

# **St Ignatius College Siggiewi Primary**

## **Good Behaviour Policy in School**

### **Scope:**

- To create a school environment that is conducive to achieving the aims of the school
- To provide defined parameters that are easily understood by pupils, staff and parents

### **Main Objectives**

- To respect the children who in turn, show respect towards authority and peers.
- To learn how to live in a socially acceptable way
- To make stakeholders aware that holistic education (learning) cannot take place without ordered discipline

### **Staff Responsibility**

The SMT has the responsibility to create the right climate within which individuals in the school community can fulfill their responsibilities and to ensure that the school's code is administered in a manner which is consistent and fair to all.

It is important that school personnel namely teachers, kindergarten assistants, learning support assistants and peripatetic teachers consider themselves responsible at all times for the behaviour of pupils within sight or sound of them and respond promptly and firmly to any instances of unacceptable behaviour.

The quality of teaching and teacher behaviour has a direct influence on the quality of pupils' behaviour and vice-versa. Lively and stimulating teaching methods together with work well-matched to pupils' abilities will lead to a positive response from pupils.

Members of school staff need to keep in mind that their behaviour and actions influence those of the pupils, and have a crucial role to play in fostering an environment that nurtures respect among all members of the school community.

While being firm and consistent, any response to disruptive behaviour should not include threats, ambiguous statements or punishments directed at the person rather than the action. Sarcastic remarks which invariably hurt must be avoided at all times. Habitual use of language and actions aimed at demotivating students and crushing their spirit may constitute emotional abuse. Humour has the potential of defusing tense situations.

### **Classroom Management**

- A set of rules and consequences are agreed upon at the beginning of the scholastic year with the pupils and class teacher.
- Good behaviour leads to good consequences while bad behaviour leads to bad consequences.
- Punishment does not educate or lead anywhere, but discipline does.
- When the children are in the yard, they should stay in the area confined to them. **No pupils are to be left in class at this time.**
- No running in corridors.

## **Classwork and Homework**

Pupils are to do both classwork and homework that is given to them by their class teacher or support teacher.

For other details refer to school home-work policy.

## **Positive Reinforcement**

- Certificates (for behaviour, effort, etc)
- Display of pupils' work
- Rewarding the effort such as clapping, personal star cards, smileys, stamps and comments
- Happy atmosphere in class
- 1-to1 attention to reinforce pupils' strengths
- Showing pupils that you believe in them and that they are capable
- Hidden messages the teacher gives to the children.

## **Minor Offences**

### Level 1

Reminders of school rules and of classroom standards and expectations. A quiet word, aside from other pupils, a verbal rebuke, or a reprimand for failing to meet standards.

### Level 2

In case of an accumulation of misbehavioural incidents

- The pupil has to be referred to the Assistant Head of School. Parents are informed about their child's misbehaviour by a note which is signed by the parents and kept by the class teacher.
- The pupil is to be given a break in to do some extra work, provided that he or she has enough time for lunch.
- When the child's behaviour is uncontrollable he or she is not allowed to join an outing which is purely NOT educational.

### Level 3

- Assistant head writes a report about the particular misbehaviour.
- Temporary change of class for a limited period of time.

## **Bullying**

All forms of verbal and physical behaviour which hurt, intimidate or jeopardize the integrity and the dignity of a person, such as name calling, ridiculing, taunting, threatening and use the of physical violence are all forms of bullying.

The school's policy regarding bullying is absolutely **ZERO TOLERANCE**.

## **Desired Parent Behaviour**

Parents must be helped to feel that they are important stakeholders in their children's education. For this purpose, home-school links should be established through a variety of means such as frequent activities that involve parents in educational matters. On their part, parents need to regard the establishment of home-school collaboration as a parental responsibility.

