

Chapmanslade CE VA Primary School
Behaviour Policy

Rationale

As a School, we recognise that children sometimes test the boundaries of what will and will not be accepted by the adults around them. We believe that this is healthy, normal developmental behaviour in curious, independent-minded children. However, all members of the Chapmanslade School community have the right to work, learn and play in a calm, safe and respectful environment. As a Christian School, we believe that every day is a fresh start, and that we can all change for the better as we learn. This policy is designed to support all staff in promoting the welfare of pupils through the consistent management of behaviour using agreed procedures, rewards and sanctions.

Our School behaviour policy recognises attitudes to learning as a distinct area of behaviour. We are proud that children who join our school aged four, grow and develop into self-disciplined young people, ready for the next stage of their education.

Aims

This policy (alongside our home-school agreement) aims to ensure that governors, staff, parents and pupils are provided with a clear understanding of our high expectations for good behaviour, self-discipline and respect for all within our school community, and of the steps that will be taken when an individual's behaviour falls below our high expectations. This policy also outlines the rewards that can be expected when behaviour meets or exceeds our high expectations, so that each pupil feels that his or her efforts are recognised and valued, thereby helping to promote positive, responsible and independent choices by each individual child.

Expected Standard of Behaviour

All members of our community are valued as individuals but no one's individuality gives him/her the right to disrupt the work, learning, comfort or safety of others. All members of our community have collective responsibility to ensure that effective teaching and learning take place every day, in every lesson, and that other times of the day are orderly and pleasant.

All staff and pupils are expected to live out Christian Values (generosity, respect, wisdom, perseverance, service, responsibility, creativity, courage, peace, trust, forgiveness, justice, thankfulness, compassion, friendship, hope, truthfulness and humility) in their own behaviour and in the way they treat others. All staff and pupils are also expected to adhere to our Golden Rules: Do be kind (do not be unkind). Do be gentle (do not hurt anyone). Do be honest (do not cover up the truth). Do work hard (do not waste time). Do listen (do not interrupt). Together, Christian Values and Golden Rules promote good relationships. Good relationships promote cooperation, and cooperation leads to improved outcomes for all in a safe, caring, nurturing academic environment where individuals are trusted, respected and treated fairly. Good manners are the expected norm in our school.

In addition, we have some practical rules to ensure safety and comfort for all: always follow a reasonable instruction from an adult; walk, don't run, on paths or inside the building; walk on the left around the entire school site; hold doors open for the person behind you; wipe your

feet when entering the building; always be in the part of the school that you should be in; and never leave the school site unaccompanied during the school day.

We apply the same standards of behaviour to all School-organised activities such as sporting fixtures or class trips.

There is never any justification for a physical attack (kicking, pinching, biting, scratching, slapping etc) on another person. Any such incidents will be investigated thoroughly and, where found to be deliberate and malicious in intent, will be treated as a serious breach of our school rules, as will offensive language and bullying of any kind.

Chapmanslade School acknowledges its legal duties under the Equality Act 2010 in respect of safeguarding and in respect of pupils with special educational needs or disabilities.

Rewards

When behaviour meets or exceeds our high expectations **in or outside of class**, praise and rewards can be expected. These may include, at the discretion of the adult and appropriate to the age of the child:

- A smile, Green Card or thumbs-up given
- Moving the child's name to the Rainbow
- Being asked to do an important class job
- Written or verbal praise given
- House points given out. These are added to the House collection tubes and the winning team each half term earns a "house colours day" as a reward.
- Stickers to go on sweat shirts or in books
- Head Teacher's Award in the form of a note home, a sticker or praise in child's book
- Becoming a Learner of the Week in Celebration Assembly. Class teachers especially look for evidence of pupils living out the term's focus Christian Value, or of displaying excellent learning powers.
- Being nominated as a Learner of the Week in Celebration Assembly by child's peers.
- Celebrating an individual's success and achievement outside of school in Celebration Assembly and in the Newsletter
- Individual classroom rewards, chosen by the class teacher and/or teaching assistant such as extra play time, Golden Time or watching a film at the end of term.
- Lunchtime behaviour stickers given out by our MDSAs for polite and helpful attitudes in the dining room or on the playground. These can be collected onto a special chart.
- Election to high office such as Head Boy/Girl, House Captain, School Councillor or Young Sports Ambassador.
- Being trusted to take on responsibilities in the school, for example as Assembly Technician or Librarian.

