



Fly high. Soar

Getting it right.

At Carleton Green Community Primary School we aim to provide a stimulating, caring and harmonious environment in which all individuals feel valued and are encouraged to reach their personal potential.

As a SEAL school we strongly believe that we are preparing children to participate and contribute to both their local and wider communities.

Our continuing success depends on a partnership with them and between children their families, school staff and Governors.

At Carleton Green we are striving for our children to be:

Confident in their own ability
Achieve their full potential
Responsible and reliable
Life-long learners
Energetic and healthy
Trustworthy
Organised
Nurturing

We strongly believe in the partnership between home and school to support the pupils as they develop self-discipline. This is reinforced with our home-school agreement documents.

This policy is to be read in conjunction with other related policies:

- Health and Safety
- Safeguarding
- Attendance
- Teaching and Learning
- Home School Agreement
- Equal Opportunities
- Anti-Bullying
- PSHE
- Special Educational Needs

We believe that no child is to be physically restrained unless they are causing physical harm or are a threat to another child, to themselves or an adult. (Please refer to the policy on care and control) Any major incident will be recorded in the incident book. Reasonable restraint must never be used as a punishment; this is always unlawful.

Reasonable means using no more force than is needed to prevent harm to the child or others in school. This should be proportionate to the amount of risk of harm.

WHOLE SCHOOL APPROACH

All pupils will be proud to wear their Carleton Green uniform and be smart at all times. Shirts are to be tucked in and ties worn in the Autumn and Spring Terms. Open necked shirts and summer dresses may be worn in the Summer Term. This will be rewarded constantly to reinforce our high expectations.

We are to be positive, praising the positive aspects of behaviour.

- We will hold Star of the Week assemblies in which we will celebrate pupils' achievements. We will invite parents/carers via text messages to attend this Celebration Assembly.
- We will reward expected behaviour through our Carleton Code. Carleton Code Stamps will be collected in individual passports against each of the 8 areas. When the passport is filled with 80 stamps the pupil will be awarded a Carleton Code star in the order of the following colours: red, orange, yellow, green, blue, indigo, violet then gold. (Pupils will work their way along the colours of the rainbow to the pot of gold) . Parents/carers will be informed of this achievement via a text.
- We will reward achievement of work, sport and other skills through our team points. Poseidon (blue), Demeter (green), Athena (red) and Apollo (yellow). These points will be collected weekly and announced in assembly. A record will be kept to add to our annual school Sports Day.
- Class points are to be collected over a week to be announced during the Tuesday Whole School Assembly. These points will be awarded for walking sensibly around school and for respectful behaviour on the playground. The reward will be an additional five minutes playtime for the winning class.
- These class points can also be gained in the lunch hall by those displaying expected table manners.

- Teachers are to meet and greet on the playground at the start and end of every day. This will help bridge any barriers between school and families and assist with the transition from home to school to home. By building a full relationship with our children and families we will be able to establish a better environment for effective learning to take place.
- Classrooms will display the Carleton Code, Team Points, and a visual timetable will be displayed for each school day to help the children feel prepared and be able to organise their time effectively.
- All adults in school will operate a 3,2,1 method of gaining attention. (This is non shouting school.)
- Children will be aware of the aims of the behaviour policy – the Carleton Code will be displayed in all classes.
- The start of each academic year will begin with the production of class charters written collaboratively with the children.
- Routines and expectations of school will be reinforced all the time.
- Head Boy/Girl and Deputyhead Boy/Girl will stand in the corridors to reinforce expected behaviours and manners.
- Parents are invited to attend a 'Meet the Teacher' evening where our expectations for the coming year are shared along with our school development plan.

