

# 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'
- Appendix of agreed treats (updated August 2019)
- Inclusion Policy
- Exclusion Policy
- Detention and Exclusion register

<b>Introduction</b>	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, secure and inclusive 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. The rewards, and the currency of these rewards, reflect the developmental needs and interests of the different phases in school.
<b>Aims</b>	<p>We aim to:</p> <ul style="list-style-type: none"> <li>• Recognise and applaud pupils' achievements</li> <li>• Recognise social success</li> <li>• Reward appropriate behaviour</li> <li>• Share achievements with parents</li> <li>• Promote positive attitudes towards peers and adults</li> <li>• Help pupils develop a sense of responsibility for the school environment</li> <li>• Help pupils develop an awareness of their feelings and how to control them</li> <li>• Help pupils manage their own behaviour</li> </ul>
<b>Golden Rules</b>	<p>All pupils follow the Golden Rules. They are;</p> <ul style="list-style-type: none"> <li>• We are gentle : We don't hurt anyone</li> <li>• We are kind and honest: We don't hurt anybody's feelings</li> <li>• We listen: We don't interrupt</li> <li>• We are honest: We don't cover up the truth</li> <li>• We work hard: We don't waste our own or other people's time</li> <li>• We look after property: We don't waste or damage things</li> </ul> <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.</p> <p>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.</p> <p>In KS1 if pupils do not follow the Golden Rules after receiving clear warnings, they will lose a dojo point (see next page for Individual rewards).</p> <p>In KS2, if pupils do not adhere to the Golden Rules, the teacher concerned follows the list of consequences as outlined on the Golden Sunshine chart (<b>see appendix for Reflection Room Procedure</b>). <b>Sometimes, in extreme circumstances. It may be necessary to contact parents immediately, thus expediting the Golden Sunshine procedure.</b></p> <p>Pupils with homework issues will have a note in their Home School Communication Book and, if persistent, 3 missed Home Learning activities then followed by a phone call home via the Parent Liaison in the office. Specialist teachers should inform the CT and Phase Leader before submitting a Parent Contact Form regarding homework issues.</p> <p>This incident is the recorded on Daybook.</p>

<b>Golden Award</b>	At the end of each term, pupils in Key Stage and 2 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. The certificates are different shades of gold to denote if this is the first, second or third time of receiving it.		
<b>Rewards - Individual</b>	<p><b>KS2:</b></p> <ul style="list-style-type: none"> <li>Individual pupil rewards can be stickers or stamps .</li> <li>Teachers may also send pupils to the Phase Leader, AHoP or HoP for further special recognition</li> </ul>	<p><b>KS1:</b></p> <ul style="list-style-type: none"> <li>Pupils in KS1 use the Class Dojo system whereby all children start each week with zero and are able to earn points by showing positive behaviours.</li> <li>Pupils may also be rewarded with stickers .</li> </ul>	<p><b>FS:</b></p> <ul style="list-style-type: none"> <li>Pupils in FS receive a personalised chart to complete. When this has been done their achievements are reviewed and celebrated in class.</li> <li>Pupils may also be rewarded with stickers .</li> </ul>
<b>Rewards- Class/ team</b>	<p><b>House Points</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>House points will be tallied weekly across KS2, announced Sunday mornings after National Anthem. Weekly Class winners announced and trophy given. Monthly individual house winners announced and certificates given. A trophy with relevant ribbons will be displayed. Year 6 House Captains, Staff House Leaders and rewards coordinator will carry out these responsibilities</li> <li>In an end of term assembly the overall House winners will be announced. This team will receive a reward.</li> </ul>	<p><b>Whole class reward</b></p> <ul style="list-style-type: none"> <li>If 200 whole class Dojo points are earned in one week the class will receive a marble towards their class treat. KS1 will collect marbles (15) from all staff linked to attaining a Class Special Reward which will take place termly during Enrichment Time from the agreed appendix list.</li> </ul>	
<b>Islamic Studies Rewards</b>	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.		
<b>Star of the Week</b>	In all Phases class teachers and all specialist subjects choose a Star of the Week (one per class), 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.		
<b>Year 6 Prize Giving</b>	Prize giving is held in June for Year 6. Year 6 awards one achievement and one effort prize for English, Maths, Islamic studies , science, Arabic, art, PE, Performing arts and Computing, Moral Education and Social 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, to be ultimately decided upon by PLT. The prizes consist of an engraved piece of glass.		
<b>Bullying</b>	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 via Daybook and emailed to PLT and other relevant staff are informed. Sanctions will be applied to incidents of bullying as to other incidents with exclusion as the ultimate sanction.		

<b>Sanctions</b>	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 (see above). 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 HOP 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.
<b>Policy Review Date</b>	This policy will be amended as necessary and fully reviewed in August 2019

### Permitted Treat list 2019

#### KS1

A Special Treat is based on number marbles per class in KS1. The Special Treat should occur no more than once per term to be agreed with pupils and consulted with the Phase Leader. This can be up to 50 minutes during period 7 on a Thursday.

In order to adhere to school policy, no food items can be brought into school from home unless as part of the request from school for Lunchbox days (every Thursday) or an additional lunchbox day as a treat. Pupils are only permitted to have the food from their own lunchbox; no sharing is allowed in support of school's health and safety policy.

#### Examples of agreed Activities for KS1:

- Fairy/Princess event where the girls can decorate a cupcake provided by school.
- Outdoor games such as parachute, relay races/ Class Games- board games
- Fancy dress - dress up in a character of their choice
- Picnic/Teddy Bears' Picnic around school grounds including Secondary (request from school for a lunchbox to be brought in from home- no sharing allowed)
- Pyjama party/ Pinata Party with wrapped dates inside (provided by school)
- 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
- Treasure Hunt

- Art and Craft activities
- Cooking - items to be provided by school.

#### HOUSE TEAM SPECIAL TREATS

- **Pizza Party, Swim Party, Water activities**

#### Reflection Room Procedure

- As per the behaviour policy, girls will be moved onto the cloud for consistently not following the Golden Rules. If the behaviour persists, girls will then be sent to the Reflection Room (room opposite the library).
- **The following behaviours will mean that the student/s concerned will go to the Reflection Room (bypassing being placed on the cloud;)**
  - **Swearing (at each other)**
  - **Fighting**
  - **Inappropriate behaviour during Indoor Safety and Fire Alarms**
  - **Deliberately hurting others (physically / verbally)**
  - **Deliberately damaging school property**
  - **Incidents of cyber bullying in school**
- If this happens before lunch, they will be sent the same day. After lunch, the girls will go to the Reflection Room the following day.
- Girls will go straight to the Dining Hall for food first (10 minutes)
- Duty teacher (Nikki or Christy) to collect from Dining Hall at 12.50 and take to the Reflection Room.
- Girls to bring their diary to the Reflection Room for Nikki/Christy to write a comment.
- Girls will either complete work sent by their teacher that hasn't been completed in class or complete a reflection slip to reflect on their behaviour.
- Duty teacher to then escort to the playground at 1.05 for the final 10 minutes of lunchtime.
- Nikki to keep track of girls attending the Reflection Room in a book. Any girl who attends 3 times will have a phone call home and parents are invited to meet the class teacher to discuss any issues.
- **Teachers need to email Nikki and Christy before lunchtime using the email group set up to let them know when they are sending a girl to the Reflection Room.**

