



# **Behaviour Policy**

**Courtney Primary School**

**Date Reviewed: September 2017 by Theresa Gee**

**Date Ratified: September 2017**

**Review Date: September 2018**

**Signed by:**

**Position:**

## **Courtney Primary School**

### **Behaviour Policy September 2017**

#### **General principles**

- All children, staff and visitors have the right to feel safe at all times at school.
- Courtney Primary is an inclusive school. All members of the school community will be free from discrimination of any sort.
- Staff, children and parents will work together to maintain a suitable climate for learning.
- Consistency is key in the behaviour policy being effective. All staff members will follow the agreed protocols for administering the policy.
- Our behaviour policy is based on a positive approach where children are expected to behave well both outside and inside of school. Such behaviour will be rewarded.
- The agreed range of rewards and sanctions will be applied fairly in such a way as to encourage positive behaviour, including outside in the playground and at dinnertimes.
- Internal and fixed term exclusions will be used to address both repeated and more serious poor behaviour choices.
- Permanent exclusions will only be used as the very last resort.
- Reception Class need an age-appropriate approach so will implement the sanctions e.g. loss of 'choosing time' on the same day any poor choice occurs. Adults will be informed at pick up. There will be a transitional time between EYFS and Y1 to adjust to the whole school reward and sanction system.
- When a child has specific SEN needs for social, emotional and mental health (e.g. attachment, Autistic Spectrum Condition) which results in them being unable to access whole school systems, personalised approaches will be agreed. These will be shared with staff members, parents and children where relevant.
- All kinds of behaviour, either inside or outside the classroom, will be recorded in the class Behaviour Book. This means that we operate an incremental reward system based on cumulative 'rewards' over time but also so that repeated poor behaviours and whole school patterns can be easily identified and addressed.
- Copies of the behaviour policy will be in the front of the behaviour books.
- All teachers will monitor patterns in behaviour of their own classes and be the first port of call for administering rewards and sanctions.
- All behaviour books will be handed to the Deputy Headteacher before assembly on Fridays for monitoring purposes.
- The Senior Leadership Team will monitor overall trends within school and ask 'critical friend' questions if there are ongoing issues. This may result in comments being made in the behaviour books for teachers to react to.

The Governors expect the Headteacher to include guidance on the use of reasonable force, within the Behaviour Policy.

## Courtney Crown Values

Our Crown Values set out the positive behaviours we want to see demonstrated throughout school.

<b>Courtney Crown Values</b>
We set ourselves ambitious targets and dare to have big dreams.
We are resilient and celebrate our efforts.
We are kind to each other and do the right thing even when it's difficult.
We are proud of our similarities and differences.
We work well together and on our own.
We think creatively and are brave enough to take risks.

As well as these, at the start of each academic year, each class will create their own set of positively-worded class charter, following the guidance in the Jigsaw scheme of work, which will be displayed on their classroom wall.

## Behaviour Tree

Great Achiever (Gold)	<p>You have followed the Crown Values and you have achieved great things with your behaviour. Your parents will be informed by the teacher, by text in person.</p> <p>You will receive a gold sticker.</p> <p>You will receive 5 house points.</p> <p>Your name will be entered into an end of term raffle to win a prize.</p>
Great Mover (Silver)	<p>You are showing that you understand the Crown Values and that you are capable of achieving great things.</p> <p>You will receive a silver sticker.</p> <p>You will receive 3 House points.</p>
Starter (Green)	Ready to learn
Warning Area	
Blocker (Yellow)	<p>You have shown blocker behaviour and have not stopped, even after a warning.</p> <p>Miss 5 minutes of Golden Time.</p>
Blocker (Amber)	<p>You will be sent to one of our senior teachers, Mrs Westcott or Mr Thomas. Go to another classroom for 5 minutes (KS1) or 10 minutes (KS2) with a reflection sheet, which will be collected by your teacher and saved. This period will be timed with a sand timer which the child will bring from their classroom.</p> <p>You will finish any missed work at playtime or at home and miss 10 minutes of your Golden Time.</p>
Blocker (Red)	<p>You will be sent to Mrs Gee. Your teacher will inform your parents.</p> <p>You will miss 15 minutes of your Golden Time.</p> <p>2<sup>nd</sup> time on Red in a week, sent to Mrs Wood. She will contact your parents and agree an action plan with a review date.</p>

## Protocol for using the Behaviour Tree

- The Behaviour Tree will be displayed in each class in a common format.
- Descriptions of the kinds of behaviours will be displayed at the side of the Behaviour Tree.
- Names will be placed in each area so that they can moved accordingly during the day.
- All children will start the day on green.
- Children making the right choices will ascend the Behaviour Tree.
- If a child makes the wrong choices and has reached warning or below a second chance will not be given.
- All staff will carry white slips at break-times and lunchtimes. The white slips will be a means of informing the classteacher about positive behaviour.

