



St Peter and St Paul CE Primary School

Positive Behaviour Policy

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Truth

Justice

Forgiveness

Generosity

Respect

## RATIONALE.

This policy has been written for specific use within St Peter and St Paul CE Primary School. We believe that a safe environment of mutual respect and co-operation results in the most effective climate for learning and teaching. The fundamental principles underpinning our behaviour policy are our school values of Truth, Justice, Forgiveness, Generosity and Respect. This combined with rights, responsibilities and routines will produce good behaviour conducive to good learning.

Inclusion features strongly in this policy as it goes to the heart of everything we do at St Peter and St Paul CE Primary School.

The aims of this policy are to:

- Emphasise the School's commitment to encouraging and rewarding good behaviour;
- Explain the law and guidance on 'disciplinary penalties' (sanctions)
- Set out the various responsibilities.

The aim is for every member of our community to feel valued and respected, and for all persons to be treated fairly. We are a caring community, whose values are built on mutual trust and respect. This behaviour policy is therefore designed to support the way in which the members of the school can live and work together in a supportive way. It aims to promote an environment where all feel happy, safe and secure.

For this reason, we aim to:

- Ensure appropriate behaviour throughout the school.
- Encourage and praise best efforts in both work and behaviour.
- Ensure a whole school approach to discipline and treat all pupils fairly and apply this policy in a consistent way.
- Ensure that pupils are aware of the school rules and that each class has a visual representation clearly displayed.
- Ensure that all parents are informed and are aware of the school's disciplinary procedures.
- Prevent bullying.
- Provide a system of rewards to encourage good behaviour.
- Provide a stepped approach to sanctions which are clear and known to all.
- Promote self-discipline.

An effective behaviour policy is one that seeks to lead pupils towards high self-esteem and self-discipline. Consequently, good discipline arises from good relationships and from setting expectations of good behaviour.

We believe that self-esteem affects behaviour and impacts on learning and performance. We aim to provide positive everyday experiences so that our pupils are more likely to reach their full potential.

The core beliefs of the School are that:

- Behaviour can change and that every pupil can be successful.
- Praising and a system of rewards are more likely to change behaviour than blaming and punishing. Using a positive system of rewards will increase pupils' self-esteem and thus help them to achieve more.
- Celebrating success helps pupils to achieve more.
- Being aware of each pupil's needs and their individual circumstances helps us to act in the fairest way. We always consider the safety of other pupils and minimise disruption while helping pupils acquire self-discipline.

### **The School Governors**

The School Governors are charged with the duty to have policies designed to promote good behaviour and discipline based on this behaviour policy.

### **The Headteacher**

The Headteacher's role is to implement the Governing Body's policy and to establish and maintain a behaviour policy that promotes learning, self-discipline, respect for others and proper regard for authority. The school expects the emphasis to be on encouraging and rewarding good behaviour.

The Headteacher must determine measures to be taken, with a view to:

- Promoting self-discipline and proper regard for authority among pupils;
- Encouraging good behaviour and respect for others, and preventing all forms of bullying among pupils;
- Securing that the standard of behaviour is acceptable; and
- Otherwise regulating the conduct of pupils.

The behaviour policy will:

- Define the standards of behaviour the School wants;
- seek the widest possible agreement;
- ensure that the standards are consistently and fairly applied; and
- Ensure that any sanctions are reasonable and proportionate to the offence, and enable pupils to make reparation where possible.

It is the responsibility of the Headteacher to implement the school behaviour policy consistently throughout the school, and to report to the Governing Body, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all pupils in the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The Headteacher, or most senior member of staff present, has the responsibility for giving fixed-term exclusions to individual pupils for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child.

### **Teachers**

It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time. Class teachers should have high expectations of the pupils in terms of behaviour and strive to ensure that all pupils work to the best of their ability.

The class teacher will treat all pupils fairly and enforce high expectations consistently. The teacher should treat all pupils with respect and understanding.

The teacher will follow the behaviour system, which should be displayed prominently in the classroom and is responsible for informing parents of the application of certain sanctions.

