



# Chapelford Village Primary School

## Behaviour Policy

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**Learn**

**Achieve**

**Respect**

Chapelford Village Primary School

Santa Rosa Boulevard

Warrington

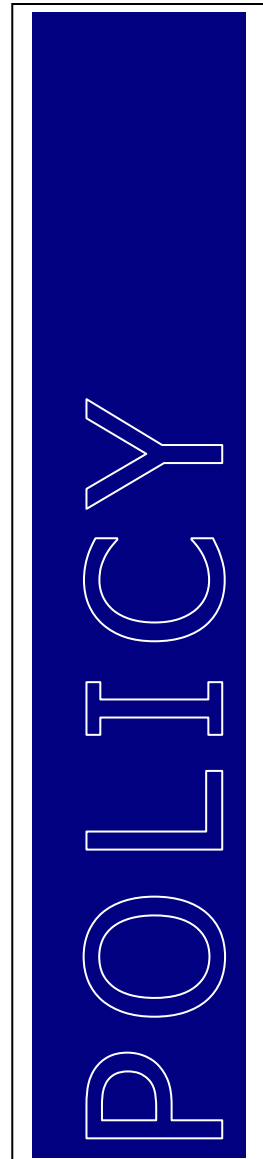
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### DOCUMENT STATUS

Version	Date	Action
1	January 2016	draft document
1	Spring 2016	Adopted by Governing Body
2	Spring 2019	Draft Document - consultation with Pupils and Parents
3	Autumn Term FGB 2019	Adopted by Governing Body
4	Summer 2020 Autumn Term 20 Review	Coronavirus addendum added Review after children return and share with LGB



This policy is linked to the Behaviour Principles Written Statement (**Appendix 1**), Anti Bullying Policy, Equalities Policy, SMSC Values Policy and the Safeguarding Policy and Procedure (which includes specific information on reporting arrangements for a range of types of Safeguarding and Behaviour).

**Reference should also be made to:**

Health and Safety Policy  
Physical Restraint and Positive Handling Policy  
Staff Code of Conduct  
Exclusions Policy  
SEND Policy  
Inclusion Policy  
Equal Opportunities Policy  
DfE Guidelines on Exclusion from School

**Legislation and statutory requirements**

- Behaviour and discipline in schools
- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting pupils with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice.

In addition, this policy is based on:

- Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- DfE guidance explaining that academies should publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

**Overview**

Our vision remains rooted in our school ethos and values:

***'Learn, Achieve, Respect'***

At Chapelford Village Primary, we aim to be an exceptional school with our children at the core of everything we do. We believe that our school is a community and that it is vitally important that everyone is safe and happy within it. We aim to provide an environment in which our children are secure, with equal opportunities for all.

We set high expectations for both staff and children to achieve high standards. Behaviour Management and discipline are the shared responsibility of all staff and parents. A well-ordered school depends on good time keeping, a well organised classroom and positive relationships with children, parents and other staff. Our emphasis is on rewards to reinforce good behaviour, rather than on failures. We strongly believe that rewards have a motivational role, helping children to see that good behaviour is valued. We reward through praise, informal and formal, public and private, to individuals and groups. Rates of praise for behaviour should be as high as for work.

Our aims go beyond simply maintaining order, important as that is. We also foster good behaviour by promoting the spiritual, cultural, social, mental and physical development of young people. We are also aware that many factors have a bearing on the behaviour of young people. The organisation and policies of the school, its physical environment and the overall ethos can all have a strong influence on pupil behaviour.

## **Aims**

### ***What are our aims?***

- To provide an exceptional primary school education for all children.
- To create a learning environment in which children are enabled to attain the highest standards of which they are capable, through the recognition of individual needs.
- To nurture a warm and mutually respectful relationship between adults and children, in a calm, purposeful atmosphere, where children feel safe and valued.
- To provide a sense of community by working in partnership with parents and other members of the wider community.
- To approach and promote a consistent approach to behaviour in a positive manner.
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

### **Broad Aims of our Policy:**

- To ensure every child feels safe and secure in school;
- To promote, encourage and model good behaviour;
- To communicate the necessity of good and positive behaviour;
- To promote positive attitudes;
- To help children develop moral codes and values;
- To prepare children to be good citizens;
- To contribute to raising children's achievement;
- To maintain an ethos of kindness and consideration by promoting good behaviour;
- To enable everyone to be alert to, and able to respond to, bullying, racial harassment, physical violence, disruptive behaviour, verbal abuse etc.
- To ensure consistency and a whole school approach to behaviour

## **Rights Charter**

This is developed annually in each class throughout the school at the start of the academic year through a "My Rights Charter."

