



**THE KING'S SCHOOL,
MACCLESFIELD
Junior Division**

**Pastoral Care and Behaviour
Policy**

Implemented: Sept 2009

Next planned Revision: June 2010

Members of Staff with responsibility for Pastoral Care and Behaviour:

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Introduction

Through its pastoral care arrangements and provision, The King's Junior Division, including the Early Years Foundation Stage, demonstrates its continuing concern for the personal and social development of all its pupils, regardless of their age, sex, race or ability, as individuals and as secure, successful and fully participating members of the school and its wider community. Pastoral care is, perhaps, at its most effective when it is all-pervasive and fully integrated into the school's daily routines, its curriculum and its extra-curricular activities. This approach has been adopted by the staff of The King's Junior Division.

Rationale

This policy has been formulated and implemented:

- to cope with the effect of growing up in the 21st Century and the changing home backgrounds of our pupils
 - i.e. -family stability
 - parental difficulties in raising children
- to maximise learning
- to ensure a safe, secure arena for all pupils.

Aims

The aims of the school have clearly taken into account the importance attached to pastoral care of its pupils. The aims are as follows:

- to promote a happy, caring, attractive environment which will stimulate pupils
- to promote the spiritual, cultural, intellectual and physical development of the pupils at the school
- to provide a broad and balanced curriculum that will be challenging, cater for the full range of abilities within the school and enable pupils to experience success
- to develop pupils self-confidence and self-discipline
- to encourage the pupils to value one another and to respect the views of other members of their community
- to prepare the pupils for the opportunities, responsibilities and experiences of adult life.

The school will aim to provide a happy, caring and safe environment in which the spiritual, moral and physical development of each pupil is promoted. The pupils will be encouraged to behave in a responsible manner, both to themselves and others, showing respect, courtesy and consideration at all times. They will also be encouraged to respect the views of others and to obey the rules which will be drawn up to ensure the good behaviour, safety and well-being of the pupils, and the smooth running of the school.

Ethos of the School

At the King's Junior Department a good ethos has been achieved by the principal and staff promoting and facilitating an atmosphere of care and respect within both the formal and informal life of the school.

This ethos has contributed effectively to pastoral care as a result of:

- the healthy relationships within the school between pupils and staff
- the promotion of pupils' self-esteem and self-confidence
- parental support for the work of the staff
- the positive approaches in promoting and maintaining good standards of discipline.

It is in the formal and informal situations that teachers can be helped to foster the values of self-respect, self-discipline, tolerance, equality and fairness.

This has generated a positive climate within the school community where every individual should feel valued and cared for at all times.

Pastoral Structure

Form Teacher

At the beginning of the school year each child is allocated to a form, with each individual pupil in the form being cared for by the Form Teacher (and Support Teaching Assistant(s) in Infant Department forms). The Form Teacher is normally the first point of contact for the child/parent if pastoral problems arise, unless the situation is deemed to be more serious. The Form Teacher's responsibilities with respect to the children in his/her charge are:

- to provide support and guidance when necessary on an individual or form basis
- to monitor each child's general academic and social development
- to avail him/herself of the form's pastoral and academic information and to keep this up-to-date
- to report matters of concern to the Pastoral Head, Vice-Principal or Principal as appropriate
- to register the class twice daily
- to distribute letters and mailings promptly
- to monitor homework diaries (Juniors) or reading diaries (Infants) on a weekly basis
- to organise a weekly Form Assembly allowing time for discussion of a variety of important issues (Juniors only)
- to organise a Class Assembly to perform to the school as per rota (Juniors only)
- to organise a regular circle time where issues can be voiced and dealt with (Infants only)
- to appoint a Form Captain each half-term (Juniors only)
- to fill in class files with records of communication with parents, parents evening information and feedback and handover sheets
- to keep IEP s up to date for members of their form class.

Parents are encouraged to liaise with class teachers who are always happy to talk with them.

