

# **Arnold Junior School**



## **Rules, Rewards and Sanctions**

## **Headmaster's Introduction**

Arnold Junior School has a long standing and enviable reputation for providing quality education. Our dedicated and enthusiastic team of professionals enables our pupils to achieve their full potential by exposing them to a wide range of experiences and learning environments.

From the age of two, when the majority of pupils start their journey through Arnold School in our Kindergarten, they enjoy a truly enriched and broad curriculum both in and out of the classroom. Opportunity is the key word at the heart of our nursery and primary provision; we provide our children with countless opportunities to learn and develop new skills. The result is that our pupils leave the Junior School with a wide range of academic and social skills, great self confidence and self belief and an enthusiasm for learning that will enable them to meet the challenge of the Senior School.

Our expectations are high and we expect our children to contribute positively to their learning, to show respect for others and to be proud of their school. Their contribution is valued and in turn they are taught to value the contributions of others. The school has an ethos and sense of purpose that encourages pupils to learn, regardless of their ability.

Our aim is to provide an education underpinned by the strong belief that learning should be a happy and rewarding experience for all involved.

In order for us to achieve this aim it is essential to have a clearly defined set of rules, rewards and sanctions. As a parent/guardian you will be fully aware that children respond best when they know the boundaries, when they are rewarded for positive behaviour and when they know what the sanctions will be if they should behave in a negative way. It is also essential that School and home work together in instilling the values outlined above and I know that I can rely on you to emphasise the importance of our rules, rewards and sanctions to your children

This booklet sets out the strategies we employ in school to ensure that our pupils grow up as well behaved, respectful and tolerant individuals, who appreciate the rewards of positive behaviour and understand the consequences of negative behaviour.

PS Hopkinson

Headmaster

## **THE CODE OF CONDUCT**

The Code of Conduct is based on a need for mutual respect. All members of the Arnold community have the right to expect a well ordered environment that is conducive to study. This right can only be provided when all members of the community accept their obligation to honour the Code of Conduct.

The two main principles are:

***Everyone has the right to be treated with respect and to work in a clean, calm and safe environment.***

This means:

- a) treating everyone with courtesy, respect and consideration.
- b) showing respect for others by working sensibly in lessons, and not disrupting the learning of others.
- c) caring for all members of the school community, for the buildings and equipment, and for the quality of the environment.
- d) showing consideration for others by moving around the school quietly and carefully.
- e) showing respect for the property of others.
- f) not saying or doing anything that encourages bullying.
- g)

***Everyone is expected to make the most of their time at Arnold; all are asked to be punctual and well prepared for both lessons and other activities.***

This means:

- a) coming properly dressed, and bringing everything you will need for lessons.
- b) arriving in plenty of time for the start of lessons.
- c) completing all work and homework on time, and to the best of your ability.

***Arnold School is the place you come to work.  
Make sure you always do your best.***

**Over the summer term 2008, the pupils wrote the Arnold Junior school ‘Caring code of Conduct’, which is displayed in every classroom and at points around the school; see next page.**

# Arnold Junior School Caring Code of Conduct

## Courteous

- to all staff
- to other pupils
- to visitors

## Attentive

- in lessons
- on the playground
- to the needs of others

## Responsible

- look after property
- help others
- be honest

## Independent

- take responsibility
- think for yourself
- do your own work

## Neat

- personal appearance
- school uniform
- school work

## Generous

- to fellow pupils
- to those who need help
- to charities

## **Incentives and Rewards**

In order to promote self-esteem amongst pupils, positive behaviour is recognised by rewarding such things as commitment, initiative, responsibility, self-discipline, good manners, exceptional work, good progress etc.

Rewards may take many forms - verbal praise, positive reports, written commendations to parents. Positive comments are made in pupil homework diaries, in reading records and planners and on individual pieces of work. The awarding of stickers and certificates by teachers and the Headmaster also helps to confirm an appreciation of a child's efforts.

In addition:

Infants (Reception, Year One and Year Two) attend a presentation assembly once a week at which two pupils from each class are rewarded with a class certificate. Children are encouraged to bring to school certificates and trophies which have been awarded for 'out of school activities' and these are also presented. Infant teachers may also choose to send a pupil with a particularly good piece of work to the Headmaster to receive a Headmaster's sticker.