### **Non-teaching Staff**

All school staff have a responsibility to uphold the behaviour policy.

Non-teaching staff should ensure that pupils move sensibly and quietly through the school at all times helping to ensure a calm atmosphere in `the heart`, classrooms and other school areas.

Pupils should be made aware that rough play and potentially dangerous behaviour in the playground is unacceptable.

## **Parents**

Parents have a vital role to play in their pupil's education. It is very important that parents support their child's learning and co-operate with the school. We are very conscious of the importance of having strong links with parents and good communication between home and school. Thus, the school works collaboratively with parents, so pupils receive consistent messages about how to behave at home and at school.

The Behaviour system is explained to all parents and available on the school's web site.

We expect parents to behave in a reasonable and civilized manner towards all school staff. Incidents of verbal or physical aggression to staff by parents/guardians/carers of pupils in the school will be reported immediately to the Headteacher who will take appropriate action.

If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. The Headteacher or the Pastoral Officer may then be involved and, if the concern remains, they should contact the Chair of Governors. If these discussions cannot resolve the problem, a formal complaint or appeal process can be implemented.

## THE PRINCIPLES OF GOOD PRACTICE.

In order to promote good behaviour, we must take a careful look at ourselves. What we do in our classrooms necessarily has an impact on pupil behaviour.

Below are a few principles of good practice:

- a) The teacher must be in the classroom with the work ready before the lesson starts.
- b) Making sure that the lesson is well planned with appropriate differentiation is important. If the teacher is confident in the preparation, the teacher is more likely to be confident in the delivery of the lesson.
- c) Making sure that the resources are to hand is vital. It is very easy for the pupils to become bored and consequently they may well misbehave if they are having to wait.
- d) The organisation of the classroom itself is important. The pupils should know where to get the things they need.
- e) Keeping things tidy is important. This is also important in getting the pupils to care for the quality of their work.
- f) Developing good relationships is vital. If the pupils feel that you do not care for them, then they will respond likewise and become un-cooperative. Spending a few minutes to listen to a pupil at playtime can be very helpful in getting a willingness to work and stick to the rules. Making personal positive comments shows pupils that you care for them.
- g) Making sure that the work is appropriate to the pupil: match.
- h) Have a routine so that the pupils know what they have to do. Try to have a routine at the start of each lesson so they have something to do when they come into the room and have a routine to follow at the end of a lesson as these times can create their own problems. Also have routines for transition or when trying to get whole classes attention.
- i) Please try, at all costs, to avoid interrupting colleagues whilst teaching. This has a significant impact upon teaching in the classroom.
- j) If possible, don't stop your lesson to sort out problems that could be left to be dealt with during the next break using Restorative practice wherever possible.

### DAILY ROUTINES.

Key factors to positive behaviour are clear and consistent routines which are easily understood by all.

1. Classrooms will be set out in preparation for the pupils.
2. Teachers will collect their pupils from the playground promptly at the start of each session.
3. At worship time classes will be lined up and walk quietly to the hall. Being on time is essential. Classes will be supervised throughout worship and out of the hall.
4. At playtime teachers will see their classes quietly out of the building.
5. The teacher on duty will make the decision as to whether it is a wet playtime. They will then inform colleagues. During wet weather, pupils will stay in their classrooms and will be supervised by their class teachers and or TAs.
6. At the end of each break time, the bell will go. The pupils will then line up in an organised and orderly manner under the direction of the teacher on duty. Teachers should be out ready to collect their class promptly.
7. Classes will be lined up and walk quietly to and from the hall/field for Physical Education and Music (hymn practices).
8. At lunchtime, classes will go out to the playground, where a member of staff will blow a whistle and call one class at a time into the hall for lunch.
9. At home time pupils will be supervised from the building in an orderly manner.

### PROMOTING VALUES

The School promotes its key values. These values are truth, justice, forgiveness, generosity, respect. Worship will touch on each of these values.

