



**West Tytherley CE Primary School**

**BEHAVIOUR POLICY**

**Reviewed: January 2017**

**Next Review: April 2019**

**Signed on behalf of the Governing Body**

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**Date:** .....

**Rationale**

At West Tytherley CE Primary School, we believe that good behaviour is essential in maintaining a secure, safe and happy school. We acknowledge that good behaviour and the development of personal and social skills have an enormous impact on children’s learning in all other areas. All members of staff are committed to creating a calm and safe learning environment in which each child is able to develop their skills, talents and experience success.

Our Behaviour Policy aims to encourage all members of the school community to value themselves and others and acknowledge the importance of developing positive relationships based on mutual trust and respect. Pupils have the right to learn in a classroom free from disruptive behaviour, to know what is expected of them and to receive positive recognition and support. They have the responsibility to follow school and class rules and not to disrupt the learning of others.

All staff have the right to work in an environment where they are treated with respect by pupils and parents, and the responsibility to effectively manage disruptive behaviour and maintain positive relationships. In keeping with the principle of inclusion, we believe that there must be an acceptance by both staff and pupils that every child is different. The principles outlined in this policy follow the Christian values that the children are taught throughout their time in school.

**Statement of Intention**

**We aim to:**

- ❖ Promote high standards of behaviour across the school and provide a consistent approach to effective behaviour management.
- ❖ Promote teamwork and a sense of belonging through school rules, shared expectations and code of behaviour.
- ❖ Communicate the schools’ values (care, trust, respect and responsibility) and procedures regarding behaviour to parents, staff, pupils and governors.
- ❖ Ensure that our approach to behaviour management is firm, fair, easy to understand and implement.

- ❖ Ensure that all staff understand their responsibilities in managing behaviour and follow the schools' procedures appropriately.
- ❖ Encourage pupils to value themselves and others by respecting rights and tolerating differences.

## Shared Principles of Behaviour Management

*This policy is based on the following principles:*

- Pupils are expected to behave well at all times
- Each child is valued as an individual
- Positive praise is our primary tool for behaviour management.
- Children are listened to and their opinion valued
- Children should be given warning about their behaviour and the consequences prior to a sanction being applied
- When dealing with behavioural issues, it is important to separate the behaviour from the child
- Staff will ensure that children understand the reasons for sanctions
- Children need a 'fresh start' once their behaviour has been dealt with
- Confrontations should be avoided.
- Pupils should be given limited choices and offered a 'way out' to avoid escalation
- All staff will model appropriate behaviour in all circumstances
- The rights and dignity of each child must always be recognised and respected. Humiliation and sarcasm is inappropriate.
- Behaviour is a shared responsibility and we work in partnership with parents. Staff will actively seek their support and keep them informed.
- Incidents of violence, verbally aggressive, bullying, racist and defiant behaviour is not tolerated and will be dealt with by a Senior Leader

## Our School 'Code of Conduct'

Our 'code of conduct' is an integral part of our behaviour policy and was drawn up by the School Council. All staff and children are expected to understand and comply with the following statements:

- **Everyone will act with courtesy and consideration to others at all times.**
- **Be kind to everybody.**
- **Always work as hard as we can.**
- **Walk around quietly and safely in school.**
- **Listen to everyone.**
- **Be polite, kind and helpful.**
- **Be respectful of adults and other pupils.**
- **Respect all property in school.**
- **Always cross the road with an adult.**
- **Play sensibly.**

## **Class Rules**

Each class collaborates to write their own 'Class Charter' each year which is based on mutual respect, care for others and the environment and support for learning. These are signed by all children and displayed in classrooms. The primary aim of the behaviour policy, however, is not a system to enforce rules but rather to promote positive relationships, so that people can work together with the common purpose of helping everyone to learn.

## **Rewards**

West Tytherley staff praise and reward children in a variety of ways and encouragement is used as much as possible. When giving rewards the staff will always make clear why they are being given, with the intention of making the child properly aware and of sending positive signals to other children.

