

# St Aldhelm's VA Church Primary School



## Behaviour Policy

*Learning together for Life in all its fullness - John 10:10*

St. Aldhelm's VA Church Primary School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. As members of our community, we adhere to the rules of being: 'Ready, Respectful and Safe.'

### **At St Aldhelm's we aim to:**

- Provide a safe, comfortable and caring environment where optimum learning takes place
- Provide clear guidance for children, staff and parents of expected levels of behaviour
- Use a consistent and calm approach
- Ensure all adults take responsibility for managing behaviour and follow-up incidents
- Ensure all adults use consistent language to promote positive behaviour and
- Use restorative approaches instead of punishments

### **Purpose of the behaviour policy**

To provide simple, practical procedures for staff and children that:

- Foster the belief that all children can behave
- Encourage children to recognise that they can and should follow the rules
- Recognise individual behaviours and respond appropriately
- Promote self-esteem and self-discipline
- Teach appropriate behaviour through positive intervention

### **All staff must:**

- Take time to welcome children at the start of the day
- Be at the door of their rooms at the start of each session
- Always pick up on children who are failing to meet expectations
- Always redirect children by referring to 'Be Ready, Be Respectful and Be Safe'
- Know their classes well and develop positive relationships with all children
- Relentlessly work to build mutual respect
- Deliberately and persistently catch children doing the right thing and praise them in front of others
- Regularly celebrate staff and children whose efforts go above and beyond expectations
- Encourage use of positive praise, through verbal recognition, recognition boards, stickers, Class Dojo and certificates
- Remain calm and keep their emotion for when it is most appreciated by children
- Demonstrate unconditional care and compassion

### **The Head teacher and Senior Leadership Team must:**

- Be a visible presence around the school
- Regularly celebrate staff and children whose efforts go above and beyond expectations
- Encourage use of positive praise, through verbal recognition, stickers, Class Dojo and certificates
- Ensure staff training needs are identified and met
- Use behaviour records to target and assess interventions
- Support teachers in managing children with more complex or challenging behaviours

**Children need adults to:**

- Give them a 'fresh start' every lesson
- Help them learn and feel confident
- Be just and fair
- Be calm and kind

**St Aldhelm's School Principles: 'Be Ready, Be Respectful and Be Safe'**

We recognise that clear structure of predictable outcomes have the best impact on behaviour. Our principle sets out the rules, relentless routines and visible consistencies that all children and staff follow. It is based on the work of Paul Dix and his book 'When the adults change, everything changes'. Good behaviour is recognised sincerely rather than just rewarded. Children are praised publicly (PIP) and reminded in private (RIP).

*"When people talk about behaviour, they obsessively search for the instant solution. Some peddle magic dust or 'behaviour systems' that glisten yet quickly fade. Others relentlessly scream for a bigger stick to beat children down with. Both extremes harbour an irresistible idea that there is a short cut to changing behaviour. They sell the lie that you can provoke sustained behavioural change in others without doing much hard work yourself. The truth is that there is no alternative to the hard work: building relationships with those who would rather not, resetting expectations with those who trample them, being relentlessly positive and sustaining a poker face when confronted with challenging behaviour."*

Paul Dix, Pivotal Education

The school has 3 simple rules '**Be Ready, Be Respectful and Be Safe**' which can be applied to a variety of situations and are taught and modelled explicitly.

We also understand that for some children following our behaviour expectations are beyond their developmental level. In this case, these children will have bespoke positive behaviour plans which may include rewards to reinforce positive behaviour.

