

BEHAVIOUR POLICY



'Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ.'

A disciplined environment is an essential part of the learning process. The vast majority of pupils in school are well behaved, courteous and kind.

The Governors appreciate that many parents, in line with Government thinking, wish their children to make the most of the educational opportunities that the school provides and do not wish to have these opportunities jeopardised by the inconsiderate actions and attitudes of the few.

Unfortunately, as in all aspects of life, a small minority of pupils cause unwelcome disruption to the learning and social opportunities offered by the school.

The Governors welcome the positive approach to discipline that is taken here, and trust that parents will support the school in its attempt to bring about a caring industrious and respectful attitude by the children towards all the members of the school community and the building.

Here at Our Lady & St Kenelm we aim to provide an environment where children feel happy and secure. Children are expected to show respect for others and their possessions.

Good work, effort, honesty, helpfulness and other positive attributes are acknowledged and praised. For disobeying rules or instructions, pupils will be reprimanded and expected to apologise to those injured. They will lose minutes from their Golden Time. For persistent offences, children are deprived of their free time, during break or lunchtime (Time Out) and parents will be informed.

All parents are expected to work with the school and support decisions that have been made regarding pupils' behaviour and how it will be dealt with.

At OLSK, we believe that every person is made in the image and likeness of God (Genesis 1:27). We are all equally loved by God, and we are called to love one another as Jesus taught us.

Serious Incidents and Suspension

Where an incident is determined by the Headteacher to be of a serious nature, the school reserves the right to impose a suspension.

Circumstances that may warrant a suspension or permanent exclusion include, **but are not limited to:**

- Physical assault against a pupil: Fighting, violent behaviour, wounding.
- Physical assault against an adult: Obstruction, jostling, violent behaviour.

- Verbal abuse or threatening behaviour against a pupil: Aggressive behaviour, swearing, threatened violence.
- Verbal abuse or threatening behaviour against an adult: Aggressive behaviour, swearing, threatened violence.
- Use or threat of use of an offensive weapon or prohibited item: Carrying or bringing onto the school site an offensive weapon or prohibited item such as knives, sharp instruments, or BB guns.
- Bullying: Verbal, physical, cyber bullying or threatening behaviour online, racist bullying, sexual bullying, homophobic, biphobic and transphobic bullying, bullying related to disability.
- Racist abuse: Derogatory racist statements, racist bullying, racist graffiti, racist taunting and harassment.
- Abuse against sexual orientation and gender identity (e.g., LGBT+): Derogatory statements about sexual orientation and gender identity, homophobic, biphobic and transphobic bullying, LGBT+ graffiti, LGBT+ taunting and harassment.
- Abuse relating to disability: Derogatory statements or swearing about a disability, bullying related to disability, disability-related graffiti, disability-related taunting and harassment.
- Sexual misconduct: Lewd behaviour, sexual abuse, sexual assault, sexual bullying, sexual graffiti, sexual harassment.
- Drug and alcohol-related: Alcohol abuse, drug dealing, inappropriate use of prescribed drugs, possession of illegal drugs, smoking, substance abuse.
- Damage to property: Damage includes damage to school or personal property belonging to any member of the school community, arson, graffiti, vandalism.
- Theft: Selling and dealing in stolen property, stealing from local shops on a school outing, stealing personal property (from an adult or pupil), stealing school property.
- Persistent or general disruptive behaviour: Challenging behaviour, disobedience, persistent violation of school rules, raising of fire alarms falsely.
- Inappropriate use of social media or online technology: Sharing of inappropriate images, cyber bullying or threatening behaviour online, organising or facilitating criminal behaviour using social media.
- Wilful and repeated transgression of protective measures in place to protect public health: Deliberate breaching of protective measures such as non-compliance with social distancing, causing distress through purposefully coughing near others, or any other deliberate breach of public health protective measures adopted by the school.

All serious incidents will be investigated thoroughly, ensuring that all parties involved have the opportunity to provide their account of events. The Headteacher will consider all available evidence before reaching a decision.

Parents or guardians will be informed promptly of any suspension and the reasons for it. The duration of the suspension will be proportionate to the severity of the incident and in line with statutory guidance and school policy.

Following a suspension, a reintegration meeting will be held with the pupil, parents or guardians, and the Headteacher to review the incident, reinforce expectations, and agree on appropriate support or interventions to prevent recurrence.