We praise and reward children for good behaviour in a variety of ways:

- Responsibility
- Peer group praise
- Awarding house points
- Giving stickers, stars or other tangible rewards
- Headteacher awards, stickers or postcards home
- Staff other than their class teachers may praise individuals, groups and classes as appropriate
- The whole school celebrates achievement and positive behaviour during Celebration Assembly
- Celebration Certificates are sent home for parents to share with their children
- Some classes different rewards and systems to promote good behaviour as appropriate
- Sticker charts for individuals to promote positive behaviour
- Notifying parents about positive behaviour and pupil achievements

## **Consequences for inappropriate behaviour**

Pupils should be confronted with the unacceptable nature of their behaviour and appropriate sanctions should be imposed in order to help them to recognise the behaviour as unreasonable and unacceptable and to make some attempt to make amends.

Consequences should be:

- Immediate whenever possible
- Focused on the behaviour, not the child as a person
- Such that they are given an opportunity for putting things right
- In proportion to the incident
- Clearly understood by the pupil
- Related to the behavioural target of the child (where appropriate)

Sanctions may include

- Verbal warnings
- Removal from situation
- Missing playtime and sitting outside the staffroom
- Time out
- Individual playtimes

- Referring to the Headteacher, Deputy Head or other teacher
- Tracker charts to monitor behaviour

If the behaviour of a pupil remains unacceptable an Individual Behaviour Plan will be created and individual behaviour targets will be set.

Pupils have the right to expect fair and consistently applied sanctions for inappropriate behaviour and which make a clear distinction between serious and minor infringements. An appropriate sanction is one which is designed to put matters right and encourage better behaviour.

### **More serious behaviours**

Sometimes a child's behaviour is more serious and other sanctions may be necessary. These might include;

- Hurting another person
- Stealing
- Blatant rudeness or swearing
- Wilful damage to property
- Actions which do or potentially endanger other people

Consequence for this are;

- The child is taken straight to the Head Teacher
- Parents are informed – a meeting may be necessary
- Further steps are agreed (behaviour plan etc)
- Other agencies are informed as appropriate

**Any action taken with a child and meetings with parents are always kept confidential and are never discussed with parents of other children.**

### **Parents**

At West Tytherley CE Primary School, we aim to work collaboratively with parents, so children receive consistent messages about how to behave at home and at school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour. This participation assists the development of positive relationships in which parents are more likely to be responsive if the school requires their support in dealing with difficult issues of unacceptable behaviour.

### **Off site and out of hours activities**

The school's behaviour policy applies when children are taking part in day and residential visits, attending after school clubs and other out of hours' activities organised by the school or when representing the school in off-site activities.

The school reserves the right to refuse permission for any child to participate in these activities if it is considered that their behaviour will disrupt the learning of others or jeopardise their own safety or the safety of others. If teachers are concerned about a child in this respect they are expected to discuss the situation with the headteacher who will make an informed decision notify parents.

### **Travelling 'to and from' school**

When pupils are travelling to and from school, they are wearing school uniform and are therefore representing the school. Inappropriate behaviour occurring during these times can impact on the childrens' safety, the reputation of the school and may influence the children's behaviour in school. Therefore the school considers that the behaviour policy still applies and the staff will work in a partnership with parents to resolve any problems.

When an incident is reported to the school about inappropriate behaviour occurring whilst a child is travelling to and from school, the school will:

- Investigate the incident
- Inform parents and agree a way forward.
- Depending on the nature of the incident parents may be asked to collect their child from reception at the end of the day for a specified period of time.
- It may be appropriate to involve the Community Police Support Officers.

## **Bullying**

*(Please refer to our separate '**Anti-Bullying policy**' for more information on bullying and how the school responds to incidents of this nature).*

Bullying of any kind is unacceptable at our school and therefore we take bullying and its impact seriously. Pupils and parents should be assured that known incidents of bullying will be responded to. The school will seek ways to counter the effects of bullying that may occur within school or in the local community. The ethos of our school fosters high expectations of outstanding behaviour and we will consistently challenge any behaviour that falls below this.

## **Monitoring**

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

The school keeps a variety of records of incidents of misbehaviour.

