

School Rules

The following are the school rules including the rules of the playground that have evolved for pedagogic, educational or safety reasons. It is not a definitive list, but it should help reduce misunderstandings between parents, pupils and teachers.

Please note that these rules also apply to school functions such as work days, outings, open days, fairs etc as children are always representing the school. Parents cooperation in helping uphold the school rules is appreciated.

To ensure that the school is safe for everyone, please remember:

**Every member of the school is worthy of respect.
Please use positive and friendly language with children and staff.**

School and Playground Rules

- Be kind to each other.
- Treat everyone with respect.
- Use appropriate language at all times.
- Leave sticks on the ground.
- Respect and look after the environment (equipment, buildings and gardens).
- Keep your shoes on in the playground and in the field.
- Keep within designated boundaries.
- Do not throw anything unless part of an accepted game.
- Keep your food and drink for inside (unless given permission to eat outside with your class teacher).
- Water fights are not allowed.
- Do not throw hoops above head height.
- No rough, aggressive behaviour or play fighting.
- No climbing walls or trees.
- No kicking ball games to be played.
- No war games.
- The ball games "All against All" and "Storm the Castle" can only be played by Class 4 and above.
- Ask permission to fetch a ball that goes out of the playground. Use the gate to go out. (Class 4 onwards; Classes 1 to 3 must ask an older child or a teacher on duty to accompany them)
- Let the teachers on duty know if you or someone else is hurt.
- Always talk to the teachers on duty if you have any concerns.
- Come and tell a teacher on duty if you find dog poo.
- Ask permission if you need to go inside the school during playtime.
- Ask permission to get a piece of play equipment. You are responsible for its return.

- Bicycles, skateboards, scooters and roller skates are **not** to be ridden in the school grounds.
- Dispose of your litter in the bins and pick up any if you see it.
- Items not allowed in school are: home toys of any kinds, radios or other music players, matches, fireworks, comic books. Computer games, battery toys and games. Mobile phones may **not** be brought to school.
- Tobacco, alcohol and any illegal substances are not allowed at school under any circumstances.
- Pupils must remain in school until 3.30pm when the school bell is rung, unless by prior arrangement with the class teacher.
- At the end of school all children must wait with their class teacher until they are collected by their parents or an authorised person from their pick-up list.
- Under normal conditions, all pupils should have left the school premises within 15 minutes of the last lesson.
- Pupils are expected to abide by a Classroom Code of Conduct. A copy is in every classroom from class 3 and up.
- **Clothing:** There is no school uniform, but clothes should be neat, clean and appropriate for school; logos or images are discouraged. Clothes should reflect time of year and weather conditions. There should be no bare midriffs or chests. Skirts and shorts should be appropriate for school (i.e. no shorter than mid-thigh length). The class teacher may ask pupils to change an inappropriate item of clothing. Bare feet are not allowed at school and shoes should be suitable for school activities. Children must have a coat in school for wet days and will be unable to go out at break times without one. Children are expected to wear suitable slippers/indoor shoes in the classroom.
- **Food** should be nutritious, simple, wholesome and easy to manage for the children. Please make sure your child brings a bottle of water. NB. No glass containers or cans.
- **Jewellery:** a small stud in each ear is allowed. 1 or 2 finger rings are acceptable from class 4 upwards. One discreet chain or necklace. No other body piercing or jewellery is to be worn.
- **Hair Styles** should be conservative, to avoid attention being prematurely drawn towards the child's physical appearance.
- No dyeing of hair in classes 1 – 7. Only natural hair colour dyes allowed in class 8.
- **No make-up** to be worn in classes 1 – 7 and only discreetly in 8. This includes nail varnish and any tattoos.

Reflective Break Procedure

If a child breaks one of the above rules during playtime the reflective break procedure is followed.

