

Behaviour Policy

**St. Lawrence CE (VA)
Primary School**

With
Little Lawrences

Napton

Revised
September 2017

INTRODUCTION

The following document outlines the common approaches and strategies used within our school.

The Behaviour Policy goes hand in hand with our Teaching and Learning policy, RE teaching, Online Safety and our Child Protection Policy. Home School Partnership Arrangements are focused on and discussed with the parents/carers of all new entrants as part of the induction process; it is the focus of discussion with all pupils on an annual basis, as part of ongoing PSHE. A copy of class rules is displayed in each classroom.

We do not believe that school simply maintains order but plays a vital part in promoting the spiritual, cultural social, mental and physical development of our pupils. Assemblies also address issues related to these on a regular basis. As a church aided school we feel we have a particular responsibility to link expected behaviour with Christian values.

Good behaviour and discipline in school are essential to build up a positive culture of successful teaching and learning. If children are allowed to misbehave, they prejudice their own educational chances and those of other children, and we feel strongly that this must not be allowed to happen.

AIMS

At St Lawrence, our overriding aim is to provide a quality education for all the pupils in our care. We work towards the education of the whole child, where each individual has the opportunity to reach their potential, academically, socially and spiritually. We aim to create an environment where children enjoy learning and are challenged, motivated and see education as a lifelong process. We aim to create an environment where children and their opinions are valued.

We encourage respect and tolerance and take every opportunity to acknowledge the children's achievements both inside and outside school. It is part of what makes this school a special place for children to learn in.

We value the very important part parents have to play in the shared education process and actively encourage their involvement in the life of the school. We very much welcome the wider community into school, and also give our children access to the richness of experience that the local environment has to offer them.

We aim to give children firm foundations on which they can build in later life.

Teachers aim to:

- provide a challenging and stimulating programme of learning
- have an awareness of each child's needs and abilities
- provide continuity and progression
- be good role models in all respects e.g. punctuality, appearance
- be confident in their teaching approaches e.g. by being clear, precise, consistent and calm in their manner at all times.
- be aware of potential behaviour problems and provide opportunities to discuss appropriate behaviour
- provide a safe environment
- be clear about and share classroom rules

- teach the principles of how children are able to take responsibility for themselves through the 'Taking Care' programme in partnership with the Local Authority.
- build strong relationships with parents and outside agencies in order to have a shared understanding and common aims and values.
- Implement the principles of Team Teach as outlined in the training and 'Team-Teach Workbook' 2015.

Pupils aim to:

- conduct themselves according to the code of behaviour but specifically:
- be considerate and respectful of others.
- be responsible.
- be prompt and calm for the start of each lesson.
- care for equipment and resources.
- follow the principles as outlined in our 'taking care' and PSHE lessons.

We expect parents to:

- provide support for the discipline within the school and for the teacher's role.
- take an active part in the partnership between home and school.
- Reinforce responsible internet use.

RESPONSIBILITY

We work to develop children's independence and encourage them to be responsible for themselves and for those around them. We do this in a variety of ways for example by using:

- classroom monitors/assembly monitors/wet playtime monitors/admin monitors at lunchtime/librarians
- playground pals (formal) and Playground Leaders (informally arranged by the children)
- prefects who will be recommended by the Head Teacher and Class Teacher
- running tuck shop/stationery shop
- school council (both in a formal and informal capacity).

REWARDS AND SANCTIONS

We endeavour to develop children's self-esteem by acknowledging and rewarding patterns of good behaviour and by giving praise whenever and wherever it is deserved. We also place emphasis on strengths rather than weaknesses. Personal qualities are highlighted and given as much importance as academic achievement.

The Head Teacher, Senior Lunchtime Supervisor and Caretaker reward good behaviour outside of the immediate learning environment and in the corridors, dining hall and on the playground. Raffle tickets are awarded and drawn in the achievement assembly each Friday. Small but attractive prizes are won!

