

# Warstones Primary School



## Behaviour Management Policy

Reviewed September 2018 (Updated March 2019)  
Next Review Sept 2020



# Warstones Primary School

## Policy on Behaviour Management

### Vision Statement

'To nurture a love of learning in a happy and caring environment.

To build a resilience for the future, a knowledge for life and enthusiasm for a positive future.

To live with respect and tolerance, to be able to contribute fully to their community.'

*Every Child Matters Every Day!*

### **1 Aims and objectives**

- 1.1 It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.
- 1.2 The school has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.
- 1.3 The school expects every member of the school community to behave in a considerate way towards others.
- 1.4 We treat all children fairly and apply this behaviour policy in a consistent way.
- 1.5 This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.
- 1.6 The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

### **2 Rewards and punishments**

- 2.1 We praise and reward children for good behaviour in a variety of ways:
  - Teachers congratulate children.
  - All staff can give house points.
  - Each week, we nominate a child from each class to receive a 'Well Done' Certificate.
  - Each 'Well Done' child receives a certificate in the Key Stage Well Done Assembly and parents are invited.
  - We give house points to children, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school.
  - Rewards are given at 20, 50, 100, 150, 200, 250, 300, 350 house points from the Headteacher and certificates are awarded in the Well Done assembly.
  - Pupils can nominate a 'Children's Choice' certificate to a deserving peer.
  - Certificates are awarded for progression through the multiplication and division clubs.
  - Golden Writing Certificates are awarded by staff for particular good pieces of writing which are read out in Well Done assembly to which parents are invited.
  - Boards in hall for work from each key stage are displayed.
- 2.2 The school acknowledges all the efforts and achievements of children, both in and out of school.
- 2.3 The school employs a number of sanctions using a 'Good to be Green' system, to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. Each class follows the '3 Bs' (see appendix 1 and 2).

If children make a poor choice, we use the 'Good to be Green' positive behaviour strategy which encourages them to turn things round.

All children will start every morning **and** afternoon session on green. If they break a rule in class, they will be reminded of the correct behaviour expected, if they break the rule again they are given an orange card. They can then earn themselves back to green if they follow the rules. If they don't, and break the rule again, they go on to red. This will mean children are not on orange for a misdemeanour at the start of the day and go to red for something completely different at the end of the day. Children can earn class rewards if all the class are on green at the end of the morning or at the end of the afternoon.

If a child is given a red card, parents will be informed by the teacher and they will be sent to reflection the next day – this involves missing playtime.

If a child receives five red cards in the three months leading up to a residential or school trip, they will not be allowed to go as their behaviours show a potential health and safety risk.

Fighting, stealing or disrespectful behaviour can result in a straight red card and being sent to the Assistant Head of Phase, or Headteacher.

If your child receives a straight red card during a lesson, they will be asked to leave the class for the rest of the session/morning or afternoon under supervision. If it happens again the following day, they will be kept out of class for the rest of the day. If this happens three times in five days, your child will be excluded from school for the following day. In line with the DfE Statutory Guidance (2017), this will be deemed a fixed term exclusion and recorded as such in their records. If this continues, HT and Governors will review the behaviour and consider a longer exclusion.

**Playtimes and lunchtime.** Children displaying unacceptable behaviours in the playground – fighting, disrespectfulness, bullying – will be sent to a Senior teacher and miss the rest of the play/lunchtime and the following play/lunchtime. If it happens again the next day, they will miss the next three play/lunchtimes. Should they behave in such a way again within the next two days at lunchtime they will be excluded from school at lunchtime for five days and parents will be asked to come and collect them. If this occurs at playtime they will be kept in for five days. If this is repeated, Governors and HT will review and consider longer exclusions.

If a child is persistently being put on 'red', then they may be placed on a report card that goes home at the end of the day for the parents to discuss with the child and sign. The report card breaks down the day into sections which the teacher and welfare staff fill in. It is hoped that this will also help to identify when the child has the most problems so we can support them to make good choices at those times.