### ***(Appendix 2)***

### **Rights of Children**

- To be respected and valued for their uniqueness
- To be able to learn in a safe, secure and caring environment
- To feel safe
- To have the behaviour policy of the school adapted to suit my needs

## **Rights of Staff**

- To work in a safe and secure environment
- To feel safe
- To feel respected and valued
- To receive support and professional development
- To be able to undertake their roles to support learning and teaching across the school

## **Rights of Parents and Carers**

- To be fully informed
- To be listened to
- To be respected as the child's prime educator
- To be involved in supporting the solving of a child's unacceptable behaviour

## **Responsibilities**

### **The Head Teacher responsibilities:**

- The Head Teacher is responsible for reviewing and approving this behaviour policy.
- The Head Teacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

### **Governing Body Responsibilities**

- To ensure that the policy to promote good behaviour and effective mental health is in place, followed and reviewed
- To make and review written statements of general written statements of general principles to promote good behaviour in school
- To ensure that the policy for behaviour is revised and revisited regularly. The Governors are responsible for the formal ratification of the policy before it is implemented into the life of the school. Governors are expected to monitor the standards of behaviour throughout the academic year. The Governing Body is responsible for holding the Head Teacher to account for its implementation.

### **Staff Responsibilities**

- To be fully aware of the school policy and implement it with consistency and fairness
- To adapt the behaviour policy, where necessary, to create a system that supports the behaviour and needs of identified children
- To provide support for all pupils and adults in school at all times
- To be a positive role model for children at all times
- To work in partnership, with parents, to support the behaviour, learning and wellbeing of the child

### **Pupils' Responsibilities**

- To respect the rights of other pupils within the My Rights Charter to create a safe learning environment
- To adhere to the agreed 5 school expectations displayed in each classroom
- To alert a staff member to any incidents
- To follow the school behaviour policy
- To be tolerant of other children by understanding that is each child is unique and therefore may have their own behaviour system to follow

## Parent/Carers Responsibilities

- To work in partnership with the school to support the behaviour, wellbeing of the child
- To accept and support the school values and expectations
- To ensure that any events/circumstances that may affect a child are communicated to school – this is a parent/carer responsibility
- To be tolerant of other children by understanding that each child is unique and therefore may have their own behaviour system to follow for their differing needs

## **Bullying (also see separate Anti-Bullying Policy)**

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

## **Online Safety (See Separate E Safety policy)**

The school has clear expectations of pupils in relation E Safety.

## **Classroom management**

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the pupil code of conduct or their own classroom rules
- Develop a positive relationship with pupils, which may include:
  - Greeting pupils in the morning/at the start of lessons

- Establishing clear routines
- Communicating expectations of behaviour in ways other than verbally
- Highlighting and promoting good behaviour
- Concluding the day positively and starting the next day afresh
- Having a plan for dealing with low-level disruption
- Using positive reinforcement

**Our five school expectations:**

- ***Listen***
- ***Be prepared***
- ***Work well with others***
- ***Work as well as you can***
- ***Respect and demonstrate our school values***

Our school values include: responsibility, kindness, peace and love, patience, tolerance, respect, trust and honesty, courage, friendship and co-operation, pride and perseverance. The monthly value is taught and shared weekly in assembly and clearly displayed in each classroom.

**Implementation of Rewards and sanctions**

**Rewards**

We will provide a consistent and coherent reward system that is easily understood by all staff and children, and is implementable. The aim is to link the individual reward, to a class reward. The focus is on the individual reward going towards the greater good. Behaviour chart pathway will be displayed in each classroom to ensure clarity and consistency (**Appendix 3**)

Individual awards	<ul style="list-style-type: none"> <li>● Class Dojos</li> <li>● Individual Dojo reward</li> </ul>
Collective rewards	<ul style="list-style-type: none"> <li>● House points</li> <li>● Pom poms</li> <li>● Dojo class reward</li> </ul>
Certificates	<ul style="list-style-type: none"> <li>● Weekly star learner certificate</li> <li>● Weekly values certificate</li> <li>● <b>Weekly Class Pet</b></li> <li>● Times table certificates</li> <li>● Reader of the week</li> <li>● Lunchtime certificate</li> <li>● Head Teacher's certificate</li> </ul>
Special awards	<ul style="list-style-type: none"> <li>● Postcards home</li> <li>● Headteacher's tea party</li> <li>● Ambassador awards</li> <li>● Head boy and head girl awards</li> </ul>

## **Dojos**

### **Individual Dojos:**

Dojos to be given clearly linked to our five school expectations (specific praise - giving the reason why). Children can choose to spend their dojos weekly on a reward or they can be saved each week to spend on a bigger reward.

