



Behaviour Management Policy
St Luke and St Philip's Primary School
A Church of England Academy

MISSION STATEMENT

'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

ETHOS

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Our Christian values of trust, truth, love peace and thankfulness are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

DOCUMENT PURPOSE

This policy reflects the values, philosophy and Mission Statement of St. Luke and St Philip's Primary School in relation to Behaviour Management. It is consistent with the school's agreed aims and objectives and sets out a framework within which teaching and support staff can operate.

AUDIENCE

This document is intended to give a clear outline of the School's approach to Behaviour Management for all staff, governors, Cidari members and parents. It is also intended for the use of the School's Advisory Service when assisting the development of the School's curriculum and for any authorised inspector. Copies of this document are provided for all teaching staff and are available when necessary to support staff, members of the School's Governing Committee and Cidari Multi Academy Trust. A copy of this document is available for the use of parents.

The brief description of the behaviour management policy of the School contained in the current brochure is based on this document.

AIMS AND OBJECTIVES OF BEHAVIOUR MANAGEMENT

AIMS: The Aims of the Behaviour Management Policy are underpinned by the fundamental belief that within a Christian Community we accept each individual as a child of God. This entails that we accept that:-

- All individuals are unique and of equal value, whatever their abilities, background, physique, experiences.
- All reflect something of the "goodness" of Christ. There is the potential for good in everyone; no-one is beyond forgiveness and redemption.
- Development is to a maturity "measured by nothing less than the full stature of Christ" (Ephesians 4:13). This includes promoting self-discipline and opportunities for responsibility for one's actions, for others and the wider community.

- As well as conferring rights, God also requires rules for living, based on the two great commandments of love of God and love of neighbour following Christ's own example.

These will be the benchmarks against which all the school's interpersonal relationships will be measured.

The Objectives of the Behaviour Management Policy are

- To encourage all pupils to grow in Christian goodness.
- To encourage appropriate behaviour befitting the individual child's age and developing maturity.
- To engender feelings of Christian love, care and compassion towards others.
- To develop the concept of reconciliation and forgiveness.
- To foster a willingness to help others.
- To promote honesty.
- To develop respect for others, their beliefs and their property.
- To establish personal responsibility for actions and to promote self-respect, self esteem and self discipline.

THE ORGANISATION OF BEHAVIOUR AT ST. LUKE AND ST PHILIP'S PRIMARY SCHOOL

In order to achieve the above aims, all teaching staff and support staff follow a Positive Behaviour Policy. We believe it is necessary to teach the children how to behave. In order for the children to learn and grow academically, socially and emotionally they need a framework which clearly defines consistent, positive behavioural limits while providing warmth and support for their appropriate behaviour and empowering them with the skills to succeed.

All class teachers have established a classroom environment with rules and specific directions that clearly define the limits of acceptable and unacceptable behaviour. This follows the three key school rules and can also be in the form of a class contract that has been negotiated with all children through PSHE sessions at the beginning of the year. The children are consistently taught to follow these rules and directions – to choose to behave responsibly – throughout the school day and the school year.

Children are provided with consistent positive encouragement and recognition when they do behave. The children know that the teacher has set limits and that they will be consistently rewarded for appropriate behaviour or follow sanctions if they fail to do so.

Parents have an important part to play in supporting the school's behaviour policy. Education is a co-operative effort between school and parents.

POSITIVE DISCIPLINE FRAMEWORK

Every teacher in St. Luke and St. Philip's follows a classroom discipline plan. The plan provides a framework around which all classroom behaviour management efforts can be organised. The aim of the classroom discipline plan is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which the teacher can teach and the children can learn.

The classroom discipline plan consists of three parts:

- RULES that children must follow at all times.
- POSITIVE RECOGNITION that students will receive for following the rules.
- CONSEQUENCES that result when children choose not to follow the rules.

RULES

Every class in the school need to have displayed the same basic rules:

- Follow instructions first time
- Keep hands, feet and objects to yourself
- To be respectful at all times

These rules are in place all day long, throughout all activities in and out of school. They inform the children clearly what basic behavioural expectations the teacher has.

POSITIVE RECOGNITION

The second part of the discipline plan motivates the children to follow the rules. Positive recognition is the sincere and meaningful attention the teacher gives a child for behaving according to expectations. In St Luke and St. Philip's we provide positive recognition in five ways:

- Praise
- Behaviour awards
- Special privileges
- Positive notes home
- Phone calls home

In every classroom the teacher keeps a positive behaviour log using Class Dojo. The teacher consistently praises children specifically throughout the day and they are rewarded for good behaviour, working hard and being helpful and considerate.

