

Hazlehurst Community Primary School

# Code of Conduct

Everyone in our school is  
important.

We try to be

**Caring,  
Respectful  
and  
Hard-Working**



We all need to look after each other and behave well, so that our school can be a safe, secure and successful community. These rules will help: -

## School Rules for Behaviour

1. Show kindness to everyone around you.
2. Be polite and well mannered. Remember to say 'please' and 'thank you'!
3. Be honest - always tell the truth.
4. Work hard in lessons. Always do your best and be a good example to those around you.
5. Use your time and energy to make yourself successful and to help other people.
6. Respect other people's property and never take anything that does not belong to you.
7. Respect the privacy of other people's friendships, conversations, messages and emails.
8. Behave well by lining-up quietly, walking safely without running, and sitting sensibly. Never push, and always allow adults through doors first.
9. Take pride in your classroom and school building, by helping to keep the rooms tidy and clean.
10. If you have a problem, report it to a member of staff, who will listen and help.

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### Rewards and Sanctions



1. When you have tried hard in your work or shown kindness and consideration to others, you will be rewarded with praise and encouragement, and everyone will share in the happiness of your success.
2. You have a right to a good education in safety and security, but you also have a responsibility to allow others the same good education, free from disruption. We expect that everyone will behave well and do their best.
3. When you have not tried your best in your work or relationships with others, you will be told of your mistakes. You will be asked to improve your work or you may have to apologise to someone.
4. This is what will happen if mistakes are repeated:
  - 1<sup>st</sup> time a rule is broken: warning, name on the board
  - 2<sup>nd</sup> time: miss 5 minutes of playtime
  - 3<sup>rd</sup> time: miss a full playtime
  - 4<sup>th</sup> time: removed from own classroom for a period of time
5. If your mistakes are more serious, you will have to see the Headteacher.
6. If misbehaviour is persistent or no effort is being made with work, parents will be informed and asked to come into school to discuss the matter.
7. If there is still no improvement, then the Headteacher may consider a temporary exclusion of up to 15 days in any one term, and ultimately a child may be permanently excluded.

### Say No to Bullying

#### What is Bullying?

- It is deliberately hurtful behaviour
- It is repeated over a period of time
- It is difficult for those being bullied to defend themselves



#### Bullying can take many forms, but the three main types are:

- Physical - hitting, kicking, taking belongings
- Verbal - Name-calling, insulting, racist remarks
- Indirect - spreading nasty stories about someone, excluding someone from social groups

#### What will the school do to help?

- Investigate every claim of bullying
- Help those responsible to understand the consequences of their actions
- Help victims of bullying to learn and practise effective response behaviour (see below)
- Keep clear records of incidents
- Inform parents/carers as necessary
- Use appropriate sanctions, including official warnings, withdrawal of privileges, and ultimately exclusion

#### Effective Response Behaviour

If you think you are being bullied

- Be firm and clear - look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Enlist support from bystanders
- Tell an adult what has happened straight away