### **Combined Dojos:**

300 = class reward. A child must have earned at least 5 individual dojos in order to participate in the collective Dojo reward time.

## **House Points**

All children are arranged into houses. Currently, these are:

- St George
- St Andrew
- St David
- St Patrick

House points are given to reward children demonstrating positive values around the school outside of the classroom.

House points are also given to children who receive the weekly certificates in assembly for exceptional performance.

### **Exceptional Performance:**

- Weekly star learner certificate
- Weekly values certificate
- Times table certificate
- Weekly Class Pet
- Reader of the week
- Lunchtime certificate – Mid-day assistants to present the certificate to chosen child, along with the reason in class at the end of Friday lunchtime.
- Head Teacher's certificate
- Head boy and head girl award
- Ambassador certificates

### **In school competitions**

House points will be awarded to the winners of inter house competitions such as sports day or curriculum competitions.

House points are collected and counted half termly. The winning team at the end of the year receives a reward.

**Head Teacher's Postcard home.** This to be sent home to pupils showing the most improvement (behaviour, progress, attitude)

## **Lunchtime rewards**

### **Pom Poms**

Children are awarded coloured pom poms during lunchtimes for displaying positive behaviours. The pom pom colours are linked to the colours of the houses. The house that has won the most lunchtime pom poms during the week wins 50 house points.

### **Lunchtime certificates**

A lunchtime certificate is awarded weekly to one child in every class who has shown the best behaviour at lunchtime. Mid-days present the certificate to the chosen child, along with the reason in class at the end of Friday lunchtime.

### **Table of awesomeness**

All children that have won a weekly lunchtime certificate will have their names placed into a raffle. One child from each class will be picked every half term and they will be given a lunchtime reward. **Be able to have their lunch on the table of awesomeness.**

## **Sanctions / Consequences**

The school has the legal authority to impose reasonable punishments and sanctions where necessary. We will use a hierarchy of strategies to effectively reinforce the desired behaviours, to help discourage children from behaving in unacceptable ways. Such strategies and sanctions help to enforce the school rules, and to ensure a safe and positive learning environment. We employ each strategy or sanction appropriately to each individual situation. **See appendix 4** for further guidance on practice for day to day behaviours.

Use the toolkit of positive reinforcement strategies to reinforce the desired behaviour. If you have exhausted this toolkit of strategies, the following staircase of strategies must be implemented by the member of staff:

### **EYFS Sanctions / consequences**

1. Warning
2. 2 minutes 'time out' in the classroom with a teacher
3. Relocation – to another space within the classroom
4. Relocation – to another classroom **in the year above** within the bubble to complete independent task for 10 minutes. Work missed in class during this time to be completed during break time – this will be communicated with parents or carers at the end of the school day.
5. Isolation from the class – in consultation with AHT/DHT removal to the corridor space with a TA for the remainder of the lesson, taking their work with them - this will be communicated with parents/carers at the end of the school day.
6. Referral to Assistant / Deputy Head Teacher. Letter will be sent home to parents/carers explaining the behaviour for that day.
7. Referral to Head Teacher. A letter will be sent home to parents/carers to invite them into school to meet with staff involved with the pupil to discuss next steps in supporting the child with behaviour in school.

### **Years 1 – 6 Sanctions / consequences**

1. Warning
2. Spend a dojo
3. Relocation – to another space within the classroom



4. Relocation – to another classroom within the bubble to complete independent task for 10 minutes. Work missed in class during this time to be completed during break time – this will be communicated with parents at the end of the school day – consider behaviour letter communication to parent **Appendix 5.**
5. Isolation from the class – On consultation with YGL, AHT, DHT and in line with health and safety guidance and school risk assessment during the current COVID situation removal to a different area to complete work - this will be communicated with parents either before (wherever possible) or at the end of the school day– consider behaviour letter communication to parent **Appendix 5.**
6. Referral to Head Teacher - letter sent home to parents to invite them into school to meet with staff involved with the pupil to discuss next steps in supporting the child with behaviour in school. This could possibly be referral to outside agency support.

### **Extreme Circumstances**

For extreme behaviour, you immediately call for a member of the Senior Leadership Team.

Children with additional needs will be supported with individual targets after discussion and support from SLT. Parents are to be informed as above.

