

## **Polish Saturday School Behaviour Policy**

This policy will include every child at the Polish Saturday School. It will involve all adults within the school and the parents/carers of every child.

Children need to make the most of their education in a safe and secure environment. In order for this to happen, all staff in school will work closely with parents to:

- Encourage a positive, calm and purposeful atmosphere where children can learn to the best of their abilities
- Create an atmosphere where all children feel valued and treat all others with respect
- Encourage children to take responsibility for their behaviour
- Encourage pupils to sort out difficulties in peaceful ways
- Praise and reward children when they are doing well and trying hard
- Help and support children who are having problems

This Code of Conduct is designed to ensure that all children can feel safe and know what is expected from them in school.

### **AIMS**

1. To treat others with respect and consideration
2. To follow instructions from members of staff the first time
3. To listen to others when it is their turn to talk
4. To be polite when talking to members of staff and children
5. To look after equipment and the school building
6. To be a good friend to other children and never fight
7. To be safe in school and never run in the building
8. To be on time in the morning
9. To ask for help if they need it, do their best and let others learn

## **IMPORTANT THINGS FOR CHILDREN TO REMEMBER IN THE CLASSROOM**

Each class is encouraged to prepare their own rules.

The children should know and follow the class rules, which should be displayed in classroom. They should know the consequences of

actions that do not follow the rules, and know the school policy on rewards and sanctions.

Generally, children should be encouraged to think and consider rules for their class that follow these guidelines:

Follow instructions the first time

Put up your hand for attention

Keep hands, feet and objects to yourself

Let others work in peace

Be kind and considerate to each other

(No teasing, swearing or threatening by word or deed).

### **CODE OF CONDUCT**

#### **Important things for children to remember around the school.**

##### **In the Corridor**

Always walk quietly

Respect displays of work

Always be safe and sensible

Listen to the Prefects

##### **In Assembly**

Always walk quietly in and out of assembly

Look, listen and reflect quietly

Stand still and keep your hands and feet to yourself

#### **Being Positive About Behaviour**

##### **Rewards and Praise**

##### **School wide Award System**

Individual Merit  
cards awarded  
for:

(Presented in  
monthly class  
forums)

Good behaviour

Good work

Homework  
Playtime  
behaviour  
Snack time

behaviour

Certificate for 10  
merit cards  
collected.

Cups for:

Quiet class

Twice a year attendance certificates issued to children who have  
attended without absence during course of the term.

\* \* \* \* \*

Class Teacher's  
own individual

Verbal praise

award systems:

Stars/stickers/stamps,  
smiley faces

"Good news" letters or  
phone calls home

### **Sanctions**

At Polish Saturday School we believe that children attend school to  
be educated and that they have the right to learn.

#### **Classroom behaviour**

Step  
1: Reminder of rule and verbal warning

Step  
2: Time out within class

Step  
3: behaviour conference with teacher

Step  
4: Time Out – child transferred to another class with yellow card  
(max 20 minutes). Letter home. Teacher records date of  
letter and incident logged and filed in Class Register.

Step  
5: Sent to Organizer with a red card.

Step  
6: For some serious demeanours it may be necessary for a child  
to be either excluded from school temporarily or expelled from  
school permanently. The Organizer will need to consult with  
the Board of Governors to instigate a suspension. A decision  
should be taken by a full School Board should it be necessary  
to expel a child from the school due to a severe behaviour  
misdemeanour.

It is intended that children will take notice of their teacher a long  
time before the serious Step 5 sanction or further is required.  
If these sanctions do not work the parent will be asked to meet with  
the Class Teacher and Organizer. The child's behaviour will be

monitored weekly for the following two weeks and parents will be kept informed of progress. If progress is not made it may be necessary to prepare an Individual Behaviour Programme for the child.

### **Playtime behaviour**

- Step 1: Verbal warning
- Step 2: Name taken (log book)
- Step 3: Report to teacher
- Step 4: Report to Organizer

### **Severely Unacceptable Behaviour**

On rare occasions children engage in behaviour that is severely unacceptable. This behaviour is disruptive to learning and can be dangerous, hurtful, and a serious risk to the health and safety of the school community. Some severe behaviours are:

- Swearing loudly and repeatedly
- Seriously damaging property
- Threatening behaviour
- Racial/sexual harassment
- Stealing property, refusing to return it
- Serious fighting
- Consistently disrespectful behaviour

When a child engages in this type of behaviour a red behaviour card will be completed and the child sent directly to the Organizer. The incident will be recorded and investigated. The parent will be contacted and asked to come to School. Serious misdemeanour to result in fast tracking through steps. The Organizer will consult with the School Board to decide on what further actions will be taken (see Step 6 above).

### **Review Arrangements**

- This policy will be formally reviewed with the whole school community (parents, children, governors, teaching and support staff) annually.
- The Organizer will monitor the success of the strategies outlined in this policy within the school environment on a daily basis.

Date of last review: 1.09.2018

Signed: M. Karus

Position: Organizer