## **Policy Review and Development**

This policy was revised and developed by working collaboratively and as a result of consultations with the following individuals and groups:

- Pupils through the School Council
- West Tytherley School Staff
- West Tytherley School Governors
- Senior Leadership

*See also the following policies:*

*Teaching and Learning*

*Health and Safety*

*Bullying*

*Exclusion*

*Single Equality Policy*

*Physical Intervention & Restraint*

*Inclusion*

*SEN*

*Complaints*



## **'BEHAVIOUR' GUIDELINES**

### Rewards

- WTS recognises the need to adopt a variety of styles to suit the variety of children we have in school and that these styles should suit the age and maturity of the child.
- Positive praise and constructive comments will always be used.
- Staff can select from a range of rewards for the building of self-esteem including stickers, house points, certificates, achievement awards presented in assembly to suit the age and maturity of the child.

### Sanctions

- WTS recognises that even the most difficult children need to know that they are valued and are treated with care and attention and we make it clear that it is the behaviour rather than the child that is unacceptable.
- We will be sensitive to any cultural and linguistic differences in dealing with behaviour.
- Classroom traffic light system is across the school as a tool to promote positive behaviour and act as a visual signpost for pupils displaying inappropriate behaviour.
- A whole-school agreed 'behaviour chart' (Appendix 5) is displayed in each class and shared area, and informs pupils of the expected consequences linked to behaviours a varying levels.
- The framework for assertive discipline is followed.
- Pupils who exhibit Step One behaviours are initially given a verbal warning, then moved down to 'amber' traffic light and if behaviour continues, they are moved to 'red' traffic light and a class sanction applied.
- Pupils who exhibit Step Two behaviours are moved straight to 'red' traffic light and a class/play sanction is enforced. Parents may be asked to discuss behaviour with the classteacher and can result in a positive behaviour programme being introduced, such as star charts and behaviour contracts.
- Pupils who demonstrate Step Three behaviour are sent directly to Deputy and/or Headteacher.

- When a serious behaviour incident occurs, the member of staff who deals with that incident will complete a behaviour incident form, which is given to the Headteacher who will then file it in the office. A copy of the form will be given to the Class Teacher. (See Appendix 1). Any incident of a racist, bullying or violent nature will be dealt with by a senior leader and the appropriate external records completed.

### **West Tytherley Primary School**

These are our expectations that we strive for at West Tytherley Primary School and these are discussed with pupils at the beginning of each term in assembly and by the class teacher.

#### **1. Everyone will act with courtesy and consideration to others at all times**

This means that:

##### At the start of lessons:

- enter rooms sensibly, put away what is not needed start morning task during registration.
- have ready pens, pencils or what is needed and go straight to your workplace (juniors) or sit on the carpet with a book (infants)
- remain silent during registration (except when your name is called)

##### During lessons:

- when your teacher talks to the whole class, remain silent and concentrate
- if the class is asked a question, put up your hand to answer; do not call out
- you are expected to work sensibly with your classmates; do not distract or annoy them
- you may only leave the room with permission from the teacher
- Always adhere to classroom charter.

##### At the end of a session:

- do your share of clearing up and picking up litter
- when told, stand and push in or put up your chair
- only when your teacher tells you, may you leave the room

## **2. Move gently and quietly about the school**

- always walk
- be ready to help by opening doors, letting people pass and helping to carry things

## **3. Always speak politely to everyone**

- use a low voice; shouting is discourteous
- be silent whenever you are required to

## **4. Keep the school clean and tidy so that it is a welcoming place we can all be proud of**

- put litter in bins
- keep walls and furniture and books clean and unmarked
- take great care of displays, particularly other people's work or belongings
- make sure your belongings are hung up and shoes in shoe box.

