



Positive Behaviour Policy

This policy has been written with reference to 'DfES guidance for Behaviour and Attendance at KS2' and 'Every Child Matters'.

Date Last Reviewed:	May 2020
Next Review Date:	May 2021
Audience:	Open

Related Policies:

- **Attendance Policy**
- **Anti-bullying Policy**
- **E-safety Policy**
- **External Exclusion Policy**

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Aims and Expectations

The school strives to provide a caring ethos where everyone in the school community feels safe, confident, valued and respected. By promoting an environment where everyone can live and work together in a supportive way, pupils are able to reach their full potential, emotionally, socially and intellectually.

The primary aim of our behaviour policy is to promote good behaviour. We have school rules and the staff do not ignore unacceptable behaviour, but having high expectations, being good role models and rewarding pupils enables us to promote positive behaviour. (See Appendix I 'Rewards and Sanctions')

This policy is designed to promote good behaviour rather than merely deter anti-social behaviour. When sanctions are needed, this policy outlines the expected outcomes for all pupils.

Safeguarding

As a school, we acknowledge the legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

Roles and Responsibilities in Promoting Positive Behaviour

The Headteacher will:

- Implement the school behaviour policy consistently throughout the school by setting the standards of behaviour and supporting staff in the implementation of the policy.
- Keep records of all reported serious incidents of misbehaviour.
- Support the lunchtime supervisors during lunch breaks.
- Report to Governors, when requested, on the effectiveness of the policy.
- Ensure the health, safety and welfare of all children in the school.
- Report to/meet with parents/carers when children have reached stage 4 of the policy and when there are incidents of bullying, racism or homophobic incidents.
- Be responsible for giving fixed-term suspensions to individual children for serious acts of misbehaviour. The Headteacher may permanently exclude a child for repeated, or very serious, acts of anti-social behaviour. This action is only taken after the school governors have been notified.
- Report to/meet with parents/carers when necessary
- Be aware of and understand his/her rights and responsibilities (see Appendix II)

The Headteacher and/or a member of teaching staff will be on playground duty during lunch break to support lunchtime supervisors.

The Headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. The Headteacher may permanently exclude a child for repeated, or very serious, acts of anti-social behaviour. This action is only taken after the school governors have been notified.

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All Staff will:

- Give opportunities to develop interpersonal and social skills
- Offer a curriculum that enables pupils to engage
- Make sure that pupils listen and are listened to and value others
- Help pupils to gain the ability to make choices about their behaviour
- Help pupils understand their rights and responsibilities as citizens in our society.
- Be a positive role model
- Reward/praise positive behaviour
- Record incidents of poor/disruptive behaviour in the School Rewards System or behaviour log when necessary
- Inform the Headteacher of any incidents of bullying, racism or homophobic incidents.
- Ensure the pupils in their class know the class and school rules
- Inform parents about their child's welfare or behaviour and, where necessary, work alongside parents to improve their child's behaviour
- Be aware of and understand their rights and responsibilities (see Appendix II)

Pupils will:

- Respect and care for others
- Listen to others
- Learn/work co-operatively
- Obey the school rules
- Resolve disputes positively
- Value and take responsibility of the environment
- When necessary carry out self-monitoring
- Be aware of and understand their rights and responsibilities (see Appendix II)
- Be aware of their own emotions and actions and take responsibility for these

Parents, Carers and Families will:

- Support and work with the school to improve their child's behaviour
- Promote positive behaviour at home in order to have continuity between home/school
- Initially contact the class teacher if they have concerns about the way their child has been treated. If concerns remain, contact the Headteacher then if necessary the school governors.
- Initially contact the class teacher if they feel their child's behaviour, in or out of school, is impacting on the child's emotional well-being.
- Be aware of and understand their rights and responsibilities (see Appendix II)

The Governing Body will:

- Support the school in the implementation of the policy
- Give advice, when necessary, to the Headteacher about disciplinary issues so that he/she can take the advice into account when making decisions about behaviour issues
- Review the effectiveness of the policy

Monitoring and Evaluating

- The effectiveness of this policy will be regularly monitored by the Senior Leadership Team.
- The school keeps a variety of records of incidents of misbehaviour – sanction room register, behaviour log, Headteachers' records, home/school link cards/books.

Trips

Attendance on school trips is a privilege and not an automatic right. If a pupil's behaviour before a trip is consistently unacceptable and they have moved to stage 3 of the sanctions procedures, they will not be accepted on a trip.

The school reserves the right at any time to withdraw any pupil from a trip if they are involved in any behaviour which we deem does not live up to our school code of conduct or they are deemed to be a risk to the health and safety of themselves or of others.