We praise good behaviour through:

Public praise at our regular Achievement Assemblies

- A weekly Achievement Assembly is held on a Friday morning. Parents and friends are invited to join us. The Star of the Week award for each class, team point awards and the team cup is presented. Many other sorts of achievements are also shared with the whole school community at this time.
- A termly Head Teacher's Merit Assembly is held at the end of each term. Individual pupils (2) are presented with special certificates and badges, and again parents are invited to share the presentations with us.
- Half termly tea parties are held with the head teacher and children from each class in recognition of the sustained fine qualities that are displayed in school.
- Little Lawrences and Class R (Reception) have a 'Leaps and Bounds Board' that celebrates achievements both in and out of school. Parents are invited to fill in a 'Lawrences Leap Pad' at any time to celebrate a personal achievement outside of school. Staff will complete these for achievements. These will be acknowledged in assemblies at the end of the week.
- The special qualities of at least 4 Little Lawrence children each week are recognised in mini (achievement) assemblies. These are the 'Kind', 'Star', 'Happy' and 'Special' Awards.
- Stickers will be awarded daily to reward and encourage the positive behaviour that is expected.

Public praise in other ways

- Displaying children's work and celebrating it together
- Informing parents of significant successes e.g. through postcards that are sent home by post or emails.

Public praise through the Achievement Board

- The achievement board in the reception area is updated regularly. The display includes items such as photographs of prefects and team captains, weekly team point total, star of the week, copies of certificates and awards earned by the school or by individuals, results of inter school matches. A PE notice board also recognises the achievements of our children.

Private praise

- Through marking or talking to the child.
- With visits to show the head teacher work that a child is proud of.

The team point system and stickers

We believe that it is important for children to develop a sense of belonging, so during their time with us they experience belonging to a variety of groups. One of these groups is their 'team'.

The children are divided into 4 teams which include children from all year groups including those in our Reception Class.

Rattlesnake – Red

Cobra – Blue

Python – Green

Adder – Yellow

Team representatives are chosen from the Yr6 pupils to collect the weekly cup. Team points are awarded regularly for a variety of reasons. These are totalled up at the end of each week and a cup is presented to the winning team.

A record is also kept of the team points earned by individual pupils and an award system has been devised after consultation with staff and pupils. The awards are as follows.

No of Team Points	Award
30	KS1 Bronze Certificate
50	KS2 Bronze Certificate
60	KS1 Silver Certificate and small prize
100	KS2 Silver Certificate and small prize
100	KS1 Gold Certificate and small prize
200	KS2 Gold Certificate and small prize
300 (200 KS1)	KS1/2 Platinum Certificate of Recognition.
400 (300 KS1)	Star Team Certificate of Recognition

All teaching staff and Educators/Teaching Assistants can award team points for high achievements, effort or thought for others.

SANCTIONS

As a high standard of behaviour is expected, it is important that children know what is expected of them and what course of action may be taken if they misbehave. The following procedure was agreed after consultation with staff, pupils and parents.

See separate procedures for Little Lawrences and for those in our Reception Class.

For low level behaviour problems e.g. constant fiddling, distracting others, low level disturbance, classrooms operate their own reward and sanctions systems that may include:-

- The use of names on board for positive/negative recognition. These take different forms through the school. (R classes have a 'sun and cloud' chart. KS1 have a Rocket into Space chart).
- Eye, signal or verbal communication to an individual group
- Movement of a child to another part of the classroom
- Use of time units, for example 5 minutes, being owed by individual children
- Warning of further consequences

For persistent and higher level behaviour problems e.g. non compliance when asked to move to time out area, or general non-compliance, aggressive incidents the hierarchy would be:

