








ASTON TOWER BEHAVIOUR POLICY

<p>1. We listen carefully and follow instructions.</p>		
<p>2. We treat other people how we would like to be treated.</p>		
<p>3. We call each other by their proper names.</p>		
<p>4. We look after and care for our school.</p>		
<p>5. We do our best every day.</p>		

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ASTON TOWER SCHOOL RULES:

1. We listen carefully and follow instructions.
2. We treat other people how we would like to be treated.
3. We call each other by their proper names.
4. We look after and care for our school.
5. We do our best everyday.

ASTON TOWER BEHAVIOUR PROCEDURES: EYFS

1. First verbal warning. Reason for warning made absolutely clear.
2. Second verbal warning. Send pupil to time out place within class for 5 minutes. Every class should have a time out table / corner. Adult to talk to pupil about behaviour.
3. Third verbal warning. Send pupil out to parallel class in Year Group. Adult to talk to pupil about behaviour.
4. Fourth verbal warning. Child to have Time Out for 10 minutes with Assistant Head / Deputy Head.

SIMS [SEE END PAGE]

All incidents to be recorded on SIMS at stage 3. If pupil is persistently being recorded for inappropriate behaviour class teacher to liaise with SENCO to draw some IBP targets and to inform parents.

Any pupil with an IBP for extreme behaviour will have a personalised plan which will be shared with all members of staff concerned and must be adhered to by all staff involved.

ASTON TOWER BEHAVIOUR PROCEDURES: KS1 [Years 1 and 2]

1. First verbal warning. Reason for warning made absolutely clear.
2. Second verbal warning. Send pupil to time out place within class for 5 minutes. Every class should have a time out table / corner.
3. Third verbal warning. Send pupil out to parallel class in Year Group with think sheet for 10 minutes. If pupil comes without Think Sheet they should return to class.
4. Fourth verbal warning. Child to have Time Out for 10 minutes with Phase Leader. Pupil to take Think Sheet they have already completed in Parallel Class to Assistant Head/Deputy Head. Pupil should also take work. If pupil comes without work they should return to class

SIMS [SEE END PAGE]

All incidents to be recorded on SIMS at stage 3. If pupil is persistently being recorded for inappropriate behaviour class teacher to liaise with SENCO to draw some IBP targets and to inform parents.

Any pupil with an IBP for extreme behaviour will have a personalised plan which will be shared with all members of staff concerned and must be adhered to by all staff involved.

ASTON TOWER BEHAVIOUR PROCEDURES: KS2 [Years 3, 4, 5, 6]

1. First verbal warning. Reason for warning made absolutely clear.
2. Second verbal warning. Send pupil to time out place within class for 5 minutes. Every class should have a time out table / corner.
3. Third verbal warning. Send pupil out to parallel class in Year Group with think sheet for 10 minutes. If pupil comes without Think Sheet they should return to class.
4. Fourth verbal warning. Child to have Time Out for 10 minutes with Phase Leader. Pupil to take Think Sheet they have already completed in Parallel Class to Phase Leader. Pupil should also take work. If pupil comes without work they should return to class. Class teacher to inform parents informally.

SIMS [SEE END PAGE]

All incidents to be recorded on SIMS at stage 3. If pupil is persistently being recorded for inappropriate behaviour class teacher to liaise with SENCO to draw some IBP targets and to inform parents.

Any pupil with an IBP for extreme behaviour will have a personalised plan which will be shared with all members of staff concerned and must be adhered to by all staff involved.

LINING UP

Duty Teacher should arrive in the playground and start supervising pupils at no later than 8:30a.m.

If it is a wet start to the day a notice will be displayed in the STAFFROOM to inform staff and all teachers should be in the classrooms ready to receive the pupils at 8:30a.m. TAs should assist in the cloakroom areas and entrances into school.

START OF DAY

Bell will go at 8:30

All staff inclusive of TA's will be out on their designated collection point as the bell goes PROMPT.

Teacher will lead and TA will be at end of each line. This will ensure orderly entrance into school.

Reception classes to line up outside RECEPTION.

Year 1 & Year 2 line up in KS1 Playground.

Year 3 & Year 4 line up in KS2 Lower Playground.

Year 5 & Year 6 line up in KS2 Upper Playground.