Racism has no place in our school, in our Church, or in our world.

We are committed to:

- Celebrating the diversity of God's children,
- Creating a school community where everyone feels safe, respected, and valued, no matter their race, background, or culture,
- Speaking up when we see unfairness or unkindness,
- And following the example of Jesus by treating each other with kindness, fairness, and love.

We teach our children that:

"You must love one another, just as I have loved you." – John 13:34

By living out our faith, we say together:

"We show racism the red card. We choose love instead."

At our school, we believe every child deserves to learn in a safe, respectful and inclusive environment. We do not tolerate racism in any form – whether through words, actions, or attitudes.

We are committed to:

- Promoting kindness, empathy, and understanding.
- Addressing discriminatory behaviour promptly and fairly.
- Educating students about diversity, equity, and inclusion.

We ask that parents and guardians join us in reinforcing these values at home and in our community. Together, we can model, respect, celebrate differences, and ensure all students feel seen, heard and valued.

Anti-Bullying

At Our Lady and St Kenelm, we are committed to creating a safe, nurturing, and inclusive environment for all members of our school community. Rooted in the teachings of Jesus Christ, we believe that

every child is made in the image of God and deserves to be treated with dignity, respect, and compassion.

Bullying of any kind – whether physical, verbal, emotional, or online – is unacceptable and will not be tolerated. We recognise that bullying can cause deep hurt and impact a child's well-being, learning, and spiritual growth.

Our school is a place where:

- Everyone is valued as a child of God.
- Kindness, empathy, and forgiveness guide our interactions.
- Concerns about bullying are taken seriously and addressed promptly.
- Children are encouraged to speak out if they feel unsafe or witness bullying.
- Parents, staff, and the wider community work together to support positive relationships.

Consequences for Bullying

When a child engages in bullying, the school will respond promptly and fairly. Consequences may include:

1. **Discussion and Reflection:** The child will be spoken to about their behaviour and encouraged to reflect on the impact of their actions.
2. **Time Out or Loss of Privileges:** Temporary removal from playground, classroom activities, or special events to allow the child to reflect.
3. **Parental Involvement:** Parents or guardians will be informed and involved in addressing the behaviour.
4. **Formal Sanctions:** In repeated cases, internal suspension or other measures may be applied in accordance with school policy.
5. **Fixed Term Suspension:** In the most serious cases, the Headteacher may choose to suspend the perpetrator for a fixed period of time.

Through education, prayer, and example, we aim to help children understand the importance of loving their neighbour, celebrating differences, and standing against unkindness. We strive to ensure that everyone can learn and grow in a safe and caring environment.

School Uniform:

Good standards of dress and presentation are important aspects of our school. Children are expected to wear the correct school uniform or PE kit on agreed days.

Trainers must not be worn to school:

- If a child has grown out of their shoes or their shoes are damaged, they may come to school in black PE pumps until new shoes are purchased.

No boots to be worn in school:

- In cases of bad weather where boots/wellingtons are deemed necessary, shoes must be brought in a bag to be changed into as soon the child enters school.

The school has chosen to maintain a traditional style of uniform, as it creates the right atmosphere for learning, and promotes equality between all pupils.

Hair must be worn in ways that are in line with this: school is not a place for 'fashion' hair styles.

The Governing Board's Policy on haircuts and hair styles is that they must be appropriate to a formal educational setting and therefore aligned with the goals of our uniform policy. Broadly, this means hair must be a natural hair colour, cut neatly in a moderate style and that long hair must be tied back using uniform-compliant ties.

The Board has delegated authority to the Headteacher to enforce this policy, and strongly recommends that if there is any doubt, then parents/guardians consult her **before** allowing a child to get a particular haircut.

To give a clearer picture of what the Board means by "appropriate" the following list gives some examples of what is, and is not "appropriate".

Hairstyles must be simple and safe:

- For health and safety reasons, as well as to avoid head lice, long hair, whether girls or boys, **must be tied back**.
- Hairbands and hair accessories must be **small** and **white or blue** in colour.
- Hairbands must be plastic and simple in shape, only around $\frac{1}{2}$ of the head, not all the way around.
- Hair should be the same length on the whole of the child's head, not half short and half longer.
- No circular, elasticated headbands are allowed.
- No large fashion bows or hairbands of different colours should be worn.
- School will not provide bobbles; therefore, if a child is growing their hair, parents need to provide a bobble to tie their hair back, every day.
- No child should have severely shaved haircuts (whether all over, around the sides or under longer hair).
- No fashion tramlines are to be added, this includes on the parting.
- No dyed hair.



