

LATIFA SCHOOL FOR GIRLS (Primary)

Behaviour and Reward Policy



This document refers to and should be read in conjunction with:

- Latifa School for Girls 'Learning and Teaching Policy'
- Jenny Mosley's Golden Rules
- Appendix of agreed treats (updated August 2016)

Introduction	Pupils will make optimum progress in a positive, well ordered learning environment, which values all pupils as individuals and where success is celebrated. At Latifa School for Girls we strive to create a happy, caring and secure environment for pupils and staff. This involves pupils and staff working together to develop a good, friendly, co-operative working relationship for the benefit of all. Pupils need to develop an appreciation, understanding and respect for the feelings, rights and needs of others. They need to learn to respect and to appreciate their environment and, above all, learn to manage their own behaviour. Part of the intrinsic motivation process, and hence the learning environment, is to value and praise pupils for good work or behaviour.
Aims	<p>We aim to:</p> <ul style="list-style-type: none"> • Recognise and applaud pupils' achievements • Recognise social success • Reward appropriate behaviour • Share achievements with parents • Promote positive attitudes towards peers and adults • Help pupils develop a sense of responsibility for the school environment • Help pupils develop an awareness of their feelings and how to control them • Help pupils manage their own behaviour

Golden Rules and Golden Time	<p>All pupils follow the Golden Rules. They are;</p> <ul style="list-style-type: none"> • We are gentle : We don't hurt anyone • We are kind and honest: We don't hurt anybody's feelings • We listen: We don't interrupt • We are honest: We don't cover up the truth • We work hard: We don't waste our own or other people's time • We look after property: We don't waste or damage things <p>The Golden Rules are displayed in all classes, including Arabic, central areas and halls. Teachers refer to the rules when discussing behaviour issues with pupils. Pupils names or photographs are shown on a chart, to indicate where they are in their behaviour.</p> <p>Pupils are expected to abide by the Golden Rules. The children plan an agreed activity in advance with the class teacher for that week's Golden Time. In FS, pupils who do not adhere to the Golden Rules may have 'time out' or be moved to the cloud as pupils are too young to fully understand delayed sanctions for misbehaviour. This involves sitting alone with a 3 minute (F1) or 5 minute (F2) sand timer to reinforce that they have broken a Golden Rule. In KS1 and 2, if pupils do not adhere to the Golden Rules, a member of staff will take 5 minutes off their Golden/ Enrichment Time for that week up to a maximum of 15 minutes per week. In exceptional circumstances pupils may be given up to 15 minutes loss of Golden Time. This will only take place after the pupil has been spoken to by the Assistant Head of Primary, therefore following the list of consequences on the Golden Sunshine chart. Specialists will inform the class teacher of any warning card that has been issued by e mail or verbally, by the end of the day indicating time lost and time regained. Time lost is recorded on a chart, which is displayed in each class base including specialists. Warning cards should not be directly linked to homework issues. Pupils with homework issues will have a note in their Daily Planner and, if persistent, 3 missed home works, then followed by</p>
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	<p>a phone call home via a Parental Contact Form. Specialist teachers should inform the CT and Phase Leader before submitting a Parent Contact Form regarding homework issues.</p> <p>In order to learn forgiveness, pupils are given the opportunity to <u>earn back the lost minutes</u> by proving themselves worthy and following the Golden Rules. These can only be returned by the adult who took away the minutes initially.</p>		
Golden Award	<p>At the end of each term, pupils are nominated for a Golden Award against the six rules listed above. In KS1 pupils are nominated for this award by class teachers (in consultation with specialists) based on pupils adhering to the Golden Rules to the best of their ability. In KS2 pupils are expected to self-assess their behaviour. Class teachers then liaise with specialist staff to formalise a final list of nominated pupils. Y1 -6 certificates are awarded in an end of term Golden Assembly. Final lists of those pupils who are to receive the Golden Award are submitted to the Phase Leader, then Assistant Head of Primary, for final approval. Students who meet the criteria of the Golden Rules in all 3 terms in the same school year will also receive a final Golden certificate in recognition of their achievement.</p>		
Rewards	<p>Upper KS2:</p> <p>Individual Rewards</p> <ul style="list-style-type: none"> • Individual pupil rewards can be stickers or stamps on work or uniform • A mini assembly led by Phase Leaders may also award certificates to pupils for individual efforts • Teachers may also send pupils to the Phase Leader, AHoP or HoP for further special recognition <p>House Points</p> <ul style="list-style-type: none"> • All staff can award House points (max of 3 at one time) for good effort, attitude, and/or work. These points are awarded to the pupils' house charts (in main class base / specialist rooms). • House points will be tallied weekly across KS2, announced at the end of morning break on a Thursdays and recorded on House point board in the dining room. A trophy with relevant ribbons will be displayed. Year 6 House Captains will carry out these responsibilities. • An end of term assembly will also be held to announce overall house winners. This will be recorded on the House point display for the following term (picture of trophy with relevant 	<p>Lower KS2:</p> <p>Individual Rewards</p> <ul style="list-style-type: none"> • Individual pupil rewards can be stickers or stamps on work or uniform • Y3 /4 - Class teachers and specialists will not reward pupils with individual prizes with the exception of SFL and Arabic departments who may use the same system as KS1 at their discretion • Teachers may also send pupils to the Phase Leader, AHoP or HoP for further special recognition <p>House Points</p> <ul style="list-style-type: none"> • All staff can award House points (max of 3 at one time) for good effort, attitude, and/or work. These points are awarded to the pupils' house charts (in main class base / specialist rooms). • House points will be tallied weekly across KS2, announced at the end of morning break on a Thursdays and recorded on House point board in the dining room. A trophy with relevant ribbons will be displayed. Year 6 House Captains will carry out these responsibilities. • An end of term assembly will also be held to announce overall house winners. This will be recorded on the House point display for the following term (picture of trophy with relevant ribbons) 	<p>FS and KS1:</p> <p>Individual Rewards</p> <ul style="list-style-type: none"> • Pupils in FS and KS1 receive a personal sticker chart to fill. When that is completed, their achievements are reviewed and celebrated in class and then they may take the certificate home. • There will be 1 chart in the CT room and 1 in Arabic room. They receive a prize from the teacher (at their discretion and by mutual agreement of the teachers) when they achieve 20 stickers. They can then take the chart home. • Pupils may also be rewarded with stickers in their workbooks or on their dresses.