- A final warning to stop or
- The child is asked to go to a paired classroom - until the end of the session (a letter will be sent home to parents – signed by parent with copy going to the Inclusion Manager (see appendix 1)
- The child being escorted to a paired classroom by a Teaching Assistant with parents again being informed (if available).
- A red card going to one of the Senior Teachers who will work with the individual child. This could be to get the child to work in their room or to get the Head Teacher involved. A Teaching Assistant will supervise the senior teacher's class during such time (when available) – and the senior teacher will inform parents with a letter. A serious incident letter to be filled in also – see appendix 2 - and copy given to the Inclusion Manager. **Red cards are available in all teaching spaces.** ABC behaviour forms are filled in and placed in the SENCo tray for monitoring.
- Red card to Head Teacher who will deal with the situation. Serious incident form to be filled in and given to the Inclusion Manager. Parents will be called in by the Head Teacher and where there are persistent difficulties the Inclusion Manager will need to monitor behaviour using target sheets linked to a Provision Plan.
- Poor behaviour may well be indicative of problems that a child or family might be experiencing. 'Early Help' (as coordinated by our Early Help Officer) involving external agencies is then an option that is considered in full consultation with parents.
- Deviations from this policy may be implemented by the school after receiving specific guidance from specialists if and when needs arise for individuals. These must have already been agreed and acknowledged with a Behaviour action plan (BAPS) in liaison with parents. This is coordinated by our Inclusion Manager.
- These are used in evidence in the pursuit of specialist support and/or implementation of fixed term exclusions.
- Restriction of computer use/disabling e-mail account.

Specific Arrangements for Little Lawrences and our Reception Class.

Within the EYFS Unit, Indoor and outdoor rules are discussed and regularly reinforced with the children. Positive affirmation and recognition of good behaviour and kindness are the main tools for helping children to learn and enjoyed as is outlined earlier in the policy. Behavioural expectations are also a natural part of the PSED provision in the unit though specific lessons may on occasions be taught as is appropriate. This planned learning is tailored to suit the needs of the individual. For example, the classroom has an attractive sensory room for children to have a quiet moment in when they have become tired and need to take a little time out from the activity within the main classroom. An adult will regularly check on them on such occasion and chat with them as is appropriate.

- Eye, signal or verbal communication to an individual group
- The use of sun, cloud and rainbow chart to visibly show children the impact of their behaviour – especially to model and recognise good behaviour.
- WOW moments are used to record great work or behaviour.
- Children are given two warnings when behaviour slips.
- A child may be asked to move from where they are sitting to another part of the carpet or classroom.

On those rare occasions that a child is having specific difficulties, a warning of further consequences would be given. These may include:

Withdrawal to a quiet place, a verbal discussion - to establish if the child understands their behaviour - and a talk about the effects on others. Parents will be informed when children have had to work in an alternative part of classroom. Senior teachers will be informed via the Incident Forms and may be asked to assist.

Individual children will be dealt with according to their needs with advice being sought from both parents and outside agencies as is appropriate. BAPS are implemented if poor behaviour was to be persistent.

During lunchtimes and break times, good behaviour is expected – rewards and sanctions are in place. Raffle tickets used by the Senior Lunchtime Supervisor and the Head Teacher/Senior Teacher are used to encourage great behaviour. All staff can recommend children to receive a raffle ticket which are drawn in the achievement assembly. Verbal praise is of course the most important way of recognising good behaviour.

Where behavioural problems arise they must be dealt with. Staff should use verbal instructions to stop. Getting children to move away from difficult situations is also a strategy used to ensure resolution to problems. Lunchtime staff through the SMDS need to know arrangements for specific children as outlined in the previous section.

When there are more serious incidents, the following sanctions will be used:

- Verbal warning of consequences
- Time out in a designated point – eg Class 2 (supervised). Such a time is recorded and if this happens 3 times in a week, a Senior Member of staff is notified.
- Red card to be sent to Senior Teacher or Head Teacher for them to assist. Parents will be informed and a serious incident form will be filled in and a copy given to the Inclusion Manager. ABC behaviour forms are filled in as required and placed in the SENCo tray for monitoring.

We avoid pointless punishments such as doing lines and we are aware that the giving of extra work as a punishment may be counter productive, giving the message that work is a punishment, when we want it to be seen as something very positive, even fun. It is also important that we never threaten anything that we are not prepared to carry out.

During extracurricular club times, good behaviour is also expected (see **separate Behaviour policy for the After School (Larks `n` Owls) Club.**

Positive, proactive and constructive participation in clubs is always promoted and encouraged in line in common with all other aspects of school provision. Leaders might for example recommend raffle tickets or award their own certificates, cups or rewards as they see fit.