Pastoral Head of Junior Department

The Pastoral Head of Junior Department is responsible to the Principal (Junior Division) for all matters relating to the Junior children's pastoral care and discipline. S/he is expected to:

- take responsibility of the pastoral welfare of children in the Juniors
- be available to parents when pastoral concerns are raised
- take a lead role in the development and implementation of the Junior Division Pastoral Care and Behaviour policy

- monitor the Junior Division's Bullying Policy
- update and implement the 'Playground Games Risk Assessment' at regular intervals (Appendix 5)
- update and implement the 'Lost and Missing Child Policy' at regular intervals
- assist the Principal (Junior Division) in applying the system of rewards/sanctions
- monitor the system of rewards and sanctions
- liaise with Heads of Year 7 Boys/Girls regarding 11 + transfer, in association with Year 6 staff, ensuring continuity of pastoral information between Junior Division and Senior School
- organise selection of Year 6 pupils for positions of responsibility, actively seeking ways for the selected children to develop these roles
- organise deployment of Year 6 monitors to patrol school at break times
- organise half-termly meetings of the Junior Division School Council, publishing minutes of these meetings
- organise the collection, publication and announcement of weekly house point totals

Vice-Principal (EYFS and Infants)

The Vice-Principal (Infants) is expected to:

- take responsibility for the pastoral welfare of children from Nursery up to Year 2
- act as form teacher with a reduced teaching allocation
- assist the Principal and Pastoral Head (Junior Division) in applying the system of rewards/sanctions

The Vice-Principal (Infants) has specific responsibility for the EYFS and Infant classes; Nursery, Reception, Year 1 and Year 2. If parents have any problems relating to their children, they are encouraged to contact their child's form teacher. If the problem is sufficiently serious then they may wish to contact the Vice-Principal (Infants) or the Principal of the Junior Division.

Vice-Principal (Juniors)

The Vice-Principal (Juniors) is expected to:

- take a responsibility for the pastoral welfare of children in the dept. in conjunction with the Pastoral Head
- assist the Principal (Junior Division) and Pastoral Head in applying the system of rewards and sanctions
- organise assemblies for the Junior Dept twice a week
- organise a whole Division assembly every half-term.

Principal (Junior Division)

The Principal of the Junior Division is expected to:

- take responsibility for the day-to-day running of the Division
- take responsibility for the well-being and development of all staff and pupils in the Division
- monitor the general standards of conduct and appearance of all pupils in the Division
- take a lead role in applying the system of rewards/sanctions
- ensure a rich and varied programme of extra-curricular activities, to encourage as full a development of pupils' talents as possible.

Rewards & Responsibilities

The House System

Each child is assigned to one of four houses with the aim of enabling children of all ages to have a common link. Within the house system many tournaments are arranged, encouraging healthy competition amongst peers. Several items of dress, e.g. tie, sports bag, pump bag etc are colour-coded to denote the child's house. (Adlington - Blue, Capesthorpe - Green, Gawsworth - Red, Tatton - Yellow). Pupils are encouraged to win house points and green cards, and house point and behaviour trophies are awarded each week to the winning house.

Positions of Responsibility

Within the Junior Department positions of responsibility are awarded with the aim of encouraging pride in the school and reinforcing positive behaviour.

Infants

No formal positions of responsibility are awarded in the Infants, but each class teacher hopes that through small positions of trust the children will learn to set an example to others, gain a sense of responsibility and an awareness of the needs of others.

In Year 2 the children are chosen to become **Monitors** each week. Their tasks include; table monitor, giving out books, playtime buddies, register monitor, door monitors, etc.

Juniors

In the Junior Division, a **Head Boy, Head Girl, Deputy Head Boy & Deputy Head Girl** are selected each year from amongst the Year 6 pupils to act as representatives of the School at various functions. They are expected to set a proper example to other members of the school. They attend all School Council meetings, thus providing continuity. They collect house point totals in every Friday and present the trophies to the winning houses in our awards assembly on Monday. They are involved in showing visitors around the school.

A boy and girl from each house are appointed as **House Captains**. They are responsible for arranging teams to represent their respective houses, as well as assisting the Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl with duties. If their house wins the behaviour or house point trophy they collect the trophy for their house during Monday's assembly.

