



Checkendon C.E. Aided Primary School  
 Checkendon  
 Reading RG8 0SR  
 Headteacher: Gillian Seymour

Dear Parent

**Good Behaviour Policy Letter: Step 3**

Name of child:

I am sorry to inform you that your child did not follow the Pupil Code of Conduct today. His/her behaviour did not meet the expectations we have at school.

Date:	Time:
Incident:	

This letter represents Step 3 of the sanctions outlined in the Good Behaviour Policy 2017. Please discuss your child's behaviour with her/him at home; the relevant part of the Pupil Code of Conduct has been highlighted.

**Pupil Code of Conduct**

**Pupils will respect everyone in the school community and**

- be ready to learn and let others learn
- be polite to adults and each other
- take care of school property and the school environment
- walk quietly around school
- follow the school uniform, lunchtime, playtime and off site visit rules

**Pupils will behave with integrity and compassion to**

- take care of each other
- be honest
- do the right thing, even when this is not easy
- sort out disagreements without hitting or saying mean things
- understand and accept individual differences

**Pupils will be courageous, hopeful learners who**

- take responsibility for their learning
- ask thoughtful questions
- make mistakes
- persevere
- work hard enough to find out how good they can really be

The following action has been taken:

<input type="checkbox"/> A behaviour record has been filed with the headteacher <input type="checkbox"/> S/he has missed part of/all of break/lunch break <input type="checkbox"/> S/he has had an internal exclusion (worked in a different classroom) <input type="checkbox"/> Other:
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Yours sincerely

Class Teacher

Please **return the slip below** to acknowledge receipt of this letter and phone to **make an appointment for you and your child with your child's class teacher.**

Please return to: Checkendon Primary School office

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Child's name..... Class.....

Parent's signature..... Parent's name.....

Date .....