

# Westlea Primary School

## Behaviour Policy



*Our whole school aim:*

*“At Westlea Primary School we learn together to achieve success for all, based on high expectations and equality of access for all. We nurture the growth of the whole child – academically, artistically, socially, emotionally, morally and physically – celebrating all achievements in a safe, caring, inclusive and creative environment. The whole team works together to bring learning ‘alive’ and extend pupil experiences so that they are well prepared for the next steps in their education.”*

**840/2043**  
**Westlea Primary School**

**Document History Log:**

|                               |                |                                    |                         |
|-------------------------------|----------------|------------------------------------|-------------------------|
| <b>Author of document:</b>    | Angela Simmons | <b>Job role:</b>                   | School Business Manager |
| <b>Date document created:</b> | September 2024 | <b>Approval by Governing Body:</b> | September 2024          |

**Annual Review History:**

| <b>Task</b>            | <b>Date Reviewed</b> | <b>Reviewed by</b> | <b>Signatories</b> |
|------------------------|----------------------|--------------------|--------------------|
| First document review  | September 2025       | Angela Simmons     | A Simmons          |
| 2 <sup>nd</sup> Review | September 2026       | A Simmons          | A Simmons          |
| 3 <sup>rd</sup> Review |                      |                    |                    |
| 4 <sup>th</sup> Review |                      |                    |                    |

**Revisions Log:**

| <b>Revision</b> | <b>Date of revision</b> | <b>Reason for revision</b> | <b>Resulting version number</b> | <b>Signatories</b> |
|-----------------|-------------------------|----------------------------|---------------------------------|--------------------|
| change of chair | 29/11/24                | Election                   | 1.1                             | A Simmons          |
|                 |                         |                            |                                 |                    |
|                 |                         |                            |                                 |                    |
|                 |                         |                            |                                 |                    |

**Key Contacts**

**Please find the details of those with overall responsibility for behaviour in school**

| <b>Name</b>      | <b>Role</b>        | <b>Contact details</b>                    |
|------------------|--------------------|-------------------------------------------|
| Deborah Scothern | Head Teacher       | 01915813658<br>westlea@durhamlearning.net |
| Susan Morrison   | Chair of Governors |                                           |
| Emma Davey       | Deputy Head        |                                           |

## Introduction

### **Our policy is based on the belief that:**

- Good behaviour is not automatically learned but needs to be taught and supported by parents.
- Classroom behaviour can change and that we as teachers can assist children to manage their behaviour more effectively.
- A child with additional behavior needs is the school's concern not an individual teacher's concern.

### **Aims**

- For staff to project themselves as good role models, co-operating and supporting one another, and treating colleagues and pupils with courtesy, consideration and respect.
- For staff to have a high standard of pupil expectation in all aspects of work.
- For staff to try to raise the levels of pupils' self-esteem.
- To provide a broad, balanced and differentiated curriculum which is both interesting and relevant.
- To provide a varied range of teaching and learning styles to suit the needs of pupils.
- To provide an attractive learning environment and quality resources.
- To track pupil progress, set challenging though achievable targets and support children in achieving them, so that children know their efforts are valued and that progress matters.
- To encourage children to accept varying degrees of responsibility, both in and out of the classroom with the purpose of promoting independence, self-reliance and trustworthiness.
- To make provision for a happy working atmosphere in school by promoting the pastoral care of children, with staff giving support and guidance to each individual child.
- To consistently and fairly implement reward and sanctions systems.
- To encourage school/parental partnership, to promote children's education and maintain standards of behaviour.

We consider that the best way to encourage good standards of behaviour in a school is a clear code of conduct backed by a balanced combination of rewards and consequences within a positive community atmosphere.

Other relevant documentation :Anti Bullying Policy, Equality Policy, Special Needs Policy, Attendance Policy, Marking Policy, TT and Restrictive Physical Intervention Policy, Home School Agreement, School Code of Conduct.

### **Our purpose is:-**

- to maintain levels of good behaviour
- to provide a consistent approach in rewarding good behaviour
- to provide a consistent approach in responding to unacceptable behaviour
- to ensure that behaviour does not inhibit learning or impede potential.