Discipline Procedure in Class

Our guiding principle is that every lesson counts, all children have the right to learn and that every pupil should complete the work. It is also a principle of our school that no child be humiliated or belittled, and that the best place for him/her is in the classroom. However, when

an individual's behaviour falls below our high expectations **in class**, application of the agreed discipline procedure can be expected as follows –

- **First Warning** (non-verbal). A frown or Yellow Card given, with minimal disruption to the rest of the class.
- **Second Warning** (verbal) if the behaviour continues. The Yellow Card is clearly shown to the child and a reminder that this is the second warning will be given; the adult may also verbalise exactly what must change but will not “reward” the pupil by entering into dialogue.
- **Final Warning**. The Red Card is clearly shown to the child; the adult will offer the opportunity to move seats to reflect on behaviour but will not “reward” the pupil by entering into dialogue. There should be minimal disruption to the rest of the class. The class teacher will (later) record that a Final Warning had to be given.
- **Sanction. Where an individual's behaviour is disrupting learning for others**, he/she will be sent to work in another classroom or area of the school for the remainder of the morning or afternoon and the teacher may issue a break time or lunch time detention as punishment. Work will be sent with the child as soon as practically possible, without disrupting the teaching and learning of other pupils. The class work missed by the pupil sent out will have to be completed in the pupil's own time (lunchtime, at the discretion of the teacher, or more likely, at home that evening). A letter will be sent home which will require parental acknowledgement. Parents will be expected to ensure all work is completed that evening and to a high standard.
- **Sanction. Where an individual's behaviour is disrupting his/her own learning** but not that of others, the teacher may decide to keep the child in class in isolated seating, and to issue a break time or lunch time detention as punishment. Any class work missed by the pupil due to poor behaviour will have to be completed in the pupil's own time (lunchtime, at the discretion of the teacher, or more likely, or at home that evening). A letter will be sent home which will require parental acknowledgement. Parents will be expected to ensure all work is completed that evening and to a high standard.
- If the pupil continues to be disruptive even when sent out of his/her own class, or isolated within the classroom, he/she will be sent to the Head Teacher who will determine a proportionate punishment (see below), and will contact the parents.
- Where an individual pupil continuously displays disruptive behaviour (is repeatedly receiving Final Warnings) the class teacher will initiate a meeting with parents. If the problem continues, outside agencies may be used to assess the pupil to rule out unmet emotional or other needs. The School's Safeguarding policy will always be followed.
- The Head Teacher will be kept informed of any pupil receiving more than one Final Warning in any week, or more than five in any half term. The Class Teacher and/or Head Teacher may apply a proportionate punishment to a pupil who receives more than one Final Warning in any week, or more than five in a half term, even where the behaviour improved after the Final Warning.
- If it is impossible to identify an individual when classrooms are noisy and over-exuberant, the class teacher and/or teaching assistant may apply a whole class or group punishment for immediate impact (for example, five minutes off break)
- Every day is a fresh start at Chapmanslade. Making the wrong choices one day will not count against a pupil making the right choices the next day.

Discipline Procedure Outside of Class

Our guiding principle beyond the classroom is that corridors, cloakrooms and toilets should be safe, tidy and hygienic places; Collective Worship and assembly should be a respectful, reflective time for all; the dining room should be a pleasant place to enjoy lunch; and the playground should be a safe and friendly environment where all pupils can let off steam and mix with friends. Adults on duty should model these principles through pro-active, friendly engagement with all pupils. However, when an individual's behaviour falls below our high expectations despite friendly interaction from staff **outside of lessons, during Collective Worship, in the dining hall or on the playground**, or on School-organised activities such as sporting fixtures or class trips, application of the agreed discipline procedure can be expected as follows –