For some children with particular needs, the 'Good to be Green', card system is not appropriate and can escalate a situation. School will develop individual risk assessment and behaviour management plans appropriate to their needs.

- 2.4 The class teacher discusses the school rules with each class. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class.
- 2.5 The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear (see Anti-bullying Policy).
- 2.6 All members of staff are aware of the regulations regarding the use of force by teachers. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

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

- 3.1 It is the responsibility of class teachers to ensure that the 3 Bs are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
- 3.2 The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.

- 3.3 The class teacher treats each child fairly, and enforces the 3 Bs and Good to be Green consistently. The teachers treat all children in their classes with respect and understanding.
- 3.4 If a child misbehaves repeatedly in class the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the phase leader, AHT, DHT or HT.
- 3.5 The class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the education social worker or the LA's behaviour support service.
- 3.6 The class teacher reports to parents and carers 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.

#### **4 The role of the headteacher**

- 4.1 It is the responsibility of the headteacher 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.
- 4.2 The headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.
- 4.3 The headteacher and SLT monitor 'red' behaviours and any reported serious incidents of misbehaviour.
- 4.4 The headteacher has the responsibility for giving fixed-term suspensions 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. These actions are taken only after the school governors have been notified.

#### **5 The role of parents and carers**

- 5.1 The school collaborates actively with parents and carers, so that children receive consistent messages about how to behave at home and at school.
- 5.2 We explain the school rules in the school prospectus, and we expect parents and carers to read them and support them (see Appendix 2).
- 5.3 We expect parents and carers to support their child's learning, and to cooperate 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 and carers immediately if we have concerns about their child's welfare or behaviour.
- 5.4 If the school has to use reasonable sanctions to punish a child, we expect parents and carers to support the actions of the school. If parents and carers have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

#### **6 The role of governors**

- 6.1 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 adhering to these guidelines.
- 6.2 The headteacher has the day-to-day authority to implement the school's policy on behaviour and discipline, 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.

#### **7 Fixed-term and permanent exclusions**

- 7.1 We do not wish to exclude any child from school, but sometimes this may be necessary. The school has therefore adopted the standard national list of reasons for exclusion, and the standard guidance, called Exclusion from Maintained Schools, academies and pupil referral units in England (Sept 2017). We recognise the legislative changes which took effect from 1 September 2007, namely the duty on schools and local authorities to make full-time educational provision for excluded pupils from day 6 of their exclusion, the duty on parents

and carers to ensure their child is not present in a public place during the first five days of an exclusion, and the duty on heads to offer the parent a reintegration interview in respect of certain fixed-period exclusions.

- 7.2 Only the headteacher (or the acting headteacher) has the power to exclude a child from school. The headteacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the headteacher may exclude a child permanently. It is also possible for the headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.
- 7.3 If the headteacher excludes a child, s/he informs the parents or carers immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents or carers that they can, if they wish, appeal against the decision to the governing body. The school informs the parents or carers how to make any such appeal.
- 7.4 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.
- 7.5 The governing body itself cannot either exclude a child or extend the exclusion period made by the headteacher.
- 7.6 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.
- 7.7 When an appeals panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents/carers and the LA, and consider whether the child should be reinstated.
- 7.8 If the governors' appeals panel decides that a child should be reinstated, the headteacher must comply with this ruling.

## **8 Drug- and alcohol-related incidents**

- 8.1 It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, the parent or guardian should notify the school and ask permission for the medication to be brought. This should be taken directly to the school office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker (see Medicines Protocol).
- 8.2 The school will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the child will be permanently excluded, and the police and social services will be informed.
- 8.3 If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.
- 8.4 It is forbidden for anyone, adult or child, to bring onto the school premises illegal drugs. Any child who is found to have brought to school any type of illegal substance will be punished by a temporary exclusion. The child will not be readmitted to the school until a parent or guardian of the child has visited the school and discussed the seriousness of the incident with the headteacher.
- 8.5 If the offence is repeated, the child will be permanently excluded.
- 8.6 If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child will be permanently excluded from the school. The police and social services will also be informed.

