

## WHOLE SCHOOL CODE OF CONDUCT

<b>Committee Name:</b>	Achievement and Standards Committee
<b>Date of Approval:</b>	May 2019
<b>Validity Date:</b>	May 2019 - 2021
<b>Person responsible:</b>	Head Teacher

### ***‘Together we live and grow in the love of Jesus Christ’***

The St. Saviour’s School Community consists of children, staff, parents, Governors and the Church who work together to fulfil the aims of the school. We recognise that it is everyone’s responsibility to promote positive behaviour and enhance self-esteem in our pupils by encouraging good conduct and creating an environment in which learning can flourish. The children are nurtured within a Christian framework, which supports us spiritually in all that we do. Through the children’s behaviour we expect the children to follow the school’s vision of ‘Together we live and grow in the love of Jesus Christ.’ They can achieve this by thinking about and using our school values (the Fruit of the Spirit) to guide them.

**The one thought that should be at the forefront of each individual’s thoughts is that everyone will act with courtesy and consideration to others at all times.**

**This policy works in partnership with all school policies (especially with the Behaviour Policy, Child Protection and Safeguarding, Anti-bullying policies), Home-School Agreement and Online Safety Policy. All of these policies may be found on the school website ([www.stsavioursprimary.co.uk](http://www.stsavioursprimary.co.uk))**

### **THE RESPONSIBILITY OF STAFF**

1. To respect all members of the School Community (children, staff, parents and Governors) and to support the school in all its working practises.
2. To ensure close adherence to all school policies in particular the Safeguarding, Child Protection and e-Safety policies.
3. To be aware of Child Protection or Safeguarding issues that may affect any child or member of staff. To report any concerns to the Headteacher (Designated Teacher).
4. To offer to children a balanced curriculum and to ensure that the work offered is related to each child’s level of learning and potential.
5. To ensure that lessons are interesting and stimulating.
6. To ensure that the classrooms and the School as a whole are attractive and safe places in which to work.
7. To ensure that parents are informed about and involved in the child’s educational progress through the School.
8. To work in partnership with parents and/or carers in a manner which reflects the Christian ethos of the school.
9. To provide appropriate homework on a regular basis.
10. Staff will undertake not to use social media to promote the school using individual children. Use of digital images and social media should be done in line with school policy.
11. Staff to report any infringements of the use of digital image/social networking sites. Information regarding under age use of these sites will be reported to the Headteacher who will report the matter to parents and/or the relevant authorities.

### **THE RESPONSIBILITY OF THE PARENTS**

1. To support the School.
2. To respect all members of staff and act in a manner which reflects their position of teaching your child.
3. To explain to children that they must respect all children, staff and parents in our community. Anti-Social behaviour of any kind will not be tolerated.
4. To appreciate that negative or abusive behaviour towards staff will not be tolerated by the Governors.
5. Any concerns about the School should be shared privately with the Headteacher and or Staff. Criticism in front of children will serve to undermine their confidence and positive attitude towards school and learning. Parents should refer to the Parental Complaints Procedure on the school website.
6. To explain to children that School is a place for learning and that they should do nothing to interfere with the education of other children.
7. To be aware the school operates a rigorous Safeguarding and Child Protection system which exists to protect the children and all in the school community.
8. To ensure that the child attends school and is punctual. Parents need to recognise that time spent away, unnecessarily, can hinder the learning process.
9. Any absence is monitored carefully and recorded on a child's annual report. Any unauthorised absence could result in a referral to the Educational Welfare Office and may result in a Penalty Notice being issued.
10. To ensure that the child is fit for school. For example: by making sure that the child has had enough sleep and does not come to School tired and irritable, by making sure that the child does not watch disturbing television programmes, on-line activities, electronic games or videos.
11. To ensure their child does not misuse digital images or social networking sites that are not age appropriate.
12. To ensure that their child wears the school uniform.
13. To ensure their child abides by the Code of Conduct.
14. To encourage the completion of homework and provide help and support when needed.

### **THE RESPONSIBILITY OF PUPILS**

1. To be polite, kind and considerate to all everyone in our Christian community and learn to listen to people's point of view.
2. To be presentable at all times and ready for school.
3. To care for others and be aware of how bad behaviour can affect others.
4. To work hard and do their best and do nothing to prevent others from working.
5. To take responsibility for their actions and to accept reprimands gracefully.
6. To keep the School clean and tidy so that it is a welcoming place we can all be proud of.
7. To select appropriate behaviour for different areas (such as the playground, our Church, classrooms and lunch hall) and to move carefully and sensibly around the school.
8. Take responsibility for completing homework well and making sure it is returned on time.
9. To use digital images and or age appropriate social networking sites carefully. Any evidence of cyber bullying (either inside or outside of school) will be taken very seriously.
10. To act responsibly on line (at home or at school) and understand their actions may affect others. Children must not attempt to follow any member of staff on a social network.
11. Take responsibility for delivering school letters and information to parents.
12. To talk to their Listening Partners if they are worried about anything concerning themselves or their friends.