Juniors (Years R - 6) are assigned to one of four Houses and can contribute to the weekly house total by being awarded house points which are recorded in the child's House Point Diary (infants) or Homework Diary (juniors) and are totalled weekly by the Head and Boy and Girl and announced at Monda Assembly. House points can be awarded for all manner of achievement and behaviour, and a House Trophy is awarded at the end of the term. Individual certificates are awarded to those children who gain 25 house points and then at regular 25 house point intervals. Children are encouraged to bring to school certificates and trophies which have been awarded for 'out of school activities' and these are also presented at the Friday Assembly. Junior teachers may also choose to send a pupil with a particularly good piece of work to the Headmaster or recommend a pupil for a Headmaster's Certificate.

*The greatest reward for good behaviour lies in the quality of life and relationships that pupils build among themselves and with staff.*

## **Sanctions**

Pupils are actively encouraged to keep to the Code of Conduct and the School Rules in the proper spirit of the School community. However, when things go wrong, when rules are broken or expectations not met, the school may invoke sanctions to reinforce what it believes to be right.

Individual members of the teaching staff are encouraged to deal with incidents and impose sanctions themselves. In the first instance colleagues should be satisfied that a child is aware of how they have transgressed and the issue is discussed, always taking both sides of any argument into consideration. They are free to discuss discipline issues directly with parents and may arrange meetings after which brief notes should be kept in the teacher's diary/planner and the Head of Section/Headmaster informed. In the case of infants, where contact with parents is

more routine at the start and the end of the school day, the sharing of a current issue is encouraged in order that the child realises that home and school are working together.

Colleagues are expected to share their concerns with, and when necessary seek advice from, the Head of Early Years, Head of KS1, Head of KS2 or Deputy Headmaster. The Headmaster will intervene when poor behaviour becomes persistent and prior to the consideration of a more severe sanction which might require the further involvement of parents.

All teachers have a responsibility to monitor behaviour in and around school premises and remind children of the expected pattern of behaviour; however, it is usual to liaise with a child's class teacher if a sanction is being considered. The exception to this might be whilst on playground duty where an immediate response is more appropriate.

The most common sanction is the loss of a privilege for a variable period of time: being made to stay in at break or lunchtime for example. If it is appropriate a pupil may be suspended from a school club, team practice or match, or made to report to a teacher or Head of Section/Headmaster to discuss their behaviour. The temporary confiscation of any items which may be causing conflict may also result.

Staff are absolutely prohibited from using any form of corporal punishment.

When a junior pupil's progress or behaviour in class gives cause for concern he/she may be required to carry a report card from class to class for an agreed period of time, or until an improvement is made. The class teacher and the Headmaster, having first informed parents of the intention to highlight deficiencies and target improvements in this way, manage this procedure.

A behaviour contract may also be drawn up, with the pupil and their parents, in order to modify behaviour.

If a pupil is persistently in breach of the School Rules, or his or her attitude is seriously damaging to the welfare of others, or for a single major breach of the School Rules, he or she may be asked to leave the school. Such a decision would have to be agreed by the Principal.

### **Formal Sanctions**

In addition to the strategies outlined above we also have a series of formal sanctions, which may be employed by a teacher if they feel that a child has wilfully broken school rules or abused the Code of Conduct. They serve as a formal record to deter persistent negative behaviour and may be used to highlight those pupils who continually fail to meet our expectations.

### **Negative House Point**

The first new sanction will be a Negative House Point and will only be awarded to junior pupils (Years 3 – 6). It will be recorded in the individual's homework diary and will therefore be seen by the parent/guardian. Negative House Points will only be awarded where teacher intervention has not produced the desired outcome or where there is wilful intent to break a rule or failure to

observe the Code of Conduct. The award of a Negative House Point will not result in the pupil's total of Positive House Points being reduced; we do not believe that a positive point should be taken away from a child who has worked hard to earn it in the first place.