## **9 Monitoring and review**

- 9.1 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.
- 9.2 The school keeps a variety of records concerning incidents of misbehaviour. The headteacher records those incidents in which a child is sent to him/her on account of bad behaviour. We also keep a record of any incidents

that occur at break or lunchtimes: lunchtime supervisors give written details of any incident in the incidents book.

- 9.3 The headteacher keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.
- 9.4 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. The governing body will pay particular attention to matters of racial equality; it will seek to ensure that the school abides by the non-statutory guidance *The Duty to Promote Race Equality: A Guide For Schools*, and that no child is treated unfairly because of race or ethnic background.
- 9.5 The governing body reviews this policy every two years. 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.

## The 3 Bs!

### Be Safe:

- Make good choices
- Keep your hands and feet to yourself
- Walk in the building
- Use equipment appropriately

### Be Responsible:

- Take care of yourself
- Allow others to resolve their problems
- Do what you have been asked to do
- Accept the consequences of your behaviour
- Be honest

### Be Respectful:

- Be a good listener
- Treat others the way you want to be treated
- Allow others to be different

## School Rules at Warstones Primary

We have three simple rules to remember in school:

### **Be Safe, Be Responsible and Be Respectful.**

All behaviours in school can relate to these rules.

The majority of our children follow these rules wonderfully and make good choices. We have the following system of rewards in place to celebrate this.

*Housepoints (with prizes and certificates for reaching certain milestones through the year).*

*Special events at the end of terms for highest housepoint earners.*

*Certificates for academic excellence, good behaviour, 'Children's Choice', lunchtime certificates.*

*Celebrity certificates at the end of term*

*Golden time for all children on green all week (or under 3 oranges)*

*Extra playtimes*

*In class rewards for good behaviours, attainment, pastoral care.*

Likewise, if children make a poor choice, we use the 'Good to be Green' positive behaviour strategy which encourages them to consider what they have done and turn things round.

*All children will start every morning **and** afternoon session on green. If they break a rule in class, they will be reminded of the correct behaviour expected, if they break the rule again they are given an orange card. They can then earn themselves back to green if they follow the rules. If they don't, and break the rule again, they go on to red. This will mean children are not on orange for a misdemeanour at the start of the day and go to red for something completely different at the end of the day. Children can earn class rewards if all the class are on green at the end of the morning or at the end of the afternoon.*

*If your child is given a red card, you will be informed by the teacher and they will be sent to reflection the next day – this involves missing playtime.*

*If your child receives five red cards in the three months leading up to a residential or school trip, they will not be allowed to go.*

*Fighting, stealing or disrespectful behaviour can result in a straight red card and being sent to the Assistant Head or Headteacher.*

*If your child receives a straight red card during a lesson, they will be asked to leave the class for the rest of the session/morning or afternoon under supervision. If it happens again the following day, they will be kept out of class for the rest of the day. If this happens three times in five days, your child will be excluded from school for on the following day. If this continues, HT and Governors will review the behaviour and consider a longer exclusion. Five red cards in the run up to a school trip or residential will mean the child can not take part.*

**Playtimes and lunchtime.** Children displaying unacceptable behaviours in the playground – fighting, disrespectfulness, bullying – will be sent to a Senior teacher and miss the rest of the play/lunchtime and the following play/lunchtime. If it happens again the next day, they will miss the next three play/lunchtimes. Should they behave in such a way again within the next two days at lunchtime they will be excluded from school at lunchtime for five days and

parents will be asked to come and collect them. If this occurs at playtime they will be kept in for five days. If this is repeated, Governors and HT will review and consider longer exclusions.

*In the event that **any person** posts libellous or defamatory comments on social media, they will be reported to the appropriate 'report abuse' section of the network, required to remove the comment immediately. Cyber bullying will be dealt with severely and any safeguarding concerns reported to the police.*