**Rockcliffe CE School**

*“Believe and achieve.”*

**Behaviour Policy and Dress Code**

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**2015/16**

**Rockcliffe CE School – Behaviour Policy**

There is a Positive Behaviour Approach in Rockcliffe CE School.

Rockcliffe CE School is a safe environment where all can teach and learn in a happy atmosphere, in order to raise standards and aspirations. We aim to ensure systematic and consistent management of all behavior, in order to develop effective ways of working to ensure the climate for learning is stimulating and challenging. We aim to develop the internal voice within our pupils to make the right choices in order to deal with situations.

All who are involved with our school show respect and consideration for others. The school property and the property of those within school is looked after. Everyone in Rockcliffe CE School takes responsibility for making our school a happy place to be. If pupils, staff and parents feel proud of Rockcliffe CE School, we are well equipped for raising the standards and self-esteem of all involved.

Children work well when there is a recognised framework where they know that there are limits to what is acceptable within that framework. The staff at Rockcliffe CE School would like children to come to school ready to enjoy learning. The majority of children do, but for those who intentionally disrupt lessons or play, staff must reinforce positive behaviour and reject unacceptable behaviour. The system, when in operation, requires assistance from pupils, teaching and support staff and parental involvement is actively encouraged.

**Aims**

All members of our school community take collective responsibility for the promoting of positive attitudes and behaviour in Rockcliffe CE School.

Pupil responsibilities:

* Pupils will have a sense of responsibility towards their learning, this is demonstrated by positive, independent behaviours
* To identify strongly with the school and are proud to be a part of it
* To be polite, well behaved and courteous at all times
* To follow the school rules and take part in making decisions based on these rules
* Recognise that all children and adults have rights and feelings that need to be respected
* To work co-operatively with each other and with staff, and have high expectations of themselves and others.
* To feel equal and have a fair chance to work and learn within an atmosphere of mutual respect.
* To feel safe in understanding that bullying, in any form, will be tackled and steps will be taken to prevent it.

Parents and visitors responsibilities:

* To feel part of the school community and feel valued, safe and secure.
* Conduct within and around school will provide a positive model for all and follow the positive behavior approach the school has in place
* To support, and participate in, the life of the school and be actively encouraged to be partners in their children’s learning through homework, classroom activities, out-of school activities and other extra-curricular activities.
* To readily engage with the school concerning its work and are willing to take part in effective two-way communication.
* To work in partnership to ensure their children have positive attitudes to learning to ensure they make the most of the experiences that are on offer.
* Respect the diverse nature of our school community

Staff responsibilities:

* To identify strongly with the school, and be proud to be part of it
* To respect the diverse nature of our school community
* To empower pupils to assess and manage risk effectively to keep themselves, and others, safe
* To actively establish positive relationships with pupils and parents and handle attendance and discipline problems in a sensitive and caring manner.
* Have high expectations of pupils’ achievement, attendance and behaviour, to notice and comment when pupils meet and exceed expectations
* To use praise to motivate pupils and for praise to permeate all aspects of school life.
* To treat pupils and parents equally, with respect and in a fair and just manner.
* To be proactive in guiding and modeling positive behaviours, developing problem solving strategies to equip children with the ability to find alternative ways to resolve situations
* Structure the environment to ensure children can be independent in their learning and decision making
* Recognise that some pupils will need a more personalised approach to meet their individual needs. Their specific intervention plans must be followed by all staff to ensure a coherent outcome for the pupil

**Rewards**

There will be different systems in class which will reinforce positive behaviours, however, there are whole school initiatives which all staff need to embrace.

* Stickers
* Notes in Homework diary
* Phone call or discussion with parents
* Recorded in Golden Book

**Rules and Sanctions**

Whole School rules: These will be discussed and agreed with the school council members, who will then follow up and share in class. Rules will be displayed around school and need to be shared in classes.

Class rules are established through class discussions and mutual agreement. These rules should be displayed and regularly reviewed/revisited.

**Sanctions**

Class based sanctions:

Discuss, emphasise the desired behaviour, and give verbal reminder

Stage 1 - 1st warning

Stage 2 - 2nd warning

Stage 3 - Move in class / miss break

Stage 4 - Send to another class (agreed) informal discussions with parents

Stage 5 - Head teacher / Formal Parental involvement

**Lunchtime / Break time sanctions:**

Discuss, emphasise the desired behaviour, and give verbal reminder

Stage 1 - 1st warning

Stage 2 - 2nd warning

Stage 3 – Suitable sanctions issued

Stage 4 – Further sanctions applied / Head Teacher informed

Stage 5 – Head teacher / Formal Parental involvement

Lunchtime supervisors will record names of children who they have to speak to repeatedly so this can be monitored. These will be shared with the principle lunchtime supervisor who will pass on any concerns to a senior member of staff to take action.