### **REWARDS AND SANCTIONS**

## **REWARDS**

Team points are awarded to pupils for excellent work or who have made a consistently good effort with several pieces of work. These are also awarded for good behaviour.

Children are encouraged to show their work to the Head teacher or Deputy Head and special stickers are given to all of these children. Certificates are awarded for exceptional work and for a wide range of good behaviour and manners. When the whole School or class have behaved in such a magnificent manner every opportunity will be taken to ensure awards will be given en mass.

Awards will also be presented to those children who have significantly made positive contributions to the school over the whole year. These could be celebrated in the Newsletter, in the Class ChitChat, Star of the Week, Buster (school mascot), on the school website and at the Leavers' Service in July.

Pupils' work is proudly displayed as often as possible. Display boards are provided in each classroom and in the main hall and corridors. The entrance hall demonstrates the School's Christian nature and is used to exhibit photographs of various activities. The Gospel Tree is an example of this and offerings from the School Mass are displayed to show the children's thoughts and prayers. Truly wonderful pieces of work will be added to The St. Saviour's Permanent Collection and are placed strategically around the School.

Children are encouraged to consider others less fortunate than themselves. The school has an excellent record of collecting for charities (The Passage, NSPCC, Help the Aged, Cancer Research, CLICT, the neonatal unit at St. Mary's Hospital, Christian aid, WWF, Comic Relief, amongst others). The school sponsors four children through the charity World Vision as well as supporting a three endangered animals. Children are asked to bring small coins for the School Mass collection each Monday to support this work. This encourages them to also understand the need to contribute to the work of the church and Parish community.

**Above all, praise and encouragement will be given freely and often.**

## **ACTION TO BE TAKEN IN THE EVENT OF INAPPROPRIATE BEHAVIOUR**

We have a positive approach to good behaviour, giving praise to those children who are well behaved, polite and hard working. Most of our children behave like this and our school is known for exceptional behaviour in the local community. However, some pupils do not always behave in an acceptable way. These incidents will either be recorded in the Playground Monitoring Book or the Serious Incident Log (See Behaviour Policy). These are the strategies we use to promote positive behaviour:

1. Personal reward charts (e.g. Ripley or extra Golden Time Charts)
2. A child may be required to work alone at a table in the classroom.
3. A child may be required to work with another teacher.
4. A child may be sent to the Deputy Head or Headteacher's office.
5. A child may be required to "make up time" during a playtime.
6. Parent(s) are asked to have a meeting with the class teacher and/or Head and Deputy. Behaviour charts and positive reinforcement strategies will be put into place.
7. Teachers will keep a record of any persistent difficulties that a child may be having in consultation with the Headteacher.
8. A child may be denied the opportunity of going on an outing, a residential journey or any other form of School activity
9. If unacceptable behaviour continues, the Head will invite the parent(s) into School to discuss the problem further. Regular meetings may well need to be instituted to monitor the situation.

10. If unacceptable behaviour occurs at lunchtime, the parent(s) may be required to take the child home at lunchtime.
11. If persistent misbehaviour continues, the Headteacher may ask parents for their agreement in approaching relevant outside support services.
12. If a child of pre-statutory age (e.g. below 5) experiences difficulty with a full time placement, they will be offered a part time placement to aid transition.
13. The Headteacher may decide to exclude a child for a fixed time, day, weeks or permanently. These are extreme steps and are not taken lightly. The Chairman of Governors and Local Education Authority will be informed immediately.

This action **may** be taken when:

1. A very serious incident occurs which causes a child or adult to be hurt.
2. A child has become uncontrollable, hits or swears at any member of Staff.
3. It has been proved that a child has stolen or damaged someone else's property.
4. Over a period of days or weeks, a child's behaviour has been such that they are interfering seriously with other children's learning or they have to be removed repeatedly from the classroom and supervised by another member of the Staff.
5. Deliberately dangerous actions
6. Physically losing control
7. Misuse of ICT in school or at home (e.g. sending threatening emails or posting unpleasant messages or photos on Social Media - see Online Safety Policy)
8. Misuse of social media or on-line games at home which bring the school into disrepute or is viewed as being Cyber-Bullying towards another child or member of staff. If the school becomes aware a child is using such a site inappropriately or below the required age, their actions will be reported to the authorities.

Please see the Behaviour Policy for list of possible inappropriate behaviour. St. Saviour's School is committed to encouraging good behaviour in an atmosphere of mutual respect. We wish to emphasise the responsibility of all those in the School community - teachers, support staff, governors, parents and pupils - in achieving this aim. We look to all those concerned to work towards this aim and to ensure that this positive Code of Conduct is achieved, so ensuring that negative behaviour is avoided.