A number of **Sports Captains** are selected in sports such as football, netball, cross country, swimming, cricket, athletics and rounders. Responsibilities specific to that post are given to each captain by the member of staff in charge of that area.

Librarians are appointed by the member of staff in charge of running the library. They are responsible for maintaining the library and monitoring the return of books.

Four **Art Monitors** are select from Y6 pupils. They help the Art coordinator with the upkeep of the Art room.

Music Monitors are appointed to assist the Director of Music with assemblies and concerts.

An **ICT Monitor** is appointed to assist the ICT coordinator with the running of the ICT room and ICT club.

Two **Road Safety** officers are appointed who, along with Cheshire County Council, promote Road Safety within the school and run various competitions.

Two **Charity Monitors** are appointed each year. These pupils are responsible for organising events to raise money for charities and for attending school council meetings to decide on a particular charity for that term.

Each Junior form has a **Form Captain** who has the following responsibilities:

- collect and return Form Communication Wallets twice daily
- report to Junior Division Secretary if five minutes of lesson has elapsed without a teacher being present
- represent the form at the School Council meetings
- any other responsibilities the form teacher sees fit

The form captains are changed at the end of each half-term.

All the above posts carry a badge of office.

All Year 6 children will be awarded the position of **Monitor** within their class on a termly basis. These children will supervise the Lower and Upper Junior doors at break times, according to a published timetable. No pupil may enter the building without a permission card from the duty member of staff. If a member of staff does not arrive for duty, one of the door monitors will report this to the staff room. Two monitors are responsible for signing the play equipment in and out.

Class teachers also award positions of responsibility within their form and as many pupils as possible are encouraged to take on minor roles.

School Council (Juniors only)

The School Council allows representatives of each class to meet and share concerns with the Pastoral Head. Meetings take place every half-term with the council consisting of:

- all Form Captains
- Head Boy and Head Girl
- Deputy Head Boy and Deputy Head Girl
- Pastoral Head

The meetings have a published agenda and are minuted.

Opportunities for Positive Reinforcement

Alongside the normal encouragement given by staff, both orally and by written comments on the children's work, there are many other means of positive reinforcement employed within the school.

EYFS and Infants

- Children with notably good work may be sent to another member of staff for positive encouragement, this work is shown to the children of that class and the child will receive a written comment and/or a sticker.
- Children take their work to the Vice-Principal (Infants) for reinforcement and praise. They receive a special sticker. Their work is read out to other children and appreciated by the staff and peers alike.
- Children with notably good work or excellent achievements in any area of the curriculum may be named in our **Special Work Book**. The children in the Special Book are given stickers at our Celebration Assembly and their achievements read out to all the children. If the whole class are praised they receive a certificate signed by the Vice-Principal (Infants).

- Each half term selected children are presented with awards for writing and also sporting achievement. These children are also named in our special work book.
- Each half term, one child is chosen from the EYFS and Infants to receive the '**Princess Diana Award**'. (The Infant Department opened shortly after the tragic death of Princess Diana and this was felt to be an appropriate way to remember the qualities that Diana possessed.) The child is awarded publicly with a shield and certificate for their positive and caring attitude to school and their peers.
- In Year 2, house points are awarded for good work, good behaviour, achievements, etc. Individual children record House Points on their **House Point Card**. When the House Point card has been filled (100 House Points) the child receives a Merit Certificate in Assembly.