<b>Our Rules</b>	<b>Visible Consistencies</b>	<b>Over and Above Recognition</b>
1. Be Ready 2. Be Respectful 3. Be Safe	1. Daily meet and greet 2. Persistently catching children doing the right thing 3. Picking up on children who are failing to meet expectations 4. Praising in public (PIP), Reminding in private (RIP) 5. Consistent language 6. Demanding Legendary Line Ups and Wonderful Walking	1. Verbal praise 2. Recognition boards 3. Positive communication with parents via Class Dojo 4. Certificates in Celebration Worship 5. Stickers 6. SLT praise 7. Class Rewards 8. Show work to another adults 9. Recommendation to HT 10. Learning behaviour points for Resilience, Independence, Collaboration, Accuracy, and Reflection.

## Adult Strategies to Develop Excellent Behaviour

IDENTIFY the behaviour we expect

Explicitly TEACH behaviour

MODEL the behaviour we expect

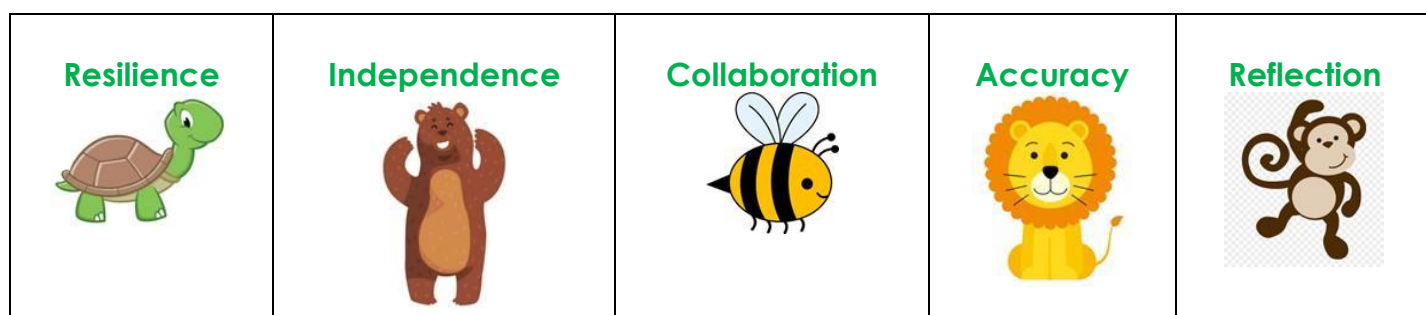
PRACTISE behaviour

NOTICE excellent behaviour

CREATE conditions for excellent behaviour

## Learning Behaviours

The Education Endowment Foundation as well as Paul Dix advocate that schools should explicitly teach learning behaviours. The EEF says that a learning behaviour can be thought of as behaviour that is necessary in order for a person to learn effectively in the group setting of the classroom. At St Aldhelm's we have identified five Learning Behaviours which we discuss, teach, model and encourage the children to reflect on their success with. These are resilience, independence, collaboration, accuracy and reflection. The images are used as a visual aid to understanding:



## Monitoring all behaviours

We actively notice the behaviours of all children throughout every school day. A whole staff approach ensures any changes in behaviour are noticed and followed up appropriately by the person who sees the behaviour. This sends the clear and consistent message to each child that each adult cares about them, wants to build a relationship, is certain to follow up unacceptable behaviours and has the skills and authority to do this. This will, in turn, strengthen the mutual respect between child and adult. Observation slips are used to record any emotional, social or behavioural observations. These slips are used by any adult in school to note an observation. If any action or restorative follow up is needed then this must be carried out by the person who observes the behaviour using the restorative questions. They are handed to the class teacher and stuck into a class behaviour book for reference and so that patterns of behaviour can be spotted and managed appropriately. A child's behaviour must not be described to other adult in front of the child. There may be a small number of occasions, when individual situations need to be shared with SLT. On a regular basis, the Head and/or Deputy Head review the class behaviour logs to identify any patterns in inappropriate behaviour, or children who are a cause for concern due to choices they are making.

There are times when individual children do not behave as we would like; in these instances, we follow a clear stepped procedure, so that the child, staff and parents/carers are fully informed about what is happening and why.