### OUR SCHOOL RULES.

1. Be respectful
2. Be generous
3. Be honest
4. Be a learner

## STRATEGIES TO ENCOURAGE POSITIVE BEHAVIOUR.

### GENERAL PRINCIPLES.

Teachers will take a lead in dealing with pupils and reinforcing good behaviour. All adults will treat all pupils equally, be calm and polite and will raise their voices only in an emergency, or when outside on the playground or field.

#### Please note:

- It is important to focus upon the behaviour and not the pupil.
- Avoid confrontation and especially physically man-handling pupils.
- Allow the pupil to save face by giving them the option to change to more appropriate behaviour.

Good behaviour will be praised and noted and bad behaviour not reinforced and dealt with quietly. The names of pupils demonstrating `good` behaviour will be said frequently and the names of pupils behaving badly as little as possible.

### BEHAVIOUR IN WORSHIP.

Adults will assist by bringing classes in quietly and being continually active in reinforcing good behaviour with praise. Adults will only speak on subjects directly related to the Worship as a model of good behaviour.

### REWARDS.

These may be given by the class teacher for good work, good behaviour etc. at the teacher's discretion. These are teacher's personal rewards and are given to further support the whole school positive strategies policy.

- Verbal praise.
- Name on board.
- Stickers.
- Special jobs and activities
- Tokens awarded.
- Treat Box
- Star of the day and star of the week certificates are given out either at the end of the day or the end of the week by the class teacher.
- Other strategies may also be used at the discretion of teachers. Letters or postcards may be sent home to parents about good work or behaviour. Furthermore, teachers may wish to telephone home to express positive views about a child.

### NURTURE PROVISION

Pupils who are at risk of underachievement due to social, emotional or behavioural reasons (or any combination of these) will be considered for inclusion into Nurture provision. They may also participate in the SEBD sessions. There is one pastoral officer who provides support and specific intervention packages for all pupils.

Class teachers should discuss their concerns with either the Pastoral Officer, Deputy Headteacher or Headteacher. The Pastoral Officer will ask for a pen portrait of the pupil, outlining the strengths as well as the areas for concern, from the class teacher and will support the class teacher in completing the first Boxall Profile.

### Behaviour Support

The role of behaviour support is to engage, develop and support those pupils with social/emotional and/or behavioural difficulties to access mainstream education successfully. The support will be able to offer:

- 'time out' facility for pupils to de-escalate incidents at both playtimes, lunchtimes and in the classroom.
- Conduct fact finding missions when behavioural incidents occur and report back to the class teacher.
- Provide support for pupils who have been referred by the class teacher.
- Work in conjunction with social services as a point of contact and liaise with information
- Complete Early Help meetings.
- Provide SEB support for targeted pupils.

The school employs [restorative practice](#) as part of the behaviour policy which focuses upon repairing the harm done to pupils and relationships as a result of negative behaviour and attitudes rather than on punishing offenders. This is a positive and proactive approach to behaviour management.

### Restorative Practice

The aim of Restorative Practice is to develop community and to manage conflict and tensions by repairing harm and building relationships. [Restorative Practice is:](#)

- \* a fair process.
- \* a way of repairing relationships between pupils
- \* a way of repairing harm done and moving forward.

Pupils who have been upset by the behaviour of others will have a calm and protected environment in which to tell their side of the story and see positive results.

Pupils who have upset others, are placed in a situation where they are encouraged to understand how their behaviour has affected other pupils and are involved in ideas how they may make amends.

Fair process separates the doer from the deed. It allows for trust to be built up. This in turn encourages commitment from pupils to improve their behaviour.

Pupils will only become involved in the process if they show challenging behaviour, or if they are upset by the behaviour of other pupils. The staff member in charge is trained to maintain a calm and safe atmosphere, where all pupils concerned are given equal opportunity to answer the set questions.