## **The Teacher's Role**

Teachers need to establish consistent levels of acceptable behaviour with the support of parents, governors and management. Positive expectations, praise and reward are the key to successful classroom management. Pupils need to know how to make good choices. They need to receive consistent positive encouragement as means of motivation. They need to be taught to manage their own behaviour.

Teacher's need to recognize that effective conditions for learning: (planning, pitch, pace, participation etc.) will impact positively on general classroom behaviour.

## **Assertive Mentoring**

'Attitude' is carefully tracked at least termly. This includes attendance, punctuality, behaviour, effort, homework and uniform. Each area is colour coded: Green-excellent/very good, Amber-acceptable/borderline, Red-unacceptable/impaired. Targets and support are agreed where necessary. A similar 'traffic light' system is used in each class, with children being placed in the Red, Amber and Green according to ongoing behavior/attitude- with more colours being used as needed to acknowledge continued excellent behaviour.

## **Rules**

School rules are kept to an essential minimum and are included in our home/school agreement. They have been developed to be meaningful to children. None are too difficult. They are all designed to develop courtesy, good manners and mutual respect. They are to protect children from injury, to care for equipment and to maintain a hygienic, healthy environment.

Anti-social behaviour is not condoned. It is essential that parents and teachers work together through discussion and action on any problems which develop.

### **Our School Code of Conduct**

#### **Take Care of Yourself**

- Keep yourself safe in school by following school rules at all times.
- Remain in school unless you have permission to leave.
- Only talk to adults who are wearing a school pass or visitor badge.
- Tell someone if you are feeling sad or someone is not being kind to you.

#### **Take Care of Others**

- Be kind, thoughtful and caring.
- Be sensible in lessons to allow yourself and others to learn.
- Be respectful to all children and all staff.
- Be friendly to visitors and any children who are new to your school.

#### **Take Care of your School**

- Look after all school equipment and report any damage as soon as possible.
- Do not drop litter, use the bins and recycle materials when you can.

**Be proud of yourself and your school.**

These basic rules are simplified and displayed in all classrooms and corridors and regularly verbalized at FS and KS1 to match the needs of each cohort.

2. **Our Listening Code**

*When I am asked for my attention I:*

Stop what I am doing

Empty hands/show me five

Look at the teacher

Keep quiet and still

Listen to instructions

3. **Our Line up Code**

*When I am asked to line up I:*

Walk to the end of the line

Leave a person space

Keep my hands and my feet to myself

Keep quiet and still

Listen to instructions

4. **We have specific rules being enforced on the grounds of health, welfare and safety**

a. **Food and drink**

Children may bring fruit from home to eat at morning play. They may also obtain fruit at breakfast club and through the National Fruit Scheme. Other than fruit and packed lunches, no food of any kind should be brought into school (unless on medical grounds).

Reasons: Sweets, etc. present obvious choking hazards. Food and crumbs left around school would soon create a hazardous and unhygienic environment.

Children have regular access to water and bring water bottles to school.

b. **Jewellery**

Watches may be worn at school but these must be removed during P.E. and swimming lessons. Any articles removed should be locked in the teacher's cupboard for the duration of the lesson. Ear rings must either be removed or covered on PE days, small studs are permitted on non PE days.

Reasons: Rings, necklaces, bracelets etc can turn a minor incident into a major accident if caught on apparatus or entangled in another child's clothing or hair.

c. **PE Kit**

Appropriate clothing must be worn for all PE activity-School PE kit.

Indoors:-No jewellery, bare feet, shorts,jogging bottoms and T shirt

Reasons: It is dangerous to go on the apparatus wearing trainers or similar footwear because it is more difficult to feel. A combination of bare feet and trainers, etc. can result in trampled toes and damaged nails. Children should exert themselves during PE and therefore should have extra clothing to compensate for heat loss.

Outdoors:- No jewellery, plimsoles or trainers, jogging bottoms, shorts and t shirt.

