

Behaviour Policy Shamblehurst Primary School

This policy should comply with Section 89 of the Education and Inspections Act 2006

Our Behaviour Policy Aims

- To have a consistent whole school behaviour policy supported and followed by the whole school community, based on a sense of community and shared values
- To apply positive policies to create an atmosphere in which teaching and learning can take place in a safe, happy and productive environment
- To teach values and attitudes, as well as knowledge and skills, with the development of spiritual, moral, social and cultural understanding at the heart
- To promote responsible behaviour, self-discipline and encourage children's respect for themselves, for other people and for property
- To reward good behaviour by providing a range of rewards for children of all ages and abilities
- To make clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow
- To treat problems when they occur in a manner that aims to achieve an improvement in future behaviour

Code of Conduct

- All members of the school community are asked to respect each other
- All children should respect their own and other people's property and to take care of the school environment and property
- Children should be well-behaved, well-mannered and attentive
- Children should move around the school safely
- Children report problems with their peers to a member of staff who will deal with the matter
- Physical violence is unacceptable. Repeated or serious incidents will lead to exclusion
- Foul or abusive language is not used
- Children are expected to be punctual
- Children must not bring sharp or dangerous instruments to school, or any item that might cause a problem
- Children should wear the correct school Hairstyles should be reasonable for the age of the child
- Jewellery is limited to stud earrings and watches
- Children do not wear any make-up, including nail varnish

School Rules

- Be respectful
- Be responsible
- Be safe

The rules encapsulate our vision - that our school provides children with a safe, stable and disciplined environment, within an ethos of respect, care and support. They are explained to

the children and displayed around the school. The school community is expected to abide by them at all times.

Incentive Scheme

A major aim of the school policy is to encourage children to practice good behaviour by operating a system of praise and reward for all children.

House Points

Shamblehurst Primary School's reward scheme is based on house points through which individual children are rewarded for academic and non-academic achievements, for example, for great effort, being caring and for all aspects of good work and good behaviour. House points contribute toward a whole house total, with weekly celebrations, half termly and yearly house trophies.

Our House teams are Farah, Adams, Jones and Kenny - all British Olympians. We might change these yearly to reflect other role models but they have a base colour as indicated in this policy.

All members of staff also belong to a house. They will work to run house events throughout the year.

Other rewards

Alongside the awards system, each class has their own system of points or awards. For example, table points. This ensures that pupils experience some variety as they move through the school. Those who receive sanctions but whose behaviour then improves receive verbal praise and parents are verbally told with details recorded on End of Year Reports. Children can be sent at any time to the Deputy Head or Head Teacher for praise and personal congratulations about their work or if they have demonstrated positive learning behaviours.

Certificates

Individual certificates, celebrating achievements based on excellent learning behaviours, are awarded weekly during Friday's Celebration Assembly. These certificates are celebrated via our monthly newsletter.

Most children respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and, where necessary, their behaviour.

Sanctions

Sadly, there will be times when children choose to behave in a manner not in keeping with the school code of conduct. Children need to discover where the bounds of acceptable behaviour lie, as this is an important part of growing up.

Minor breaches of discipline are generally dealt with by the class teacher in a supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned.

Each case is treated individually. Generally children are made aware that they are responsible for their own actions and that breaking rules will lead to sanctions. Each new day is a fresh start.

Consequences for children who choose to misbehave

During lessons, the procedure for dealing with misbehaviour is as follows:

- For a minor first offence a child will receive a warning.
- For a second offence, or if the teacher deems that the offence the individual should not require a warning for, the child's name will be written on the board
- For a third offence a cross will be added and the child will be sent to work in a part of the room where they are isolated from others.
- If there are any further offences then the child will be sent, along with an appropriate activity with which they require no help, to another (twinned) class.
- A message will be sent to the Head or Deputy, or in their absence a member of the SLT, to inform them that a child has had to be removed from class. The Head/Deputy member of SLT will talk with the child and the class teacher to discuss and agree the conditions for a return to class.

Classes are twinned as follows:

Year 1 with Year 2

Year 3 with Year 5

Year 4 with Year 6

Year R children will be given timeout supported by an LSA.

If there are any concerns during the child's time in the twinned class a message will be sent to a Deputy Head or Headteacher and the child will be removed.

Names on board will be removed at the end of each day to allow children the chance to have a fresh start. However, teachers will keep track of any poor behaviour by using behaviour record books. They will then contact and involve parents at the earliest possible stage if problems are persistent or recurring.