The pupil who has shown the challenging behaviour is helped to understand the effect their unacceptable behaviour has had on others. They are expected to contribute ideas as to how they can make things right. The pupil(s) who has been harmed or upset by this behaviour is empowered by this process. They are able to express their feelings and have an opportunity to say what would help them to feel better. Although it is not a cure-all quick-fix using these methods have already resulted in improved behaviour and relationships in many schools, both primary and secondary, in the UK, Australia and USA.

#### [\\* Questions responding to challenging behaviour:](#)

\*What happened?

\*What were you thinking at the time?

\*What have your thoughts been since?

\*Who has been affected by what you did?

\*What do you think needs to happen next?

### Questions to help those harmed by others.

What happened?

What were your thoughts at the time?

What have your thoughts been since?

How has this affected you and others?

What do you think needs to happen next?

### Pupil Quotes

"I found the restorative practice very helpful because I could say what I felt and thought. It also helped solve problems far better because of the questions which were set."

"Restorative practice has helped me a lot because I have more tendency to think before I act. It also helped me because I used to not get along with others and now I get along with a lot of people now. I now have a good group of friends who understand what I was going through and now say I'm a lot nicer than before."

### Consequences

#### CLASS TEACHER - WHAT TO DO IF?

Teachers are required to use their professional judgement when reprimanding a pupil but if a pupil misbehaves to the extent that he or she is disrupting other pupil's learning then the traffic lights system must be implemented.

Sanctions are imposed in those circumstances where behaviour is deemed unacceptable, school rules have been broken and there has been a failure to follow a reasonable instruction.

The traffic lights system is implemented in each classroom. Morning detentions will be organised and supervised by the class teacher in support with phase colleagues for children who have moved to Amber or Red. Pupils must always be given reasonable time to have a drink or visit the toilet.

If a pupil is on red and has to miss 2 breaks or 10 minutes of lunchtime, then staff should allow reasonable time for the pupil(s) in detention to eat, drink and use the toilet.

#### STEPS.

1. Give the pupil a quiet personal verbal warning.
2. Pupil is then placed on the amber traffic light and given a consequence appropriate for the action and the pupil's age (Reception = Time Out, Years 1 -6 = miss break time). Children can work themselves off amber.
3. Another quiet personal verbal warning is given.
4. The pupil is then placed on the red traffic light and there will be two consequences appropriate to the action and age.
5. The name of any pupil that is placed on the red traffic light is to be recorded in the daily behaviour log. All logs must be uploaded to Google Drive on a daily basis.

If a morning detention is deemed necessary, then the detention will be held in the classroom under the supervision of the teachers or TAs across the phase. If a pupil refuses to do any of the above, then the Pastoral Officer will be contacted to intervene.

It is the responsibility of the class teacher to initially contact parents if inappropriate behaviour continues. It is important that positive relationships with parents are established and that they are informed of behavioural concerns at an early stage so that they can play a proactive role.

#### INDIVIDUAL BEHAVIOUR PLANS FOR BEHAVIOUR.

Teachers can use 'informal' reward charts and stickers to change the behaviour of a pupil, a selection of charts and stickers which may be age appropriate are available. A pupil requiring an IBP for behaviour will be given a behaviour plan which will be reviewed with the parents, pupil, teacher, pastoral officer and Headteacher half termly. Please see the Pastoral Officer and/or Headteacher who will help with the devising of an IBP.

#### Serious Behaviour Concerns.

- Physical violence towards child or adult
- Bullying/verbal or physical
- Foul language
- Destruction of school property.
- Running out of school or classroom.
- Continued refusal to do as required.
- Stealing.

If a pupil does any of the above, he/she will immediately be entered on to the Red Light Incident form and the parents will be informed, at the end of the day, by phone or in writing, and asked to come and discuss this with the class teacher/pastoral officer/Headteacher.

After discussions with parents/carers it may be necessary to complete a Personal Behaviour Plan/Book which will be filled in with appropriate comments by the class teacher and sent home daily. This will reflect positive as well as negative behaviour and must be signed and returned by the parents with comments.

At the end of an agreed period the parent and teacher will meet to review the behaviour of the pupil.