Reasons: Slip on shoes or laced shoes even with small heels are not suitable for games lessons. They provide insufficient grip, may cause injury to others if kicked off and often lead to twisted ankles (see PE Policy).

d. **School Clothing**

The school has a separate school uniform policy. Uniform may be purchased from local shops or on line. Parents are asked to send their children to school tidy and appropriately dressed for the weather of the day. Only flat-heeled shoes should be worn. Items do not require the school logo.

Reasons: School uniform reinforces school identity and eliminates 'brand' fashion and stigma. High heel shoes and boots are unsafe for the school environment.

e. **Personal property**

The school cannot accept responsibility for the loss or damage to clothing or personal property.

Toys, games and sports equipment must not be brought to school (except on special occasions)

when the teacher gives permission). Any money brought into school should be handed in as soon as possible and never left in trays, bags or coats.

Reasons: Suitable toys, games and sports equipment are provided for the playground and indoor play. Unsuitable equipment may present a risk to children and present the potential for theft.

**f. Mobile Phones**

Mobile phones can only be brought to school in exceptional circumstances.

If parents feel that their child requires a mobile phone during school hours i.e. for the journey to and from school this should be handed in to a member of staff upon arrival and collected at the end of the school day. They should never be left in trays or coats or used during school hours. There is a mobile phone Home/School contract in place for children in Year 5 and Year 6. If the children have a Smart Watch, these must be disconnected when they are on the school site, in or outdoors.

Reasons: During school hours contact is possible through the school's land lines. They present an unacceptable disturbance to lessons, potential for theft and cyber bullying.

| Behaviour Guidelines | Procedures |
|----------------------|------------|
|----------------------|------------|

A 'no shouting' policy is in operation and shouting must not be used as a classroom management technique. However there may be occasions when it is necessary to use a raised voice i.e. in order to re-establish control, be heard on the playground etc.

No child should ever be 'sent to the head' as a sanction, as there is no guarantee that the child will arrive or that the head will be available.

Our 'RPI Policy' clearly defines what is and is not acceptable practice should physical intervention be required. It is vital that any such intervention be reported and recorded. Staff are trained in 'Team Teach' for safe handling and de-escalation techniques.

If a child should run out of school for whatever reason, staff should not overreact and must never run after them. They may be placing a child in greater danger by doing so. The headteacher should be informed immediately and lessons returned to normal as quickly as possible.

In most cases the child will remain on site, stay within visual contact or quickly return. Once the child has calmed down, the head or appropriate staff member, will attempt to approach the child and calmly persuade him/her to return to school and discuss the situation.

If the child refuses or leaves the site, parents should be informed immediately and asked if they would like the police to be informed. If parents and emergency contacts are unavailable the police should be informed directly.

Upon returning to school it must be made clear to the child that there is no justification for leaving the premises and alternative strategies explained i.e. voluntary 'Time Out'. As well as trying to solve the cause of the problem, the child must be left in no doubt as to the dangers they are exposing themselves to and how seriously the school views this behaviour.

**Movement in and around School**

All movement in and around school should be purposeful. Staff should see that all children are suitably supervised when moving around the school. Expectations of behaviour of children sent around the school with messages or to show good work should be clearly stated and frequently reinforced by appropriate rewards when followed (refer to Rewards).

Children not behaving appropriately should be encouraged to do so; reminded of what is expected or face sanctions for repeated lapses (see Sanctions).

Example: If observed running, a child should be sent back to a stated point and be observed to walk

correctly, accompanied by positive verbal feedback by the teacher or other adult such as 'There you are, you can walk sensibly. Well done!' and so on.

If observed running with a total disregard for other people or displayed work then sanctions should be brought to play (see Sanctions).

Children observed behaving appropriately, politely and considerately, i.e. holding doors, lining up quietly etc., should be thanked, praised or rewarded with a 'Smiley'.