- Each child can move their own name on the Behaviour Tree.
- Each child's position on the Behaviour Tree, other than Green, at the end of each day will be recorded in the behaviour book. This includes any warnings given.
- If a child is on silver or gold and then makes a poor choice then they will be moved to green.
- If a child receives a raffle ticket for positive behaviour then this will be placed in a box outside the school office. This will be drawn once a term.

## Rewards

If a child is making the right choice, they will be moved up the Behaviour Tree and awarded 3 House points.

At playtimes and dinnertimes, an adult can award a white slip for making the right choices. This should be recorded on the Behaviour Tree and the slip sent home for parents to see.

These lists of positive behaviour contain suggestions of what positive behaviour may look like but, by no means, exhaustive. Children should be demonstrating the Courtney Crown Values.

	In Class	Playtimes and Dinnertimes (Via White Slips)
Positive Behaviour	<ul style="list-style-type: none"> <li>• Contributing well to lessons</li> <li>• Resilience in tasks</li> <li>• Making mistakes and learning from them</li> <li>• Not giving up</li> <li>• Good teamwork</li> <li>• Showing kindness</li> <li>• Positive attitude</li> <li>• Willingness to get involved</li> <li>• Showing 'can do' attitude</li> <li>• Encouraging others</li> <li>• Helpfulness</li> <li>• Being pleased for peers' success</li> </ul>	<ul style="list-style-type: none"> <li>• Tidying Up</li> <li>• Showing politeness</li> <li>• Good teamwork</li> <li>• Showing kindness</li> <li>• Positive attitude</li> <li>• Willingness to get involved</li> <li>• Encouraging others</li> <li>• Helpfulness</li> </ul>

Additionally, there will be a special reward playtime at the end of each term for any child who has been placed on silver or gold in the term AND not been placed on yellow or below.

## House Points

House points can still be awarded for one off positive behaviours but in small increments or 1 or 2 house points. This is to allow the children who are exhibiting very positive behaviour consistently to be recognised.

Examples of why house points might be awarded for one off positive behaviours include:

- Sitting nicely
- Giving great answers to questions
- Holding the door open
- Tidying up, especially when not reminded
- Good manners e.g saying please and thank-you, addressing adults by their name

## What are low level 'blocker' behaviours?

These are examples of the kind of behaviours which will result in moving one step down the Behaviour Tree at a time. A warning will always precede the first movement down the Behaviour Tree.

In Class	Playtimes and Dinnertimes
<ul style="list-style-type: none"><li>• Persistent calling out</li><li>• Chatting when directed otherwise</li><li>• Intentionally moving equipment so that it stops learning</li><li>• Swinging on chairs</li><li>• Interrupting others</li><li>• Using rude words</li><li>• Provoking others deliberately</li><li>• Refusal to share</li><li>• Throwing objects (not aimed)</li><li>• Spitting (not aimed)</li><li>• Disregard for school equipment e.g. not looking after stationery</li><li>• Not doing work</li><li>• Being unkind</li><li>• Delay in doing what has been asked</li><li>• Laughing at someone</li><li>• Looking at someone to cause upset</li><li>• Excluding someone on purpose</li></ul>	<ul style="list-style-type: none"><li>• Playing in areas that are not permitted</li><li>• Chasing others around playground (that's not part of a game)</li><li>• 'Spying' on other children's games</li><li>• Refusal to share</li><li>• Using rude words</li><li>• Being unkind</li><li>• Not wearing a coat when asked to</li><li>• Going back into school when told to be outside</li><li>• Rough play including fighting games</li><li>• Hurting with words (first time)</li><li>• Dangerous behaviour- e.g. playing tag on the slide</li><li>• Aggressive sports play e.g. tackling in football when someone might get hurt</li><li>• Damaging property where it was avoidable</li><li>• Throwing objects (not aimed)</li><li>• Spitting (not aimed)</li></ul>

- If a child is placed on Yellow or below on the Behaviour Tree, this will result in the accumulative loss of Golden Time, as stipulated according to colour.
- At playtimes and lunchtimes, all staff will carry pink slips. These will be a means of informing the classteacher about wrong choices. The classteacher should react accordingly by altering the child's position on the Behaviour Tree and, if appropriate, administering the sanction.
- If a child has been placed on Amber for three times in a week or Red twice in a week then parents will be informed by their classteacher and actions agreed to improve their behaviour. Likewise, any child who misses part or all of their Golden Time for 3 consecutive weeks will also have their parents informed by the classteacher.
- If there is a repeat of the above for a further week then SLT will be informed and will arrange to meet with parents to discuss the repeated behaviour.
- All outcomes of meetings and/or conversations with parents will be recorded in the Behaviour Book.
- During the monitoring process on Friday, the Headteacher or Deputy Headteacher will write an action for the classteacher to carry out if there are repeat offenders or will contact parents themselves.