If the parent does not engage with the school, then the Pastoral Officer may be used to make a home visit.

If the behaviour of the pupil has not improved the parent will then meet with the Headteacher. The school may then work with a variety of external agencies including the Primary Behaviour Support team. (Reference will be made to the Local Authority Behaviour Toolkit)

#### Characteristics of Red Light Incidents

Extremely violent to self, others and staff.

Frequent absconders from class.

Do not respond to positive strategies.

Verbal abuse.

Continual refusal

## PLAYTIMES & LUNCHTIMES

### Playtimes

1. Play together sensibly.
2. Tell an adult if you have a problem.
3. Put litter in a bin.
4. Use the toilets considerately.

## RACIST INCIDENTS.

All incidences of racism will be dealt with according to the Behaviour Policy and the Anti- Racism policy. Please fill in one of the Record of Racist/Diversity Incident forms located by the main photocopier and pass it on to the Pastoral Officer. The incident will be dealt with and also be logged in the Racist Incident Log Book, which is in the Pastoral Officer's room and a copy made using the agreed format by the Pastoral Officer. The Local Authority and the Chair of Governors will be immediately informed in writing of any serious or sustained racist incidents.

### Behaviour outside of the School

The School has a statutory power to discipline pupils for misbehaving outside of school premises (section 89(5) of the Education and Inspections Act (2006) The school will regulate behaviour in such circumstances 'to an extent as is reasonable'. Circumstances include:

- taking part in any school organised trip/visit or school related activity.
- travelling to and from the school.
- whilst wearing the school uniform
- actions of pupils who are in some way identifiable as pupils at the school.
- Pose a threat to another pupil or member of the public.
- Could adversely affect the reputation of the school.
- This also includes references to E-safeguarding and E-safety concerns.

The school will 'to such an extent as is reasonable' respond to non-criminal bad behaviour and bullying which occurs anywhere off the school premises and which is either witnessed by a staff member or reported to the school. Reasonable and proportionate sanctions will be applied and the school will endeavour to work with external agencies such as PCSOs, police and Children's Services.

### Detention

The School has the authority and legal power to put pupils in detention and that this consequence is used as a sanction if necessary.

### Absconding.

If a child runs out of the school, please contact the office with the name of the child and the relevant details. Please also inform a member of the Senior Management Team.

If you are unable to find a member of the Senior Management Team, then ensure the safety of the rest of your class and persist in trying to find the appropriate person.

## EXTERNAL ABSCONDING OF PUPILS

The primary consideration is the safety of the child/children involved.

All children should have a clear understanding that absconding is not acceptable.

### Action to take if a child absconds from class or during playtime or lunch break:

1. Class teacher or supervisor - establish that the child has left the premises.
2. Pastoral Officer/office staff will inform the parents or contact person by telephone that the child is missing. (The numbers are in the office files on SIMS). If it is not possible to telephone the parents, then in certain circumstances a member of staff will visit the child's house, taking a brief note to inform the parent that the child has absconded.
3. The local PCSOs will be informed of any absconding pupil and contact details of the parents will be passed onto the PCSO if they wish to provide further support or guidance.
4. Upon the child's return to the school, the issue prompting the absconding should be investigated.
5. The parents should be invited to discuss the issue. The child should be counselled concerning absconding. A Cause for Concern form should be completed highlighting action taken and sanctions provided.

### **Disciplinary Sanctions (Disciplinary Penalties)**

The Education and Inspections Act gives all schools and Academies the power to impose 'disciplinary penalties', where a pupil's behaviour falls below the standard which could be reasonably expected of him/her, whether because he/she fails to follow a School rule or an instruction by a member of staff.

The power extends to other schools which a pupil may be attending for a particular course, and to situations where the pupil is not on the premises and is not under the lawful control of a member of staff, but only to the extent that it is 'reasonable' for the school to impose the penalty. It also covers penalties for a failure by the pupil to comply with a penalty previously imposed on him/her.