**Stepped Boundaries - Gentle, use child's name, child level, eye contact, deliver message**

<p><b>1. REMINDER</b></p> <p>A reminder of the three rules delivered privately wherever possible.</p> <p>The adult should take the initiative to keep things at this stage.</p>	<p>I noticed you chose to ..... (noticed behaviour)</p> <p>This is a REMINDER that we need to be (Ready, Respectful, Safe)</p> <p>You now have the chance to make a better choice</p> <p>Thank you for listening <i>'I notice that you're running. You are breaking our school rule of being safe. Please walk. Thank you for listening.'</i></p>
<p><b>2. CAUTION</b></p> <p>A clear verbal caution, delivered privately wherever possible, making the child aware of their behaviour and clearly outlining the consequences if you continue.</p>	<p>I noticed that you are continuing to chose to ..... (noticed behaviour)</p> <p>This is a CAUTION that we need to be (Ready, Respectful, Safe)</p> <p>You now have the chance to make a better choice.</p> <p>If you choose to continue (not being ready, respectful or safe), then your choice will mean that ....</p> <p>Please think carefully about your next step</p> <p>Thank you for listening</p> <p><i>Example – 'I noticed that you are continuing to choose to distract the person sitting next to you. This is a REMINDER that we need to be ready and respectful. You now have the chance to make a better choice. If you choose to continue not being ready and respectful then your choice will mean that you need to move to another place in the classroom. Think carefully about your next step. Thank you for listening</i></p>
<p><b>3. LAST CHANCE</b></p> <p>Speak to the child privately and give them a final opportunity to engage. Offer a positive choice to do so and refer to previous example of good behaviour.</p> <p>'Stay behind for two minutes at the end of the lesson'. This two minutes is owed when the child reaches this step, it cannot be removed, reduced or substituted.</p>	<p>I noticed you chose to ..... (noticed behaviour)</p> <p>It was the rule about (being ready, responsible or safe) that you broke.</p> <p>You need to speak to me for two minutes after the lesson.</p> <p>You have chosen to (work at another table etc .....) (learner's name),</p> <p>Do you remember when ..... (model of previous good behaviour)? That is who I need to see today. Thank you for listening.</p> <p>Then give the child some take up time.</p> <p><i>Example - 'I have noticed you are not ready to start learning. You are breaking the school rule of being ready. You have now chosen to move to another seat. Do you remember that yesterday you started your work straight away and got it finished? That is what I need to see today. Thank you for listening.'</i></p>
<p><b>4. TIME OUT</b></p> <p>Time out might be short time outside the room, a</p>	<p>I noticed you chose to ..... (noticed behaviour)</p> <p>You need to.....(Go to quiet area / Go to another table</p>

<p>dedicated space away from others or at the side of the playground. It is a few minutes for the child to calm down, breathe, look at the situation from a different perspective and compose themselves. (This should not be in another classroom. No timer needs to be taken with them.)</p>	<p>etc)</p> <p>Playground: You need to .....(Stand by other staff member/ me / Sit on the picnic bench etc)</p> <p>I will speak to you in two minutes.</p> <p><i>Example - 'I have noticed you chose to use rude words. You are breaking the school rule of being respectful. You have now chosen to go and sit in the quiet area. I will come and speak to you in two minutes. Thank you for listening.'</i> <b>*DO NOT describe child's behaviour to other adult in front of the child*</b></p>
<p><b>5. FOLLOW UP – REPAIR &amp; RESTORE</b></p> <p>This might be a quick chat at break-time or a more formal meeting. <b>Remember it's not the severity of the sanction, it's the certainty that this follow up will take place that is important.</b></p>	<p>Choose from the restorative questions: Suggestion up to 5 for KS2 and 2 or 3 for EYFS and KS1</p> <p>What happened? (Neutral, dispassionate language) *</p> <p>What were you thinking at the time?</p> <p>What have you thought since?</p> <p>How did this make people feel?</p> <p>Who has been affected? *</p> <p>How have they been affected?</p> <p>What can we do to make things right? *</p> <p>How can we do things differently in the future?</p>

If a child has reached the 'Time Out' stage the teacher speaks to the child's parent at the end of the day. In the green Class Behaviour Log, a brief overview of conversation should be recorded with parent.

