

Caedmon Primary School – Behaviour Guidance

The following will be applied at all times to ensure consistency through school.

All children must:

- Line up on the playground before coming into school
- Walk into school in silence
- Line up outside the classroom before entering
- Stand behind their chairs when after entering the classroom at 9:00am, 11:00am and 1:00pm
- Line up at the door before break and lunchtime
- Walk around school in silence



School Rules

The school rules are displayed in all classrooms. They will be read out at the start of each reading, writing, mathematics and afternoon session. Playground rules will be read out before each break and dinner time. Dining hall rules will be read out at the start of each sitting.

Rewards

Children will be rewarded in school for positive behaviour:

- Team points for good work and displaying the Caedmon Characteristics
- Behaviour points for following the school rules
- Stickers or prizes at the discretion of the class teacher
- Caedmon Badges in assembly for meeting the agreed criteria

Consequences

Children will be given a consequence for undesirable or inappropriate behaviour.

In EYFS, a warning will be given, followed by 5 minutes time out if the behaviour continues. If there are further behavioural issues, the child will be removed from their classroom.

From Y1-Y6, children will be given a warning, followed by 5 minutes missed from the next break or dinner time. If there are further behavioural issues, the child will miss 15 minutes from the next break or dinner time. The final stage will be removal from their classroom, if the behaviour hasn't been put right. Pupils from Year 1 – Year 4 will be removed for 2 mornings or afternoons. Pupils from Years 5 and 6 will be removed for 3 mornings or afternoons.

Warning	5 minutes	Removal from class
Given for breaking a school rule: Not speaking politely or kindly to others Not listening carefully when other people are speaking Not putting their up when they want to speak Not working or talking quietly Not letting others concentrate on their work Not trying to do their best	Given after a warning for repeated behaviour or immediately for one of the following: Talking in the corridor Swinging on a chair Running in the corridor Name calling Speaking when entering or exiting the dining hall at dinner time or for assembly Leaving the classroom without asking	Children will be removed from class for half a day for: Spitting on the floor Passing messages Talking about boyfriends/girlfriends Children will be removed from class for a full day for: Swearing Destroying property Children will be removed from class for a two days for: A violent act or the threat of violence Use of racist, homophobic or offensive language Refusing or disrespecting a member of staff Walking away from a member of staff when being spoken to

Further Guidance

- Half a day removal - the remainder of the morning or afternoon session

- Full day removal - if removal is given in a morning, the child will be removed for the rest of the day. If a child is removed during an afternoon, it will be until the end of the following dinner time.
- If a child is absent the following day and a consequence is still owed, the consequence will be applied upon their return to school
- Swearing is any word which the adult dealing with the situation deems to be inappropriate to use in school
- Destroying property includes deliberately breaking or damaging property which belongs to school, themselves, another child or a teacher
- Disrespecting a member of staff includes eye-rolling, tutting, huffing, smirking or any other act which the adult dealing with the situation deems to be disrespectful
- In Nursery, a child will be sent home for biting another child or repeated violence towards another child

Removal

If it is deemed necessary to remove a child, they will work in another classroom in school away from their peers, with a designated adult.

Registration Class	Designated Adult
Nursery	Miss Forbes
Reception	Miss Downing
Y1 and Y2	Miss Fox
Y3 and Y4	Mr Butters
Y5 and Y6	Mrs Robinson

Break Time and Dinner Time

During outside times, if the children break a school rule they will be sent inside, to the member of staff who is on indoor duty. They will miss the rest of that session, unless they have broken the hands and feet rule. If this is the case, a child in Key Stage One will miss two days of break time and dinner time and a child in Key Stage Two will miss three days of break time and dinner time.

Pupils will enter the hall, stand behind their seat, say the dinner time prayer and dining hall rules and sit down. Three tables will be chosen by a member of staff to get their dinner first.

If a pupil fails to do any of the above, they will go last for their dinner. All other school rules apply.

Lunchtime supervisors will wipe tables.

Each sitting will have a lead member of teaching staff. Lunchtime supervisors will report any issues to this member of teaching staff immediately.

EYFS	Y1/2/3	Y4/5/6
Enter hall at 11:25am	Enter hall at 12:00pm Leave hall after 12:15pm	Enter hall at 12:30 Leave hall after 12:45pm

Beyond the School Gates

School will not deal with out of school behaviour when it is a parenting (e.g: a child not following instructions at home) or supervision (e.g: a child has gone to play somewhere that they shouldn't) issue.

School will deal with out of school behaviour when it has a direct consequence on another child from school (e.g: a child hurts another child) or brings the name of the school into disrepute (e.g: a child is behaving in an anti-social way). In these instances, if the behaviour is reported to school, a consequence will be given in line with school policy.

The Headteacher (or Deputy in the absence of the Headteacher) has the right to modify the above policy in order to ensure the smooth running of the school).