Juniors

- The **Robert Batchelor Award** is given publicly on a weekly basis to children who have shown particularly positive qualities. (Robert was a former Deputy Head Boy of the Junior School who died tragically at the age of 12. His qualities of leadership, commitment, reliability, unselfishness and all-round application are remembered in this award). One child is then chosen to receive the **Robert Batchelor Trophy** awarded by the Principal. Award winners' names are displayed on the Assembly Notice board.
- A **green card** is awarded by a member of staff if a pupil has produced an outstanding piece of work or has set an outstanding example of behaviour. Green cards are filled in with details of the event and signed. They are then placed in a box in the staff room where the Pastoral Head will collate them and congratulate the pupil personally. Details of green cards are recorded in the child's homework diary. If a child receives three green cards in a half term they are congratulated by the Principal who will contact their parents to impart the good news.
- **House Points** are awarded for good work, good behaviour, achievements, etc. Individual children record House Points on their **House Point Card**. When the House Point card has been filled (100 House Points) the child receives a **Merit Certificate** in Assembly. Children also record their House Points on the form's House Point Chart, the totals of which are collected weekly. The house with the most House Points each week is awarded the **House Point Trophy**. The house with the most House Points over the year is awarded the **House Shield** at the end of year.
- **Writers of the Week** are nominated by form teachers. They are encouraged to read their good work to the rest of the school during Friday morning assembly and receive a special certificate. Award winners' names are displayed on the Assembly Notice board and their work displayed in a book in the entrance hall.
- **Assembly Musicians** are rewarded by a sticker and the Principal writes a positive comment in their homework diary.

Other Opportunities for Improving self-confidence

Success in academic work, sport, music, drama or any other recognised pursuit is important in the social development of children. The school is committed to providing a wide variety of **extra-curricular activities** in order to give each child the best possible chance of finding an area in which he/she may excel.

In the EYFS and Infants, children participate in the following musical activities during the course of the year, allowing talents to be recognised:

- Christmas presentation performed to the Juniors and to Parents
- Summer Concert, performed to parents
- Children have opportunities to play their instruments in assembly to the other children

- A weekly Celebration Assembly takes place where the successes of the children are celebrated. These also include sporting, musical and drama awards gained outside the school day.
- A whole division, half-termly assembly takes place six times a year. Presentations by Year groups and musical ensembles are celebrated along with religious festivals.

In the Juniors, the three Departmental Assemblies each week offer the following opportunities:

- **Celebration Assembly** – children are encouraged to share successes gained in or out of school by the presentation of awards such as sporting/musical/drama achievements, scout/guide badges, etc. Robert Batchelor Awards and the result of the weekly house point competitions are also celebrated
- **Class assembly** – each class performs an assembly to the whole school on a weekly rota basis, allowing opportunities for public speaking and performance
- **Performance assembly** – each class performs an accompaniment to the morning's hymn on a weekly rota basis allowing all children to perform short musical pieces, this being voluntary with standards ranging from beginner to expert. Individuals and/or ensembles perform musical items to the school and Writers of the Week read out their work.

In addition, children participate in the following musical activities during the course of the year, allowing talents to be recognised:

- Church services at Christmas and Easter, involving all the Junior children
- Year 6 Musical (Spring Term)
- Y5 participate in the Macclesfield Music Festival (March)
- Year 4 Pantomime (November)
- Local Music Festivals or Community Concerts
- Junior School Music Competition (June)
- Junior School Concert and Prize-Giving (July)
- Junior School Summer Concert (July)

A commitment to **competitive sport** gives many opportunities for children to find enjoyment and success, often at a high level. The provision of 'A' and 'B' teams, (and wherever possible 'C' and 'D' teams), in many sports ensures that as many children as possible are involved in matches on a regular basis. In Year 6, all pupils are given the opportunity to participate in fixtures in games lessons. Sports involving competitive matches are:

- football
- netball
- swimming
- cross-country
- hockey
- rugby
- cricket
- rounders
- athletics
- trampolining
- Teams also represent the school at Chess, K'nex and Quiz competitions.

Behaviour

At King's Junior Division we strongly believe that rewarding pupils in order to promote positive behaviour is the best deterrent for misbehaviour. However, in the event of an incident of misbehaviour, the following systems are in place:

EYFS and Infants

Children are expected to behave in a socially acceptable way, with regard for other people and their feelings and belongings. The Infant Department Rules – 'Bonnie's Golden Rules' (**See Appendix 1**) can be seen in all EYFS and Infant classes and pupils are reminded of these on a regular basis. Parents are sent a copy of Bonnie's Golden Rules and the Infant Department Procedure for Dealing With Unacceptable Behaviour (**See Appendix 2**) at the beginning of the academic year which they are asked to sign and return to school. Children are recognised and rewarded for following the rules. However, if children break the rules they may also be reprimanded by the teacher orally and may be sent to another teacher if the incident merits this.