## **5. At playtimes**

- respect other children's games and activities
- be considerate and care about other people
- be willing to share equipment
- obey playground rules

## **6 Clubs**

Children are expected to behave at all times when attending school clubs.  
(Appendix 4)

## **7 Conduct in the hall and at mealtimes should be appropriate**

- be silent and listen to coming in/going out music during assemblies
- only walk across the road when an adult is present
- be respectful to the adults helping you

## **8. End of School Day**

- Pupils who catch school buses will line up in infant reception area.
- Be prompt and have all belongings to be taken home with you.
- Stand quietly whilst the bus register is being called.

## **9 Out of school**

- Remember that the school's reputation depends on the way you behave.
- Comply with code of conduct when travelling on the school buses. (Appendix 2)
- To listen to the adults when taking them on school trips. Be polite to all adults and children alike when you are on a school trip.

**Appendix I**



Incident Report

Name(s) of child (ren) involved:

Names of any children who saw/heard the incident:

Date:

Please complete all areas of the report and place in the incident file in the office.

Description of events

Please include details such as where the incident took place, at what time it took place, how you intervened and child's reaction. Please also attach any written statements by the children.

Action taken

Please include all details of action taken by you during the course of, and immediately after, the incident.

Has Headteacher been informed? YES/NO

Signed .....

Dated.....

## Appendix 2

### Code of conduct for use travelling on the Bus to and from school.

*This is based on the Wilts and Dorset Bus Company rules and regulations for travelling on the bus.*

#### I will

- Be at the pick up point in good time
- Wait in a sensible manner, away from the road if possible.
- Keep clear of the bus until it has stopped.
- Get on the bus one at a time and not push or rush to the entrance.
- Find a seat quickly.

#### During the school journey I will

- Remain seated.
- Not speak or to distract the driver, except in an emergency.
- Be kind and considerate to other pupils and passengers.
- Not eat or drink whilst on the bus.
- Not shout or use bad language.
- Not leave litter on the bus.
- Not throw things.
- Do as the driver says if there is an emergency or breakdown.
- Report any concerns about the journey to the school and my parents.

#### At the end of the journey, I will

- Stay seated until the vehicle has stopped.
- Take all of my belongings with me.
- Get off the bus in an orderly manner.
- Wait until the bus has moved off and the road can be seen clearly in both directions before crossing the road.
- Be accompanied to and from the pick-up-point, unless parents do not consider this necessary.

Signed.....(Child)

Signed.....(Parent).

## APPENDIX 3

### AFTER SCHOOL CLUB LETTER INCLUDES THE FOLLOWING RULES

#### Club Rules

1. Parents are responsible for collecting their children after clubs.
2. If, for some reason, your child is unable to attend his/her chosen club, he/she MUST inform the club leader/class teacher in the morning. If your child does not attend for 2 consecutive weeks, without an explanation, his/her place will be offered to another pupil.
3. Bad behaviour will not be tolerated
  - 1<sup>st</sup> warning – child's teacher will be informed
  - 2<sup>nd</sup> warning – parent informed
  - 3<sup>rd</sup> warning – expelled from club
4. CHILDREN ARE EXPECTED TO BE POLITE AND COURTEOUS AT ALL TIMES

# Behaviour Chart

## Step One

- Talking during listening times
- Being off task
- Being inside school without permission
- Being on the playground without supervision
- Being cheeky
- Interrupting others
- Drawing on books or other equipment
- Distracting or disturbing others
- Making unnecessary noises
- No P.E. kit
- Being late in the lines
- Talking in the lines
- Not tidying up after the lesson

## Step Two

- Throwing things
- Being rude or offensive
- Deliberately hurting others physically or verbally
- Not following instructions
- Messing around in the toilets
- Talking in assembly
- Running inside the school
- Shouting
- Refusing to do as asked
- Leaving the classroom without permission
- Continuous infringements of 'Step One' behaviour

## Step Three

- Deliberate damage to school equipment
- Deliberate damage to building
- Aggressive or violent incidents
- Bullying
- Stealing
- Running off
- Racism
- Continuous infringements of 'Step Two' behaviour

## What happens?

1st time - Verbal warning  
 2nd time - Move down chart  
 3rd time - Move to Red Class sanction

Move straight to Red Class or Play Sanction

Sent to the Deputy and/or Headteacher

Parents informed and involved