The Act also makes it lawful for any school to impose a penalty (other than exclusion):

- If it is not in breach of any statutory requirement or prohibition;
- If it is reasonable;
- If it is made by a paid member of staff (including supply staff, support staff, administrative staff), unless the Headteacher has decided they may not impose it;
- If it is made by an unpaid member of staff (e.g. a parent volunteer) who has been authorised by the Headteacher, and it was reasonable for the Headteacher to do so; and
- The penalty and the action taken were on the school premises or elsewhere when the pupil was under the lawful control of a member of staff.

In determining whether a disciplinary penalty is 'reasonable' the following must be taken into account:

- Whether the penalty was a proportionate punishment in the circumstances; and
- Any special circumstances which are known to the person imposing the penalty, including:
  - The pupil's age;
  - Any special educational needs;
  - Any disability; and
  - Any religious requirement affecting him or her.

Examples of specific sanctions include:

- Removal from the group/class or particular lesson.
- Withdrawal of break or lunchtime privileges.
- Withholding participation in educational visits or sports events which are not essential to the curriculum.
- Completion of work or extra work.
- Carrying out a useful task in the school
- After school detention.
- Internal exclusion
- Fixed Term Exclusion
- Permanent Exclusion

### **Powers of members of staff to detain pupils by use of force**

The Education and Inspections Act 2006 confirms the right of staff to use 'such force as is reasonable' for the purpose of preventing a pupil from:

- Committing an offence;
- Causing personal injury to, or damage to the property of, any person (including themselves); and
- Prejudicing the maintenance of good order and discipline.

### **Exclusions**

The School will use exclusion (fixed term or permanent) only as a last resort.

In discharging their duties, the Headteacher and Governing Body will have regard to the Secretary of State's guidance on exclusions (currently DCSF September 2008 guidance, but this may change).

Exclusions may be for a fixed period or permanent.

### **The Decision to Exclude:**

Only the Headteacher can exclude a pupil, (or the person in charge on the day, if the Headteacher is absent from the School).

Pupils should only be excluded:

In cases of a serious breach of the School's behaviour/discipline policy and if the continued presence of the excludee in the School would seriously damage the education or the welfare of other pupils or staff.

Before deciding to exclude a pupil the Headteacher will:

- Ensure that an appropriate investigation has been conducted;
- Ensure that all the relevant evidence has been considered;
- Give the pupil an opportunity to be heard; and
- Consult other relevant people if necessary.

Having considered these matters, the Headteacher will make a decision based normally on the balance of probability, having regard to any current guidance from the DfE.

### **Fixed Term Exclusion**

The Headteacher is permitted to exclude a pupil for one or more fixed term periods not exceeding 45 school days in any one school year. The School will continue to provide education for an excluded pupil (whilst he/she remains on roll) and particularly in the case of an exclusion of more than 15 days. The Headteacher in consultation with the relevant members of staff will consider the following:

- Making alternative provision from day six for fixed-period excluded pupils;
- Where appropriate, to arrange reintegration interviews with parents at the end of a fixed-period exclusion of six days or more; and
- How the pupil's education can otherwise continue.

### **Permanent Exclusion**

A decision to exclude a pupil permanently, as befitting its gravity, will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail, or if an exceptional 'one-off' offence has been committed: e.g.

- Serious violence, actual or threatened, against a pupil or member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug; and
- Carrying an offensive weapon

Or any other one-off offence considered by the Headteacher to be an exceptionally serious one.

The procedure for excluding a pupil is set out in Appendix 1.

### **Equal Opportunities**

In making and implementing this policy account must be taken of the School's equal opportunity policies.

### **Pupils with Disabilities**

The School aims to ensure that pupils with disabilities are not treated less favourably than other pupils and will endeavour to ensure that no exclusion of such a pupil has been caused directly or indirectly by the pupil's disability. Any exclusion of a pupil with a disability will be closely monitored both within the School and by the School's Discipline Committee.

### **Pupils with Special Educational Needs**

The School will pay due regard to the guidance in the Special Educational Needs Code of Practice and the Education of Children and Young People with Behavioural, Social and Emotional Difficulties as a special educational need.