If hair is deemed to break school policy, parents will be informed and the child may be suspended for a fixed term.

Acts which cause damage either to personal or school property, **may warrant a suspension and this will be decided by the Head Teacher**. Pupils and parents may be asked to make recompense. In cases of extended unacceptable behaviour or attitude, parents will be asked to discuss their child's attitude with appropriate members of staff with a view to it being improved immediately.

In extreme cases of misbehaviour, a pupil may be excluded from attending the school, either for a set period of time, or permanently. Parents are always informed of such measures in writing. This sanction is reported to the Chair of the Governors and the L.A. to whom parents may make representation.

Supervision during the lunch break is undertaken by staff. The vast majority of children enjoy the sporting and social opportunities that are available during the lunch break, so any children who cause continuing disciplinary problems during this time will be refused permission to stay at school during the dinner break for a set period of time, or will be removed from the playground.

Our Lady & St Kenelm School has a code of behaviour which is reflected in the Home School Agreement. This document was created following consultation between parents, staff and governors, so that each child has a proper entitlement to a learning environment which provides excellent learning. It is signed when a child joins in Reception class and follows the child through their time at the school.

Low level disruption which consistently disturbs learning, will not be tolerated.

Our Mission Statement calls us to:

"Bring out the best in everyone, for the benefit of all, in the Spirit of Christ."

We must ensure that the atmosphere created within the school enables us to meet our Mission Statement in full.

Whilst this policy deals specifically with behaviour and discipline, the policies on Moral and Spiritual Education support and endorse it. The policy works alongside the SEND and Equal Opportunities Policies to provide the best practice for all of the children in our school.

The code of behaviour is consistent throughout the school and applied by all staff/adults in the building including volunteers, trainee teachers and students.

The code of behaviour covers activities within the school and on the playground as well as activities, which take the school into the wider community. It is most important that all staff have a collegiate approach to children's behaviour. It is easy to identify a breach of the school code; it may not be so easy to be consistent in approach.

It is equally important to strive for what we would consider an acceptable community spirit in the attitude and behaviour of those in our care. We always look to reward those who go out of their way to uphold the code of behaviour by excellence of community spirit.

Every opportunity is taken to praise and applaud that which is good and praiseworthy, whether it be for a pleasing attitude, industry, showing care, concern, respect, manners or whatever. This kind of behaviour is evidence of *"the Spirit of Christ"* at work in our school.

Opportunities are available in the Golden Book to identify and praise any child for his/her behaviour and celebrated at our Congratulations Assembly. Members of staff and children in school often speak

to the Headteacher or the Deputy to highlight someone who has shown them or someone else a 'little act of kindness'. The children will receive a special sticker from one of the Mini-Vinnies leaders to celebrate this.

The School Rules - rewards and consequences

The School Rules have been agreed by staff and children – shared regularly in assemblies and displayed around the school. They are also available for parents via the school website.

Bringing out the best in everyone,
For the benefit of all, in the spirit of Christ



Our 3 rules

1. Follow all instructions.

2. Follow Mrs Finnegan's motto:

*"Keep your hands to yourself and your feet on the floor.
If you have nothing nice to say, say nothing at all"*

3. Do your best for yourselves and others.

Behaviour Procedures

These are shared with children and staff regularly.

Each week children are awarded 'Golden Time' – 30 minutes for choosing to follow the School Rules. Golden Time generally takes place on a Friday afternoon.

Staff offer enrichment activities for children to choose, such as: craft making, ICT, sports or computers.

Children lose minutes if they choose to break one of the School Rules for minor misdemeanours. A record of minutes is recorded in a class folder. Children who have lost some of their minutes can only join in when their time has been made up completing work set by the class teacher.

Any child who loses their Golden Time will be set work to complete by the class teacher. If staff feel the act was more serious the child may receive an instant Time Out.

Any Time Out is recorded on the class minutes' sheet and a note of the incident is made in the class Time Out book.