Each class is to be clearly directed for lining up. Pupils must be lined up and move quickly without running to their classrooms in a safe and orderly manner.

To help to facilitate this, teachers may wish to line up pupils in CLASS ALPHABETICAL ORDER OR GROUP ALPHABETICAL ORDER BY SURNAME. THIS WILL INCLUDE LINING UP for any movement around school.

BREAK TIME

Bell rings – Class teacher leads group. TA at end of line.

Class led out to appropriate playground.

All staff are out ready for their classes before the whistle is blown 2 minutes before end of break.

Whistle is blown, long and loud by a staff member in the middle of the KS2 playground. All children will freeze. If they do not, challenge them.

Once all staff are happy that children have stopped then give clear instruction to walk to their lines on the whistle blow – blow whistle and remind those who need to walk.

When your class is ready bring them inside.

Routine to be the same at lunchtimes, with the dinner supervisors blowing the whistle.

Please be on time and ready to support the staff on duty.

Finish of break - ALL staff to be on playground as the whistle is blown – PROMPT.

Routine will be EXACTLY THE SAME AS ABOVE

START OF LUNCHTIME

ALL STAFF INCLUDING TEACHER AND TA WILL SUPPORT DINNER SUPERVISORS TO ESCORT CHILDREN TO APPROPRIATE PLACES.

[TA/ LUNCHTIME SUPERVISORS ESCORT CHILDREN TO CLUBS / DINING HALL AS NECESSARY]

CHILDREN REQUIRED BY TEACHER AT LUNCHTIME

If children are required to meet the teacher for any reason at lunchtime it is the teacher's responsibility to meet them at a chosen designated point in the playground and escort the children. No pupils should be allowed to stay in at lunchtimes unsupervised.

PROCEDURES FOR DEALING WITH SERIOUS INCIDENTS AT BREAKTIME AND LUNCHTIMES

All staff on duty please ensure that you are on duty promptly in the appropriate playground.

Attempt to de-escalate any incident which could lead to aggression between pupils.

Ensure that:

If a pupil is involved in a serious incident (physically fighting or injuring another pupil) the following procedures is followed.

1. Stop the fight.
2. Send the pupil(s) in to RECEPTION to be dealt with by a member of SLT. SLT member to inform parents and sanction as necessary.
3. Incident to be recorded on SIMS.
4. Pupil to be sanctioned for serious misbehaviour by missing break following day or lunchtime on the following day with member of SLT [Phase Leaders, Deputy Head/Assistant Heads/Head]

SAFEGUARDING CHILDREN

If any member of staff has any concern about a pupil in relation to Safeguarding children they must adhere to the Safeguarding Policy.

10 RULES FOR THE DINING HALL AT LUNCHTIMES

1. WALK CALMLY into the dining hall
2. WAIT in line – don't PUSH or SHOVE
3. If you PUSH into the line, you will be asked to go to the back.
4. If someone pushes ahead of you, politely ask them to stop.
5. Take your TURN when collecting your tray and cutlery. Pick up anything that drops on the floor.
6. SAY PLEASE and THANK YOU when you are served your food.
7. Sit at a table and STAY there until you have finished your meal.
8. Do not TALK with your mouth full.
9. STAY at the table until you have finished eating... do not walk out of the DINING HALL with food in your mouth.
10. If you bring a PACKED LUNCH, put your rubbish in the bins OR back in your lunchbox – Do NOT THROW IT ON THE FLOOR!

(Negotiated with the School Council)

YEAR 6 PREFECTS

Roles & Responsibilities:

- Setting up of assembly chairs and benches
- Opening of doors
- Sitting in KS2 phase assembly (Yr5 & 6)
- Lunchtime door monitor
- Role models for younger pupils
- Supporting and guiding younger pupils at playtimes and lunchtimes

YEAR 6 HOUSE CAPTAINS

Roles & Responsibilities:

- 2 House Captains for each House (Pegasus / Griffins / Phoenix / Unicorn)
- Representatives for collecting Trophies in assembly.
- Range of roles as agreed with class teacher and at the discretion of the class teacher.

BEHAVIOUR PROCEDURES FOR LUNCHTIME SUPERVISORS

Dinner Supervisor to go to class at 12:10 for handover of class at lunchtime.

Dinner Supervisor to lead class to designated area with support of class teacher.