### **Movement Around School - Suggested Procedures for Large Groups**

- Call the group together using the familiar phrase: 'Can I have your attention please?'
- Give out any instructions and set expectations.
- Use and enforce 'Our Line Up Code'.
- Make sure all children are settled before setting off.
- Use set points to walk to and wait i.e. foot of stairs, corners, doors etc.
- Encourage a child to hold the door for others to pass through (thank them for this).
- Try to have no more than one class meeting at any one point at any one time.
- Walk to the left hand side of the corridor/stairs.
- Encourage children to pick up fallen articles of clothing as they pass rather than walk over them (thank /reward them for doing this).
- Think about your own position to allow maximum supervision of your group as they move around i.e. stand at corners, foot of stairs etc.
- Encourage the concept of person space. In due course this should lead to sensible self-disciplined movement around school as the children mature.

### **Movement Around School - Suggested Procedures for Individual Children**

- Choose appropriate individuals for messages – one (KS2) or two (FS, KS1).
- Make sure messengers know that they can enter any classroom.
- Encourage the use of good manners, e.g. wait until a teacher is ready to respond, use of please and thank-you.
- Remind the messengers or those showing work of what is expected of them as they move around the school, (ensure that they do know where they are going).
- Ensure a fair system for choosing messengers and monitors.

### **Playtime Supervision**

Teachers and teaching assistants are required to perform supervisory duties including playtime supervision.

A minimum of two staff members are required to supervise playtimes for each department. Supply teachers should cover the duty of absent teachers but should never be without support.

Staff on duty should be present on the playground/at the entrance doors by 8:30am, when children are asked to arrive, (flexible start from 8:30) and again after school to see them safely off the premises.

All staff should be fully aware of playtime procedures, rules, sanctions and rewards and apply them consistently.

When on duty, staff should circulate and take the opportunity to socialize with children from other classes, whilst maintaining an overview of the play area and spotting potential problems before they escalate.

**We acknowledge that children should not be harmed and should be looked after and kept safe- Article 19.**

As a Rights Respecting school when dealing with issues between the children we believe that children have the right to say what they think should happen and should be listened to-Article 12.

At playtimes the staff on duty will blow the whistle once the other teachers are outside.

Upon hearing the whistle the children walk inside to their class, using their designated entrance. Good behaviour whilst entering school should be reinforced with praise and/or the awarding of 'class points' (see Class of the Week).

In suitable weather conditions the field may be used at playtimes. This is the decision of staff on duty. In poor weather, duty staff may decide that children should not go outside at break time and allow an indoor playtime with suitable, quiet activities provided for children.

### **Playground procedures** (see Lunchtime Procedures)

In order to influence behaviour when dismissing children at playtime, lunchtime and home time teachers should supervise their own children in the corridor, putting on coats etc. Children can come back into school during playtimes to go to the toilet.

Children may not bring balls or equipment from home for use at playtimes but may use those supplied by the school.

Any child needing medical attention at playtime will be dealt with by a member of the support staff with first aid training.

After playtime all children can be reminded that playtime is over and that a change in behaviour is expected in and around school (i.e. indoor voices).

| Behaviour Guidelines | Rewards |
|----------------------|---------|
|----------------------|---------|

It is very important that praise and reward should have great emphasis. Children will achieve more, be better motivated and behave better, when staff commend and reward their successes rather than focus on their failure.

**Praise** has a reinforcing and motivational role. It helps a child believe he/she is valued. Praise can be delivered in formal and informal ways, in public or in private; it can be awarded to individuals or to groups; it can be earned for the steady maintenance of good standards as well as for particular achievements.

### **Rewards**

#### **1) General**

- Favourable comments can and should be entered on pieces of work, (see Marking Policy).
- Written School Reports should comment favourably on good work, behaviour, involvement in and general attitude to school life, (see Assessment Policy).
- Recognition can be given to success of differing kinds in assemblies, e.g. presentation of certificates and awards etc.
- Children's work can/should be displayed as much as possible both in the classroom and corridors of the school (see Display Policy).
- A visit to the Headteacher for commendations.
- Specific privileges can be awarded to individuals/groups of children, e.g. in the use of school facilities, (computers, library, games equipment, etc.)