### **Lunchtime sanctions.**

1. Speak to the child quietly to discuss the unwanted behaviour.
2. If the child continues with the same behaviour, then they stand with the MDA for 2 minutes.
3. If the behaviour continues, then the child stands with the MDA for a further 2 minutes.
4. If there is no change in behaviour, then YGL or a member of the SLT to be called.

### **Pupil transition**

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

### **Pupil Conduct Outside of the Pupil Gates**

Teachers may discipline pupils for misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing school uniform
- in some other way identifiable as a pupil at the school

Misbehaviour at any time, whether or not the conditions above apply, because their behaviour could have repercussions for the orderly running of the school, or possess a threat to another pupil or member of the public or could adversely affect the reputation of the school, could result in a sanction.

The use of social media and gaming which is harmful and hurtful from children in our school towards their peers may be investigated in school- if it is brought to the attention of staff-particularly where there is evidence of cyberbullying and appropriate sanctions given (depending upon the severity of the incident).

Through the computing curriculum, PSHE curriculum and SMSC curriculum, we inform all children about safe use of the internet and social media.

Many children have access to a range of social networking sites, various apps and games. A number of these which our children access are not age appropriate e.g. Whatsapp, Facebook, Instagram, Fortnite. Parents need to ensure all apps etc. are age appropriate and monitor their child's phones and devices regularly. All children from EYFS to Year 6 sign an E-Safety Agreement where they agree to use the internet/ phones in a safe and respectful way.

Please see the **E-Safety for Children Policy** for further details and information.

Where harassment via phones or internet is evident, we advise that the police are informed.

### **Children with Challenging Behaviour**

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil. Whilst the majority of children follow the strategies and rules outlined in the Behaviour Policy a small minority will require extra support and guidance.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

### **Children in danger of exclusion**

**Fixed term exclusion** – the Head teacher or Deputy Headteacher (in the Headteacher's absence) may exclude a pupil from school in very exceptional circumstances.

Fixed term exclusion is used for very serious incidents or where previous sanctions have failed to bring about an appropriate change in behaviour. When considering the period of a fixed term exclusion, the Head teacher will take into account a variety of factors in determining the number of school days a pupil is to be excluded. This will include:

- i. The age and level of maturity of the pupil
- ii. The conduct record of the pupil
- iii. The response of the pupil to the investigation of the incident
- iv. Whether others have been hurt as a result of the pupil's actions

**This list is illustrative and not exhaustive. Other factors may need to be taken into account depending on the nature of the specific incident and in relation to other policies which may include Child Protection, Anti-Bullying.**

**Permanent Exclusion** – the Head teacher may decide to permanently exclude a pupil following investigation.

- In response to serious breaches of the school's Behaviour Policy
- If allowing the pupil to remain in school would seriously harm the educational welfare of other pupils or others in the school (DfE Guidance)

**The chair of Governors and CEO will be informed of any form of exclusions. (Where possible before parents are informed)**

### **Allegations Against Staff**

Any false allegation made against a member of staff (including supply staff), will be treated as a serious offence and may result in exclusion. The Head teacher will also consider the pastoral needs of staff accused of misconduct and will support a pupil who has made a malicious allegation in terms of safeguarding and mental health.

### **Positive Handling**

All staff have a duty of care and therefore can use reasonable force to prevent a pupil from committing a criminal *offence*, injuring themselves or others, causing damage to property or engaging in any behaviour prejudicial to maintaining good order and discipline at the school. The school has a '**Positive Handling Policy**' in place which all staff are required to follow. All incidents of safe holding will be recorded appropriately.

### **Searching of Pupils**

The Head Teacher and nominated staff, by the Headteacher are allowed to search pupils without their permission when they think the pupil has either a dangerous or illegal item/s on their person or their personal belongings.

### **Equal Opportunities**

The school is committed to equal opportunities and working to 'include' children who have either been withdrawn from or are in danger of being withdrawn from lessons and to work with them. Targeted children will continue with curriculum studies but the emphasis of support will be too being about a change in their behaviour so that they are able to operate more effectively in their normal lessons. Parents/carers will be informed and invited to school to discuss behaviour.

### **Monitoring and Self-Evaluation**

The Behaviour Management Policy is monitored on a daily basis by class teachers and the Senior Leadership team (SLT). More severe behaviours are monitored through behaviour Logs where names and details are recorded.

Each class have their own Dojo system which allows teachers and SLT to monitor the frequency and occurrences of both positive and negative behaviour. This serves as an active tool to support teachers in their feedback to parents. It enables the school to keep a track on individual children and the strategies that have been put in place. The SENDco may also access this information to support IEP and Behaviour Reviews.

