



Be the Best You Can,  
Guided by God

# **Bolney CE Primary School** **Behaviour Policy**

***Our Behaviour Policy at Bolney is based around consistent practice, positive encouragement and polite, respectful and thoughtful behaviour. It is underpinned by both our vision and our key Christian values of Love, Respect, Honesty and Resilience. This policy supports the school's Anti-Bullying Policy.***

## What is Behaviour?

Behaviour is the way members of the school community interact with and respond to different people and situations.

## Principles

- Respect is shown to all members of the school community, to properties and to the environment
- Positive behaviour is recognised and encouraged
- Behaviour which affects the rights of others to learn and work together is not acceptable
- Bullying in any form is not tolerated

## Aims

To create an environment in which:

- children feel valued and safe
- children have a strong positive respect for themselves and others
- successful teaching and learning takes place
- appropriate behaviour contributes to the well being of the school community

## To fulfil these aims staff:

- are consistent in their management of behaviour
- use positive language
- emphasis politeness, kindness and mutual respect
- recognise and value individual achievements and contributions
- encourage children to be responsible for their own personal conduct
- liaise with parents regarding their child's behaviour

This policy outlines the strategies we use to ensure the aims are met.

## **What is unacceptable behaviour?**

This may occur in a variety of forms:

### **Not following rules set by the school**

**Emotional** – being deliberately unfriendly, excluding, tormenting, intimidation

**Physical** – pushing, kicking, hitting, punching or any use of violence

**Verbal** – name calling, malicious sarcasm, spreading rumours, malicious teasing. It may be directed towards gender, ethnic origin, physical / social disability, or personality, etc.

**Racist** – racial taunts, graffiti, gestures

**Sexual** – unwanted physical contact or sexually abusive comments

**Damage to property or theft** – taking personal property or coercing a pupil to hand over property to them

**Cyber** – email, social media or messaging misuse, telephone calls or misuse of associated technology such as camera or video facilities

### **Our School Rules**

The whole school was a part of creating and agreeing on these rules. They are based on our Christian values of love, respect, honesty and resilience and every child and adult is to commit to these rules. These rules guide all of us in our daily lives:

- We are quiet when someone is talking to us
- We follow instructions straight away
- We let others get on with their work
- We respect each other

Classes may choose to have additional class rules and they also each use a tiered board system where children's names are placed on a board and they can move between these boards during the day. They all start in the same place at the beginning of every day eg on the 'sun', 'fantastic' or 'green' board. They can all move 'up' from this starting point. It is made clear to children what they need to do to move 'up'. This can be for excellent behaviour, learning behaviours, demonstrating our Christian values or a 'WOW' moment.

### **Positive reinforcement strategies**

Pupils who follow the rules will be acknowledged wherever possible through immediate, verbal praise specific to the acknowledged behaviour ("Thank you for putting your chair under the desk, James, you have gone over and above"). **This style of over and above recognition is the keystone to our classroom and school behaviour policy.**

- In class, time is made for children to show particular achievements from a lesson or home learning and praise is given.
- Team points are awarded for acts that are over and above. These are given as tokens to add to a whole team jar and once the jar is full, the whole team have a treat. Each team has the opportunity to fill their jar and receive a treat.
- Oak leaves awarded in Celebration Assembly for effort and positive attitudes to learning, the children may show work they have been awarded an oak leaf for and talk about it to the rest of the class/school, showing the value placed on it.
- Christian values are awarded each week – 1 child across the school per value, nominated by the staff or children.
- Outside successes such as sporting achievements can be shared and celebrated in Friday assembly.
- Certificates for TTRS and weekly sports stars are awarded in Celebration Assembly.
- Other class rewards may also be used such as: Marble in the jar or Golden time at the end of the week.
- Positive contact to parents – messages sent home, speaking with parents and sharing work.

- Headteacher's Award stickers and sharing learning with the Headteacher.

Rewards are not to be taken away once awarded.

### **Minimising and responding to unacceptable behaviour**

Adults in the school seek to minimise the opportunity for pupils to misbehave through:

- Engagement through an exciting and challenging curriculum;
- Early establishment of their authority in a secure, confident but relaxed manner;
- Establishment and maintenance of shared expectations of behaviour, routines and structure;
- Considered, sensitive and skilled early intervention, this may include directed choice, e.g. you can stay in your seat and work quietly or move to the table over there and work on your own.