Throughout the day children can gain five points:

- Point 1 - verbal praise
- Point 2 – Sticker
- Point 3 – Certificate to take home
- Point 4 – Sticker from the Headteacher and a prize
- Point 5 – Positive phone call to parents / carers

Children can earn stickers which are awarded when appropriate. These are awarded for good behaviour, working hard, being helpful and considerate and lead to a special certificate.

CONSEQUENCES

Consequences are the third part of the classroom discipline plan.

There are times in school when children choose not to follow the rules of the classroom.

Consequences are carefully planned in every classroom and teachers know in advance how to respond to children's misbehaviour. Consequences are always presented to the children

as a choice. In this way they learn that they are in control of what happens to them. In every classroom there is a Discipline Hierarchy which is progressive, starting with a warning. Every child follows a consequences element of Class Dojo.

Throughout the school there is a 5 point system:

- 1) *A verbal warning – this gives the child an opportunity to choose more appropriate behaviour.*
- 2) *Time out within the classroom*
- 3) *Time out in another classroom (about 10 mins – work to be taken with them) Y1 – Y2, Y2 – Y3, Y3 go to Y5 and vice versa. Y4 go to Y6 and vice versa. A child in year 1 onwards will miss a playtime/ lunchtime to complete a Behaviour Reflection form about why he/she chose to break a rule and the correct choice they should have made. The form links with our school's Christian values and once completed there is then an opportunity to discuss this with a teacher. The completed reflection form is to be given to the Behaviour Lead (Deputy Headteacher).*
- 4) *Sent to a member of SLT who will talk to the child, the child then works with the Headteacher/Deputy Head.*
- 5) *If deemed necessary/appropriate a child will phone their parent/carer and explain what they have done wrong. Sometimes a parent will be called into school to discuss their child's behaviour.*

Where a child's behaviour is thought to be of concern to members of staff, a STAR behaviour form is completed noting the Setting, Trigger, Action and Response to the incident.

If behaviour at Lunchtime is a particular concern, children may be given lunchtime detention, where they will have the opportunity to reflect on their behaviour.

In cases of severe misbehaviour such as fighting, vandalism or defying a teacher, the child loses the right to proceed through the hierarchy of consequences. Teachers will use the class phone to call the Headteacher or Deputy Head who will remove the child from the classroom. Walkie talkies are also used to request support for behaviour at lunchtime, playtime and during PE lessons outside.

HOUSE POINTS

Every child in school is in one of four House Teams: Earth, Fire, Water or Air. House points are awarded for good work in books and for children being good role models around school. House points are collected weekly by the Head Boy and Head Girl and the winning team is announced during Achievement Assembly. House teams compete against each other throughout the term and children in the winning house at the end of each term receive a prize.

LUNCHTIME

During lunchtimes a coloured card system is used to promote good behaviour.

In the Infants, one child a day will be awarded the Dazzling Diamond of the Day and given a certificate. The child will then sit on Special Table for lunch on Friday, along with a member of SLT, and will receive a special lunch and a prize from the prize box. The class which accumulates the most lining up points over the week will look after 'Thomas the Teddy'.

In the Juniors, positive behaviour is rewarded through the use of raffle tickets. Children can collect raffle tickets each day for following the school rules and displaying the school values. The child in each class with the most raffle tickets will sit on Special Table. The class with the best line each day will receive a Golden raffle ticket and the class with the most raffle tickets over a week will receive an additional playtime.

If needed, a child will be given some time to think about their behaviour and will be shown the following coloured cards -

- **Green card** – thinking time
- **Yellow card** – 5 minutes time out
- **Orange card** – 10 minutes time out, class teacher informed, may receive a warning, may be in dinnertime detention the following day
- **Red card** – Mrs Webster or Miss O’Connell called, will receive a warning, will be in dinnertime detention for the following day and maybe longer.

Any child who has to miss some or all of their lunchtime due to their behaviour, completes a lunchtime behaviour reflection form and their name is logged on the detention register, along with the reason for detention.

POSITIVE DISCIPLINE AND PARENTS

If parents are to become partners in their children’s education, they must be well informed about the discipline plan in their child’s classroom. Every year parents are given a copy of the behaviour expectations in the Home School Agreement, which informs them about the expectations and the rationale for rules, positive recognition and consequences. Parents are asked to go over the plan with their child, sign the slip at the bottom and return it back to school.

Where a child has to complete 3 behaviour reflection forms in one week, or 4 reflection forms over a 2-week period, parents will be invited into school for a meeting to discuss their child’s behaviour. If it is deemed necessary, a child may be placed on report for a day or a week, with specific behaviour targets to focus on. Parents will be informed of this and receive a copy of the completed report.

POSITIVE DISCIPLINE AND SUPPLY TEACHERS

To ensure consistent discipline in the classroom a discipline plan is made clearly available when the teacher is not present. Pen pictures are kept in class information files of children presenting particular behaviour problems.