Step 1 **1st Warning** - this must be made clear to the child

Step 2 1 minute thinking time by the wall (followed by discussion on how behaviour will change and suggestions/support given to guide the child)

Step 3 5 minutes thinking time by the wall plus discussion

- ~ Step 4 Stand with teacher for 10 minutes or until agreed on suitable game / children to play with. In some instances, children may need to stay with an adult for the remainder of break time.
- ~ Step 5* Sent inside to designated classroom to calm, reflect and write sorry cards with guidance and/ or parents informed if involved in a serious incident. Designated teacher to record the incident that the child has been sent in for and is responsible for the child in their care until the end of break.

* If a child causes harm to themselves or others or refuses to engage in discussions with the teacher/assistant (e.g. If they run away, shout, show aggression towards an adult or child) then progress to Step 5.

Pupils' Classroom Code of Conduct

The school has a Pupils' Classroom Code of Conduct which follows below. Parents can support their child and the school by familiarising themselves with the code and reminding their child of its content if such reminding should seem necessary or appropriate.

Pupils Classroom Code of Conduct

- Be on time – knock and wait for an answer, then enter the room quietly.
- Respect other pupils' right to work.
- Do not wear outdoor clothes in class.
- Listen carefully to the teacher - do not interrupt. Put up your hand if you need to ask a question or to reply to a question put to the class.
- Do not eat during lessons.
- Do not verbally or physically abuse others, this includes bullying (Anti-Bullying Policy available in the school office).
- Stand quietly before and at the close of each lesson.
- Only leave your seat with the teacher's permission.
- Do not leave the room unless given permission.
- Make sure you have the right equipment before the start of each lesson.
- Persistent bad behaviour, refusal to work, rudeness and defiance will result in detention.

Incident Book

Pupils are expected to show respect for teachers, staff and other pupils and property. When a pupil behaves in an unacceptable manner, the teacher dealing with the pupil at the time will decide what action is appropriate and incidents will be recorded in the Incident Book. Where there is a breach of school rules, the school has a clear policy for dealing with such a situation and the child may be sent home.

If a pupil's behaviour flouts school rules or the classroom Code of Conduct excessively, it will be recorded in the Incident Book, and brought to the attention of staff at the weekly Teaching Team meeting. Appropriate actions will be taken at the time of the incidents and any follow up will be decided at the Teaching Team meeting. If a child's name appears in the Incident Book regularly, teachers will usually want to meet with parent/s to discuss the situation.

This procedure is intended for use when a child displays disruptive or unacceptable behaviour, causing problems for themselves, other children and staff. All sanctions will be age appropriate; detentions may not be given to children below Class 3, but this is at the discretion of individual teachers.

This is essentially a three step procedure:

- Step one:** **Verbal warning.** Following an incident as described, an informal discussion will take place. As this is a verbal warning a full written record will be kept. The child may receive a detention during playtime. The procedure will be:
1. Verbal warning and repeated if necessary.
 2. Name written on the board.
 3. 1 mark on the board will mean a detention of 5 minutes from playtime outside.
 4. If disruption continues further marks added each mark equalling 5 minutes from the child's playtime.
 5. Brought to the Teaching Team meeting & parents are informed.
- Step two:** **Formal meeting with parents.** If the problem continues, parents will be invited to a formal meeting. A possible outcome of this meeting could be temporary exclusion (suspension). The length of time of this suspension will depend on the child's age and the circumstances.
- Step three:** **Second formal meeting.** A second formal meeting will take place to monitor levels and intentions of improvement. If there

has been no improvement, then those who have been involved in the process will discuss the exclusion of the child.

NB: Other situations may arise which leave the school no permanent alternative but to ask the parents to immediately withdraw the child from the school for a fixed exclusion period.

Detentions

1. Homework detentions:

If a pupil does not complete work at home set by teachers, the homework detention is seen as a way of supporting the pupil to be able to complete what is expected of them. If a pupil repeatedly fails to do homework, teachers, parents and the pupil may meet to discuss the situation.

2. Discipline detentions:

These detentions are given when a pupil's behaviour strongly contradicts the school rules, or the Pupils' Classroom Code of Conduct. Where possible, the detention will help the pupil come into a more conscious relationship with what they have done; this could mean cleaning, repairing, or making an apology card.