Where behavioural problems do arise they must be dealt with. Staff should use verbal instructions to stop. Getting children to move away from difficult situations is also a strategy used to ensure resolution to problems. Club leaders/staff need to know arrangements for specific children as outlined in the previous section from the class teachers.

When there are more serious incidents, the following sanctions will be used:

- Verbal warning of consequences
- Time out in a designated point – e.g. next to the fence or wall, in the corridor or seat (designated by the members of staff).
- Red card to be sent to Senior Teacher or Head Teacher for them to assist. Parents will be informed and a serious incident form will be filled in and a copy given to the Inclusion Manager.
- With agreement of parents, it might be appropriate for a child not to take part in extracurricular club provision.

PHYSICAL INTERVENTION

A duty of care exists when duties and responsibilities are imposed upon all staff within a school. In general terms this means taking reasonable care to avoid acts or omissions which are likely to cause harm to another person. School staff have been trained through Team Teach and follow the principles as outlined in law and within the training work book. Physical Intervention may be deemed as necessary when a child is a risk to:

- Themselves.
- To others.
- Property.
- When a criminal offence is committed.
- Good order

The law requires that, when dealing with a behavioural incident, force should not be considered as a first resort. It is used as a last resort: for example to separate a fight or assault. Such interventions are recorded in the Bound and Numbered Book located in the SENCo's tray and on the school's ABC form.

We would endeavour to use other practical methods to de-escalate the situation e.g. keeping calm, verbal prompts, guided steering, clearing a room.

If we have a child in school who requires complex or repeated physical management, we would produce a written handling policy within the context of an Behaviour Action Plan (BAP) or an [EHCP](#).

We use the attached guidelines on Physical Intervention (see appendix 3) as our guidance in this area. A serious incident form will always be used to record this intervention with a copy going to the SENCO.

EMERGENCY ACTION

In the case of an extreme situation, where a member of staff may need assistance in dealing with the behaviour of a child, the following procedures have been agreed:

- A red card will be sent with a Teaching Assistant or sensible child directly to one of the Senior Teachers or to the Head Teacher.
- The Head Teacher or Senior Teachers will aim to take the child out of the classroom without escalating the situation, but if this isn't possible the rest of the class will be removed to a safe place, and the staff involved will use professional judgement to decide which of them supervises which group.
- Parents/carers would be telephoned in the event of such an incident. They may be called to collect their child. In this case a fixed term exclusion will be issued.
- If the incident occurred in the dining hall or on the playground, the procedures would be the same, but it would be the lunchtime supervisor or duty teacher who would send for assistance.
- A serious incident (ABC) form will be filled in.
- Severe and/or persistent behaviour may result in fixed term exclusions (in line with DfE and LA guidance) of up to 15 days. The school will do everything it can (working closely with outside agencies and parents) to be inclusive and avoid permanent exclusions. The school however reserves the right to do so in extreme circumstances (in line with DfE and LA guidance).
- If a child is excluded, an interview must be held with the parents and child involved before their reintroduction into school. Children will not be reintroduced if the Head teacher does not feel that it is appropriate during this interview.

Which paired class are you using in the event of needing one?

Please note that a letter to parents will be sent home if this sanction is ever needed.

Children within the EYFS Unit will make use of the zones within Little Lawrences.

Because of the time tabling, the following rooms are used – rather than the classes. On occasions, a child might need to make use of an alternative class because children are being taught in a different environment or because specific arrangements have already been made as recognised on the behaviour action plan. Individual circumstances will be taken into account.

Year 1 is paired with **Year 2** - send to pair class with another child

Year 2 is paired with **Year 3**

Year 6 is paired with **Year 4**

Year 5 is paired with **Year 3**

Teaching Assistant to escort if child won't go - any available Teaching Assistant will do this.

Senior Teachers will escort children if a child refuses to come. The Teaching Assistant will stay in his/her class. (If Senior Teachers are busy or unable to attend then Head Teacher will step in).

Morning and end of day – a note to all.

No ball games or use of KS2 equipment are permitted first thing in the morning before 8:55am or at break times or at the end of the day. A notice is posted on the equipment.

Football and other games/activities at lunchtime are facilitated by lunchtime staff in designated areas on the KS1 and 2 Yards or on the school field in good weather.