If a child's behaviour is such that they go through this process repeatedly, the class teacher should ask the child's parents to meet with them to discuss the child's behaviour in more detail.

### **Offensive language**

If a child is heard by an adult to swear or use offensive language, this results in instant Time Out. Use of offensive and inappropriate language/gestures in school will not be tolerated. If children are heard to use swear words, sexual language, drugs references or racist language, or are seen to use inappropriate gestures, the person who observes or hears will deal with the behaviour using the restorative questions. The member of staff will then notify the Head/Deputy Head who will decide whether further action is needed. The Head/Deputy Head may talk to the child/children to confirm what has been said/done, by whom to whom and parents and carers will be contacted and informed of the incident: they will be asked to come in for a meeting with the Head and Deputy to discuss the incident, their child's involvement in the use of inappropriate language/gestures, and any consequences for the child.

### **Inappropriate language/gestures influenced by internet/technology**

Where children's comments have shown that their inappropriate language/gestures arise from seeing/hearing/playing things based on internet/technology/games usage, parents and carers will be made aware, so that they know they need to monitor and restrict home usage of video/computer games to those which are age-appropriate.

### **Inappropriate language/gestures directed towards others**

Where it is established that inappropriate language/gestures have been used, the child will be told which specific words/gestures they have used are inappropriate, so that they understand clearly that these words/gestures must not be used in school. Where a child displays rudeness, intimidation and aggression through their words, actions and behaviours, either towards another

child or towards adults, the child will be told what it is that is unacceptable about the behaviour they are exhibiting and will result in instant Time Out. In all instances, the child will be warned that using such language/gestures again in school will be considered a serious offence, likely to result in a fixed-term exclusion. The expectation is that children adjust their behaviours to ensure that all at school can enjoy a safe learning environment. Some children may need support to manage their interactions, including behaviour support plans where necessary. Throughout this process, children know that they are supported to make the right choice.

### **Racist, homophobic or sexual language**

Where racist or homophobic language is involved, a report is submitted to Somerset Local Authority. Where inappropriate sexual terminology is used, and its use gives cause for concern, external safeguarding professionals may be involved.

In all instances, as a minimum, the child will be expected to apologise to other parties for their use of inappropriate language/tone/ gestures/behaviours. A child's use of inappropriate language/tone/gestures/behaviours will always be recorded in our School Incident Log, and their subsequent behaviour and language use closely monitored. ELSA Support will be considered for the children involved.

### **Bullying**

There is no legal definition of bullying. However, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

If a pattern of behaviour that reflects any of the above points becomes apparent, the parent of the child who is in receipt of such behaviour and class teacher, and/or Head/Deputy if needed, will meet. This meeting will clarify the behaviour experienced, support and reassure the child and parent and strategies/plans will be put in place to resolve the situation. Review meetings will always follow.

The class teacher, and/or Head/Deputy if needed, will also meet with the parent of the child who is exhibiting or demonstrating any of the above behaviours towards another child. This meeting will clarify the behaviour being shown, find answers as to why this behaviour is happening, support the child and parent in managing these and strategies/plans will be put in place to resolve the situation. Review meetings will always follow.

### **Meetings with parents**

Meetings with parents will always be supportive and with an aim of resolving the behaviour issues together, for the benefit of the child concerned.

If discussions with parents/carers reveal other issues around behaviour and behaviour management at a wider than school level, the class teacher may recommend involvement of the Parent and Family Support advisor, to help with resolving underlying issues, or a referral to the support service or other internal/external agencies (e.g. SENCO) may be made. At this point, depending on the behaviour causing concern, an internal exclusion may be considered, to be initiated at the Headteacher's discretion. There may also be occasions where the serious nature of the inappropriate behaviour results in a 'fast-track' process, involving the Headteacher at an early stage.