Dinners Finish being served at 12.50 p.m. This is an important consideration if staff are dealing with children and children miss the normal way of going for lunch. Please share this with your class teacher.

LUNCHTIME ISSUES:

Please speak to lead Dinner Supervisor initially who can refer matter to Head / Deputy / Assistant Heads / Phase Leaders to deal with.

INCIDENT BOOK:

Dinner Supervisor to have a small book to record both positive and negative behaviour of children and share with class teacher at the end of each lunchtime session.

PEER MEDIATORS & PEER BUDDIES

Peer Mediators and Peer Buddies to support children with difficulties at lunchtimes.

LINING UP AT END OF LUNCHTIMES:

At the end of each lunchtime please support the children to line up sensibly.

Field & SACA: Children to be lined up and to be walked back to the KS2 playground with instructors, Dinner Supervisor and then handed over to Class Teacher.

REWARDS

Please reward children with praise, stickers and certificates for good behaviour and social skills.

WET LUNCHTIMES

Please ensure Wet Lunchtime rules are obeyed. Please liaise with class teacher about the games and activities which may be used. Ensure classroom tidied up by end of lunchtimes.

END OF LUNCHTIME

Staff to meet children prompt at 1:00 [Reception]

Staff to meet children prompt at 1:15 [KS1 / KS2]

Morning break time routine followed [see above]

HOMETIME

3:25 – children lined up with coats, bags, letters etc. ready for bell at 3:30 and escorted off premises.

Wet dismissal – staff will escort children to hall **AS ACCORDING TO ABOVE PROCEDURES FOR LINING. LINING UP TO BE A TWO PERSON PROCEDURE AT ALL TIMES. KS1 classes to be taken to Dining Hall. KS2 classes to be taken to P.E. Hall. Please ensure the children are sat on the floor in their classes ready to be collected by parents.**

Children with siblings in Reception / Year 1 to be escorted by TA to those classes to meet up with siblings.

LEFT HAND SIDE TO BE USED FOR WALKING ALONG.

ROLES AND RESPONSIBILITIES:

CLASSTEACHERS:

1. To ensure Behaviour Policy is followed out consistently each day.
2. To NEGOTIATE class rules with pupils.
3. Display class rules on Behaviour Board in class.
4. Share rules with pupils frequently and reinforce.
5. Inform parents when behavioural concerns arise.
6. File all Think Sheets
7. Record incidents on SIMS.
8. To ensure IBP is implemented.
9. To share IBP targets / information with release teachers / TA.
10. Monitor progress of IBP.
11. Any Racist / Bullying / homophobic comments incident to be recorded in Log Book in RECEPTION and member of SMT informed.
12. All class teachers to display rules / procedures in classrooms in an appropriate way in which children can participate and understand.
13. To consider the reasons which may be causing the child's inappropriate behaviour e.g. DIFFERENTIATION, FAMILY ISSUES .ETC and consider how we can actively support the child's behaviour.

PHASE LEADERS:

1. To give own timetable [with whereabouts] to Phase team.
2. Monitor Think Sheets in Phase and number of pupils sent for time out.
3. **DISCUSS PUPIL BEHAVIOUR AND ARISING CONCERNS IN WEEKLY MEETINGS.**
4. Liaise with Inclusion Manager with concerns of individual pupils who continually have to do Think Sheets.

INCLUSION MANAGER:

1. To arrange meeting with parents, Phase Leader, Class teacher.
2. Draw up IBP at meeting.
3. Review IBP involving all necessary staff.
4. Refer to BSS / EP/ if necessary.
5. Access CRISP FUNDING, if appropriate.
6. Refer family for external support to help with Behaviour needs.

HEAD TEACHER / DEPUTY HEAD TEACHER:

1. To be called upon in the event of extreme circumstances.
2. To have responsibility for permanent / fixed term exclusions.
3. To inform Inclusion Manager, involving exclusions.