Recording incidents:

Incidents, including bullying and racist incidents, and the actions taken, will be recorded and kept in the Head teacher’s office. An overview sheet is completed to ensure any patterns of behavior can be identified and addressed. All incidents are reviewed after 2 weeks then again the following half term. The member of staff completing the report form is responsible for ensuring these reviews take place, and that other adults who need to be aware are informed of the incident and any action taken. Where appropriate a key adult will be identified to support the victim and perpetrator. Where

it is necessary to inform parents / carers this will be done by inviting them into school or it may be done in writing.

**Restraint**

On occasions some children do need to be restrained for their own safety or for the safety of others. All members of staff will follow the schools Restraint Policy. Where children have needed to be restrained a record will be kept in the incident folder.

**Staff Dress Code**

**Introduction**

The purposes of the dress code are:-

* To present a professional and positive image of the school
* To avoid unintentional injury to staff and pupils
* To avoid giving offence to people of different cultures or beliefs
* To present positive role models for pupils
* To contribute to high standards of health and safety

**Dress Code**

This policy provides

* Guidance to new colleagues
* A benchmark against which the standards of all can be measured
* A framework to inform decisions on standards taken by individual(s)

**Rationale**

* All staff must dress in a manner that reflects professionalism
* All staff are models for learners in the school, therefore they have a responsibility to model appropriate dress and appearance

The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress and groom appropriately when acting in a professional capacity and with due regard from any conclusions parents/visitors may draw from your appearance.

**General Presentation and Appearance**

Staff should look clean, tidy and well groomed and should have a good standard of personal hygiene. Clothes should be in a good state of repair and free from obvious dirt and stains. Clothes should be appropriate to the role you are employed to do in school.

**Jewellery**

Jewellery should be conservative. There should be no visible body piercing and studs other than pierced ears. Jewellery should not present a risk to the wearer e.g. strong chains or drop earrings that can be grabbed and pulled by children.

**Clothing and Footwear**

Clothing should not restrict movement nor should it prevent a task from being

undertaken with dignity.

Inappropriate clothing which must not be worn includes (but is not restricted

to): blue denim jeans and shirts; cargo trousers, revealing leggings, leggings worn above the knee, T shirts with slogans, low necklines, visible underwear, cropped tops.

Whilst it is not possible to list every possible clothing option here, it is hoped that staff will support the safer code of professional conduct and will dress in a way that reflects the high esteem we are held by.

* Staff should wear PE clothes and trainers when teaching PE and Games lessons.
* Teaching assistants attending to support the learning of pupils in a PE or Games lesson should at a minimum have a change of appropriate shoes.
* Whenever in school e.g. undertaking PPA or subject leadership responsibilities staff should maintain a high standard of professional dress.
* Shoes should be of sufficient strength and stability to enable the wearer to carry out tasks safely. Stiletto heels, sling backs and open oes will present significant risks in classroom situations. Leisure shoes such as flip flops are considered to be inappropriate due to health and safety reasons.

The following may be helpful in clarifying what is and is not appropriate:-

* No denim
* No excessively revealing clothes
* No extreme hairstyles or colours
* Any tattoos must be covered at all times
* No revealing mini-skirts

Staff should wear clothing appropriate to their work area. If you are supplied with a uniform or overalls for your role within the school then you must wear these whilst carrying out your duties.

Staff failing to act within the spirit of the dress code will be spoken to and asked to remedy the situation as soon as possible and definitely before the next school day. Significant or multiple breaches of the code will result in disciplinary action being taken.

**Pupil Dress Code**

Pupils are expected to dress in the school uniform. All pupils should bring the required PE kit and be able to change for PE and Games sessions.

All pupils should also:

* Be clean and tidy.
* Wear hair sensibly with no extremes of style. Colouring of hair is not permitted.
* Shoes should be black and sensible with no heel. These must be suitable for play outside.
* No jewellery is to be worn except small studs that can be removed for PE.
* No make-up can be worn.

If a child comes to school in incorrect uniform then they wil be warned and told to come to school correctly dressed the following day. If the standard of uniform is significantly below the standard expected’ and there is no reasonable excuse, then the child’s parents will be contacted and asked to remedy the matter immediately. Significant or multiple breaches of the code will result in disciplinary action being taken.