The policy will be revisited by all staff during a staff meeting at the start of every academic year. We feel that it is essential that all staff have the opportunity to review the effectiveness of the policy and the framework. Therefore, opportunities are provided throughout the year to reflect upon the impact and use of the policy and framework.

### **Review**

The staff and Governing Body review this policy every year. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

## Appendix 1

### Chapelford Village Primary School Behaviour Principles Written Statement September 2020

This is statement of principles, not practice.

Practical applications of these principles are the responsibility of the Head teacher.

The statement has been adopted by the Governing Body as a whole.

The Governors at Chapelford Village Primary School, believe that high standards of behaviour lie at the heart of a successful school that enable children to make the best possible progress in all aspects of their school life.

At Chapelford Village Primary School, we value everyone as an individual, capable of growth, change and development. Our relationships are underpinned by the principles of justice, equality, mutual respect, fairness and consistency. We have high expectations that support the development of our pupils as effective and responsible citizens, championing British Values.

The purpose of this statement is to give guidance to the Head teacher in drawing up the Behaviour Policy by stating the principles that the Governors expect to be followed.

The governors expect any policy or actions to be in accordance with their responsibility under equality legislation.

#### **Principles:**

- All children, staff and visitors have the right to feel safe at all times at school
- Chapelford Village is an inclusive school. All members of the school community should be free from discrimination of any sort. Measures to protect children should be set out in the Behaviour and Equality policies
- The school rules should be clearly set out in the Behaviour Policy and displayed around school. Governors expect these rules to be consistently applied by all staff
- Governors would like to see a wide range of rewards, consistently and fairly applied in such a way as to encourage and reward good behaviour around school
- Sanctions for unacceptable/poor behaviour should be known and understood by all staff and pupils and consistently applied
- It is recognised that the use of rewards and sanctions must have regard to the individual situation and the individual student and the Head teacher is expected to use her discretion in their use. Sanctions should however be applied fairly, consistently, proportionally and reasonably, taking into account SEND, disability and the needs of vulnerable children, and offering support as necessary
- The Governors strongly feel, that exclusions, particularly those that are permanent, must only be used as the very last resort
- The Governors expect pupils and parents to cooperate to maintain an orderly climate for learning
- The Governors wish to emphasise that violence, threatening behaviour or abuse by pupils or parents towards the school's staff will not be tolerated verbally, physically or online through Social Media. If a parent does not conduct himself/herself properly, the school may ban them from the school premises and, if the parent continues to cause disturbance, he or she may be liable to prosecution
- The Governors expect the Head teacher to include guidance on the use of reasonable force, within the Behaviour Policy. ***This written statement of behaviour principles is reviewed and approved by the Governing Body every year.***

## **Appendix 2**

### **Chapelford Village Primary School**

#### **Key Stage 1 - My Rights Charter**

I have the right to Learn, Achieve and Respect.

I have the right to learn.

I have the right to be safe and happy.

I have the right to be happy with myself and to be different.

I have the right for people to respect my friends and family.

I have the right to be myself and take care of myself.

I am a very special person. We are all equal at Chapelford Village Primary School.

#### **Signed by the class:**

The staff at Chapelford Village Primary School will support you in your rights.

Signed \_\_\_\_\_ Headteacher

### **Chapelford Village Primary School**

#### **Key Stage 2 - My Rights Charter**

I have the right to Learn, Achieve and Respect.

I have the right to learn. If someone is stopping me from learning I have the right to tell an adult. This is a sensible action for me to take.

I have the right to be safe and happy. I have the right to be free from bullying. I can ignore the behaviour of others, walk away and tell an adult in school who will always help me. This is a sensible action for me to take.

I have the right to be happy with myself and to be different. I have the right to have a different appearance than others. I am allowed to have my own ideas and beliefs as a unique individual. If someone disagrees with my beliefs, appearance or views I have the right to tell an adult. I should feel proud of who I am. This is a sensible action for me to take.

I have the right for people to respect my friends and family. If somebody is disrespectful about my family I have the right, to tell them, politely but firmly, that their behaviour is unacceptable. This is a sensible action for me to take.

I have the right to be myself and take care of myself. If anyone speaks to me or touches me in a way that makes me feel uncomfortable I have the right to speak to an adult who will always help me. This is a sensible action for me to take.

I am a very special person. We are all equal at Chapelford Village Primary School.

#### **Signed by the class:**

The staff at Chapelford Village Primary School will support you in your rights.