### **Form Teacher's Discipline Record**

The Form Teacher's Discipline Record is a book kept by the Form Teacher to record more serious instances of negative behaviour and will be used both in the infants and juniors.

It will provide the School with a formal record of instances of negative behaviour and will allow us to highlight any individuals who persistently misbehave.

If your child's name is entered into the Form Teacher's Discipline Record a note will be sent home informing you. You will then have the opportunity to discuss the matter further with your child's Form Teacher.

### **Headmaster's Discipline Record**

The third and final sanction will be the Headmaster's Discipline Record. This will only be used to record very serious breaches of School rules and will result in a formal letter being sent home to request a meeting with you to discuss the matter further.

## **SCHOOL RULES**

### **A breach of common sense is a breach of school rules.**

- 1 All members of the Arnold community are expected to abide by the Code of Conduct.
- 2 Any act of bullying constitutes a serious breach of school rules, and all reported incidences of bullying will be thoroughly investigated.
- 3 Pupils must remain on the School premises for the whole of the school day unless they have official permission to be absent.
- 4 Pupils must know and comply with the School dress code and take proper care of their belongings.
- 5 Personal behaviour should be discreet and seemly at all times.
- 6 Pupils should be aware of, and comply with, the school safety rules, both inside and outside the classroom, in extra-curricular activities and on school trips.
- 7 Pupils should fulfil all commitments regarding attendance, registration, lessons, homework, sport and other activities.

Specific codes of behaviour are clearly posted in every classroom, once they have been negotiated and clarified by each class with the help of the teacher, and on the playground. Pupils who fail to abide by these guidelines will be reminded of the reasons for their existence.

## **Bullying**

Bullying, in any form, is not acceptable and will not be tolerated.

All pupils have the right to enjoy their time at Arnold in an atmosphere of emotional and physical security, and we, the staff and pupils, will uphold that right. Pupils have the right to talk to any adult at any time about bullying in the knowledge that the resulting staff intervention will be designed to bring any bullying to an end without damaging pupils' peer group relationships.

Bullying is considered to be any act that deliberately causes pain, unhappiness, humiliation or suffering to another. Bullying activities include isolated or repeated acts of physical violence, persistent verbal abuse and the sending of hurtful text and email messages. The deliberate exclusion of others from the social groups in classes, at lunchtime, in the playground and elsewhere is also an act of bullying. Deliberately damaging the self esteem of another pupil, and, in certain cases, the taking or spoiling of possessions, may also be classed as bullying.

*Further guidance is given in a separate document detailing the school's anti-bullying policy.*

## **Dress Regulations**

A high standard of appearance and cleanliness is expected at all times. Clothes should be kept neat and tidy and shoes should be clean and polished. School uniform should be worn correctly - shirts must be tucked in, collar buttons fastened, ties must be of the right length etc. Hair should be natural (uncoloured), of sensible length and style and in the case of long hair tied back from the face. The wearing of makeup is not permitted during the school day.

The wearing of jewellery is not permitted, other than for religious reasons. It is our experience that the wearing of earrings in pierced ears can lead to painful accidents in school. It is for this reason that we do not allow children to wear jewellery in piercings whilst in school. The best time to have ears pierced is during the long summer vacation which gives sufficient time for ears to heal and permit earrings to be removed during the school day.

The school uniform should be purchased from the School Shop. The shop is situated on the ground floor of the Bursary. All items of school uniform must be named. Full school uniform must be worn when travelling to and from both school and games fixtures. Pupils are expected to change out of games kit and be in normal school uniform when leaving school after an after-school games practice.

All PE and Games kit must be named, and green skirts, leotards, green shorts, athletic vests and PE blouses must also be initialled on the outside. All mud must be removed from footwear before leaving the fields. Pupils should give valuables to their teacher. Only PE regulation games clothing must be worn. This must be purchased from the school shop.

### **School Teams**

Pupils selected for school teams either on weekdays or at weekends are expected to participate. Very occasionally a pupil may need to be excused. In the first instance he or she should seek permission from the teacher in charge.

### **Property**

All personal property should be clearly labelled with the name of the owner.

All school property must be treated with respect and any damage must be reported immediately.