- **First Warning.** A frown, head shake, verbal warning or Yellow Card given.
- **Second Warning** if the behaviour continues. The Yellow Card is clearly shown to the child and a reminder that this is the second warning will be given; the adult will also verbalise exactly what must change. The child may be asked to move seat / place.
- **Final Warning.** The Red Card is clearly shown to the child. The adult will move the child (eg in dining hall) or impose a short time out (eg on playground) to reflect on behaviour. At the end of break/lunch, the class teacher must be informed that a Final Warning had to be given. The class teacher will record that a Final Warning had to be given.
- **Sanction.** If, despite ample opportunity to reflect upon and change behaviour, the behaviour persists, a punishment (see below) will be given, proportionate to the situation and the age of the pupil.
- Any behaviour which is perceived to be a physical attack or an act of bullying will be escalated to the Final Warning stage immediately, the Class Teacher informed and a thorough investigation carried out. The Head Teacher should be notified of such incidents as soon as possible.
- Any behaviour which is perceived to be a malicious accusation against or extreme rudeness towards any member of staff will be escalated to the Final Warning stage immediately, the Class Teacher informed and a thorough investigation carried out. The Head Teacher should be notified of such incidents as soon as possible.
- Any behaviour which is perceived to involve racist or homophobic name-calling, or which involves the deliberate use of offensive language directed towards another person will be escalated to the Final Warning stage immediately, the Class Teacher informed and a thorough investigation carried out. The Head Teacher should be notified of such incidents as soon as possible.
- Accidental swearing (for example if a child dropped something heavy on his/her own foot or where a child does not understand the meaning of a word) will be addressed through the use of the agreed discipline procedure ie First Warning. An apology would be expected, and the adult dealing with the situation should explain that we have a zero tolerance policy towards swearing and offensive language in our school.
- Class teachers will always support the authority of support staff and other colleagues. However, the class teacher will make the decision to start the next classroom session with a "clean slate" where he/she feels that is most likely to achieve good learning attitudes and outcomes, even where Second or Final Warnings may have been given for behaviour during lunch time.

- Every day is a fresh start at Chapmanslade. Making the wrong choices one day will not count against a pupil making the right choices the next day. However, the outside of lessons discipline procedure can be carried over from day to day when a member of staff witnesses a child breaking school rules repeatedly over subsequent days. For example, if a child was caught running from the dining room to the playground on Monday and was shown a Yellow Card, and runs again on Tuesday, the adult can give a Second Warning on Tuesday. Should the behaviour be repeated on Wednesday, a Final Warning would be given and the class teacher notified. The class teacher would record that a Final Warning had to be given to that child.
- No child will be set up to fail. Where a pupil is clearly having difficulty managing the more unstructured parts of the day, a support plan will be put in place.

Punishments

When behaviour falls below our high expectations **in or outside of class**, a proportionate and related punishment can be expected. These may include (appropriate to the age of the child):

- A verbal reprimand
- Working outside of the classroom in isolation in a safe place eg the library or small teaching room, particularly when the pupil agrees that this will help him/her to focus, under supervision of , but not always in sight of, the class teacher
- Missing part of a break or lunch time to rehearse the expected behaviour eg how to line up properly or how to sit still, or to finish work
- Break time or lunch time detention with any missed work sent home to be completed that evening
- Isolation on the playground at play time under supervision of staff on duty
- Isolation in the dining room, or eating in the kitchen under supervision of staff on duty (eg for repeated poor table manners or messy eating)
- Losing privileges (eg not being allowed to play football at lunch time)
- Community service such as helping to clear up the dining room or cloakrooms, or any mess specifically made by the pupil
- Being required to complete a Lunchtime MDSA Sticker Chart within a set time limit to modify behaviour
- Repeating unsatisfactory work until it meets the expected standard
- Writing a letter of apology
- Losing a given role of responsibility such as music technician or librarian
- Handing back a badge (House Captain, School Council) for a fixed period
- Forfeiting Golden Time
- Being put on a positive behaviour report card to modify behaviour
- Not being allowed to represent the School / participate in a sporting event
- Missing treats such as a mufti day / end of term film / class trip
- After school detention
- Fixed term exclusion

