

**Aston St Mary's**



Church of England (VA)

Primary School

**ASTON ST MARY'S  
CHURCH OF ENGLAND  
(VOLUNTARY AIDED) PRIMARY SCHOOL**

**Every child is a treasure – small in size, growing in God's love.**



The Diocese of St Albans

**Policy for Pupil Discipline**

Effective from:	October 2024
Review Date:	October 2025
Author:	Governing Body/SLT





# Aston St Mary's Primary School Policy



**Subject:** Pupil Discipline

**Author:** HT, Staff, Pupils, Governors

**Effective Date:** Oct 2024

**Next Review Date:** Oct 2025

**Status:** Statutory

At Aston St Mary's School, we know all of us are God's children and surrounded by his love. Our school vision states, 'every child is a treasure – small in size, growing in God's love.' The policy is particularly important to our whole school community at Aston School. We want and expect all children to be able to learn in a calm learning environment and kept safe from harm when in and out of school. All children have the right to continue to a first class education and allowed to grow in a safe environment, surrounded by God's love.

## Purpose

The purpose of this policy is to:

- To ensure our pupils embed our Christian and British values
- Help our pupils stay safe, healthy and happy
- Raise pupils' self-esteem, enabling them to be confident of their right to be treated fairly
- Help them to develop empathy and respect for themselves and others, reflecting our school's Christian ethos
- Develop in our pupils a sense of appropriate behaviour, self-discipline and acceptance of responsibility for their own actions
- Ensure the individual and collective rights of the whole community
- Empower staff to determine and request appropriate behaviour from everyone
- Ensure that this policy is fully understood and consistently implemented throughout the school

## Consultation

This policy is the result of discussion and agreement between staff, pupils and governors. Parents are expected to support this policy by signing our home/school agreement.

*This policy takes into account current statutory guidance on Behaviour in schools: advice for headteachers and school staff 2022.*

## Relationship to other policies

This policy is linked to the RSE/PSHE, equality policies, the home-school agreement and the COVID19 risk assessment.

## Roles and Responsibilities of the headteacher, other staff and governors

The headteacher will be responsible for ensuring that this policy is implemented and for reporting to governors on its impact. He or she will:

- Inform the pupil's parent(s) or carer of serious indiscipline and the sanctions, the period of any exclusion, and when permanent exclusion is judged to be necessary
- Carry out an investigation to identify the reasons for the exclusion
- Advise the parent/carers on how representations may be made, that they are responsible to ensure their child is not found in a public place, and on what alternative education will be provided
- Notify both the local authority and the Chair of Governors of the details of the exclusion, including the reasons for it, in the case of (a) a permanent exclusion or a fixed-period exclusion converted to a permanent one; (b) a fixed-period exclusion of more than five days or which brings the days the pupil has been excluded in one term to more than five; (c) an exclusion that would result in the pupil losing the opportunity to take a public exam
- Ensure that the statutory data returns (on racial incidents and bullying) are submitted on time to the LA

The headteacher and staff will apply the principles identified above when implementing the following whole school approaches to positive behaviour.

### Aston St Mary's School Rules

- Apply our Christian and British values
- Ask for help when you need it
- Be kind and helpful to others
- Be honest and truthful
- Be respectful and listen well
- Think about your own safety and those around you

### Affirmation, Praise and Rewards

It is the responsibility of all staff and pupils, too, to 'notice' and respond to positive behaviour. Qualities which are valued and rewarded include kindness, politeness, effort, sharing, helping, honesty and conforming to our rules.

We recognise and reward our pupils through:

- Praise, both public and private
- Giving house points for attitude to learning, effort, others and school life
- Awarding 'Shining Stars' for special contributions to school life
- Providing 'Golden Time', when pupils choose their own activities for a short period
- Notifying parents verbally or in writing of positive contributions
- Leavers Awards for 'Service to the School'
- Have a reward system that acknowledge all the children who are good all the time, including, in form of a Reward Day.

### Inappropriate Behaviour and Sanctions

This table states the sanctions which will be employed when behaviour is unacceptable. These sanctions have been agreed and are known to all staff who are responsible for their implementation.

Adults and children will always encourage pupils to reflect on their actions as Christians and to think how they could improve their behaviour.