Children who have hurt or upset someone are encouraged to say sorry to their victim, and the teacher will talk to the children about the incident. If the trouble has been happening constantly in the playground, then the members of staff on duty would be aware of this and watch the child. A child might be withdrawn from the playground for a few minutes as a punishment.

If there is a serious incident the form teacher informs the parents of this.

After several incidents the parents are invited in for a discussion as to how school and home could help the child and a programme of reinforcement would be implemented.

At lunchtime there is a system whereby good behaviour is rewarded with a special sticker.

The Infant Department constantly looks for ways to reinforce good behaviour throughout the day with praise and encouragement.

Juniors

In the Juniors, each child is invited to take part in creating a set of '**Golden Rules**' for the classroom which are displayed next to a copy of the school rules, and which they are expected to follow. This way if one of the rules is broken, the teacher won't be seen as making their own value judgement on a pupil's behaviour as there will already be an agreed consequence.

The Junior Division constantly looks for ways to reinforce good behaviour throughout the day with praise and rewards, and it is hoped that this will be enough to deter any misbehaviour.

For minor incidents the teacher may choose to have a quiet word with a pupil, which oftentimes is all that is required to prevent the behaviour from occurring again.

When a class or school rule is broken, the member of staff will give a clear warning to the pupil concerned. If the pupil misbehaves again in that lesson, the pupil will be issued with a **red card**. The red card is filled in with details of the misbehaviour, recorded in the child's homework diary and then placed in the box in the staff room. The Pastoral Head will record all red cards given and will reprimand the pupils concerned. If three red cards are given in any half term, the pupils concerned will be asked to see the principal who will then notify their parents.

If a pupil forgets a homework or an item of equipment such as PE/Games kit, they will be issued with a **yellow card**. The member of staff will fill in the card as above and place it in the box in the

staff room. The Pastoral Head will monitor all yellow cards given. If a pupil receives six yellow cards in a half term, the Pastoral Head will make contact with the pupil's parents and discuss any possible problems. A course of action will be discussed. There is therefore, a clear distinction made between pupils who forget things unintentionally and those who choose to misbehave.

Children who go through a half-term without gaining a red card are awarded a **Good Behaviour Sticker** which they collect on their homework diaries.

A copy of the **School Rules for Junior Pupils** are sent to parents at the beginning of the academic year. (**Appendix 3**)

The **Code of Conduct for Junior Pupils (Appendix 4)** lists a set of expectations that the children are encouraged to adopt. The Form Teacher discusses the Code of Conduct with their form and each child is expected to sign a copy.

Bullying

The Junior Division follows the 'No Blame' Approach to bullying as outlined in the Junior Division Anti-Bullying policy. All incidents of possible bullying are treated seriously and sensitively.

A parents' information leaflet is provided for new parents from Years 3 – 6 at the start of each academic year.



**“Hello, my name is Bonnie,
and these are my golden rules for good behaviour at**

KING’S INFANT DEPARTMENT

- We greet each other every day with a smile.**
- We are polite to each other.**
- We help each other in class or the playground.**
- We respect each other’s belongings.**
- We share our toys and games.**
- We know when to say sorry, please and thank you.**
- We try never to be unkind or to hurt each other’s feelings.**
- We try to treat everyone as a friend.**
- We take care in the playground.**
- We take care of children smaller and younger than we are.**
- We work hard in lessons and try to do our best.**
- We listen carefully when someone is speaking.**
- We put up our hands when we want to speak in class.**
- We do as we are told the first time that we are asked.**
- We know that the proper place for litter is in the bin.**

Infant Department procedure for dealing with unacceptable behaviour

A copy of this should be signed by each contracting parent to signify their agreement.

Unacceptable behaviour within the Infant Department includes the breaking of 'Bonnie's Golden Rules' as well as any form of racist comments, verbal or physical bullying, and swearing.