- Every Time Out is reported to parents but if a child receives one for a severe breach of the school rules, their parents will be contacted to meet with staff to discuss their child's behaviour.
- If a child receives 2 Time Outs in a week, they will miss their Golden Time that week.
- If a child receives two Time Outs within a week, they will lose their Golden Time and will spend it reflecting on their choices with an appropriate activity.
- 3 minutes lost within one lesson equals a Time Out which takes place at the nearest break or lunchtime.
- If a child chooses to intentionally hurt another child physically or verbally, they will lose their Golden Time and their parent/carer will be spoken to by the class teacher or KS Phase Leader if needed. ***It may lead to a suspension.***
- As part of transition to High School and the behaviour systems that these schools have in place, Y6 children do not receive minutes. Instead, if they choose to break one of the school rules, they receive an instant time out which is served at the nearest break or lunchtime.

Parents will be contacted at any time if staff have concerns about a child's behaviour. Parents may contact staff at any time, if they have concerns about their child's behaviour.

- If a child's behaviour is causing concern on a regular basis class teacher will meet with parents to discuss and plan future actions.
- If this is not successful further meetings will be had with appropriate staff - KS Phase Leader/SEND Lead/Deputy Headteacher/Headteacher.
- Outside agencies (Behaviour Support/Educational Psychologists) may be consulted for advice or intervention to offer support if necessary.
- Occasionally, a pupil may have social, emotional or psychological issues and require help and support to be able to follow the School Rules and remain in school full time. These pupils will be guided by staff, parents and outside agencies. In these situations, staff will use their professional judgement to resolve issues and it may result in the child having a **reduced timetable** for a short period of time, if it is felt that the child is struggling with full time education.
- If and when it becomes apparent that a child is likely to cause continuing disciplinary problems, all members of staff involved in his/her education and welfare must keep a careful log of his/her behaviour and misdemeanours. If the problem persists beyond this, a **fixed term/permanent exclusion** will be introduced following the LA policy.

EYFS & KS1 – Behaviour procedures

In EYFS, KS1 and Y3 there are pictorial representations for the children to follow.

- A pot of gold
- A rainbow
- A sun
- A cloud
- A storm cloud with lightning

All children start the day on the sun.

If they do something great, they move up to the rainbow, then to the pot of gold and receive a Dojo if they remain there until the end of the day.

If they choose to break a rule, they will get a verbal warning and their name is moved to the cloud.

If they continue to misbehave, they move to the storm cloud with lightning. This results in an instant timeout and parents are notified, verbally or through a note home.

All children have the opportunity to modify their behaviour and move back up to the white cloud if they behave.

A thinking chair is used in EYFS and Pre School to give the child a safe space to calm down and reflect on their behaviour before an apology will be expected.

'Mop up' Mondays – Mobile Phone and Social Media Use

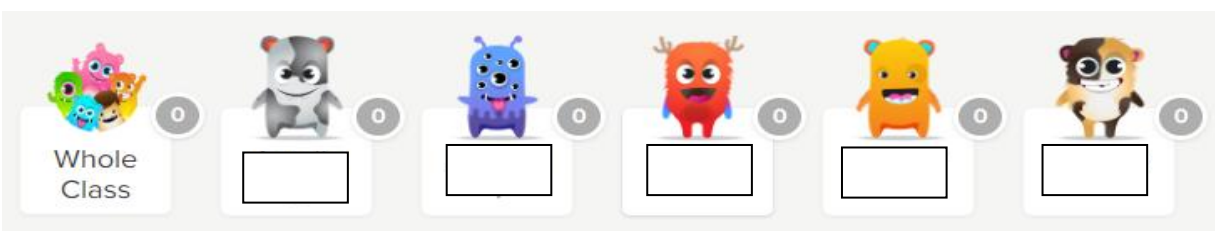
As children grow older, we understand that they will want access to a mobile phone. However, it is parent's responsibility, not the schools, to monitor the use of their child's phone, know what they are downloading and accessing, ensure that their child is using it responsibly, reinforce the rules about using social media appropriately and dealing with any negative issues at that may occur, at home e.g. confiscating the phone if use is found to be inappropriate or children are becoming upset or negatively affected by things that they see or comments that are being made.