The School will aim not to exclude pupils with special educational needs and will aim to find alternative strategies that keep pupils with special educational needs who have behaviour problems in the School.

## **Appendix 1**

### **Procedure for Excluding a Pupil**

#### **Informing Parents about the Exclusion**

The Headteacher will inform parents without delay (by telephone, with a follow-up letter within one school day) and will give the following information:

- In cases of fixed term exclusions, the length of the exclusion;
- In cases of permanent exclusion, that it is a permanent exclusion;
- The reasons for the exclusion;
- Their right to make representations to the School's Discipline Committee;
- The name of the person to be contacted, if they wish to make representations.

The letter to parents will also state:

- The latest date by which the Discipline Committee must meet to consider the case;
- The parent's right of access to the pupil's School record;
- The date and time when the pupil should return to the School (with a fixed term exclusion) or the number of lunch-times for which the pupil is excluded (with lunch-time exclusions);
- With a permanent exclusion, its immediate effect and any relevant previous history;
- Arrangements for the setting and marking of work (it is the parent's responsibility to ensure that work sent home is completed and returned to school);
- The name and telephone number of the person in the School who can be contacted for advice; and
- Any other helpful contacts.

#### **Informing the Discipline Committee (of the Governing Body)**

The Headteacher will inform the Chair of the Governing Body and the pupil's Local Authority Children's department within one school day of:

- A permanent exclusion;
- Exclusions totalling more than 5 school days or 10 lunch-times per term;
- An exclusion necessitating a pupil missing a public examination.

The Headteacher will inform the Governing Body of fixed term exclusions amounting to 5 or fewer school days or 10 or fewer lunch-times (or half days) in total per term on a termly basis.

The Headteacher must include the following in his/her exclusion report;

- The name of the pupil;
- The duration of the exclusion;
- The reason(s) for the exclusion;
- The pupil's age, gender and ethnicity;
- Whether the pupil is statemented or is on School Action or School Action Plus; and
- Whether he/she is in Local Authority care.

#### **The Responsibilities of the Discipline Committee**

##### **The Discipline Committee**

The Governing Body will appoint a Discipline Committee at the beginning of each academic year, and appoint a Chair and a clerk.

The Discipline Committee will review all exclusions and consider any representations from parents.

The Committee will consider whether reinstatement is a practical option;

- The Committee may consider more than one exclusion at any one meeting where appropriate
- In cases where a pupil will miss a public examination as a result of exclusion, the Discipline Committee should endeavour to meet before the date of the examination. In extreme cases with fixed term exclusions, the Chair of the Committee may consider the exclusion on his/her own and may reinstate.

### **Discipline Committee Meetings re. Exclusions**

On being informed of an exclusion by the Headteacher, the clerk or Chair must:

- With fixed term exclusions totalling fewer than 6 school days in one term, convene a meeting of the Discipline Committee to consider representations from the parents (if these have been made), but the pupil cannot be reinstated;
- In the case of fixed term exclusions totalling more than 5, but not more than 15 school days, in any one term, convene a meeting to review the exclusion if the parents have asked to make representations between the 6th and the 50th school day after being notified of the exclusion.
- In cases of permanent exclusion or where one or more fixed term exclusions add up to more than 15 days in any one term, arrange a meeting to review the exclusion between the 6th and the 15th school day after being notified of the exclusion;
- Invite the parent, Headteacher (and, where appropriate a representative of the Local Authority Children's department) to attend at a mutually convenient time and place;

And will

- Request written statements before the meeting; and
- Circulate any such written statements (including any statements from witnesses) and a list of those due to attend in advance to all interested parties.

The parent may be accompanied by a friend or a legal representative. The excluded pupil will usually be allowed to attend and to speak if the parent requests this. The committee will inform the parent of its decision as soon as possible but no later than one school day from the hearing, stating the reasons. The parent will be informed of the right to appeal to an Independent Appeal Panel and where the letter is one where the Discipline Committee upholds the decision of the Headteacher to exclude the pupil, that letter will set out some sources of advice.