Catch up time

If a child has wasted time during a lesson and clearly not worked hard enough or for the expected time then the class teacher may insist that the child spends a similar amount of time working during their 'own time'. This will be at break or/and at lunchtime but only after the child has finished their snack or lunch. The catch up time will be proportionate to that time wasted during a lesson and a child will receive warning that this may happen if they do not complete the requested amount of work. If a child is required to 'catch up' on more than two occasions, it will be reported and discussed with the Head or Deputy. They will decide the appropriate course of action. Teachers supervise catch up time.

Behaviour report card

If there are ongoing concerns about a child's behaviour then they may be issued with a behaviour report card. This will be completed by a teacher after each lesson. The class teacher is responsible for reviewing the child's behaviour with them at the end of each day and for setting behaviour objectives. Any pupil on a behaviour report card will review them at the end of the week with the Head or Deputy. The cards will be sent home to parents at the end

of each day for a comment and signature. Before a child is given a behaviour report card parents will be informed.

Major Breaches of Discipline

Major breaches of discipline include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work and sustained disruptive behaviour in class.

This type of behaviour is extremely rare and is dealt with by the Headteacher or a Deputy Headteacher.

The standard procedure for this sort of problem follows a set pattern. Failure to improve leads automatically to the next stage.

Procedures for Dealing with Major Breaches of Discipline

- A verbal warning by the Headteacher or Deputy Headteacher as to future conduct
- Withdrawal from the classroom for a fixed period
- A meeting with parents, and a warning given about the next stage unless there is an improvement in the child's behaviour.
- An Individual Behaviour Management Plan is drawn up
- A case conference involving parents and support agencies
- If the problem is severe or recurring then temporary or permanent exclusion procedures are implemented
- Temporary or permanent exclusion in line with County procedures
- Parents have the right of appeal to the Governing Body against any decision to exclude

NB A very serious problem may result in the normal procedure being overruled and a child being taken home straight away following an immediate exclusion from school, in which cases the County's procedures are followed.

Lunchtime Supervision

At lunchtime the senior supervisor and a team of supervisory assistants carry out supervision. The senior supervisor can refer to the Headteacher or the Deputy Headteacher if necessary. The supervisors maintain order and encourage safe and enjoyable play. If unacceptable behaviour takes place a warning is given. If it persists details are recorded in a lunchtime behaviour book by the Senior Lunchtime Supervisor. Class teachers liaise with the Senior Lunchtime Supervisor and monitor names recorded in the book, ensuring appropriate action is taken. This may lead to a lunchtime detention being given the following day by the child's class teacher.

Lunchtime stickers are awarded to pupils for good behaviour at lunchtime and these lead to the awarding of a house point.

Persistent or serious misbehaviour at lunchtime is brought to the attention of the Headteacher or the Deputy Headteacher. Parents will be informed if there is no improvement

in behaviour and the child will be excluded from the premises at lunchtime for a fixed time. This will be followed, if necessary, by permanent exclusion. Major breaches of discipline procedures will be followed as stated previously.

Parents

A strong partnership with parents is important in maintaining and improving our high standards of behaviour. All parents are asked to sign a Home School Agreement when their child starts at Shamblehurst. In addition, parents can help :

- By recognising that an effective school behaviour policy requires close partnership between parents, teachers and children
- By discussing the school rules with their children, emphasising their support of them and assisting when possible with their enforcement
- By attending Parents Evenings, parents' functions and by developing informal contacts with school
- By knowing that learning cannot take place without sound discipline
- By remembering that staff deal with behaviour problems patiently and positively

Bullying and Harassment

Bullying and Harassment within school are totally unacceptable and the school operates a zero tolerance policy. All incidents are recorded on pupils Behaviour Concerns sheet (both bully and bullied) and dealt with in accordance with the sanctions within this policy. Bullying and harassment are seen as a serious breakage of the code of conduct and will be dealt with accordingly. Please refer to our separate Anti –Bullying policy for further details.

Incident Forms

These forms are used to record:

- Any incidents involving a child, or anyone employed in school which results in personal injury or damage to property
- Loss, theft, or damage to property
- Any other incidents or matters of a serious nature, including Racist and Homophobic incidents.

These incidents are ones which may give rise to disciplinary or legal action or become a matter of public interest (for example confrontational incidents, absconding etc.)

Incident forms should be used and are available from the office. These are covered by the Data Protection Act 1998.

Intervention and Restraint

If a child's behaviour means that their own safety or the safety of others is in danger then staff will use physical restraint.

The child should be removed from the situation as soon as possible and taken to a member of the Senior Management Team who will take immediate action to involve parents.

An incident form should be filled in and the situation discussed with the Headteacher or Deputy Headteacher.

For further details on restraint refer to our Restraint Policy.