### **Sanctions**

Pupils who choose not to follow the rules are subject to the following set of sanctions. These sanctions are consistent in all classrooms and are in an order of hierarchy. However in extreme cases of inappropriate behaviour it may be necessary to go straight to a specific sanction, like losing time or class exclusion. When giving the sanction, after a polite reminder, the consequence of continuing the action should be made clear. The sanctions are:

- ***Polite Reminder***

Using a principal of least intrusive response, pupils are reminded that they are not adhering to a class rule. They are calmly told the rule they are infringing and asked to comply.

- ***Reflection Time***

A child failing to comply with a polite reminder will be asked to reflect on their behaviour. This is designed to highlight the fact that they are displaying undesired behaviour and that further sanctions will follow if the child continues to misbehave. This is shared verbally with the child and they may have time out or be asked to work on a table on their own within the classroom environment to restore good learning behaviour.

- ***Lose time***

Continued misbehaviour, or a concerning behaviour that does not follow our principles outlined at the start of this policy, will result in the child losing some time from their next play time. For Y2-Y6 a 'Think Sheet' is to be completed in consultation with a teacher, for younger children a discussion with a teacher is to take place using the Think Sheet as a guide.

Misbehaviour during playtime will result in the child standing next to a member of staff who is on duty to reflect on their behaviour and calm down before returning to play. The class teacher is to be informed of this at the end of play and a Think Sheet is to be completed by children as above during their next playtime or Golden Time at the discretion of the teacher.

- ***Headteacher involvement***

Continued misbehaviour or a serious, isolated incident can result in the Headteacher meeting with a child to discuss their behaviour. This is recorded on a 'Meeting with Pupil Record' sheet and kept in a file in the Headteacher's office for referral and monitoring purposes.

If three Think Sheets have been completed over two weeks or six over half a term the reflections are shared with the Headteacher who will then meet with the child to discuss the issues and the best restorative approach. At this point parents may be notified if they are not already aware.

- **Time out**

Continued misbehaviour or a serious, isolated incident will result in the child being removed from the classroom environment to work in one of the safe spaces. If the child is removed near the end of a session they will be expected to remain there for the next session for a reasonable length of time. The child's return to class will be decided based on their readiness to return to learning with their peers.

The child will be removed to an area as decided by the Headteacher or Senior Teacher in their absence. A member of staff can escort the child to the Headteacher, if there is not a member of staff available to do this a request can be made for assistance using the two-way radio or sending a red card to the office.

Once out of class the child will continue with their work and reflect by completing a Think Sheet when calm enough to do so. If the time out occurs over a break-time the child may have a supervised break at an alternative time to the other children.

- **Parental Involvement**

This is at the discretion of the class teacher for any of the sanctions given after the sanction of losing time.

Parents will be informed of a class exclusion on the day it has occurred wherever possible. The teacher / Head / Senior teacher (depending on the situation) should seek to meet with parents or make a phone call home to discuss the issues. It is important to keep parents informed of their child's behaviour and to foster as much support from home as possible.

A formal record of meetings with parents should be made using the meeting with parents/carers form and retained by the class teacher.

- **Fixed-term and permanent exclusions**

Only the Headteacher (or the Acting Headteacher) has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher 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.

The Headteacher informs the LA and the Governing Body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

If permanent exclusion is becoming a distinct possibility, then efforts will be made to organise a multi-agency meeting for the benefit of the child. Advice is sought by the West Sussex Fair Access Team. Attendees may include parents, teachers, teaching assistants, and other professionals. A pastoral support plan will be agreed which aims to reinstate positive behaviours.

The Governing Body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher. The Governing Body has a discipline committee, which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the Governors. When an appeals panel meets to consider exclusion, the panel consider the circumstances in which

the pupil was excluded, consider any representation by parents and the LEA, and consider whether the pupil should be reinstated.

If the Governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

### **Behaviour Support Plan**

For children who find following the school's rules and expectations a challenge a behaviour support plan is to be implemented. This will support a child with their behaviour and ensure there is a consistent approach when supporting a child.