POSITIVE DISCIPLINE and SUPPORT STAFF, WELFARE ASSISTANTS, VOLUNTEERS, STUDENTS

Time is given to explain the discipline plan to all support staff and to explain their role in its implementation. It is made very clear how to deal with both positive and negative behaviour. Members of staff who give good points or warnings to a child not in their class must inform the class teacher, so the points can be logged on Class Dojo.

ASSERTIVE MENTORING

Some children benefit from a more personalised programme of support with making the right choices. In KS2, specific children, as identified through discussion between the class teacher and members of SLT, may take part in the assertive mentoring programme. This involves more 1:1 time with the Behaviour Lead to discuss attitudes to learning and behaviour, setting personalised targets, tracking individual progress through Class Dojo data, RAG rating personal progress and keeping a Record of Achievement. The programme is discussed and agreed by parents/carers before starting. The programme of support continues for a full year.

CHILDREN WITH SPECIFIC BEHAVIOUR NEEDS

Most children respond well to the Positive Discipline Plan followed in St. Luke and St. Philip's. However, occasionally an individualised plan will be needed to meet the unique needs of a particular child.

The child will be given very specific individual targets e.g. settle to work after 2 minute warning period, leave classroom appropriately. The child will be given an individual behaviour chart and one to one mentor sessions. Parents will be involved and a contract may be signed by the child, parent and Headteacher. Careful monitoring of behaviour will take place, with regular meetings to discuss progress and plenty of opportunities for positive recognition.

A behaviour group will be convened if a child is struggling to follow their individual plan. Children are also able to access mentor sessions with individual members of staff, providing time to talk about their feelings and needs.

MATERIAL AND RESOURCES

Stickers, certificates, positive letters home, badges, good news postcards and tangible rewards are used to reinforce the policy. Every class from Year One onwards has a Behaviour Reflection file. Many resources from other subjects (e.g. Personal Social and Health Education, Religious Education, Assembly books, Circle Time resources) are useful in underpinning good behaviour.

EQUAL OPPORTUNITIES AND SPECIAL NEEDS

This behaviour management policy applies equally to boys and girls and no difference will be made between the two genders. Work connected with this policy will appeal equally to boys and girls and reflect the diverse cultural backgrounds experienced by our pupils. Children of all abilities will be expected to conform to behaviour patterns in keeping with their abilities and maturities.

FOUNDATION STAGE

Pre-national curriculum children in Reception are involved in the Positive Discipline Policy as outlined above at an appropriate level with appropriate interest. Work planned will take account of Foundation Stage Guidelines.

RECORD KEEPING, ASSESSMENT AND REPORTING

The Behaviour Lead keeps all completed behaviour forms in a file and completes a half-termly tracker to monitor the accumulation of such forms for classes and individuals. Class teachers also print out data for their class from Class Dojo and uses this to reward children who have achieved 100% good behaviour each month. The Behaviour Lead keeps copies of this data in the file and monitors across the school for patterns/concerns etc. Individual pupil's achievements will be recorded on short term plans and an annual end of year report will summarise each pupil's attainments in behaviour and conduct that year and suggest targets for future progress if necessary. Where staff are concerned that behaviour difficulties are impacting on, or as a result of, the welfare of the child, concerns will be logged on MyConcern in addition to the STAR behaviour log.

PRESENTATION / DISPLAY

All RULES, REWARDS and CONSEQUENCES are clearly displayed in each classroom. Children are encouraged to take pride in the standard, quality and presentation of their work and behaviour.

EXPECTATIONS

At all times staff will insist that pupils work and behave in a way which fully reflects their best abilities. Pupils will be taught to feel a sense of responsibility towards others, to take responsibility for their own actions and to develop a sense of their self worth.

SAFETY

At all times staff will consider the safety of pupils and this will be reflected in classroom organisation, and adherence to school procedures and practices.

SCREENING AND SEARCHING PUPILS

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

1. The **general power to discipline** enables a member of staff *to confiscate, retain or dispose of a pupil's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.* - School policy states that any items confiscated must be given to the Head teacher or Deputy Head teacher for safe-keeping and then given back to the child's parents/carers.
2. **Power to search without consent** for weapons, knives, alcohol, illegal drugs and stolen items. The legislation sets out what must be done with prohibited items found as a result of a search - *weapons and knives must always be handed over to the police otherwise it is for the teacher to decide when and if to return the confiscated item.* - School policy states that any items other than weapons and knives be given to the Head teacher or Deputy Head teacher who will then contact the parents/carers to discuss the issue. Dependent on circumstances, other agencies may also be informed (Police, MASH team, Social Worker, School Nurse etc.)

