

Infant Discipline Policy

INFANT DISCIPLINE POLICY

Policy Statement

It is the policy of the Infant Department that all children should be polite, well mannered and friendly. They must respect the school equipment and the school furniture. The bathrooms must be left clean and tidy.

Children and staff are expected to contribute to a caring and responsible atmosphere which will support the teaching and learning of this department.

Rules

The rules must be made very clear to all children. If there is an unacceptable breach of discipline then the staff must give a verbal warning, followed by the child reported to the Head Teacher. The Head Teacher will write the names of children in the behaviour record book who frequently misbehave in class or the playground. Children in Year 1 and 2 whose names are recorded 3 times in the Behaviour Book will receive a letter to take home to their parents.

Creating a good atmosphere:

Children and staff should report the following in order to foster good relationships in school:

Children are not allowed to say impolite words [in Arabic or English]

Fighting or bullying will not be tolerated.

Spitting or throwing water is not allowed.

No running inside the school building.

In the playground:

Children are allowed in the playground when there are teachers and assistants on duty at 10:10am and 12.20pm.

Children are not allowed back into the school building unless they are going to the nurse or accompanied with a teacher.

Infant children are not allowed to go beyond the basketball courts.

Fighting, kicking and pushing are not tolerated.

The whistle will be blown at the end of playtime. The children must stand still. When the whistle has blown a second time the children walk to their lines.

Children must stand quietly in the line waiting. The teacher will come to the head of the line and lead them through the school to their class. Assistants should stay at the back of the line. No child should be allowed to go in front of the teacher or behind the assistant.

A weekly cup is awarded to the class who lines up quietest at the assembly.

In class:

Children are not allowed in class without a teacher or assistant present.

Children must sit on their chairs and not on the tables.

When sitting on the mat they should try and sit with their legs crossed.

Every child must be taught to tidy away their toys, games and equipment. Children should help the teachers or the assistants tidy the art table, book corner and shared areas.

Teachers should make these areas accessible for children.

Eating lunch:

All children should wash their hands before eating lunch.

All children should sit at a table and not walk around eating.

All children should put their empty packets and juice cartons in the bin and leave their table tidy and clean.

Bottles or cans of drinks are not allowed because of the safety aspect.

Lunch bags should be taken outside the classroom and put away in a tidy manner.

No food to be taken outside to eat.

After school

Bus children:

The assistant will take them to the bus and make sure they are sitting down in their seat.

Children must not get off the bus.

They must not open the windows or get out of their seat.

Eating and drinking is not allowed on the bus.

Assistants must only leave the children if the driver is there with the A/c on.

Collected children:

KG, Reception, Year 1 and Year 2 children are collected from the class by parent, driver, nanny or sibling from Year 5 or above.

KG children will go home at 12:45pm. Reception children can go home from 2pm. Year 2 and Year 1 children can go home from 2:15pm

Reception, Y1 and Y2 class teachers and assistants will stay with the children until 2:45pm. The late children are then escorted to the Late Room 27 on the second floor and left with a teacher until 3:15pm. The children are then escorted to the Security Guard to wait inside the gates for their parents.

Conclusions

The overall policy is to provide a caring environment in which children are rewarded for good behavior and where bad behaviour will not be tolerated by children or staff.

Staff should try and be effective and positive wherever possible.

Staff should avoid making an example of a badly behaved child in front of the class. The child should be taken to one side and spoken to in a firm but quiet voice.

Parents will be informed of the school rules and the behaviour policy at parent meetings.

Parents will be informed about children's good and bad behaviour.