Signed \_\_\_\_\_ Headteacher

## Appendix 3



### Behaviour chart pathway

#### EYFS

#### Rewards

#### Dojos – classroom based

1. Individual dojos are given to children linked to the 5 school expectations.
2. Whole class weekly dojo reward time. The class must earn 300 dojos in total to receive dojo reward time. The individual must earn at least 5 of these to participate in the reward time.

#### House Points

- A house point is awarded to a child who demonstrates school values outside of the classroom.
- A house point is awarded to children who receive a weekly certificate or award.
- House points are awarded for winners of inter house competitions.
- The winning house receives a reward at the end of the year.

#### Lunchtime

- **Pom poms.** Children are awarded house coloured pom poms during lunchtimes for displaying positive behaviours. The house that has won the most lunchtime pom poms during the week wins 50 house points.
- **Lunchtime certificates.** A lunchtime certificate is awarded weekly to one child in every class who has shown the best behaviour at lunchtime.
- **Table of awesomeness.** All children that have won a weekly lunchtime certificate will have their names placed into a raffle. One child from each class will be picked every half term and they will be able to have their lunch on the table of awesomeness.

#### Hierarchy of sanctions:

#### Classroom

1. Warning
2. 2 minutes 'time out' in the classroom with a teacher
3. Relocation – to another space within the classroom
4. Relocation – to another classroom in the year in the bubble to complete independent task for 10 minutes. Work missed in class during this time to be completed during break time – this will be communicated with parents or carers at the end of the school day.
5. Isolation from the class - removal to an alternative space for the remainder of the lesson with support from a TA, taking their work with them - this will be communicated with parents/carers at the end of the school day. YGL to be informed.
6. Referral to Assistant Head Teacher/Deputy Head Teacher. Letter will be sent home to parents/carers explaining the behaviour for that day.
7. Referral to Head Teacher. A letter will be sent home to parents/carers to invite them into school to meet with staff involved with the pupil to discuss next steps in supporting the child with behaviour in school.

#### Lunchtime

- MDA to speak to the child quietly to discuss the unwanted behaviour.
- If the child continues with the same behaviour then they stand with the MDA for 2 minutes.
- If the behaviour continues, then the child stands with the MDA for a further 2 minutes.
- If there is no change in behaviour, then YGL or a member of the SLT to be called



## Behaviour Chart Pathway: Years 1-6 Rewards

### Dojos – classroom based

- Individual dojos are given to children linked to the 5 school expectations. These can be spent on a weekly dojo reward or saved to spend on a bigger reward.
- Whole class dojo reward time. The class must earn 300 dojos in total to receive dojo reward time. The individual must earn at least 5 of these to participate in the reward time.

### House Points

- A house point is awarded to a child who demonstrates school values outside of the classroom.
- A house point is awarded to children who receive a weekly certificate or award.
- House points are awarded for winners of inter house competitions.
- The winning house receives a reward at the end of the year.

### Lunchtime

- **Pom poms.** Children are awarded house coloured pom poms during lunchtimes for displaying positive behaviours. The house that has won the most lunchtime pom poms during the week wins 50 house points.
- **Lunchtime certificates.** A lunchtime certificate is awarded weekly to one child in every class who has shown the best behaviour at lunchtime.
- **Table of awesomeness.** All children that have won a weekly lunchtime certificate will have their names placed into a raffle. One child from each class will be picked every half term to receive a special lunchtime reward.

### Hierarchy of sanctions:

#### Classroom

1. Warning
2. Spend a dojo
3. Relocation – to another space within the classroom
4. Relocation – to another classroom within the bubble to complete independent task for 10 minutes. Work missed in class during this time to be completed during break time – this will be communicated with parents or carers at the end of the school day.
5. Isolation from the class - On consultation with YGL, AHT, DHT and in line with health and safety guidance and school risk assessment during the current COVID situation removal to a different area to complete work.
6. Referral to Head Teacher. A letter will be sent home to parents/carers to invite them into school to meet with staff involved with the pupil to discuss next steps in supporting the child with behaviour in school.

#### Lunchtime

1. MDA to speak to the child quietly to discuss the unwanted behaviour.
2. If the child continues with the same behaviour, then they stand with the MDA for 2 minutes.
3. If the behaviour continues, then the child stands with the MDA for a further 2 minutes.
4. If there is no change in behaviour, then YGL or a member of the SLT to be called.