For serious behaviour please see section below.

## Playground Duty

Staff will wear lanyards when outside with the list of 'blocker' behaviour sanctions, alongside behaviour that will attract internal or external exclusion.

At playtime, a pink slip will be filled in to inform the classteacher to adjust placement on the Behaviour Tree and the reasons why.

## Lunchtimes

At lunchtime, a pink slip will be filled in by the LBS team. These should **not** be sent home. If a child receives a pink slip then these will be collected by Mrs Radford, who will monitor how many pink slips each child has for each lunchbreak. The LBS team should send the child, alongside a good role model, to Mrs Radford when a pink slip is given.

**Blocker behaviour (1<sup>st</sup> offence)** will result in a pink slip and staying with Mrs Radford for 10 minutes of cooling down time. The pink slip will be handed to the teacher at the end of lunchtime and the classteacher will adjust placement of the Behaviour Tree and staple the slip into the Behaviour Book.

**Blocker behaviour (2<sup>nd</sup> offence)** will result in another pink slip, and the pink slip which will be handed to the teacher at the end of lunchtime. The child will be sent to either Mrs Wood or Mrs Gee. Again, the classteacher will adjust placement of the Behaviour Tree and staple the slip into the Behaviour Book.

Any child who receives more than one pink slip in a week will be seen by Mrs Gee initially. For more serious offences or for a pattern of poor behaviour choices then will be seen by Mrs Wood.

## What is severe behaviour?

This is behaviour which will not be tolerated and will operate separately from the Behaviour Tree. In these incidents, the child will be sent to the Headteacher or the Deputy Headteacher and who will deal with it in the ways listed.

An attempt has been made to list typical behaviour that our school will not tolerate but some incidents will have to be considered as situations arise and in response to contextual information.

<b>Internal Exclusion</b> Sent to another class for the rest of the day. Parents informed Incident recorded on internal exclusion form for monitoring purposes Three internal exclusions in a term will result in a formal meeting with SLT, parents and the child	<b>External Exclusion</b> Sent home for a set period of time- proportional to wrong doing Parents called in Meeting with parents on return to school to agree actions so that repeated behaviour doesn't happen Three external exclusions will result in a formal meeting with SLT and pastoral support plan set up
<ul style="list-style-type: none"><li>• Leaving class without permission</li><li>• Rudeness to an adult- rolling eyes, huffing, extremely personal remarks</li><li>• Intentional spitting at someone</li><li>• Strong swearing to any member of the school community</li><li>• Comments that are racism, homophobic or relate to physical disabilities or gender, both in person or on social media</li><li>• Hurting anyone physically on purpose for any reason</li><li>• Hurting with words (repeat offence)</li><li>• Continued bullying (physical, verbal or on social media) after a warning from Headteacher/Deputy Headteacher</li><li>• Intentional damage to property</li><li>• Stealing (maturity, item and intent taken into account)</li><li>• Throwing dangerous objects-throwing in anger or violence</li><li>• Hurtful comments on social media which cause upset inside school (first offence)</li><li>• Crude or sexualised remarks or gestures to another person</li></ul>	<ul style="list-style-type: none"><li>• Serious challenge to authority (this includes not responding to a repeated request by SLT or HT)</li><li>• Extreme physical aggression to other pupils or self</li><li>• Continued bullying- physical, verbal or on social media (after an internal exclusion)</li><li>• Extremely dangerous behaviour</li><li>• Throwing things intentionally at a member of staff</li><li>• Physical abuse</li><li>• Slandorous comments about a member of staff, either verbally or online</li><li>• Hurtful comments on social media which cause upset inside school (repeat offence after an internal exclusion)</li></ul>



## Communication

- Staff will be made aware from the SENco those children who have different behaviour strategies, as recommended by outside agencies, via the school bulletin. These children will be on the SEN register.
- Supply teachers will have a simplified copy of the behaviour policy in the supply packs in class.
- SMSAs have a board inside the chair store in the hall for communication. It would very useful if teachers could use this to inform of issues e.g. children that shouldn't play together, children who are having a tough time and be affected at dinnertimes, children who have eating issues.
- Likewise, SMSAs need to inform teachers if there's been issues at breaktimes with friendships, eating etc which might not be flagged up via a pink slip.

## Use of Reasonable Force

All school staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom (Section 93, Education and Inspections Act 2006). This will cover the Out of School Club. Force will only be used as a last result.

Only staff that are appropriately trained in the use of force, such as 'team teach' will use reasonable force.

School can use reasonable force to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- Restrain a pupil at risk of harming themselves through physical outbursts.

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