

St Mark's Catholic Primary School

In a caring Christian community, together we love, learn, laugh and achieve.

CODE OF CONDUCT

Our Code of Conduct is about respecting all members of St Mark's School:

Caring For Each Other

All members of St Mark's school are valued equally whether:

- child or adult
- boy or girl
- black or white

The values we wish to encourage are:

- care
- consideration
- co-operation
- communication

At St Mark's we wish to encourage these attitudes:

- **S**elf confidence
- **A**wareness of others
- **I**mproving ourselves
- **N**eatness in work and appearance
- **T**rust of others
- **M**anners towards others
- **A**ssisting others
- **R**espect of others
- **K**nowledge of each other
- **S**haring with others

We each have a role to play in achieving a safe, happy school where learning takes place in a caring atmosphere. These roles are outlined in our Home School Agreement.

Rewards

Within our school we have rewards for good behaviour and good work. Some examples are:

Verbal praise - our whole school philosophy is based on celebrating and praising children being "good". All staff highlight, encourage and praise children whenever possible, who display our "Code of Conduct" values and attitudes

Good to be Green - This is a daily behaviour scheme for the classroom only. Each morning every child will have a green card in their holder, if a child misbehaves they will be issued with a yellow warning card this will replace the green card in the holder. If the child misbehaves again another yellow card will be issued and placed in the holder. If the child misbehaves again then a red consequence card will replace the two yellow cards. The red card will be kept behind the green card until the end of the week.

The consequences are:

1 st red card in a week	morning detention
2 nd red card in a week	20 minutes of Zonepark detention
3 rd red card in a week	the child will be sent to Mr Coakley

If the behaviour still persists then the child's parent/carer will be informed.

All children who have not been issued with a red card by the end of the week will be asked to stand up in assembly to congratulate them. They will also be placed into a draw for a free snack the following week.

Golden Time - This takes place each Friday afternoon within class, children who have been well behaved and completed all tasks at an appropriate level receive golden time, when they have a variety of fun activities within their classroom.

Class Rewards - Each teacher uses their own class based reward system for both individual and group/table motivation.

Individual certificates - these are presented each week in Assembly to one child in each class who has worked hard or made a significant achievement in:

Student of the Week

Maths Award

Good Manners/Kindness/Consideration

Attendance and Punctuality - certificates are presented at Assembly each week for the class with the highest percentage. At the end of each term the class with the best Attendance and receive an extra playtime.

Attendance - all pupils who have 100% attendance for that term, receive an Attendance Reward Card. At the end of each year, each child who has 100% attendance for the year are entered into a draw, the winner receives a small prize.

WITH EVERYBODY'S HELP OUR SCHOOL CAN BE A PLACE OF POSITIVE LEARNING AND GROWING

Sanctions

Unfortunately some children do not always follow our Code of Conduct. Listed below are the sanctions, which may be used depending on the seriousness of the incident.

In Class

Each teacher will use appropriate sanctions in their classroom. These may include:

- verbal reprimands
- loss of privileges
- rewards and sanctions within class based systems

There is also detention each playtime, lunchtime and zonepark, supervised by a member of staff. For a more serious offence an Assistant Head will deal with the matter. If the matter is deemed more serious or persistent, the child will be seen by the Headteacher, who may consider involving parents/carers.

Good to be Green Rewards/Sanctions

Each class has their own chart with each child's name on. At the start of each day each child has a green card. If any child displays poor behaviour within the classroom, a warning card is issued. A further warning card is issued, if there is continued poor behaviour, followed by a Consequences card. This results in a detention. This red card stays with the child for the rest of the week. Three red consequence cards in a week, results in that child going to see the Headteacher.

At Assembly on Friday all those children who have stayed green all week are recognised, and two children are awarded free snack through a lottery system.

Playtime / Lunchtime

Misbehaviour at playtime is dealt with by the teacher on duty, who will inform the class teacher of the children involved.

At lunchtime and zoneparc the Learning Mentor and welfare-staff deal with problems as they arise and will inform the class teacher of any concerns.

All serious incidents are recorded.

