



Herrick Primary School
Lockerbie Avenue, Leicester. LE4 7NJ
Telephone: 0116 266 5656
E-mail: office@herrick.leicester.sch.uk
Website: www.herrick.leicester.sch.uk

Headteacher – Mr U Patel

Chair of Governors – Mr S Martin

7th September 2023

Dear Parents/ Carers,

Thank you to everyone who attended the 'Headteacher's greet and meet' session, it was very encouraging to see so many parents/carers. I shared a number of key objectives of the school, including our commitment to ensuring every child is supported in 'being me, being safe, being happy' (this information is available on our school website -please refer to Parent Workshops/Meeting).

From our end of year parent/carer questionnaire, a small percentage of parents/carers expressed concerns in-relation to behaviour and how school deals with incidents of 'bullying'.

The good proportion of our parents/carers feel that children are safe at school and that we make sure they are well behaved. In addition, whilst bullying is rare, most agreed that it was dealt with effectively where it happens.

It is important that children understand the term, 'bullying' and how to get help. At Herrick children have been informed of S.T.O.P. which are acronyms for:



understanding what bullying is –

Several Times On Purpose

and, to know what to do when it happens –

Start Telling Other People

Today we are sending out the 'Behaviour Protocol and Sanctions Guidance' and the 'Learning Attitudes Chart'. We want our children to be equipped with whatever life throws at them, to have key characteristics and an attitude that encompasses all the aspects of a positive learning culture. They also need to learn to share, resolve disputes, manage anger and make the right choices.

We at Herrick would like to take this opportunity to introduce you to both our 'Herrick Character' and 'Learning Attitudes', which we nurture and develop amongst all our children. The school focus on embedding these values and principles to ensure that both positive actions and attitudes are fostered among our children and therefore, challenging those whose behaviour or attitude prevents them from fulfilling their potential and those of others.

Firstly, we would like to share the Herrick Character:

The Herrick Character

- Integrity - makers of right choices
- Resilient - never give uppers
- Empathy - helper of others
- Citizen - members of the community
- Courage - finders of the unknown

Unfortunately, when children make the wrong choices, actions will be taken in accordance with the Behaviour Policy. Please find the Sanction Guidance and Protocols below:

Nursery and Reception Behaviour Protocol and Sanction Guidance

Sanction based on Pupils behaviour	Pupils Behaviour	Support for pupil to reflect on behaviour	Action to be taken
S1 – Verbal Warning	<i>If the pupil is not:</i> - Showing respect to the environment or the equipment they are using. - Sharing or taking turns - Using kind words - Working together	Teacher will explain the reason for the S1 and what behaviour is expected of the pupil.	- Teacher to make a record in behaviour book, with what sanction was given and why.
S2 – Change of work area	If the pupil continues with the poor behaviour above. The pupil will be moved to another work area.	Are they making the right choices? Are they able to work independently?	- Teacher to make a record in behaviour book, with what sanction was given and why.
S3 – Child works with an adult	If the pupil is still unable to improve their attitude an adult will work with the pupil. The adult will encourage the pupil to reflect on their behaviour.	If the pupil attitude has improved after 15 minutes of working with a teacher, they will be able to work independently again.	- Teacher to make a record in behaviour book, with what sanction was given and why.
S4 – Send child to phase leader	If a pupil goes from S1 to S3 twice in one day or they deliberately hurt another pupil or adult, they will be sent to phase leader.	Pupil sent to phase leader and record of the incident recorded on CPOMS.	- Parents/carer to be informed of incident by the end of the day. - A record of the incident will be record onto CPOMS

KS1 and KS2 Behaviour Protocol and Sanction Guidance

Sanction based on Pupils behaviour	Pupils Behaviour	Action to be taken
S1	- Speaking over others - Disrupting the working environment. - Ignoring teacher's instructions. - Forgetting learning material I.E PE kit, homework, etc.	- Teacher to talk to pupil about what is expected of them and their behaviour. - If Five S1 sanctions occur pupil will loses a break time and parents informed. - Teacher will also to inform phase leader
S2	- Absent from class without permission. - Wasting learning time - Damaging or wasting learning resources - Inappropriate language or behaviour, that is hurtful or disrespectful to others. - Three set of 5 x S1 sanctions = 1 x S2	- Teacher to send pupil to phase leader. - Pupil to catch up on missed learning time. - First S2 – Pupil misses break time - 2 x S2 – Pupil misses a lunchtime, Assistant head informed of pupil's behaviour and a letter will be sent home regarding their child's behaviour. - Incident recorded on to CPOMS
S3	Accumulation of: 4 sets of 5 x S1 sanctions = 1 x S3 3 x S2 sanctions = 1 x S3	- Pupil to be sent to head teacher regarding behaviour - Parents /Carers are invited in to school to have a meeting with head teacher - If behaviour continues, pupil to be put on a 2 week behaviour monitoring report - Incident recorded on to CPOMS
	- 2 x S3 sanction = 1 x S4 - Racism - Unwanted physical contact - Swearing or threatening behaviour - Extremist language or behaviour - Cyberbullying - Homophobic language - Violence - Vandalism	- Pupil to be sent to head teacher - Parents /Carers are invited in to school to have a meeting with head teacher - Pupil to be put on 2 week behaviour monitoring report - Pupil to miss break and lunch time on first week of report. - Incident recorded on to CPOMS

We would now like to share with you the Herrick 'Learning Attitudes', and how children are supported in developing these attitudes. Please see below:

Learning Attitudes



	Pupil Action	Teacher/ School Action	Restorative action by pupil
L1	Classwork not completed to high standard	<ul style="list-style-type: none"> - Teacher will talk to pupil and help given if needed. - Warning given 	<ul style="list-style-type: none"> - Listen to comments from teacher and apologies if necessary. - Refocus and complete the classwork required for the end of the lesson.
L2	Classwork remains incomplete or below standard	Teacher will request pupil to complete or redo the work at home.	<ul style="list-style-type: none"> - Ask for help if pupil still doesn't understand the task. - Complete work to highest standard at home and hand it in before next lesson.
L3	<ul style="list-style-type: none"> -Classwork remains incomplete from previous lesson. -Low effort resulting in underachievement on assessment. - Received 2 S1 in a subject per half term. 	<ul style="list-style-type: none"> - Teacher to talk to pupil regarding incomplete work. - Parents will be contacted about pupil's attitude to classwork. - Addition work to be given for pupil to complete at home. 	<ul style="list-style-type: none"> - Discuss classwork with teacher and parents/ carers - Complete work to highest standard at home and hand it in before next lesson.
L4	Classwork produced is to a poor quality or very produced	<ul style="list-style-type: none"> - Mrs Aydin to phone home and talk to parents/carers about pupil's attitude. - Pupil will put on report - A support package will be created to support pupil at home or in an intervention group. 	<ul style="list-style-type: none"> - Discuss classroom attitude with parents/ carers - Complete report - Complete study support package at home or after school.
L5	Classwork continues to be very poor and child failed report.	<ul style="list-style-type: none"> - Meeting at school with parents/ carers to be arrange to discuss ongoing issue. - A support plan will be written up for the pupil. 	<ul style="list-style-type: none"> - Attend a meeting with parents/carers. - Complete report card to highest standard. - Attend all recovery plan sessions and complete all work given to the highest standard.

Our full school Behaviour Policy is available on our school website. If you would like a hard copy please request from our school office.

Working in partnership we will continue to develop a positive culture of safety at Herrick Primary School and a happy learning environment.

U.Patel

Headteacher