Peer on peer abuse will not be tolerated. All staff have the attitude abuse does happen here.

Behaviour Category	Examples	Sanctions	Who will be informed
<b>Minor:</b> a small misdemeanour	Pushing into a queue, Talking when asked to be quiet	None	No formal reporting
<b>Moderate:</b> a more serious misdemeanour	Not working Lack of compliance with general class directions and requests Minor damage caused to property Minor hurt caused to another child Consistent infringements	Loss of Golden Time/ break time/ Reward Day time	Noted by class teacher (If during break time, the incident will be recorded to the class teacher).  Parents, at teacher's discretion
<b>Severe:</b> an extreme breach of behavioural standards	Continuous moderate misbehaviour Deliberate inappropriate behaviour or language intended to cause distress or offence e.g. racist, discriminational behaviour, swearing, lying or spitting, peer on peer abuse Behaviour which is antisocial or of a sexual nature e.g. public urination, exposure Dishonest behaviour e.g. stealing	Any of these may be applied dependant on the severity/frequency of the behaviours: Loss of break time/Reward Day Time/ Golden Time Removal from	Head teacher  Parents  Parents of any 'victim'  Chair of Governors (in cases of exclusion)

	Causing deliberate harm to property or injury to another person Wilful disobedience Bullying Any other behaviour which creates a situation which is 'unsafe' for that pupil or any others in the school community	classroom (fixed term internal exclusion) External exclusion (fixed term) Permanent exclusion	Complete incident form when appropriate
--	--	---	---

### Breaktimes and Lunchtimes

The school ensures that effective communication and support is maintained with and for staff supervising children during lunch and play times. This is done through:

- A communication book, kept in the staff room in which concerns over children's behaviour are recorded and actioned
- Behaviour or other incidents are reported to the pupil's class teacher at the end of breaktimes
- When required, support staff meetings to further discuss issues involving playtimes and lunch breaks
- The giving of house points by support staff to encourage positive behaviour
- The use of a red card emergency system

**Bullying and Harassment** : see our separate anti-bullying policy

### The Governing Body

The school leadership team will in accordance with be proactive at gaining the latest guidance from DfE, HfL and other outside agencies.

If the Governing Body Safeguarding Committee decide an excluded pupil should be reinstated, they will give the appropriate direction to the headteacher (who is under a duty to comply with it) and inform the parent and the LA of their decision.

If they decide that an excluded pupil should not be reinstated, they will inform the parent, the headteacher and the LA of their decision. In the case of a permanent exclusion, they will notify the parent in writing of their decision and the reasons for it within one day. The letter will advise the parent of his or her right to appeal against their decision, whom they should contact to lodge an appeal, the final date for this, and that the notice of appeal should set out the grounds of appeal.

### Parents and Carers

We aim to work closely with parents to present a consistent and positive approach to discipline.

We ask parents to

- Read and sign a Home/School agreement to pledge their support
- Ensure that their child attends school punctually every day
- Ensure that their child wears the correct school uniform
- Ensure that their child comes to school with the correct equipment for the day's lessons
- Read all school communications and respond to them if required
- Support their child in any homework or extra-curricular requirements
- Attend consultations and other meetings related to their child's education
- Contact the class teacher in the first instance about any concerns arising from emotional or behavioural issues.

## **Pupils**

School rules are established through consultation with pupils. Pupils are expected to observe our school rules which are on display at points throughout the school. If difficulties arise the school will work hard to support the pupil and may

- Contact parents to enable discussions to take place
- Provide a home/school communication book
- Arrange regular meetings to monitor the behaviour
- Set up an IBP (Individual Behaviour Plan) or PSP (Pastoral Support Plan) to set targets and actions for improvement
- Suggest involving outside professionals to give further advice and support. This may include calling a TAF (Team Around the Family) meeting.

## **Arrangements for Monitoring and Evaluation**

The governing body will evaluate the impact of this policy by receiving data from the headteacher analysed by year group, gender and ethnicity on:

- Fixed-term and permanent exclusions – number of and analysis of behaviour
- Instances of bullying and racial incidents, as reported on returns to the LA, and actions take
- Support provided for the victims

## **Authorisation**

Signed by the Chair of Governors on behalf of the Governing Body.

Date: 16<sup>th</sup> September 2024

Signed