## Appendix 4

### Behaviour for Learning Practice Guidance

#### General day to day behaviours

Unwanted Behaviours	Practice to prevent unwanted behaviours	Success Criteria/Impact
Listening – children not listening or facing the person who is talking	<p><b>Inside the classroom:</b></p> <ul style="list-style-type: none"> <li>1 – stop what you are doing</li> <li>2 – equipment down</li> <li>3 – eyes on me</li> </ul> <p><b>Outside of the classroom:</b></p> <p>Hand straight up – visual for children to follow – children to put their hand up also. (Staff MUST model each stage with actions – in an assertive)</p>	<p>All equipment is down Children are sitting up straight All are looking at the member of staff</p>
Children off-task, out of seats/areas	<p><b>Behaviour of the teacher:</b></p> <ul style="list-style-type: none"> <li>&gt; “If you need to get out of your seat, you put up your hand and ask for permission.” Our school mantra</li> <li>&gt; 360 awareness – be aware of the whole group</li> <li>&gt; Non- verbally direct them back to their seat</li> <li>&gt; If child comes up with an excuse, mantra is “Maybe you do/maybe you are, but go to your seat and put your hand up.”</li> </ul> <p><b>Proactively preventing it:</b></p> <ul style="list-style-type: none"> <li>&gt; Is all the equipment for the task on the desk?</li> <li>&gt; Is buddy learning/peer support encouraged?</li> </ul>	<p>Children in their seats and on task Any children out of seats, being redirected</p>
Shouting out	<p><b>If you want hands up:</b></p> <p>“By putting up your hand, tell me.....” (Staff MUST model this – in an assertive way)</p> <p>If children continue, move on to <b>PIP</b> (reinforcing the desired behaviour that you want) and <b>RIP</b> (not drawing attention to the wrong behaviour – non-verbal reminder). When children then do the desired behaviour, this is followed by positive praise.</p>	<p>No shouting out is observed</p>
Passivity – non-engagement	<p><b>If no hands up:</b></p> <ul style="list-style-type: none"> <li>&gt; Question – ask question first</li> <li>&gt; Think about it</li> <li>&gt; Discuss with partner (member of staff is ‘tuning into conversations’ – hearing the answers/circulating the room)</li> <li>&gt; Member of staff ‘commentates’-“ well done...says answer”</li> <li>&gt; Member of staff then selects an appropriate child to answer</li> </ul> <p><b>Independent Tasks:</b></p>	<p>All children engaged and actively involved in the lesson Benchmark – number of children contributing to the lesson &amp; frequency of children answering questions (groups – boys, girls, etc)</p>



	<ul style="list-style-type: none"> <li>&gt; 360 awareness of the class</li> <li>&gt; All tasks need to be chunked and time-related – teacher driving the pace</li> </ul>	
Exit from playground – pushing, talking and wasting time	<p><b>Playtime/Lunchtime:</b></p> <ul style="list-style-type: none"> <li>&gt; Blow whistle once</li> <li>&gt; Children straight away <b>walk</b> to the classroom – those children with equipment to put away then into class</li> <li>&gt; Teacher <b>MUST</b> be on the classroom door <b>BEFORE</b> break time finishes (half on playground), to meet, greet and correct behaviour at the door – praising those showing the appropriate behaviours. If the teacher is on duty, they are to supervise the children, then walk to their own class</li> <li>&gt; There must be a task ready for the children to do as soon as they come into the classroom – children are coming in and they are active; focused on learning straight away (this does not have to be a stand-alone task, but something that links to your lesson, e.g. a question for children to think about and answer)</li> </ul>	Children enter the classroom calmly and are on task quickly
Lining up in classroom/movement to the hall – talking, pushing and distracted	<ul style="list-style-type: none"> <li>1 – stop what you are doing</li> <li>2 – stand up</li> <li>3 - push your chairs under</li> <li>&gt; Send children to line up at the door, one table/group at a time</li> <li>&gt; Children to walk, hands by sides, to the hall/classroom</li> <li>&gt; Member of staff to walk with the middle of the line – enabling them to see both front and rear of line</li> </ul>	Children lining up quietly and sensibly, and walking in straight, quiet lines (arms by sides) around the school

**NB: Please note: if inappropriate behaviour persists and children are not responding to sanctions, loss of dojo reward time can be used as a further sanction, at teacher’s discretion. Please ensure SLT are informed.**

**NB: Any loss of break/lunchtime is to be with the class teacher, unless otherwise agreed with SLT. Class teachers must ensure that parents are notified of behaviour at point 5 of the consequences, to keep them well-informed and ensure home/school partnership.**

## **Appendix 5**

### Communication Letters to Parents

#### **First behaviour letter (low level disruption/disengagement)**

Dear parent,

Recently, your child, \_\_\_\_\_, has not been behaving as well in school as they could. This is impacting on the learning of your child and other pupils in school. It is important that your child understands the need to follow our pupil code of conduct and I would appreciate an opportunity for us to communicate at your earliest convenience so that we can work together to support the development of the positive behaviour choices required. At this stage I am confident that early intervention will remedy the situation quickly.

