

## **Discipline Policy**

Date: June 2020

Bright Future aims to create an environment where we have a culture of mutual respect and love amongst our staff.

To do this we encourage the staff to commit to keeping a high level of discipline. Children will be treated firmly, but always with kindness and respect. These are values we want the children to learn and we encourage parents to reinforce these values at home. If a teacher is concerned about any aspect of a child's development, including the child's home and family life, the parents will be quietly and privately approached.

The form of discipline we encourage is:

Use positive guidance to help the children

Every effort will be made to see potential problems before they happen and prevent them from taking place. There are times where problems will emerge, for example if there are too few toys, staff should be aware of this and deal with them by distracting the children or providing alternative activities. Set reasonable limits for children's behaviour and ensure that reasons are given for these, so that children understand why they should not do certain things. At Bright Future we will discuss the matter with the children involved and explain so that they can understand. From there on we will forgive our friends. Children learn to respect themselves and one another if they see adults behaving respectfully towards everyone. Our staff members at Bright Future are therefore expected to model this well behaved behaviour to all the children.

The following methods of discipline will never be used:

At Bright Future no children will ever be punished physically by hitting, smacking, slapping, kicking or pinching. No one will threaten to physically punish a child.

Our policy on biting and aggressive behaviour is:

Biting and other aggressive behaviour such as hitting, kicking, pinching is quite common in young children. In order for children at Bright Future to remain safe and enjoy their school environment it is essential that this kind of behaviour is dealt with seriously straight away.

Parents and staff are all encouraged to:

Set our rules which let children know that biting and aggressive behaviour are not acceptable. Make sure all children understand these rules and ensure consistency in maintaining them.

Teach the children to find other ways of communicating their frustration. Talk to the children and ask them and help them explain what is going on.

Encourage learners to speak to their teacher and parents rather than acting out in anger.

Model appropriate behaviour in the school and home environment. If there is aggression from an adult role, it will be very difficult for the children not to imitate this.

In order to ensure a safe and productive learning environment the following disciplinary policies will be enacted while your child is at Bright Future

Class Rules:

1. Listen to your teachers
2. Respect other students and teachers in class
3. Always try your best

This will be taught on a daily basis

Bright Future seeks to prevent behaviour problems by keeping the programme well organised, setting clear expectations, modelling responsible and respectful behaviour, offering appropriate activities, meeting students' basic needs, and providing positive reinforcement for good behaviour. When disciplinary actions are necessary, we use suspension of privileges, separation from the group and notices to parents.

Disciplinary Actions:

To provide a safe and caring environment where children can play and learn, limits are set on behaviour.

Limits are set for three primary reasons: (1) to prevent children from injuring themselves or others; (2) to prevent the destruction of property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults. Consequences for unacceptable behaviour are:

#### Discipline Log:

Each time a child is disciplined the action and resulting punishment by the teacher is recorded in the discipline log. This log provides an account of where and when an incident occurred, who was involved, the resulting punishment and a confirmation that parents were notified. A copy of this report is then filed in the child's personal file. Parents are notified about all disciplinary actions taken and are asked to sign.

#### Administrator Meetings:

If a child is continuing to misbehave the school principal; may be called and a meeting with the student's parents may take place. If the problem is emotional, the administrator will refer the child for further evaluation. Every time a child is sent out for behavioural reasons, the staff member must record it. The administrator must record all interactions with students.