Any Racist Incidents are recognised as very serious and are recorded as such.

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Anti - Bullying Policy

Every child has the right to be educated in a safe, caring and happy environment, without any form of intimidation or bullying.

The implementation of this policy is the responsibility of every member of our School Community.

TACKLING BULLYING

Tackling bullying in school matters because:

- Bullying makes the victim (pupil/adult) unhappy
- Victims who are being bullied are unlikely to concentrate fully on their work at school
- Some pupils/adults avoid being bullied by not going to school
- Victims who observe unchallenged bullying behaviour may copy this anti-social behaviour
- Schools who do take action against bullying build a reputation as an effective, caring school

WHAT IS BULLYING?

Bullying is not always easy to define. At St. Mark's we define bullying as persistent use of the following over time:

- Deliberate hostility and aggression towards the victim, a victim who may be weaker and less powerful than the bully or bullies
- An outcome which is usually painful and distressing for the victim

Bullying can be:

- Physical: pushing, kicking, hitting, pinching and any other forms of violence, threats (ie, if you don't give me your money, you'll be sorry)
- Verbal: name calling, sarcasm, spreading rumours, persistent teasing
- Emotional: excluding (ie, sending to Coventry), tormenting (ie, hiding books, threatening gestures) ridicule, humiliation.
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or abusive comments
- Use of cyber bullying eg comments sent by text or posted on social networking sites, such as Facebook.

THE AIMS OF THIS POLICY

This policy seeks to compliment the Mission Statement and the Code of Conduct.

Its aims are to:

- 1 ensure a safe, happy environment, conducive to learning
- 2 teach the children to respect each other and value their similarities and differences
- 3 provide an opportunity for the children to express their worries and concerns and know that they will be acted upon.

ROLE OF ALL STAFF

We at St Mark's are committed to:

- Take the problem seriously
- Investigate the incident
- Interview all witnesses separately
- Decide on appropriate action (see below)
- Hold a follow up meeting with victim's family and report progress
- Inform all members of staff about the incident and action taken
- Keep a written report of incident, interviews and action taken
- If a Child Looked After is involved in a bullying incident then this has to be reported to the carers and the social worker. All information must be recorded on the Personal Educational Plan
- Keep parents / carers informed at all times
- In relation to a serious incident, the matter should be reported to a senior member of staff. An entry should then be made in the Serious Incident Log Book.

ACTION TO BE TAKEN: will be decided upon by the members of staff involved.

Appropriate action could be:

- Obtain an apology from bully/ies to victim
- Inform bully/ies parents/carers
- Insist on the return of items "borrowed" or stolen
- Hold lesson/class discussion/assemblies about bullying
- Address issues through circle time, class and school council time
- Provide a safe haven during school hours for victim
- Learning Mentor to provide support and work with children involved
- Encourage bully to change his/her behaviour
- Use of home-school communication book

ROLE OF PUPILS

- It is important all pupils feel confident to approach a member of staff and not to suffer in silence if they feel they are being bullied.
- Any child who witnesses an act of bullying should tell a member of staff. Anyone given such information will be assured that their identity is kept confidential
- All children should treat others as they would wish to be treated themselves
- Play fighting is unacceptable

ROLE OF PARENTS/CARERS

If your child is a bully:

- Remain calm
- Listen to your child
- Try to find out why your child is bullying, talk to us at school
- If it is serious, don't hesitate to get help
- Set realistic, firm guidelines and rules and help your child control his or her behaviour
- Ensure the child apologises, whether in writing or in person
- Use of home-school communication book

If your child is a victim

- Tell the victim that there is nothing wrong with him or her, they are not the only victim
- Do not encourage your child to hit back. It will only make matters worse and may be contrary to your child's nature
- Advise your child to tell a teacher immediately
- You **must** also inform a member of staff immediately (this can be kept confidential)
- If the matter is not resolved, inform the school again. Be persistent and insistent.

Conclusion

Bullying is harmful to individuals, groups, and ultimately the whole school community. Working together we can all guard against this anti-social behaviour, and ensure all members of our school community feel safe and valued by all within it.