	ribbons)	<p>Class/Year Group Reward</p> <ul style="list-style-type: none"> All staff will contribute to awarding classes/sets a golden ticket for good behaviour around school and in classes. The ticket box will be housed in Year groups and a termly Special Reward will be given from the agreed appendix once (200 tickets) are attained. We will aim for 1 Special Reward per term per Year group. 	<p>Whole class reward</p> <ul style="list-style-type: none"> FS2 and KS1 will collect marbles (15) from all staff linked to attaining a Class Special Reward which will take place termly during Golden Time from the agreed appendix list.
Islamic Studies Rewards	Rewards for monthly reciting and memorising tasks can be awarded to individuals by the Islamic Department in agreement with the Assistant Head of Primary or Head of Primary. These prizes may be funded by individuals or outside agencies with prior approval and as agreed by the Assistant Head of Primary or Head of Primary Every 10 stickers a child can get a gift which follows the school guidelines.		
Star of the Week	In both Key Stages, class teachers and all specialist subjects choose a Star of the Week, with the exception of the Arabic Department who choose 2 per year group, to receive a special certificate to reward good behaviour or a special piece of work. The certificate is then given to the pupil at on a Thursday in class. There is also an i-maths star of the week chosen in each class/set and displayed centrally in each Key Stage area.		
Year 6 Prize Giving	Prize giving is held in June for Year 6. Year 6 awards one achievement and one effort prize for literacy, numeracy, Islamic studies , Arabic, art, PE, Performing arts and Computer Studies. There is an endeavour award to be given to the pupil who has made huge effort in most areas of the curriculum. The Sheikh Maktoum Award is an all-round achievement award for a child who serves as a role model to other pupils. The selection process for all prizes must involve all staff who have worked with the pupils on an open forum spreadsheet, to be ultimately decided upon by PLT. The prizes consist of an engraved piece of glass.		
Bullying	The Staff at Latifa School for Girls are firmly committed to eradicating bullying. Allegations of bullying are taken seriously and investigated. Victims are supported. Incidents are recorded on an incident form and emailed to PLT and a copy is kept in the pupils file and relevant staff are informed. Sanctions will be applied to incidents of bullying as to other incidents with exclusion as the ultimate sanction.		
Sanctions	Pupils follow a special "Golden Sunshine Chart". Teachers refer to this chart when addressing inappropriate behaviour. Pupils are encouraged to stay "in the sunshine" and not drop down the chart. Consequences are explained to pupils as they need to be aware of the impact of their choices. If a teacher has a concern regarding a pupil who consistently displays inappropriate behaviour, she should inform the Assistant Head of Primary of the details of incidents prior to sending the pupil to the office or arrange for an escort for the pupil to clarify the situation. Infringement of rules may also involve adopting a positive behaviour management timetable which the pupil will carry to all lessons. This is overseen by the HOPL in conjunction with the Assistant Head of Primary who will meet with the pupil at the end of the week to discuss their behaviour overall. Questionable articles may be confiscated temporarily or permanently. Consultation with parents may take place at any time if deemed necessary by the Phase Leaders in consultation with Assistant Head of Primary or the Head of Primary.		
Policy Review Date	This policy will be amended as necessary and fully reviewed in August 2018		

Permitted Treat/Golden List 2016

KS1 and LKS2 Special Treat

A Special Treat is based on number of agreed house points per year group or in Key Stage 1 the number of marbles per year group.

The Special Treat should occur once per term to be agreed with pupils and consulted with your Phase Leader. This can be up to 50minutes during period 7 on a Thursday.

Special Treats should involve all members of the team but should not frequently become the responsibility of specialists.

Golden Time (KS1)/ Enrichments Time (KS2)

Golden Time/ Enrichment Time activities should occur every week and should consist of 30 mins of period 7 following lunch time. This should also be from the same agreed list, agreed with children (multiple activities can occur with correct planning and supervision) and must be prepared in advanced in order for pupils to take advantage of the reward time.

Agreed Activities

- Fairy/Princess event where the girls can decorate a cupcake
- Outdoor games such as parachute, relay races/ Class Games- board games
- Fancy dress - dress up in a character of their choice (during Golden/ Enrichment Time)
- Picnic/Teddy Bears' Picnic around school grounds including Secondary (see approved food list)
- Pyjama party/ Pinata Party with wrapped dates inside
- Movie Time (DVD needs to meet our Vetting Policy- if in doubt consult Phase Leaders and Head of Arabic)
- Extra Specialist lessons such as extra Music, ICT , PE but agreed and ran as a team (ICT games, aerobics,)
- Wacky hair, funny wig, funny hat events (no spray paint to be used in hair)
- Fashion Show (for the duration of Golden/ EnrichmentTime)
- Treasure Hunt
- Art and Craft activities

- Cooking

Approved food for Picnics/ treats:

Choose from 3 of the following:

(Only 1 of each item e.g. 1 muffin, 1 scoop of ice cream, 1 packet of crisps)

- Ice cream
- Crisps
- Muffins
- Cupcakes
- Pizza
- Chocolate
- Sandwiches
- Popcorn
- Olives
- Fruit