Review:

The policy will be reviewed in line with the school's review cycle. However, the governors may review the policy earlier if the governing body receives recommendations on how the policy might be improved.

APPENDIX I - Rewards and Sanctions

Rewards:

To reinforce good work/learning, behaviour and attitude the school uses-

- Verbal praise
- House points which can be viewed by their parents at home
- Weekly merit certificate given out during school assembly
- Pupils' work is displayed throughout the school
- Children sent to Headteacher or subject co-ordinator to show their work.
- Leaf for the 5Rs (this rewards pupils for being reliable, resilient, resourceful, respectful and reflective).

Sanctions:

Stage	Examples of Behaviour	Possible Sanctions	Comments
Stage 1	Interrupting/calling out Running inside the school building Being in the wrong place at the wrong time. (e.g. In upper part of school during lunch break) Ignoring instructions Silly noises Consistent lack of focus/effort Pushing in line Not completing sufficient work in lessons Talking in assembly Swinging on chair Not completing homework to the expected standard, including not reading regularly at home as outlined by the class teacher	Quiet reminder Non-verbal signals (e.g. Eye contact, pointing) Change of seating Name on board or a warning card – after 3 warnings in a day move to stage 2 Some incidents in this stage may result in immediate, partial loss of break by attending the reflection room where children are expected to reflect on their behaviour to ensure it is not repeated. Any behaviour which is constantly disruptive to peer and personal learning will be reported to parents.	Often praising good behaviour (e.g. 'Thank you to all of you who are walking along the corridor sensibly.') has a positive effect on those not behaving.

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Stage	Examples of Behaviour	Possible Sanctions	Comments
Stage 2	<p>Persistent stage 1 behaviour</p> <p>Rudeness</p> <p>Affecting other pupils' learning</p> <p>Inappropriate remark/interactions towards other pupils</p> <p>Minor challenge to authority</p> <p>Minor damage to school's/pupils' property</p> <p>Harmful/offensive name calling</p> <p>Swearing</p> <p>Minor harm to another child e.g. pinching, squeezing, slight scratch etc.</p>	<p>Miss playtime either with class teacher or in reflection area.</p> <p>Child may be sent to a member of the Leadership team.</p> <p>Any child who has two visits to the reflection room for the same reason to miss part of their lunch break</p> <p>Any behaviour which is offensive/rude/threatening to staff or other pupils will be reported to parents.</p>	<p>Incidents to be recorded in pupil reward system/behaviour log.</p> <p>Headteacher to monitor the sanction room and speak to any child who has had 2 visits - any child who has two visits to the reflection room for the same reason to miss part of their lunch break</p>
Stage 3	<p>Persistent stage 2 behaviour (after 3 visits to the reflection room)</p> <p>Persistent swearing</p> <p>Continued or more serious cheek/challenge to authority</p> <p>Repeated refusal to do set task</p> <p>Highly offensive remarks to children</p> <p>Leaving class without permission</p> <p>Stealing</p>	<p>Child sent to the Headteacher</p> <p>Meeting with parents to set targets to improve the child's behaviour.</p> <p>Further loss of playtimes /lunchtimes</p> <p>Ban on representing the school.</p> <p>Ban on trips outside school (fixed period) if the child is deemed to be a health and safety risk due to their behaviour.</p>	<p>Behaviour log to be filled in.</p>

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Stage	Examples of Behaviour	Possible Sanctions	Comments
Stage 4	Persistent stage 3 behaviour <p>Throwing objects with intent to harm</p> <p>Harming someone purposefully so they need medical help</p> <p>Bullying</p> <p>Fighting</p> <p>Racism</p> <p>Very serious challenge to authority</p> <p>Deliberate damage to school or pupils' property</p>	Headteacher informed Meeting with parents to set targets and inform of further sanctions below: Short term internal exclusion – exclusion for break and/or lunch/ exclusion for morning or afternoon (not including lunchtime)	Situation to be monitored by teachers and Headteachers
Stage 5	Persistent stage 4 behaviour <p>Extensive and deliberate damage to school or pupils' property</p> <p>Persistent verbal abuse to a member of staff</p> <p>Physical abuse to any member of staff/adult/pupil</p> <p>Being involved in a fighting incident and not listening to staff instructions to stop immediately.</p>	<u>Order of sanctions for persistent stage 4 and 5 behaviour.</u> <ol style="list-style-type: none"> 1. Short term internal exclusion. 2. Lunch time external exclusions 3. External exclusion for morning or afternoon (including lunchtime) 4. External exclusion – for a fixed time (1 or more days). 	
Stage 6	Repeated stage 5 behaviour <p>Malicious and deliberate physical assault on another pupil or member of staff</p>	Governor disciplinary sub-committee convened. Permanent exclusion from school.	