Please contact me via email \_\_\_\_\_, by telephone through the school office or by returning the reply slip below.

Yours sincerely,

Class teacher name: \_\_\_\_\_

Class teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### **Behaviour letter – return slip**

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Available time/date to call: \_\_\_\_\_

#### **Second behaviour letter (when a child has needed to removed for 10 minutes from a class)**

Dear parent,

Today, it has been necessary to move \_\_\_\_\_ to another classroom for 10 minutes in line with the school's behaviour policy as they were unable to adhere to our pupil code of conduct. Despite warnings and spending of dojos, behaviour was not modified. Lost learning was caught up during break time with myself, the class teacher.

I am confident that there will be an improvement in behaviour moving forwards, however I would appreciate it if you could discuss the matter with them. Please feel free to contact me via email or by telephone through the school office should you wish to discuss further. I will, of course, continue to communicate should behaviour not improve.

Many thanks for your support.

Yours sincerely,

Class teacher name and email

\_\_\_\_\_  
Class teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Third behaviour letter (requirement for modifying behaviour plan)**

Dear parent,

I am sorry to report that, despite our recent communication and support for positive behaviour strategies to support, \_\_\_\_\_ has continued to make poor behaviour choices which is adversely affecting their own progress as well as causing learning disruptions for their peers.

\_\_\_\_\_ would now benefit from a more structured approach to help improve their behaviour in school.

I would be grateful if you could attend a meeting with myself as a priority, to discuss how we can best support your child in improving their behaviour. I would be able to meet on \_\_\_\_\_ at \_\_\_\_\_. Could you please confirm via email or telephone via the school office if you are able to attend at this time.

Yours sincerely,

Class teacher name: \_\_\_\_\_

Class teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Fourth Behaviour letter (confirmation of behaviour plan)**

Dear parent,

Many thanks for your time today in discussing the needs of your child and how a short-term use of a personalised behaviour plan will support the modifying of behaviour. As always, the focus will be on a positive approach with lots of praise for positive behaviour choices and effective behaviours for learning.

The behaviour chart will be shared with you daily as agreed and consequences in school, should the need arise, will be immediate in order to have the greatest impact. Thankyou for supporting the plan by agreeing to consequences at home in accordance to the plan.

The plan will be reviewed weekly with yourself by telephone; this will enable us to discuss areas of success and make changes if needed.

I am confident that by working together to support positive behaviour choices, we will be able to quickly re-engage \_\_\_\_\_ and continue the year really positively.

Many thanks for your continued support

Yours sincerely

Class teacher name: \_\_\_\_\_

Class teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Behaviour policy: coronavirus addendum

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### **1. Scope**

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

### **2. Expectations for pupils in school**

#### **2.1 New rules**

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact their designated child's teacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

- Pupils with additional behavioural needs will have an Individual Graduated Response Risk Assessment that has been completed with the school SENDCO – this will be shared with Bubble staff, parents and the child as part of the child's individual behaviour plan.

CVPS Operational Guidance (see attached) should be followed by all pupils and staff. Children, on return to school, will be explicitly taught the operational routines and expectations. All staff will have training on the operational routines across the school.

Senior leaders will monitor the effectiveness of the operational guidance on a daily basis:

#### **2.2 Rewards and sanctions for following rules**

To help encourage pupils to follow the above operational guidance, we will:

- Ensure pupils understand the expectations of the operational guidance.

- That staff build supports for children to follow the operational guidance into the daily structure of the day – toileting/handwashing/controlled movement around the school etc
- Any breaches in pupils not following the operational guidance should be addressed through the School Behaviour Policy.
- Rewards for following the operational guidance should be rewarded as per the School Behaviour Policy

### **3. Expectations for pupils at home**

#### **3.2 Dealing with problems**

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- Seek immediate support from the school DHT and HT via the internal classroom phone/walkie talkie.

#### **4. Monitoring arrangements**

We will review this policy as guidance from the OMEGA MAT updated, and as a minimum weekly, we recommend by Mrs. Joanne Hewson (Head Teacher). At every review, it will be approved by the Chair of Governors until further notice.