Teachers are responsible for the discipline in their own classrooms. The following sanctions may be used if necessary:

- Teachers will use the method of enquiring if the pupil is 'all right' to help prompt appropriate behaviours.
- Without interrupting the flow of the learning, the name of child whose behaviour is deemed as being inappropriate will be recorded on the whiteboard as a visual warning. This will provide them with the opportunity to turn their behaviour around.
If there is refusal a member of the SLT will be called for. FS will talk to the children about their behaviour. If the behaviour that is considered to be unacceptable persists, a tally will be recorded beside the name. Again a prompt for the behaviour to be amended. If the inappropriate behaviour continues the pupil will be sent to their partner class for a minimum of ten minutes with their work or a pre-prepared piece of work. A record will be kept on the behaviour log. These logs will be collated by the Behaviour Lead and sent to the SLT every week.
- Any inappropriate behaviour during a playtime will be addressed and may require time off the playground. Each teacher will provide cover over a week for indoor time-out.
- Children will be encouraged back into class using restorative questions and a fresh beginning.
- Any form of bullying will be dealt with following the anti-bullying policy.
- All bullying behaviour is to be discouraged through discussion, assemblies, planned lessons, a 'tell, tell, tell' policy as well as our class organisation. Mixed aged classes and mixed seating at lunchtime

- together with our Buddies, PALs and Peer Mediators support all children to work alongside one another harmoniously.
- Some types of harassing or threatening behaviour or communications could be a criminal offence, for instance under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. If staff think that an offence may have been committed they may elect to seek assistance from the Police.
 - Parents will be informed of any sessions that have been taken out of class.
 - KS leaders will be briefed about pupils that are sent out of class on three or more occasions in a week and a meeting with parents will be scheduled.
 - If a pupil hurts a peer or an adult in school the parents/carers of all involved will be informed. If considered to be a serious incident an exclusion may be considered.
 - School staff can search a pupil for any item if the pupil agrees. (The ability to give consent may be influenced by the child's age or other factors)
 - Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
 - knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
 - to cause personal injury to,
 - or damage to the property of, any person (including the pupil).
 - Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- Confiscation:
- School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.
 - Mobile phones are to be handed into the office for safe keeping during the school day. These are collected by the class monitors at the end of the day. Teachers are to escort children out of the school and will ensure no mobile phone use takes place in school.
 - Daily Chat books or daily reports/sticker charts will be used as a monitoring strategy.
 - ABC sheets or records in the behaviour logs and materials are used to record incidents for pupils with behavioural difficulties. These are monitored.
 - Teachers are to provide the facility for 'time out' from playtimes for any unacceptable behaviour.

- For serious offences the pupils need to be sent to Headteacher / Deputy Headteacher. Parents/carers will be informed when necessary. This will be regularly reviewed by the Headteacher and the SENCo so that in consultation with parents/carers and the child; remedial work may be implemented and outside agencies may be consulted for assessment purposes.
- The Headteacher may decide to use an exclusion if it is felt to be necessary. All circumstances will be taken into account to arrive at this decision where the need to balance the interests of the pupil will be weighed against those of the whole school community.

Lunchtime Staff:

- Good manners will be acknowledged and the child will be given a manners award. These will contribute towards their class points.
- Behaviour deemed as inappropriate either in the lunch hall or on the Infant or Junior Playground will be addressed and time-out will be given in a classroom for reflection.

Behaviour inside and outside of school.

This may include:

- The taking part of any school organised or school related activity ~ school trips, residential, sporting events.
- Travelling to and from school
- When the child is wearing the school uniform
- Behaviour that could have repercussion for the orderly running of the school
- Behaviour which could pose a threat to another pupil or member of the public or could adversely affect the reputation of the school.

The same principles and sanctions outlined for the management of behaviour in school will be applied in accordance with the severity of the behaviour.

Playground policy

We have a selection of activities and resources to help pupils develop skills needed to co-operate, share and take turns as well as to burn off energy in readiness for learning.

We have purchased equipment to engage the pupils.

Morning playtime:

The activities are located within different zones of the main playground where KS1 and 2 both have morning break and where KS2 have lunchtime:

The quiet area; children can colour, read their books, complete puzzle books.
The garden; opportunity for children to look after nature, bird watch.

Basketball Hoops
Bounce target

Tennis court
Hopscotch
Climbing wall

100 square; part of outdoor learning but an opportunity for the children to independently continue their learning.

Netball court; during play and lunch this is for free play with the equipment.

Key Stage 1 and Key Stage 2 equipment box has a range of catch pads, short skipping ropes for individual skipping and long skipping ropes for group skipping, sponge balls and tennis rackets, ankle strips and foam flyers.

At lunchtime we have the use of two different playgrounds so that the younger children can access activities at the same time as the older pupils.

