

Behaviour Management Policy 2015

(review Sept 2017)

Our school rules

We work hard.

We are kind.

We listen.

We are truthful.

We take care of each other and our school

Our school rules apply at all times inside and outside the school. They will be taught and reinforced during lessons and assemblies.

Rewards:

Children who consistently keep the school rules and those who show improved behaviour should be rewarded. The following rewards should be used:

- Smiles, claps, stickers, stamps and meaningful praise.
- Golden tickets – awarded to children who are following the school rules.

These are collected in HOUSE boxes in each classroom and counted. The house with the most golden tickets at the end of each half term will be celebrated in assembly. In Key Stage 1, four tickets will be drawn (one from each house box) on Friday. When a child's ticket is drawn, they will receive a small prize.

In Key Stage 2 children will receive a small prize when they have collected twenty golden tickets.

How is this monitored? Each term the winning house will receive a treat.

Golden slips to be awarded to children who work hard and produce excellent work, relating to their ability. The children complete their section of the golden slip and then take it to the Head teacher who will complete their section, give the

children a sticker and record their name in the golden book. These children will have their names read out during Monday assembly. One child who has received golden slip will be chosen by the Head teacher each Monday to receive the golden award badge. The golden slips are then shown to the parents/carers who complete their section and the slip is inserted in the child's book.

· Whole class reward of extra playtime will be given to classes who collect 15 tokens. These tokens are given for classes that line up quickly, quietly and sensibly at breaktime and lunchtime, as well as to classes that come into assembly quietly and sensibly, listen well and leave again sensibly and quietly. (The number of tokens needed will be reviewed once in operation)

Consequences:

Consequences will be used when a child does not follow the school rules. The following steps will be followed by all staff during lesson time.

The Steps	Foundation Stage	Key Stage 1 and 2
	Children following school rules are on green	Children following school rules are on gold
Step 1	Reminder of expected behaviour	Verbal warning plus visual symbol
Step 2	Warning and choice (time out to discuss with children in a circle)	5 minutes
Step 3	Amber – speak to parent/carer	10 minutes (If three incidents at step 3 in one week, the teacher should record in the behaviour book and inform parents)
Step 4	Red – letter home (record in behaviour book)	15 minutes - child to be sent to head teacher. Class teacher to record class behaviour book. Child to be sent with class behaviour book to head teacher. Class teacher to

		send standard behaviour letter home. Headteacher to record on SIMS.
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Serious incidents such as violence, racism or swearing should be referred to the head teacher. In these situations, the steps should not be used in KS1 and 2. In FS the unit manager will speak to parents and record the incident.

In the Foundation Stage:

Staff will record children who get to step 3. Children begin each session on green.

In Key Stage 1 and 2:

- The minutes relate to loss of playtime. This will be supervised by the adult who gives the consequence.
- Teachers have the option to give children the opportunity to “cool off” at any point before step 4. If this option is used, it must be logged in the class behaviour book. Children should be sent to the nearest classroom with work to complete. This is not a sanction; it should be used as a way to avoid escalation of inappropriate behaviour. A telephone call should be made to the receiving teacher to inform them. The receiving teacher will then provide a place for the child to work without further discussion of the behaviour.
- Children are able to move back up to gold if they have tried hard to turn around their behaviour (though this needs to be monitored that the same children are not yo-yoing up and down)

The consequences of inappropriate behaviour are applied on a daily basis with each new day giving all involved a ‘fresh start’.

Lunchtime/playtime

The school rules apply throughout the school day and will be reinforced by lunchtime staff and staff on playtime duty. Staff will focus on encouraging and rewarding positive

play. Consequences will be used when a child does not follow the school rules. All staff should follow the following steps.

The Steps	
Step 1	Remind child of the school rules and give the child the opportunity to choose to play appropriately
Step 2	Five minutes' loss of play to be timed and supervised by staff on duty. If less than five minutes of playtime remains, the child will lose play until the end of the playtime. Staff on duty will record the loss of play on a slip and pass this to the class teacher at the end of playtime. The class teacher will store these in the behaviour book.

Serious incidents at lunchtime must be referred to the member of the management team on lunchtime duty. A timetable of the staff on duty will be displayed on the lunchtime organisers' board. The lunchtime organiser who is dealing with the incident is responsible for escorting the child/children involved to the senior member of staff. The member of the Management will record serious incidents on SIMs.

Wet Lunchtimes

The classroom consequences board will not be used by lunchtime organisers. The Lunchtime Steps will be followed. Five minutes' loss of play will be supervised by the lunchtime organiser in the classroom. School staff on lunchtime duty will circulate the corridors. Serious or repeated minor incidents should be referred to senior management. In this situation the lunchtime organiser should telephone the office to request support from senior management.

Parental Involvement

Class teachers will use their discretion about when to contact parents informally. As far as possible class teachers should aim to build up positive relationships with parents.

When a child's behaviour becomes a cause for concern the following steps should be followed:

1. Informal chat to Parent(s)
2. Letter from class teacher to Parent
3. Formal meeting with parents and class teacher
4. Meeting with Deputy / Head teacher

Expectations linked to behaviour

Children should:

- Walk around school
- Wear full school uniform and black shoes without jewellery
- Wear PE Kit (plain white t-shirt with black/dark blue shorts or leggings)
- Carry PE kit in a PE bag
- Not eat sweets or chewing gum
- Not bring toys to school (any prizes won in school should be taken home)

Routines to be followed by all staff to promote an effective learning environment and ensure safety:

- Behaviour incidents will be logged in the class behaviour book at steps 3 and 4. Behaviour books will be passed up to the next class teacher at the end of the academic year.
- Children should be reminded to go to the toilet during playtime. They should not go to the toilet during lesson times on a routine basis. If a child does leave the classroom to go to the toilet, the child should sign out of class.
- Water bottles will be labelled with each child's name and stored neatly near the sink area.
- Worry boxes are set up in classes so the children have somewhere they can communicate if they are worried about anything including behaviour.

Children with Additional Needs:

Any child with an additional or special need for behaviour must have whole school strategies that outline the different procedures to be used.

Updated: 2016

Review: 2017