### **Fixed term/Permanent Exclusion**

Should the inappropriate behaviour persist, and be putting at risk the safety and or learning of others, the Headteacher will consider whether a child should be excluded from the school for an appropriate period. The fixed term exclusion may range from half a day upwards. If, following a fixed term exclusion, the inappropriate behaviour persists, or if the behaviour is considered serious enough (such as a serious attack on a member of staff or peer), the Headteacher may invoke permanent exclusion.

#### **Sanctions should**

1. Make it clear that unacceptable behaviour affects others and is taken seriously
2. Not apply to a whole group for the activities of individuals.
3. Be consistently applied by all staff to help to ensure that children and staff feel supported and secure

### **Sanctions need to be in proportion to the action**

It should also be made very clear that it is the behaviour that is unacceptable, and any sanction should address this, not be made personal to the child.

### **Imposition**

If a child needs to catch up or pay back time lost in learning, the teacher will send home the work to be completed. The class teacher will let the parent know that imposition is needed at the end of the day. An imposition form will be attached to the work with an indication of the amount of work which should be completed, a space for the date of return and a parent to sign.

### **Individual Behaviour Plans**

It is sometimes appropriate to create an individual behaviour plan for a specific child. This may be due to a child's specific need or due to their persistent difficulties. A decision to create an Individual Behaviour Plan will be determined through a conversation between class teacher, parent and Senior Leadership Team. Each plan will be personalised and created with the child. The plan may include additional support, such as a social story, a five point scale or identified resources.

### **Use of Reasonable Force**

If necessary, for a child's own safety or for the safety of other members of our school community, reasonable force will be used to remove a child from a situation. This includes:

- removing disruptive children from the classroom where they have refused to follow an instruction to do so;
- preventing a pupil behaving in a way that disrupts a school event or a school trip or visit;
- preventing a pupil from leaving the school grounds or premises;

- preventing 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;
- preventing a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restraining a pupil at risk of harming themselves through physical outbursts.

If the need for restraint of a child arises, parents will be informed as soon as possible, and by the end of the school day at the latest.

## **Absconding**

There may be times when a child with a particular need wants to abscond from the school site. This may be as a result of a variety of reasons, such as ongoing safeguarding issues, emotional and behavioural difficulties or extreme reaction. On the first and subsequent occasion that this occurs, all steps will be taken to reduce and eliminate further attempts. This will always include creating a personal risk assessment and might also include:

- alterations on school site
- changes to supervision and staffing
- identifying the trigger and putting strategies in place
- de-escalation techniques
- use of reasonable force (as a last resort)

If a child does abscond, that is they go off the school site, with the intention of getting away from a situation, a member of staff may follow. In this case a member of staff may feel they have the opportunity to bring the child back onto site.

If a child does abscond, that is they go off school site, with the intention of getting away from school and staff by running, a member of staff does not follow and chase. In this case, a member of staff must relay: "Stop. I will need to call the police". If the child does stop and their intent changes, a member of staff will attempt to bring the child back onto school site. If the intent does not change straight away, the member of staff must make a call to the police immediately. This will be followed by a call to parents, made by SLT.

## **House System**

To encourage team spirit and healthy competition, we have introduced a house system. All the children in the school are divided amongst five houses names after inspirational modern people.

Each house has two children from Year Six who are the Learning Ambassadors (equivalent to House Captains). They are voted for at the start of the year by the children in their house.

Amongst their roles, Learning Ambassadors count up Learning Behaviour Points collected by their house each fortnight, organise motivational house meetings and team events such as Sports Day, as well as encouraging all in their house to keep follow the 'Ready, Respectful and Safe' rules.