- Opportunities for giving children greater responsibility in school should be fostered e.g. Buddies, Monitors, School Council etc.
- Above all, praise and encouragement in and out of lessons should be used as much as possible.

## 2) **Whole School Reward System: 'Smilies'**

As well as the rewards listed above the school has designed and adopted a consistent approach for rewarding and encouraging good behaviour, effort and manners based on the collection of 'smiley face' stamps. Smiley faces may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include :-

Particularly good work/effort.

Displaying good manners.

Displaying a caring attitude towards others.

Staying on task etc.

When awarding the Smiley the member of staff should reinforce the good behaviour e.g. 'You can have a Smiley for waiting so patiently'.

**Once awarded a Smiley can never be deducted** (see Sanctions).

They are intended to help staff focus on positive rather than negative behaviour. E.g. if a child is continuing to stay on task when a partner is trying to distract him, staff may choose to reward the child on task rather than apply a sanction to the child who is not.

The reward system is graded as follows:-

|                          |                                                                   |
|--------------------------|-------------------------------------------------------------------|
| Any noteworthy behaviour | 1 Smiley (recorded on class chart)                                |
| 10 Smilies               | Teacher commendation: (recorded on individual achievement card)   |
| 100 Smilies              | Headteacher commendation: Bronze Award (presented by Headteacher) |
| 200 Smilies              | Headteacher commendation: Silver award (presented by Headteacher) |
| 300 Smilies              | School commendation: Gold award (in front of whole school)        |

- Awards will be presented in whole school assemblies.

A 'smiley' can be awarded by any staff member to any child at any time. All staff should carry 'Smilies' at all times to reward and reinforce positive behaviour as it occurs. This reinforces our philosophy that **the care of all our children is the responsibility of all adults in school.**

If all children in a class achieve Bronze, Silver or Gold Awards they may have an appropriate class treat of their choice including:

- Class party
- Class disco
- DVD etc.

## 3) **Certificates**

A weekly assembly is dedicated for the praise and recognition of children who have made particularly noteworthy progress for Attainment, Achievement or Attitude. These are our Students/Stars of the Week.

## 4) **Class of the Week**

Each class starts the week with 20 'class points'. Rewards for good behaviour at playtimes and lunchtimes include the awarding of additional class points. Equally sanctions can result in the loss of points (see Playground Procedures).

Results are announced in Celebration assembly and the class with the highest score at KS1 and KS2 receive the 'Class of the Week' teddy and an appropriate class treat of their choice i.e. additional playtime, choosing time etc.

## Sanctions

In the use of sanctions, pupils learn from experience to expect fair and consistently applied punishments which differentiate between serious and minor offences. Sanctions are applied consistently by all staff, but with the provision for flexibility to take account of individual circumstances.

Note See also our policy on the 'TT and RPI'.

- If behaviour results in physical or verbal abuse towards a teacher/adult an 'Assault' form should be completed and a copy forwarded to the LA.
- If physical intervention of any kind is required then a 'Major Incident' record should be completed as soon as possible.
- Any other incident deemed 'serious' or resulting in injury should be recorded on a Serious Incident form or the teacher's class diary.

We have an agreed system of sanctions to register disapproval of unacceptable behaviour. Responses range from polite reminders to permanent exclusion, and are intended to:

- Provide clarity and consistency of suitable responses.
- Minimise disruption to others especially teaching and learning time.
- Provide every opportunity for children to correct their own behaviour, make sensible choices and prevent further sanctions being applied.
- Allow early involvement of parents, SENCO and support agencies.
- Do everything reasonably possible to avoid exclusion from school.

When sanctions are applied, children should be helped to understand why what they have done is not acceptable. Express your displeasure with the **action** and never the **child- the behaviour choice wasn't appropriate**.

## SANCTIONS PROCEDURE

Children should be familiar with our procedures and know what will happen next if they refuse the sanction or continue with the behaviour.

Professional judgement is required regarding which step best reflects the most suitable sanction given the behaviour displayed. **Depending on the nature of the incident this may include immediate, permanent exclusion.** However, as a general rule for minor misdemeanours, the following sequence should be adhered to.