# Positive Behaviour Policy

## ‘It’s Good to be Green!’



### The Traffic Lights

Behaviour in the classroom is monitored using the Traffic Lights. We insist on high standards of behaviour and attitudes at all times. Any child that chooses not to act accordingly is given a warning and takes the consequences, from a warning for the first offence, to Amber, to Red and building up to working in isolation and having parents informed. Children are supported at each stage in thinking how they can turn their behaviour around and are encouraged to work themselves back to Green on the Traffic Lights. At all times we make the children aware that they have a choice about how they behave and as a result are choosing to accept the consequences of their actions.

Every session is a fresh start and children always begin on Green.

If children are on Amber or Red and have not worked themselves back to Green, by making the right choices - then they miss part of their break time.

### Playtimes

The adults and Playground Buddies outside encourage active play and team games using the playground equipment we have available. There are allocated spaces for children who prefer quiet time at break time. Any one feeling they need support at break time can visit our Buddy Bench where support can be given by an adult or a Playground Buddy, who has had training. The Traffic Light system is also used at Playtimes so children understand the consequences of their actions.

### Good Work and Behaviour



Good work is rewarded with Star of the Day notes, which are sent home daily for a member of each class. We also have Celebration Assemblies each week to praise, reward and value achievements and behaviour. We even send Postcards home to share something your child has impressed us with.

### Token Menu

At St Peter and St Paul CE Primary School we value and insist upon good manners at all times. Children are given tokens when they are polite, helpful and supportive of each other. Children helping around school are also paid in tokens!

All the tokens are saved in a Community House Pot so it is important that the children work together to save as many as they can. Tokens can be exchanged for rewards from the Token Menu. The Token Menu is negotiated yearly so that the children can choose the rewards that mean the most to them.

Don't ever worry about your child being on Amber or Red of the Traffic Lights. It helps them to learn to manage their own behaviour and accept consequences – you may thank us for this when they are teenagers! If your child's behaviour or attitude is ever a real cause for concern, we will discuss this with you.

At all times our children are encouraged to sort out any problems themselves. Staff help them to talk through the issues and think of possible solutions. This way we are giving them important life skills that they can apply time and time again.

# Zero tolerance towards bullying!



## What is bullying?

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumours, excluding someone from social groups)

It is important to note that most children, are involved in the above behaviours at some time or another and they can be easily resolved. Only when the behaviours are *repeated* or *persistent* are they classed as bullying.

## How can I tell if my child is being bullied?

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in schools. Our staff are all alert to the signs of bullying and act promptly and firmly against it.

## What will school do?

If bullying is suspected or reported, the incident will be dealt with immediately. Mrs Cranidge (Headteacher) or Mrs Field (Pastoral Officer) will interview all concerned and will record the incident. Teachers and parents (of all pupils involved) will be informed so that everyone is aware of the situation. Appropriate consequences will be used and the situation will be monitored.

## What support will my child have?

Pupils who have been bullied will be supported by having an immediate opportunity to discuss the experience with a familiar member of staff. They will have continuous support and reassurance and our priority will be to restore self-esteem and confidence.

Pupils who have bullied others will be helped by discussing what happened and why, establishing the wrong doing and accepting the consequences of their actions. Their parents will be involved at every stage and again there will be ongoing monitoring. Our priority will be to support the child to change their old behaviours and deal with any underlying problems to ensure the behaviour is not repeated.

## What are the consequences of bullying behaviours?

The following disciplinary steps can be taken:

- Official warnings to cease offending
- Exclusion from certain areas of school premises
- Fixed-term exclusion from school
- Permanent exclusion from school



## How does the school ensure that children know the anti-bullying message?

We raise awareness of the nature of bullying through many subjects, but deal with it explicitly in PSHE. Our day to day behaviour system (Traffic Lights – It's good to be green) highlights the importance of treating others well and our Christian ethos promotes the respect of others in our work, play and relationships.