- Parents should make sure that their children enter the school. The school is not responsible, if the children do not go in.
- Detailed information of parents' home and office addresses and contact telephone number/s. all changes in addresses, home and office telephone numbers, as well as emergency contact numbers must be immediately communicated to the school office to ensure that information is at all times correct. It is important that parents provides the school with contact details for emergencies.
- Information about the child's medical history that would enable the school to safeguard the health needs to be provided. Such information should include what should or should not be done in case of accidents.
- Presentation of a personal identity card whenever they intend to call for their child before dismissal time. They should also sign a book re: dismissals.
- Parents who sincerely wish to practice positive discipline with their own children must endeavour to become a positive role model in their children's life. Such role modeling extends to their behaviour on or near the school premises
- Respect towards teaching staff, administration and other staff working in the school should be shown at all times.
- Request an appointment from the Head of School to speak to members of staff when such a meeting is necessary.
- Refrain from speaking to teachers before or after school hours, in school or outside school.
- Discuss specific complaints with the Head of School strictly not in the presence of pupils.
- Use a respectable tone when addressing teaching staff, administrative or other personnel.
- Refrain from smoking while accompanying children to school especially near school entrance/exit.
- Be decently dressed when visiting the school.
- Co-operate with the school policies regarding:
  - Healthy eating and lifestyle policy
  - HW policy
  - School outing policy
  - School bags
  - Dress code: uniforms for summer and winters, attire for physical exercises, outings and social occasions.
- Regular attendance – with parents responsible for informing school of sickness or temporary absences and for producing medical certificates in cases of illness
- Punctuality

- Money or jewellery
- Respect for school and other pupils' property.
- Responsibility for text books, library books and any other school material on loan

### **Attendance, Punctuality Absenteeism**

Punctuality is essential. Therefore all pupils are expected to be in school on time.

- The door opens 5 minutes before, ie, at 8.25am from September till May and at 8.10am in June.
- Assembly starts at 8.30am from September till May and at 8.15am in June. It is important that pupils are present for the assembly, since besides prayers, children are given important notices.
- Pupils arriving late for the assembly, are to wait at the back until the end of the assembly.
- Habitually late comers are first reprimanded and then sanctions deemed fit are given..
- If pupils have a medical appointment, they have to present a note or show their appointment.

### **Attendance and Absenteeism**

By law parents have the duty to send their children to school daily except when they are ill or for a very serious reason.

Parents are asked to phone till 9.00am tel: 21 464317, to inform that their children are sick. It is important that they know the class teacher's name.

Medical certificates have to be sent to school within three days.

In cases of habitual absenteeism, even if covered by a medical certificate, student is reported to education welfare section.

### **School bags**

School bags are to be checked by parents to see that:

- Their children do not bring unnecessary items – toys, thick drawing books etc for lower classes.
- Heavy diaries, ring files, heavy bottles for upper classes
- The necessary stationery is brought to school.
- Pupils keep the notes at home and just carry the ones being used during the week
- Teacher to inform pupils before hand, should there be the need of some particular notes.
- **It is important that school bags are cleaned every week**

Important: **No trolley school bags are allowed for school.**

## **Dress Codes**

All pupils from Year 1 to Year 6 adhere to school rules regarding the school uniform.

### **Winter Uniform**

Navy blue Trousers / skirt / pinafore

White Shirt

Tie for boys and a bow for girls

Navy blue Pullover / cardigan

Black shoes, / blue or grey socks / blue tights

Blue waterproof jackets

### **PE Kit (winter)**

School jogging suit

### **Summer Uniform**

Navy blue shorts / skirt / pinafore

White shirt / polo shirt

Black shoes, white socks

### **PE Kit (summer)**

White shorts

Round neck t-shirt

Light coloured underwear should be worn under their PE Kit

Shoes with Velcro for Kinder, Year 1 and 2.

No high heels.

No safety shoes.

School badge

School cap

## **Hair Styles**

Girls: .

- Long hair should be neatly tied at the back.
- Only blue or white bands should be worn
- Dyed hair is not allowed.
- No fancy hairstyles.

No make-up and nail polish.

Jewellery is not allowed. Only small earrings (studs) can be worn only by girls.

Parents of pupils who do not abide with the above dress code will be informed immediately so that the necessary action is taken.