Pupils must ensure that:

- books and equipment are not left lying around the school site; books and equipment should be stored in the designated areas;
- skateboards, laser pens, pagers, chewing gum and liquid paper are not brought into school;
- personal stereos and electronic games are not brought into school;
- mobile phones must be handed in at the school office before registration.
- large sums of money or valuables are not brought into school.

The removal or borrowing of school or personal property without consent for any period of time constitutes an act of theft and will be dealt with very seriously indeed.

All instances of theft will be thoroughly investigated, and the police may be informed. Any member of the school found to be guilty of theft will be subject to a range of sanctions up to and including temporary or permanent exclusion.

*Parents are advised to ensure that adequate insurance cover is in place to protect pupil belongings for loss or damage whilst on the school premises.*

### **Safety**

In order to make the school a safe environment for all members of the community the safety rules must be both known and observed. In particular, full attention should be given to the fire regulations, details of which are posted around the school.

In addition pupils should not bring any item into school that is likely to endanger themselves or others. This includes:

- fireworks, or other explosive material, firearms, knives, or any other kind of weapon
- cigarettes or other smoking materials
- drugs

Nor should they:

- cycle in the school grounds

- remain unattended in a classroom

In the school buildings pupils should walk and not run.

### **Litter**

Litter should always be placed in the litter bins provided. Staff should request individual pupils to pick up litter especially at the end of break periods on the school fields and playgrounds.

### **Junior School Clothing List**

#### **Girls: Reception**

**Winter and Spring terms:** white polo shirt, Arnold green sweatshirt, long green socks, plain black shoes, bottle green skirt, Arnold School coat.

**Summer term:** Arnold Summer dress, bottle green cardigan, short white socks, white briefs, plain black shoes.

#### **Boys: Reception**

**Winter and Spring terms:** white polo shirt, Arnold green sweatshirt, long grey socks, plain black shoes, short grey trousers, Arnold School coat.

**Summer term:** short grey trousers, short grey socks, white polo shirt, Arnold sweatshirt.

#### **Girls: Year 1 - Year 6**

**Winter & Spring terms:** Arnold School blazer, all round box pleated green kilt skirt, white long sleeve blouse, Arnold School bow tie, bottle green cardigan, Arnold School outdoor coat, bottle green knee length socks or green tights, bottle green briefs, black shoes - low heeled/ plain style.

#### **Summer term:**

Year 1-Year 5: Arnold Summer dress, bottle green cardigan, short white socks, white briefs.

Year 6: As for the Winter and Spring terms but with a short sleeve white blouse.

#### **Boys: Year 1 - Year 6**

**Winter & Spring terms:** Arnold School blazer, School trimmed v-neck pullover, white long sleeve shirt, grey shorts, long grey socks, (Year 6 boys wear long grey trousers and short socks) Arnold School tie, Arnold School outdoor coat, plain black shoes – laced.

**Summer term:** As above but with short sleeve white shirt, Yrs 1 & 2 & 6 short grey socks, Yrs 3-5 long grey socks.

### **Clothing required for Physical Education**

#### **Kindergarten and Infants up to and including Year 2**

**Boys/Girls:** white shorts, plain white round necked T-shirt, black gussett plimsolls, short white socks. Year 2, summer term only, Arnold track suit, all white trainers.

**Juniors: Year 3 up to and including Year 6**

**Boys:** white short sleeve polo shirt, white shorts, short white socks, all white pumps or all white trainers, reversible Arnold plain green-plain white rugby shirt, navy blue shorts, Arnold green football socks, shin pads, football boots, Arnold tracksuit, Arnold green swimming trunks Arnold kit bag, gum shield.

**Girls:** School green leotard, short white socks, all white pumps or all white trainers, Arnold white P.E. blouse (short sleeved polo style), Arnold green netball skirt, School tracksuit, green swimming costume, white swimming cap, Arnold kit bag, gum shield, hockey socks, shin pads.

**NB. The Arnold fleece may be worn as a spare tracksuit top or over a tracksuit top but it is not considered to be a substitute for an outdoor coat.**

Last revised September 2009