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All the above sanctions are put in place at the discretion of the Headteacher, and the context and child's needs will be fully taken into account when sanctions are applied.

It should be noted that all possible incidents and the sanctions for the incident cannot be named in this policy and any decisions taken are at the discretion of the Headteacher and/or the Assistant Heads.

Should a child reach Stage 6 of the Behaviour sanctions table, the External Exclusion policy comes into force and explains our procedures for the next steps.

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APPENDIX II - Rights and Responsibilities

Staff

Rights	Responsibilities
To be supported by peers and managers	To ask for support when needed To offer support to colleagues and managers
To be listened to To share opinions	To listen to others To give opinions in a constructive manner.
To be treated courteously by all others in the school community	To model courteous behaviour To recognise and acknowledge positive behaviour in others
To be made fully aware of the school's system/policies/expectations	To seek information and use lines of communication
To receive appropriate training to increase skills in behaviour management	To support others in developing their skills in promoting positive behaviour. To acknowledge areas of own behaviour management skills that could be developed To try/use and to evaluate new approaches

Pupils

Rights	Responsibilities
To be treated with respect	To behave respectfully to others
To be safe	To behave in a way that keeps others and self safe
To learn	To be willing to learn To allow others to learn To attend school regularly
To make mistakes	To own mistakes and learn from them To allow others to make mistakes
To be listened to	To give opinions in a constructive manner To listen to others

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Parents/Carers

Rights	Responsibilities
To be treated with respect	To behave respectfully towards others
To be kept informed about their child's progress	To talk to teachers if they have any concerns about their child's learning and wellbeing To talk to their child about what he/she does in school To ensure their child attends school regularly
To be listened to	To listen to others
To have access to information on the school's procedures for positive behaviour	To acknowledge/respond to information and share concerns
To have concerns taken seriously	To have concerns taken seriously

APPENDIX III - Additions to Behaviour Policy while social distancing measures remain in place.

Stage	Examples of behaviour	Possible sanctions	Comments
1	<ul style="list-style-type: none"> • Lining up/walking around the school too close to other children • Mixing with a different group to retrieve equipment • Forgetting to stay in zoned area • Forgetting to social distance in the class • Forgetting rules about not sharing 	<p>Quiet reminder Non-verbal signals (e.g. Eye contact, pointing) Clear warning given</p>	<p>Praising good social distancing (e.g. 'Thank you for keeping your distance while you line up.') has a positive effect on those not.</p>
2	<ul style="list-style-type: none"> • After 3 stage 1 behaviours • Moving around the school without consent • Mixing with a different group with intent • Moving out of zoned area with intent • Playing games which encourage loss of social distancing • Not having the correct equipment • Sharing with intent e.g. using someone else's pen • Not washing hands • Coughing/sneezing without covering face • Not using a tissue • Not putting a tissue in the bin • Not social distancing with intent 	<p>Miss 10 minutes of break to reflect on behaviour. Headteacher called to class to speak to child Parents informed that child is breaking social distancing rules</p>	<p>Children should not be sent out of the class or to the headteacher as this increases their risk of infection.</p> <p>Reflection on behaviour could take place in the child's group room, in an area outside or in the hall</p>
3	<ul style="list-style-type: none"> • After 3 stage 2 behaviours • Spitting on the floor 	<p>Targets set with child and parents to ensure social distancing rules are maintained Child will miss 2 lunch breaks</p>	<p>Targets will need to be set over the phone or through video conferencing. Missed lunch breaks will take place in the hall, outside or in the child's group room.</p>

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Stage	Examples of behaviour	Possible sanctions	Comments
4	<ul style="list-style-type: none"> • After 3 targets broken. • Spitting at another child/adult. • Putting other children/adults at risk through purposeful contact without consent of the other children/adult 	Parents will be asked to remove child from school for a day	This will not be a formal exclusion unless it is due to spitting or physical harm.
5	<ul style="list-style-type: none"> • After 2 stage 4 behaviours 	Parents/carers will be asked to keep their child away from school for the rest of the term	This will not be a formal exclusion.

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This document was approved and adopted by the governing body

Date: 20th May 2020

Name of the Chair of Governors

Tanya Huehns

Signature of the Chair of Governors

Date	Status	Comments
26 th September 2017	Updated	Reference to Exclusion Policy included and details of the 5Rs added
5 th February 2018	Updated	Clarity regarding internal and external exclusions
25 th September 2018	Reviewed by Committee	No changes
20 th March 2019	Updated	Headteacher and all staff roles and responsibilities updated. Paragraph inserted regarding Safeguarding on page 2 of the policy and Trips on page 4.
20 th May 2020	Updated	Appendix 111 added to allow for social distancing rules.