Infant Playground is to have a PALS zone where they will lead games and activities. They have a range of games to play which include bowling, connect 4, snakes and ladders and Jenga. They have a construction zone with large polyhedron. Tabards are to be used for imaginary play. Long skipping ropes for the staff to lead group skipping. They also have an equipment box for free play which includes; catch pads, huge Dino feet for balancing and sponge balls.

Junior playground is to be organised through the week. Each year group (3-6) will have a MUPA day where there is a planned activity from Fleetwood Town lead by a member of staff. Each year group (3-6) will have a football day lead by Fleetwood Town. At the end of each week the PE Co-Ordinator is given a rota of the most well behave year group who get a treat day in the MUPA and an extra football session. Another member of staff will lead another game (hot potato, handball, dodgeball) on the playground. PALS have a zone with a game/activity of the leader's choice. The equipment box is also available for free play.

Year 5 children are fully trained PALS. They lead activities and games on the infant and junior playground both at lunchtime. The children have a rota so they are able to be on each playground once a week. There is also a PAL Leader each day that can help with equipment checks, playground games file, support the PALS and PE Co-coordinator. They have access to the PALS file and equipment. House captains are also out to support with play and games on the infant and junior playground during lunch time. House captains and PALS meet with the PE Co-Ordinator regularly.

Year 5 & 6 children are Peer Mediators. These children are encouraged to support children with friendship issues.

LSA's and playground staff have all had playground games training for them to be able to provide children with a range of games and activities at lunch and break time. Each class have their own pack of playground games.

Playground rules sign is visible on the junior playground to encourage positive behaviour.

Class points are rewarded at the end of all play and lunch times to encourage and praise positive behaviour.

We have first aid available to all children during these times.

We have time-out facility within school whereby children deemed to not be behaving appropriately outside may spend time to consider their behaviour.

We have indoor nurture facilities to support pupils. These activities are run by an adult in a small group situation and may involve play dough, game playing or colouring.

Supervision:

No child is to be kept or left in classrooms at play or lunchtime without the supervision of an adult.

All children must seek permission to be inside the school building. It is the responsibility of all staff to take reasonable care for the children during the lunchtime.

First aid staff will be available throughout the lunchtime in the 'art area'.

Teachers are to meet their class from the relevant Key Stage Playground or Dining Hall ready to start learning at 13:00.

Wet Playtimes

Each class is to have wet play activities stored for the children to access during the play time.

Each class is to be supervised during a wet play time or lunchtime. This may involve splitting classes if there are insufficient supervisors or teachers may remain in their classrooms to oversee their class' play.

Dining Hall

All our children are encouraged to enjoy their lunchtimes; talking with friends and display good table manners.

Our Foundation Stage pupils will line up after visiting the toilet and handwashing to enter the dining hall at 11:45. The class teachers are to remain with the children throughout to encourage good table manners and establish routines and expectations.

If eating a packed lunch they may sit at a table straight away. Otherwise those having a school dinner will line up at the serving hatch to make their selection.

At 12:00 the FS children will be encouraged to complete eating their lunches to go outside for play. The youngest children will be collected back at 12:45 for a quiet activity before lessons commence at 13:00.

Key Stage One pupils will eat their lunches in the dining hall at 12:00 until 12:20. They will then go and collect their coats to join the FS on the infant playground.

The Key Stage Two children will rotate the order in which they eat weekly to ensure there is a fair system.

Week One: Lower Key Stage Two will enter the hall after sanitising their hands at 12:20. Those eating packed lunches will select their seats. Coats may be stored on the stage or on the benches but must not be worn whilst eating. Those eating a school lunch will line up at the serving hatch to make their selection and then choose to sit with their friends. At 12:40 they will be encouraged to pack up and go outside for playtimes.

Upper Key Stage Two will enter the dining hall as above but at 12:40. They will be collected from the dining hall by their teachers at 13:00.

Week Two: Upper Key Stage Two will eat in the hall at 12:20-12:40

Lower Key Stage Two will eat in the hall between 12:40-13:00

We have two supervisors that remain in the dining hall throughout service to assist with cleaning, maintaining expectations and to support the Year 6 prefects with the clearing up.

Revised January 2017 in consultation with all staff.

Review: January 2018