*If unacceptable behaviour occurs:*

**(Classroom teacher)**

**Use normal strategies:**

e.g. Polite requests, warnings (no more than three), repositioning, separating etc.

**Step 1 (Classroom teacher)**

**Give a final warning:**

Use the agreed phrase, 'This is your final warning. Do you understand?'

Children should be fully aware of what this means and the possible consequences of continuing with the behaviour.

**FROM NOW ON NO MORE WARNINGS. TAKE ACTION**

**(Classroom teacher)**

**Time Out (A)**

- \* Child sent to designated chair/area of classroom.
- \* 5-10 minutes sitting alone in order to reflect, calm down etc without causing disturbance.

*If behaviour improves return to lesson.*

*If not or if child refuses, move to **Step 2***

**For a regular offender:**

- \* Record who, when, why in class diary.
- \* Possible removal of treats / playtime etc.
- \* Discussion with Key Stage Leader and/or SENCO

**Step 2 (Teacher colleague) Time Out (B)**

- \* Child escorted to designated colleague.
- \* Up to 1 hour working alone without causing disturbance.
- \* Possible removal of a treats / playtime.
- \* Child records when and why behaved in this way, what different choices they could make.

*If behaviour improves return to class.*

*If not or if child refuses, move to **Step 3***

**For a regular offender:**

- Discussion with Key Stage Leader and/or SENCO.
- Begin monitoring to identify areas of concern / possible causes/ appropriate targets.
- Consider alternative strategies, inform other agencies.
- Access to extra-curricular/enrichment activity linked to improvement.

**\*If 3x Red in a half term then parents informed.**

**Step 3 (Key Stage Leader) Time Out (C)**

- \* Child escorted to Key Stage Leader/Head.
- \* 1 session to half a day working alone without causing disturbance.
- \* Record who, when and why.
- \* Parents informed.

*If behaviour improves return to class.*

*If not or if child refuses, move to **Step 4***

**For a regular offender:**

- Discussion with Key Stage Leader / Head/ SENCO
- Initiate closer monitoring i.e. frequency monitoring, time sampling etc.
- Parents informed that child's behaviour is causing serious concern.
- Meeting with parents to investigate possible causes/alternative strategies i.e. reduced school day etc.
- Access to extra-curricular / enrichment activities dependant on progress.
- Referral to multi agencies i.e. Behaviour Support/Ed Psych etc.

**\*If 3x Time Out B then a Behaviour Contract is introduced with Key Stage Leader.**

#### **Step 4 (Headteacher)**

#### **Behaviour Contract**

A last step before exclusion

- Clear specific rules which the child **must** uphold in order to remain in school.
- Further sanctions an immediate consequence of breaking the contract.
- Reviewed weekly.
- Parents, Chair of Pupil Discipline Committee, Behaviour Support informed.
- Complete a TAF.

*If behaviour improves return to 3*

*If not move to **Step 5.***

#### **Step 5 (Headteacher)**

#### **Internal Exclusion GLC** (5-15 days)

- \* Parents consent is agreed.
- \* Child has no contact with own class or classmates.
- \* No access to playground, extra-curricular or enrichment activity.

*If behaviour improves return to class on a Behaviour Contract.*

*If not move to **Exclusions.***

Following latest government guidance

#### **(Headteacher)**

#### **Fixed Short Term Exclusion** (up to 5 days per term)

- \* Parents, LA Officer informed by letter.
- \* Parents may make representations to Pupil Discipline Committee.
- \* Pupil Discipline Committee may meet but cannot reinstate.
- \* Upon return to school, child stays on Contract for a minimum of four weeks.

*If behaviour improves remove from Contract.*

#### **(Headteacher)**

#### **Fixed Long Term Exclusion** (up to 45 days per year).

- \* Parents, LA Officer informed.
- \* Discipline Committee meet (parents/child or representative may attend/make representations).
- \* LA Officer must be invited to attend but may not reinstate.
- \* Discipline Committee either reinstate or uphold the exclusion.
- \* Upon return to school or if reinstated child stays on Contract for a minimum of eight weeks.