Confiscation of Inappropriate Items

The general power to discipline children in school extends to removing unsuitable or banned items from pupils including, but not limited to, mobile phones, toys, games and collectors' cards. Items which are banned from school, but are being used by pupils, will be confiscated

and retained by the teacher for an appropriate length of time, usually until the end of the school day when items will be returned with a warning that they should not be brought into school again. With very young children, the item will be returned to the parent with a request for such items to be kept at home. The law says that no member of staff will be held liable for loss of or damage to confiscated items. However, all staff will endeavour to keep confiscated items in a safe and appropriate place. Repeat offenders will be sent to the Head Teacher who will confiscate items for a longer period of time and apply an additional proportionate punishment.

If a member of staff suspects that a child (or member of staff, visitor or volunteer) may have prohibited items (eg guns, knives, fireworks, alcohol, cigarettes, illegal drugs, pornography) on them or in a bag, they will immediately inform the Head Teacher who will carry out a search accompanied by at least one other adult. The Head Teacher has the power to search without consent in these circumstances. If a prohibited item is found, the HT will follow the appropriate statutory guidance for disposal of that item, including handing items to the police.

Pupil Conduct Outside the School Gates

Pupils wearing Chapmanslade School uniform in public, and travelling to and from school, are ambassadors for the School and should conduct themselves in the same way that they would in school. If a member of the public or a member of staff witnesses or suspects bad behaviour, including bullying, that falls short of criminal behaviour, and reports it to the Head Teacher, the Head Teacher will investigate thoroughly, notify parents if necessary, and apply the steps of the discipline procedure in an appropriate and proportionate way. If a member of the public or a member of staff witnesses or suspects bad behaviour, including bullying, that meets the definition of criminal behaviour, and reports it to the Head Teacher, the Head Teacher will inform the police immediately.

Volunteers and Visitors

All employed staff will receive regular training and feedback on their implementation of this policy. One-off visitors and volunteers to the school, and those assisting on school trips (eg swimming lessons, class trips or sporting fixtures) will always be supported by an employed member of staff. More regular volunteers, such as parents who run gardening club, or those who listen to readers, will often have unsupervised contact with children. Although incidents of poor behaviour are extremely rare in these circumstances because our pupils value the opportunity to work and chat with other adults, regular volunteers will be given a copy of this policy (alongside our Safeguarding Policy and Code of Conduct) and will be given a set of coloured cards on a lanyard to use if necessary. The Head Teacher will offer behaviour management training at least once a year to our regular volunteers.

Monitoring and Evaluation

The Head Teacher monitors the effectiveness of this policy and reports to the governing body on its effectiveness, making recommendations for further improvements to the policy if necessary.

It is the responsibility of the governing body to support the Head Teacher in the implementation of this policy; to monitor fixed term exclusions; and to ensure that the policy is administered fairly and consistently.

Staff will be surveyed on their opinion of the effectiveness and ease of implementation of the policy at least once per academic year.

Review

This policy must be published on the school website and must be publicised to staff, parents and pupils at least once a year. It will be reviewed no later than every two years.

Further Reading

Behaviour and discipline in schools: advice for head teachers and staff (2014). Department for Education, Reference Number DFE-00023-2014 at www.education.gov.uk

Behaviour and discipline in schools: guidance for governing bodies (2012). Department for Education at www.education.gov.uk

Policy Links

This policy should be read in conjunction with the Chapmanslade School Anti-Bullying Policy and the Chapmanslade School Safeguarding Policy.

Chapmanslade School follows the recommended guidance from Wiltshire LA on fixed term exclusions and on malicious accusations against school staff.

Chapmanslade School follows the recommendations set out in *Dealing with Allegations of Abuse against Teachers and Other Staff* guidance in relation to pastoral support for school staff accused of misusing their powers.

Approved January 2016

Reviewed January 2018

Next Review – January 2020

Discipline Procedure in Class – Key Steps

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