At each Celebration Worship, the total Learning Points for each house is announced.

Each whole term, the cumulative total of Learning Behaviour Points earned is counted up for each house. The children from the house with the most Learning Points that term have a non-uniform day to celebrate. The Learning Behaviour Points counter is re-set for the following term, so that all children in all houses remain motivated to do their best in the weeks ahead.

## **Individual Certificates for Effort and Attainment**

Class teachers present certificates in Celebration Worship to children from their class who have achieved above and beyond, across a range of subjects and curriculum areas.



Some of these certificates will be for specific skills accomplished or knowledge shown; some will be for significant steps taken in learning/behaviour, which show progress for that particular child.

In Reception and Year 1, children earn stickers for their Smiley Chart. They are rewarded for positive learning attitude, effort, and social behaviours such as kindness and cooperation, amongst other things. When the Smiley Chart is complete, parents and carers are informed, so that they may come in to the next Celebration Worship to see the certificate being presented.

### **Rewarding regular effort with home learning**

Children are able to earn additional Learning Behaviour Points for homework that shows they have gone above and beyond.

### **Headteacher's Praise and Award stickers**

Our Headteacher likes to be able to praise and encourage. She praises behaviours which go above and beyond as well as Learning Behaviours and so presents gold Head's Award Stickers for children sent to her for positive reasons, e.g. to share a personal best piece of work, or because of great thoughtfulness shown.

### **AMENDMENT FOR COVID 19**

It is clear that children will need to behave differently when they return to St Aldhelm's following the school closure. We have put new systems in place to support children's well-being, recognise changes and continue positive behaviour. A social story will be used for all children to introduce, identify and understand the changes they will see at school.

Children will be supported to understand:

- altered routines for arrival or departure
- school instructions on hygiene, such as handwashing and sanitising
- who they can socialise with at school
- how to move around the school with specific instructions (for example, one-way systems, out of bounds areas, queuing, designated outdoor areas)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it' in our Snuffle Stations) and avoiding touching your mouth, nose and eyes with hands
- the importance of telling an adult if they are feeling ill or experiencing symptoms of coronavirus
- rules about sharing any equipment or other items, including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- the use of specific toilets for specific groups
- the clear rules for pupils at home about conduct in relation to remote education
- our rewards and sanction system where appropriate

As a school we have also identified any reasonable adjustments that need to be made for students with more challenging behaviour.

Child friendly rules are:

I will enter school and my classroom at my allocated entrance following markings on the floor  
I will always stay 2 metres away from others  
I will regularly wash my hands throughout the day for 20 seconds  
I will tell an adult if I feel unwell  
I will not bring things into school from home, or take things home from school  
I will only use the equipment in my pack  
I will stay at my allocated table in the classroom

I will stay in my allocated zone at break times  
I will not mix with children in a different bubble in school  
I will ask an adult when I need to use the toilet, so they can help keep me safe  
I will use the catch it-bin it-kill it rules for coughing and sneezing into my elbow or a tissue  
I will always follow the rules to keep myself and others safe  
I will follow these expectations and know that if I do not, I will be sent home and will not be able to come back into school until I can be safe.

**This behaviour policy is embedded into whole school practice and involves all staff and pupils. It is based on positive reinforcement, rewarding appropriate behaviour, and puts the responsibility onto the pupils themselves for their behaviour and effort with their learning. There is an expectation that all parents support our school's Behaviour policy.**

Reviewed and revised by staff: February 2017, September 2017

Reviewed and agreed by Full Governing Body: September 2017

Reviewed and revised by staff: September 2018, February 2019

Reviewed and agreed by Full Governing Body: September 2018, February 2019

Reviewed and revised by staff: September 2019

Reviewed and agreed by Full Governing Body: September 2019

Reviewed and revised by staff: May 2020

Reviewed and agreed by Full Governing Body: July 2020

Chair: .....

Review due Sept 2020 or earlier if required.