*If behaviour improves remove from Contract.*

#### **Step 6 (Pupil Discipline Committee)**

#### **Permanent Exclusion**

- \* Parents, Discipline Committee, LA Officer informed.
- \* Discipline Committee meet and consider all representations and reports (parents/child may attend).
- \* Discipline Committee either reinstate or uphold exclusion.
- \* Parents notified of right to appeal.
- \* If appeal successful, or reinstated child stays on Contract for the maximum 16 weeks.
- \* If appeal unsuccessful, remove child from school roll.

Serious incidents need to be treated on an individual basis and the circumstances investigated.

In exceptional circumstances permanent exclusion may be considered for a first or 'one off' offence. These may include:

- Serious actual or threatened violence against another pupil or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon;
- Serious deliberate damage to school property.

## Sanctions Procedure: Playground

*If unacceptable behaviour occurs:*

### **Step 1 (Dinner Supervisor/Duty Staff) Use normal strategies:**

- \* Polite but firm request, discussion, separation etc. **NO MORE THAN 3 WARNINGS**

### **(Dinner Supervisor/Duty Staff) Give a final warning**

- \* Use agreed phrase, 'This is your final warning. Do you understand?'

**FROM NOW ON NO MORE WARNINGS: TAKE ACTION.**

### **(Dinner Supervisor/Duty Teacher) Time Out A**

- \* Stand for no longer than 5 minutes in a designated area, to reflect and calm down.

*If behaviour improves return to playground.*

*If not, if child refuses or if behaviour is more serious move to **Step 4**.*

### **Step 2 (Support Staff) (Time Out B)**

- \* Member of internal Support staff sent for and takes over responsibility.
- \* Child removed from playground.
- \* Child stays in for remainder of playtime/lunchtime.
- \* Name /reason recorded in incident file.
- \* Class teacher informed.
- \* Possible loss of next playtime.

For a regular offender: (*i.e. 4 or more times a week*)

- Discussion with Key Stage Leader and/or SENCO
- Begin monitoring to identify areas of concern / possible causes/ appropriate targets.
- Inform parents of concerns / targets (IEP).
  - \* Consider alternative strategies.
  - \* Possible removal of extra curricular/ curriculum enrichment activity.
  - \* Removal from yard

### **Step 3 (Management Team) (Time Out C)**

For more serious incidents including violent behaviour:

- \* Isolation for up to five consecutive days.
- \* Record who, when, why in serious incident file.
- \* Parents informed.
- \* Further discussion with SENCO, consider outside agencies.

For a regular offender:

- Discussion with Key Stage Leader / Head/ SENCO : Consider the need for formal assessment.
  - \* Initiate closer monitoring i.e. frequency monitoring, time sampling etc.
  - \* Parents informed that behaviour is a major cause for concern.
  - \* Meeting with parents to investigate possible causes/alternative strategies.

### **Step 4 (Head teacher) Behavior Contract**

A last step before exclusion.

- \* Clear specific rules which the child **must** uphold in order to remain in school.
- \* Exclusion an immediate consequence of breaking the contract.

- \* Reviewed fortnightly.
- \* Parents, Discipline Committee informed.

*If behaviour improves return 3                      If not move to **Step 5**.*

Following guidance under Section 6 of DfE Circular

### **Step 5 (Headteacher) Internal Exclusion- GLC (5-15 days)**

#### **Fixed Short Term Exclusion (5 days or less per term)**

- \* Parents, Discipline Committee, LA Officer informed by letter.
- \* Parents may make representations to Pupil Discipline Committee.
- \* Pupil Discipline Committee may meet but cannot reinstate.
- \* Upon return to school, child stays on Contract for a minimum of four weeks.

*If behaviour improves remove from Contract.                      If not-*

#### **(Pupil Discipline Committee) Fixed Long Term Exclusion (up to 45 days per year).**

- \* Parents, Discipline Committee, LA Officer informed.
- \* Discipline Committee meet (parents/child or representative may attend/make representations).
- \* LA Officer must be invited to attend but may not reinstate or uphold exclusion.
- \* Discipline Committee either reinstate or uphold the exclusion.
- \* Upon return to school or if reinstated child stays on Contract for a minimum of eight weeks.