DO LIST:

[FACTORS WHICH PROMOTE GOOD BEHAVIOUR]

1. PRAISE. Make 4 positive comments to any 1 negative comment. For children whose self – esteem is particularly low it is a ratio of 7:1
2. Use 3 part praise. [Praise] [[Name of Pupil] [Why they have been praised]' Well done __[Name __of Pupil_] for [Reason for Praise / Explain what they have done well explicitly]'
3. Say what you want to see [what behaviour you expect from them / describe the positive behaviour you want] and not what you don't want to see. E.g. When lining up you might say 'I know I am going to see a quiet line', rather than, 'Stop talking'.
4. Ensure pupils have a voice in drawing up class rules - Class teacher to negotiate rules with class. Everybody [adults as well as pupils] sign up to it and adhere to it.
5. Rewards to be given for good behaviour include 'Star of the Week' Certificates [Given out in Good Works Assembly] Display in classrooms.
6. House Points System for KEY STAGE 2 [4 houses named Griffin, Phoenix, Unicorn, Pegasus]. House points will be collected on Thursday by Year 6 pupils who will total points. Person leading Good Works Assembly to be responsible for awarding trophy in Good Works Assembly on Friday.

DO NOT LIST:

1. Pupils should not be made to stand outside classrooms. (Health & Safety / Exclusion from Curriculum)
2. Pupils should not be made to write lines.
3. Pupils should not be made to miss break time in the staff room. A member of staff may make the pupil miss break or part of the lunchtime but they should take responsibility for this and use it as an opportunity to counsel a pupil to better behaviour.
4. Pupils should not be physically handled. Staff to use Team Teach strategies to de –escalate or positive handling according to Team Teach Strategies.
5. Pupils should not be shouted at. This will model poor adult behaviour and encourage them to copy. It will also indicate that you have lost control and should be avoided at all times.

CLASSROOM ENVIRONMENT

Each class to have:

1. Time out table/corner in class.
2. Behaviour Display Board – Class Rules / School Rules / Wet Lunchtime Rules/ Dining Hall Rules/ STAR[S] OF THE WEEK
3. Behaviour Procedures [relevant for class]
4. All teachers to have Think Sheets available (Place on board in polypockets).

SIMS – BEHAVIOUR MANAGEMENT [Behaviour & Achievements]

To record achievement/behaviour from the Register:

Highlight the child's name and Right Click:

*choose Achievement or Behaviour

*type of incident

*status ie Unresolved, Resolved

*action taken

To record additional information regarding a Behaviour Incident:

From the register:

Highlight child's name and click on "Behaviour Management" on right hand side

Highlight incident in Box 3 and click on "open"

Complete the Incident Detail boxes ie Type of Bullying, Activity type etc and the Pupil Detail boxes

To record additional information regarding an Achievement:

From the register:

Highlight child's name and click on "Behaviour Management" on right hand side

Highlight achievement in Box 2 and click on "open"

Complete the Achievement Detail boxes and the Pupil Detail boxes

REMEMBER TO "SAVE"

(top LH side under Behaviour Management and Child's Name)

TO DELETE AN ACHIEVEMENT OR BEHAVIOUR INCIDENT

Highlight incident and click on Delete

SIMS BEHAVIOUR REPORTS

Reports

Run Report

Focus

double click - Student

Achievement reports all start “Achievement by ...”

Behaviour reports all start “Behaviour by”

Double click on the report you want

NB – change date

Value 1 – click on arrow and select “today’s date” – this then makes it easier to scroll to the date you want eg 1st September 2014 – double click on the date

Value 2 – click on arrow and select “today’s date” (scroll to date required)

Select criteria as required:

Year Group/Registration Group

Click on OK

This will open a report in Microsoft Excel

If the spreadsheet is empty and there is a “Security Warning – Macros have been disabled” click on “Options” and select “Enable the content” and click OK

The spreadsheet will then populate with the report








Aston Tower School

THINK SHEET

Name: _____ **Class:** _____

Date: _____

I am having time out because
(Write or draw)

PLEASE TICK THE RULES BROKEN ON THE LEFT COLUMN	TICK
6. We listen carefully and follow instructions. 	
7. We treat other people how we would like to be treated. 	
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9. We look after and care for our school. 	
10. We do our best every day. 	

I will make it better by

Teacher's Actions:

(1) Record behaviour on SIMS (3) Inform Phase Leader and discuss next steps.
 (2) Speak to parents (4) Inform SENCO & Discuss next steps.



Aston Tower School THINK SHEET



Name: _____

Class: _____

Date: _____

PLEASE TICK THE RULES BROKEN ON THE LEFT COLUMN	TICK
1. We listen carefully and follow instructions. 	
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