



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 2016. 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
<p><b>Pupils will respect everyone in the school community and</b></p> <ul style="list-style-type: none"> <li>• be ready to learn and let others learn</li> <li>• be polite to adults and each other</li> <li>• take care of school property and the school environment</li> <li>• walk quietly around school</li> <li>• follow the school uniform, lunchtime, playtime and off site visit rules</li> </ul> <p><b>Pupils will behave with integrity and compassion to</b></p> <ul style="list-style-type: none"> <li>• take care of each other</li> <li>• be honest</li> <li>• do the right thing, even when this is not easy</li> <li>• sort out disagreements without hitting or saying mean things</li> <li>• understand and accept individual differences</li> </ul> <p><b>Pupils will be courageous, hopeful learners who</b></p> <ul style="list-style-type: none"> <li>• take responsibility for their learning</li> <li>• ask thoughtful questions</li> <li>• make mistakes</li> <li>• persevere</li> <li>• work hard enough to find out how good they can really be</li> </ul>

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 .....