Too much time first thing in the week, in upper KS2 especially, is taken up with dealing with, sorting out and resolving issues, friendship fall-outs and inappropriate use of phones, that has happened over the weekend, **which the school is NOT responsible for.**

Parents must take responsibility for issues surrounding social media that happen outside of school and these issues MUST NOT be brought into school. If they are, the fall out will be classed as low-level disruption and dealt with according to policy.

Class Dojos (Housepoints)

Our school uses Class Dojos to award children points throughout the day. It is done using an app on staff iPads or on the computer.



Children are awarded dojos for various positive behaviours e.g. good manners, using their Gospel Values etc. Every member of staff has the ability to give dojos but **they are given sparingly to ensure they are 'precious'**. These dojos are used in class as a reward e.g. the child with the most at the end of a week gets a prize, but they are also collected at the end of each half term to add up for their House Team points.

Our four House Teams are:

Outstanding Oracles

Learning Legends

Shining Stars

Knowledge Knights.

At the end of each $\frac{1}{2}$ term, the dojos are added up at the total is read out in the last half term Golden Book assembly and displayed at the back of the hall. The total throughout the year is added up in July and the winning house is awarded a treat. (In the past this has been a bouncy castle hired for the afternoon for their sole use.)

The children are reminded throughout the year of their need to achieve dojos and work with their house to get the treat at the end of the year. *Mr Hyde as PE lead, is in charge of the Class Dojo system in school.*

Playtime Procedures

- **Whole school 10.30am – 10.45am**
- **KS1 afternoon each teacher to supervise at appropriate time for their class.**

ALL children are aware of the rules at playtime.

If a child chooses to break one of the rules, they may be asked to walk with one of the members of staff on duty for a minute.

If the incident is more serious or persistent a Time Out may be given.

End of playtime

The internal bell alerts staff to move to the playground.

The official bell is rung in the playground, children are expected to remain still, silent, and finish eating or drinking.

Children are called by class to line up in silence, to keep everyone safe.

Staff escort classes from playground to the classroom.

Children are expected to follow in an orderly line in silence. If they choose not to, they will lose minutes from their Golden Time.

Lunchtime Procedures

KS1 12.00 – 1.00pm

KS2 12.10-1.00pm

Children are aware of the rules at lunchtime in the hall and on the playground. If a child chooses to break one of the rules, they will receive a 'Lunchtime Time Out'. If the incident is more serious or persistent a Time Out may be given.

- A 'Lunchtime Time Out' will lose 5/10 minutes of their lunchtime and will stand beside the fence nearest to the member of staff on duty, for the duration.

Persistent misbehaviour, or offences of a particularly serious nature will be reported to the class teacher/KS Phase Leader/Deputy Headteacher or Headteacher. Staff will follow the same procedures set out in the Behaviour Procedures. Serious offences could result in dinner time exclusion where parents will have to collect their child at 12pm and return them at 1pm ready to resume learning.

Use of the Peace Garden

The Peace Garden is an area where children can go, away from the hustle and bustle of the playground. There are benches for the children to relax on and talk with friends. It is not an area to play games, race around or jump on the equipment.

Any child who chooses to mistreat the benches or treat the Peace Garden as an extension of the playground with unacceptable behaviour, will lose the privilege of going in there for a fixed term.

Use of the Playground Equipment

We are very lucky to have a wide variety of playground equipment for the children to play with. We expect all of this equipment to be treated with respect and played with properly.

Any child who chooses to mistreat the equipment, will lose the privilege of using it for a fixed term. If equipment is broken due to a child purposely mistreating it, parents may be asked to pay for a replacement.

Use of the Library/Research Centre

We understand that not every child likes to go onto the playground at lunchtime and in these cases we allow them to spend time in the Research Centre or Library. Again, we expect these areas to be treated with respect and for all children to behave. A member of Y6 is appointed Research Centre Manager and they oversee what goes on in the areas with the help of their team.

Any child who chooses to mistreat the equipment or behaves in an unacceptable manner in either the Research Centre or Library, will lose the privilege of using it for a fixed term. If equipment is broken due to a child purposely mistreating it, parents may be asked to pay for a replacement.

This code of practice is for use by all staff working in the school and is updated when needed.

Officially Reviewed by Governing Board: December 2025

Next Scheduled Official Review: December 2027