The following site gives more detailed information.

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

POSITIVE HANDLING

In rare cases, there may be a need for the use of physical intervention to ensure the safety of a child or children.

This may be

- to prevent a pupil from attacking another pupil or a member of staff, or to stop a fight,
- to prevent a pupil from harming themselves.

Only staff trained in Team Teach Positive Handling will use any physical intervention, and only as a last resort, following the safe techniques taught. Positive handling techniques are used for the shortest possible time; the child will be released from safe hold as soon as the situation is safe. Any incidents where positive handling techniques have been used will be recorded in detail in the Positive Handling log and parents informed by the Head teacher or Deputy Head teacher. (See appendix 1)

All staff are trained in de-escalating techniques to be initially used to try to calm a situation before the need for positive handling. This involves speaking calmly to the child to provide reassurance, removing any persons or objects that are a trigger to a build-up of anger and aggression, using 'Caring Hands' to guide a child away from a situation with either a gentle flat palm of the hand in the middle of the back, a 'caring C' on the elbow or by holding hands. Children are never pushed or pulled to be moved to a different location.

The following site gives more detailed information.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

EXCLUSION

The Head teacher has the duty to maintain discipline and good conduct to secure an orderly learning environment. We do not wish to exclude any child from school, but sometimes this may be necessary. Only the Head teacher can exclude a child from school. The Head teacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. A fixed period exclusion can also involve a part of the school day; for example, if a pupil's behaviour at lunchtime is disruptive, they may be excluded from the school premises for the duration of the lunchtime period.

In extreme and exceptional circumstances, the Head teacher may exclude a child permanently. It is also possible for the Head teacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this. Permanent exclusion would be used for the most serious of incidents or patterns of behaviour.

The DfE document, Exclusion from Maintained Schools – Guidance January 2015 states:

It is for the Head teacher to decide whether a child's behaviour warrants permanent exclusion, though this is a serious decision and should be reserved for:

- a serious breach, or persistent breaches, of the school's behaviour policy; or
- where a pupil's behaviour means allowing the pupil to remain in school would be detrimental to the education or welfare of the pupil or others in the school.

The Head teacher should be confident in using exclusion where it is deemed it to be a lawful, reasonable and fair sanction. The use of exclusion should reflect the importance of good behaviour for the education and welfare of all pupils. In considering whether to exclude a pupil, the Head teacher should weigh up the seriousness, or persistence, of the pupil's behaviour, together with the impact of not excluding the pupil on the school as a whole and the integrity of its behaviour policy.

Before the decision to exclude is made, the Head teacher will naturally consider all relevant facts and firm evidence and allow the child to give his or her account of any incidents.

Every effort will be made by staff to identify pupils at risk of exclusion, and to put in place strategies to address problematic behaviour. The Inclusion Manager will seek guidance from relevant external professionals prior to exclusion. When a child has displayed persistently poor behaviour prior to exclusion, parents will already be aware of their child's behaviour difficulties and will have been in contact with school on previous occasions.

If the Head teacher excludes a child, the parents are informed immediately, giving reasons for the exclusion. The Head teacher also informs the governing body, the CEO of Cidari Multi Academy trust and the Local Authority of all exclusions.

The Head teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal. When an appeals panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents and the LA, and consider whether the child should be reinstated.

If the governors' appeals panel decides that a child should be reinstated, the Head teacher must comply with this ruling.

The following site gives more detailed information

<https://www.gov.uk/government/publications/school-exclusion> (updated July 2017)

CONDUCT OUTSIDE SCHOOL

What the law allows:

Teachers have the power to discipline pupils for misbehaving outside of the school premises 'to such an extent as is reasonable'.

Maintained schools and Academies' behaviour policies should set out what the school will do in response to non-criminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a staff member or reported to the school, including the punishments that will be imposed on pupils.

School policy states that staff members may discipline pupils outside the school premises for misbehaviour in accordance with the behaviour policy guidelines when pupils are -

- taking part in any school-organised or school-related activity,
- travelling to or from school,
- wearing school uniform or are in some way identifiable as a pupil of the school,
- behaving in a manner that could have repercussions for the orderly running of the school,
- posing a threat to another pupil or a member of the public,
- behaving in a manner that could adversely affect the reputation of the school.

This policy complies with section 89 of the Education and Inspections Act (2006) and the statutory guidance Behaviour and Discipline in Schools (advice for Headteachers and school staff - 2016)

The following sites give more detailed information

<http://www.legislation.gov.uk/ukpga/2006/40/section/89>

[https://www.go.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour and Discipline in Schools - A guide for headteachers and School Staff.pdf](https://www.go.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)

Policy reviewed: September 2019

Agreed by governors: _____

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