*If behaviour improves remove from Contract..                      If not-*

### **Step 6 (Pupil Discipline Committee) Permanent Exclusion**

- \* Parents, Discipline Committee, LA Officer informed.
- \* Discipline Committee meet and consider all representations and reports (parents/child may attend).
- \* Discipline Committee either reinstate or uphold exclusion.
- \* Parents notified of right to appeal.
- \* If appeal successful, or reinstated child stays on Contract for the maximum 16 weeks.
- \* If appeal unsuccessful, remove child from school roll.

## Children with Additional Behaviour Needs

The school acknowledges that a small minority of children may for whatever reason lack the maturity or self discipline to make the correct choices available to them in order to control their own behaviour. This may be especially true of children with or being assessed for statements of SEN and those in public care. For these children neither the normal rewards or sanctions procedures may be sufficient to support them or protect other children from their actions.

In these exceptional circumstances the school will make every effort to avoid exclusion. It is vitally important that parents are informed and involved when behaviour targets are agreed in order to establish possible causes and form a partnership of support.

Regular communication between home and school as well as daily feedback to the child regarding progress is essential. This can be achieved through the use of:

- Behaviour books (for KS1 and less mature KS2 children).
- Behaviour Reports (for KS2).

Both use the school 'smiley' system for showing when targets are achieved over short periods (individual sessions/playtimes etc.) and any reason why they were not achieved.

### Behaviour Targets

- Should provide limited (maximum of three) unambiguous and, above all, **achievable** targets for the child's behaviour e.g.  
"To stay on task at all times" is not a realistic target for the best behaved child let alone a troubled child.
- If clear targets cannot be identified - monitor (see appendix)
- Should provide clear consequences for breaking the agreement e.g. exclusion.

If in doubt, consult a senior teacher.

Daily feedback on progress should be given and targets reviewed fortnightly either :

- to make targets more difficult as behaviour improves,
- to set new areas to tackle or
- to remove completely from report.

## Appendix A

### GOOD PRACTICE

The quality of teaching and the organisation of the physical environment have a considerable effect on children's behaviour.

#### Always:

1. Create an interesting, stimulating and attractive classroom environment.
2. Provide an ordered environment in which everything has a place. Children should know where materials/equipment are and how to treat them with respect.
3. Make sure the children know what they are doing and that their work is matched to their ability.
4. Be aware of what is going on around you.
5. Do not be static.
6. Do not let children queue.

**Remember** that problems are normal when children are learning and testing the boundaries of acceptable behaviour.

#### Remember to:

- Set high standards
- Apply rules firmly and fairly
- Smile and relate
- Avoid confrontation
- Listen
- Stay calm
- Use humour
- Know the children as individuals
- Look out for good behaviour
- Praise quickly and consistently
- Praise the behaviour rather than the child

We do have a choice in how we behave, we can either give pupils a negative experience by using sarcasm, ridicule and humiliation which tends to destroy their self esteem. Or, we can give them a positive experience which will build their self-esteem.

#### Never:-

- |                          |   |                                    |
|--------------------------|---|------------------------------------|
| • Humiliate              | - | it breeds resentment               |
| • Shout                  | - | it diminishes you                  |
| • Over react             | - | the problem will grow              |
| • Use blanket punishment | - | the innocent will resent you       |
| • Over punish            | - | never punish what you cannot prove |

### CHILDREN'S RIGHTS

- To be looked after by caring adults
- To be taught well
- To be able to rely on an atmosphere conducive to learning
- To be made to feel welcome
- Not to be talked down to
- To feel as important as anyone else
- Not to be smacked or shaken
- Not to be bullied
- Not to hear swear words

|                   |
|-------------------|
| <b>Appendix B</b> |
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**RECORDING ISOLATION: Notes**

**Time Out A : record in class diary**

**Time Out B: record in class diary- child records what other choices they could have made.**

**Time Out C+: record in incident files**