Any child displaying unacceptable behaviour will be dealt with by staff in the following way:

- An immediate verbal response to the action from the nearest member of staff which includes a gentle explanation to the child as to why the behaviour is unacceptable
- All incidents are reported to the child's class teacher so that comments can be reinforced and noted where appropriate
- If unacceptable behaviour persists the child will be withdrawn from the activity/group for a short period
- If necessary a child may be taken to another room or area to calm down before rejoining the activity/group
- If a child continues to behave in an unacceptable manner they are given time with the Vice-Principal (Infants) to discuss the issue further
- If staff feel that the behaviour is particularly worrying or a pattern is starting to form, parents will be informed
- All staff and parents will be consistent in their approach to behaviour management.

We will follow these procedures in a way that is appropriate to the maturity of the child and the misdemeanour.

Please sign to confirm your understanding.

Signed: _____

Parent(s) of: _____

THE KING'S SCHOOL, MACCLESFIELD

School Rules for Junior Pupils

These rules are designed to ensure that the Junior Division is a safe, secure and happy environment where individuals are aware of their responsibilities.

1. Children should arrive at school before 8.40 a.m. in time for registration. Children arriving late must report to the Junior Division Secretary. They must not leave the premises without permission until the end of the school day at 3.40 p.m. Children who need to leave school during the day for dentist/hospital appointments etc. should report to the Junior Division Secretary to sign out and also sign in again on their return.
2. Children should be sitting quietly at their places at the beginning of each teaching period. They may not enter certain specialist rooms until a teacher is present. (In such cases they should form an orderly queue outside the room.) If a teacher has not arrived five minutes after the start of a lesson, the Form Captain should report this to the Secretary (or, in her absence, to the Principal/Vice-Principal).
3. Children wishing to be excused from a lesson for a music lesson, sports match, etc. must see the appropriate teacher at least 24 hours in advance.
4. At dry break times and lunch times children must go outside. No child should be inside the school without permission between 12.30 p.m. and 1.00 p.m., although quiet reading is permitted in the Library and attending clubs is permitted. Children should stay in their respective play areas and must not go out of bounds.
5. Footballs must be lightweight and must not be used on the shared playground. Dangerous and/or rough games are not allowed. Rugby/American football may only be used for non-contact (e.g. catching) games and powerballs are not allowed.
6. Children should not go on grassy areas which are wet or muddy.
7. Children must not play near parked vehicles.
8. When the weather is deemed unfit by the Duty Teacher, children may stay in their own classroom where they should occupy themselves sensibly and quietly. (When light rain is falling, children will be expected to play outside with coats on.)
9. On snowy days, snowballs may only be thrown on grassy areas away from any buildings. Participants must be wearing wellingtons/wet-weather footwear and coats.
10. At morning break, children may consume a snack in the playground. All litter must be put in the bins provided. At wet break, snacks may be consumed in the classroom, provided no litter is left.
11. At lunch break, all food and drink must be consumed in the Dining Hall.
12. Chewing gum is not permitted in school.

13. When inside school, children must not run. They should keep to the right when walking along corridors or going up or down stairs. They must not behave in a way which may lead to damage or injury. They must take care not to damage wall displays.
14. Children must be responsible for their own belongings by keeping their desk tidy, checking games kit, etc. All property must be clearly marked with the child's name. They must not borrow other children's belongings without the permission of the owner.
15. Children should not bring large sums of cash (i.e. in excess of £2) into school. Valuables should not be left unattended during school hours in coats, school bags, desks etc. (If necessary they should be left with the Junior Division Secretary.) During P.E./Games lessons, valuables should be given to the Teacher in charge.
16. Buying and selling are not permitted on school premises without the permission of the Class Teacher or Principal/Vice-Principal.
17. Electronic equipment such as iPods and games machines are generally not allowed in school.
18. If mobile telephones are brought into school they are to be used for emergencies only and it is the child's responsibility to look after them. They should be switched off during the school day. Outgoing calls may only be made after permission has been sought from a member of staff and the purpose of the call made clear. Calls may be made from outside the school office.
19. Children are not allowed to bring to school any item which could be a source of danger, e.g. knives, matches, darts etc.
20. Children are expected to take a pride in their appearance and to adhere to the School Dress Regulations. Only lapel badges associated with school awards or approved organisations may be worn.
21. Courtesy and good manners are expected from children at all times when either at school or on school business. This included travel to/from school by any means.

