children.

Teachers may discipline children for:

- misbehaviour when the child 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 child at the school.
- or 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.



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### Sanction Steps

This shows how the sanctions progress from a low level to the more serious levels of behaviour.

#### Sanction Step 8

Permanent Exclusion from Sacred Heart Primary School  
Formal letter issued by Head of School/Principal

#### Sanction Step 7

Formal meeting with Academy Representative, Head of School, Class Teacher,  
Parents and Child  
Formal letter issued by Head of School/Principal

#### Sanction Step 6

Fixed Term Exclusion – formal letter issued  
Following a thorough investigation by the Senior Leadership Team, serious incidents of physical aggression and abusive,  
foul or insulting language will result in immediate action to Step 6

#### Sanction Step 5

Formal Meeting with Class Teacher, Parent, Child and Head of School  
(after three Time In Letters issued)  
Internal Exclusion from break and lunchtime

#### Sanction Step 4

If a child's behaviour doesn't improve then a Time IN Letter will be issued and  
sent home to parents for signature.  
If a child has broken the Golden Rules they will be kept in at lunchtime and supervised by  
a member of staff on duty.

#### Sanction Step 3

Child's name is written on the board and a final reminder is given

#### Sanction Step 2

Second verbal reminder

#### Sanction Step 1

Verbal reminder of expected behaviour



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*Time IN Letter*

Date \_\_\_\_\_

Dear Parent of \_\_\_\_\_,

I am writing to inform you that today your child was given the sanction of:

**Time In:** for failing to follow our *Golden Rules*

**Reason:** \_\_\_\_\_

This letter has been issued in accordance with our *Positive Behaviour Policy*.

If you feel you would like to discuss this further, please make an appointment with your child's **class teacher**, who will explain the reasons for this letter in more detail.

We would appreciate your support in reminding and encouraging your child to behave appropriately whilst at school and to make the most of every learning opportunity.

We will keep you informed of your child's progress in this area.

Yours Sincerely,

\_\_\_\_\_

Class Teacher

Return Slip – please ensure you return this part of the letter the following day.

A record of this letter will be kept.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I have read the letter regarding my child's behaviour and will speak with them about it as detailed in 'The Positive Behaviour Policy'.

Signed \_\_\_\_\_ Date \_\_\_\_\_





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To be completed by the child: (name) \_\_\_\_\_

I have been given the sanction of Time In today for the following reasons:



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I will improve my behaviour in future by:



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Signed by the child: \_\_\_\_\_





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### Instructions for Playground Behaviour

- ♥ Children are to maintain high standards of behaviour
- ♥ Both staff and pupils are responsible for looking after equipment and putting it away ready for the next break time.
- ♥ Children should respond immediately to signals given e.g. to stop playing and line up
- ♥ Children should not be inside unless given permission

### Instructions for using the Toilets

- ♥ Staff and children will respect the privacy of other children
- ♥ Children will respect the equipment/ walls in the toilet (including no graffiti)
- ♥ The toilet should be flushed after use
- ♥ After washing hands children are to be encouraged to turn the taps off to save energy

### Incidents of a very grave nature

We recognise that at Sacred Heart School there are times when some of our children do not manage their behaviour and in so doing, breach one or more of the 'Golden Rules' in a particularly serious way. The Sanction steps indicate how an incident may be dealt with.

Such incidents are investigated thoroughly by the Class Teacher, Senior Lunchtime Supervisor, and Pastoral Support Manager, a member of the Senior Management/Leadership Team or by the Head of School or the Principal as appropriate. Notes may be made and recorded on our online system (CPOMS). Eye witnesses are encouraged to share what they have seen so that a balanced view can be obtained.

### Incidents of Bullying

The procedures for dealing with both the bully and the victim, are detailed in the Anti-bullying policy. Bullying is taken seriously and parents are informed as deemed appropriate.



## Sacred Heart Catholic Primary School Positive Behaviour Policy



### Positive Behaviour Reinforcement

#### House System

At Sacred Heart Primary School we operate a House Point System. In Reception, each child is allocated a House which they will be in for their entire time at Sacred Heart. The houses are named after famous artists, who have inspired generations: Donatello; Rafael; Leonardo and Michelangelo.

House points are given to children who excel in their learning, effort or behavior. Children can be given house points by any member of the school staff. Each week during Celebration Assembly, the house captains and vice-captains will announce the number of house points collected during the week and this will then be displayed in the hall.

At the end of each term the house with the highest number of points will have a treat. At the end of the year, the house with the highest number of points gained throughout the year will be rewarded the House Trophy and will receive an extra special treat.

#### House Captain

Each house will elect a house captain from the Year Six pupils. Each campaigning house captain will create a manifesto, which they will have to share with their house during an assembly. All children in each house with then have the opportunity to vote for their captain and vice-captain.

The house captain will have the following responsibilities:

- Be a leader for the house
- Be an excellent role model for the whole house and school
- Represent the house when it comes to prizes and decision making
- Add up the house points each week and share the total in Celebration Assembly
- Give feedback during house meetings regarding behaviour
- Organise inter-house events such as quizzes and Sports Day

#### Celebrating Achievement

Every week, each class teacher will choose one child from their class to receive a 'Worker of the Week' or 'WOW' award in Celebration Assembly. This could be awarded to a child for: an excellent attitude to learning; an exceptional piece of work or for a high standard of behavior. As we want all children to experience success and a sense of achievement, every child should receive a 'WOW' award during each academic year.

In addition, a child from each Reception to Year 2 class will receive a 'Golden Bear' award for following our school's Golden Rules. In KS2, a child from each class will be awarded a 'Values and Virtues' certificate for living out the values and virtues of the Catholic Church in their daily life: *Grateful & Generous, Attentive & Discerning, Compassionate & Loving, Faith-filled & Hopeful, Eloquent & Truthful, Learned & Wise, Curious & Active, Intentional & Prophetic.*

At the end of each term, a special 'Achievement Award' assembly is held where approximately a third of each class will receive an achievement award, designed to celebrate particular effort or improvement in an area of learning.

Each class teacher may also have their own positive behaviour strategies, using stickers, raffle tickets, table points, positive praise etc. Teachers are also encouraged to use social media (with parental permission) to celebrate achievements in class or as a way to showcase excellent examples of homework.

#### Celebrating Attendance

In order to promote attendance at school, each term those children who have 100% attendance at school will receive a certificate and gift voucher during the 'Achievement Award' assembly. Each week, the class with the best attendance will be awarded the 'Attendance Trophy'.