A behaviour support plan will be agreed by the SENDCo with the child's class teacher, the child and the child's parent/s.

All staff and the parent/s will be aware of the plan and be consistent in its implementation.

A review of the plan is to take place as circumstances change.

The involvement of outside agencies is to be considered and staff are to engage with the agency involved.

### **Use of force**

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: The Use of Force to Control or Restrain Pupils. Staff only intervene physically to restrain children to prevent injury to a child. The actions that we take are in line with government guidelines on the restraint of children.

### **Bullying**

Any incidents of bullying will be dealt with firmly, fairly, promptly and confidentially. Please see the Anti-bullying Policy.

### **The role of the class teacher:**

It is the responsibility of the class teacher to engage the children in an exciting and challenging curriculum. They are to ensure that positive behaviour is promoted in their class, and that the class behaves in a responsible manner.

The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

The class teacher treats each child fairly and enforces the classroom code consistently. The teacher treats all children in their class with respect and understanding.

The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

If the class teacher needs support and guidance in managing a child's behaviour they will liaise with the school's SENDCo. This may lead to further guidance from outside agencies.

### **The role of the headteacher:**

It is the responsibility of the Head Teacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to Governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children in the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy. The Headteacher keeps records of all reported serious incidents of misbehaviour.

The Headteacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child. Both these actions are only taken after the school governors have been notified.

**The role of parents:**

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. Our expectations for good behaviour are outlined in the School Prospectus and on the school website. We expect parents to read these and support them.

We expect parents to support their child's learning, and to co-operate with the school, as set out in the home-school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to discipline a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Headteacher. If this discussion cannot resolve the problem the parents can follow the Complaints procedure. (See Complaints Policy on our website.)

**The role of governors:**

The Governing Body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Governors support the Headteacher in carrying out these guidelines.

The Headteacher has the day-to-day authority to implement the school behaviour policy, but Governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

**Monitoring**

The Headteacher monitors the effectiveness of this policy on a regular basis. S/he also reports to the Governing Body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The Headteacher keeps a record of any pupil who is suspended for a fixed term, or who is permanently excluded. The Headteacher completes the relevant documentation and shares it with the Local Authority. It is the responsibility of the governing body to monitor the rate of suspensions and exclusions and to ensure that the school policy is administered fairly and consistently.



This policy applies to all areas outlined in the DfE document 'Behaviour and discipline in schools' Advice for headteachers and school staff January 2016 which includes:

- Pupils' conduct outside the school gates – teachers' powers
- Detention
- Confiscation of inappropriate items
- Power to use reasonable force

## APPENDIX I

There are various safe spaces within classrooms and in the wider school:



The Head Teacher's Office



Outside the library



The SENCOs Office



A workspace within a classroom

## APPENDIX 2

### Warm Demanders

Becoming a warm demander begins with establishing a caring relationship that convinces pupils that you believe in them. The saying goes, "It's not what you say that matters; it's how you say it. In acting as a warm demander, **'how you say it'** matters, but who you are and what students believe about your intentions matter more. When students know that you believe in them, they will interpret even harsh-sounding comments as statements of care from someone with their best interests at heart.

Many teachers have high expectations. What makes warm demanders different is that they **insist** on students meeting those expectations. They **establish supports** to ensure that students will learn, and they **communicate clearly** to students that **showing respect to the teacher and to classmates is non-negotiable**. If children do not comply, teachers calmly delivered **consequences**.

### Catch them doing something good

#### **Be Specific**

It's easy to say something general to a child, like, "you have a great attitude" or "you're a good student." But when a compliment is too general, it doesn't mean as much. Children want to know you care enough about them to notice specific things they do. So take the time to point out something that is definitive, especially if you hope they will repeat it.

Look for ways to praise children for improving in an area or because they worked hard at something. When you encourage effort or determination, you are helping them build resilience. Don't just compliment for compliment sake. When you compliment your kids for just being "great" kids or for things they really didn't do, then you run the risk of creating an inflated ego like Gaston in *Beauty and the Beast*.

### Positive Phrases

You have really improved your...  
I like the way you . . .  
I noticed how you . . .

Thank you for.....  
I can tell how hard you worked...  
Well done for...