It is hoped that children who abide by this code will grow up into individuals who will be welcomed as respected and valued members of society.

CODE OF CONDUCT FOR JUNIOR PUPILS

In my general behaviour I will try to:

- Be polite, well-mannered and respectful
- Act sensibly and safely
- Use appropriate language
- Be honest, even if I have done something wrong
- Be trustworthy
- Look after my belongings and avoid losing things
- Keep my desk tidy
- Take a pride in my appearance, observing the Division's Dress Regulations

When I am with other children I will try to:

- Be unselfish and share with others, taking my turn fairly
- Think before doing or saying anything which might hurt someone's feelings
- Include everyone if working in a group or playing games
- Not do anything deliberately to upset another child- this is bullying and is totally unacceptable

When in class I will try to:

- Arrive at my lessons on time
- Bring the correct books and equipment to each lesson
- Wait quietly if the teacher has not arrived, getting on with my work or reading
- Listen attentively whilst the teacher is speaking
- Put up my hand if I wish to speak to the teacher
- Get on with my work quickly, using my time effectively
- Take an interest in all my lessons
- Listen to what other people say and respect their opinions
- Take a pride in the appearance of my work
- Do my work to the best of my ability
- Remember to take the necessary books and equipment home at the end of the day
- Remember to do my homework and hand it in when necessary

When around the school I will try to:

- Open doors for visitors, staff and other children when appropriate
- Walk when in the corridors
- Take care when near wall displays so as to avoid damaging them
- Keep the school tidy by not dropping litter
- Pick up any litter and put it in the nearest waste bin
- Keep off the grass and/or flower beds when they are wet
- Play in a safe and sensible fashion
- Stay inside the school bounds

When not in school I will try to:

- Act in a manner which will bring credit on the school

Finally, I shall try to do my best in all that I do!

Risk Assessment Playground Games Including Wet Play

Task

Risk assessment for playground games including wet play. (This does not include curriculum activities.)

Description of Possible Hazards

Slips; trips and falls; lack of supervision; hard surface; sharp/hard edges; plants – thorny; litter left by intruders; security of site – access by unauthorised persons; animals wandering onto site; damage to equipment – goal posts; weather; fire; class equipment e.g. scissors; splinters or protruding nails on wooden fences; entrapment of limbs in damaged chain link; insect bite/stings; burns from hot drinks.

Possible Consequences

Major/minor injuries, physical disputes, missing children.

Current Control Measures

- Fire Risk assessment has been completed;
- Daily inspection carried out by the site team to ensure that access routes are maintained in a good condition;
- Bi-Termly inspections made to all areas to ensure that they remain in good condition;
- Hazard reporting procedure in place;
- Surface suitably salted and gritted in icy/snowy weather or taken out of use;
- Duty staff to check all gates are closed;
- First aid provision with duty staff;
- Walkie Talkie with duty staff;
- Sufficient supervision – One member of staff in each of the Upper and Lower Junior playgrounds – ensuring all areas and pupils are adequately supervised at all times;
- Store safely equipment which has the potential to cause harm during lower levels of supervision e.g. scissors.
- Any out of bounds areas clearly identified;
- Safe working procedures including personal protective clothing, if necessary, when clearing playgrounds;
- Avoidance of sudden changes of level such as unnecessary steps;
- Any broken glazing is made safe and replaced/repared;
- Damaged areas are fenced off to prevent slips and trip until area can be repaired;
- Regular inspection of the equipment and prompt repair;
- Inspection of fencing, etc;
- Monitoring environment for wasp nests;
- Only plants recommended by contracts management;
- Any moss, etc are removed from paved areas;
- Fallen leaves to be removed as and when necessary;
- Litter regularly collected.
- Duty staff to be prompt. Hot drinks to be brought to them in a sealed thermal cup.
- Door monitors to have a list of duty staff and to raise the alarm if they do not arrive.

Risk assessment to be revised termly.

Revised 5/9/09 NS