

# CLARENDON ROAD PRIMARY SCHOOL



## Behaviour Policy

**Policy Review:** *This policy will be reviewed by the full Governing Board on an annual basis.*

**Date of Issue:** October 2013

**Date of Last Review:** *September 2018*

**Signed:**

**Signed:**

**Headteacher**

**Chair of FGB**

**Date:**

**Date:**

**To be reviewed:**

*September 2019*

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*It is the right of all children to be educated and for all teachers to teach*

## Ethos

The creation of a positive ethos and good behaviour from the children at Clarendon Road Primary School is vitally important. Without mutual respect and discipline the delivery of a broad, balanced and differentiated curriculum becomes impossible.

Whilst we have pride in the behaviour of the majority of our pupils we do have a minority whose behaviour does not always meet with our expected code of conduct. It is therefore vital that we recognise these behaviours and develop strategies for dealing with them.

*Every pupil will go to a school where there is **good behaviour, strong discipline, order and safety**. Every parent wants to know their child will be safe and happy at school.*

Your child, your schools, our future: building a 21st century schools system, June 2009

One of our most vital functions is that of being consistent with explicit boundaries and expectations so that children can anticipate our reaction and modify their behaviour accordingly. Therefore:

- Clear rules must be established and made explicit.
- Staff must be consistent in their dealings with pupils.
- All staff should interpret school rules in the same way.
- Parents should be aware of the school rules and the consequences of their child's actions.
- Everyone should feel that the system is fair.

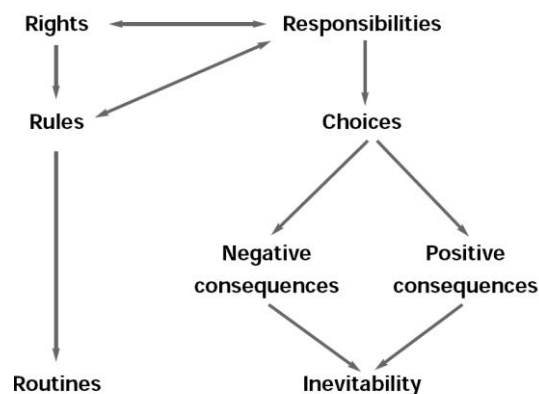
## Curriculum

The planning, delivery and evaluation of the curriculum should recognise that the equality of its content and the teaching and learning methods through which it is delivered are important influences on pupils' behaviour. This has implications for the planning and management of the curriculum:

- Teachers must plan lessons that engage the children at their level to allow them to learn.
- Children must clearly understand the tasks set and the expected outcomes.
- Children who are disruptive may have low self-esteem which needs to be raised and their confidence boosted through highlighting those things they are good at.
- The curriculum may have to be amended to make full use of the disruptive child's interests and skills.

## Rewards and Consequences

Children need to understand that the school system runs through the four R's: rights, rules, routines, responsibilities:



Throughout the school there should be a balance between rewards and sanctions. However, research has shown fairly conclusively that rewards (positive consequences) are most effective in modifying children's behaviour and sanctions (negative consequences) and have a greater effect on improving the standard of children's work.

We should look for good behaviour and reward with an intrinsic or extrinsic reward. We should try to praise quickly but ensure that the child knows exactly what is being rewarded and understands that it is behaviour which is being praised and not the child himself.

## Rules in School

The Golden Rules are followed throughout the school as a general moral code. It is also important to have specific expectations for behaviour and conduct in different areas of school life. Golden Rules are shared and discussed with children regularly in the classroom, through assemblies and as part of Circle Time (see Appendix 1). Children are taught to believe in themselves and recognise that when they follow the rules they are seen to 'shine'.

We are always looking for children to:

- ❖ Be happy.
- ❖ Be proud.
- ❖ Shine!

When reflecting on behaviour children are asked if they can remember 'THE' Golden Rule:

**"Treat others the way you want to be treated."**

## Impeccable Learning Behaviour

'Impeccable Learning Behaviours' (ILB) can be seen around school. Impeccable learning behaviour can be seen in the following ways:

- Thirst for knowledge and understanding
- A love of learning
- Pupils' attitudes to learning equally high standard across subjects and with different staff.
- Incidences of low-level disruption in lessons are extremely rare.
- Pupils are unreservedly positive about both behaviour and safety.
- Pupils are aware how good attitudes and behaviour contribute to school life, adult life and work.
- Pupils' behaviour outside lessons is impeccable.
- Pupils' pride in the school is shown by their excellent conduct, manners and punctuality.
- Pupils are fully aware of different forms of bullying, including cyber-bullying and prejudice-based bullying, and actively try to prevent it from occurring. Bullying and derogatory or aggressive language in all their forms are very rare and dealt with highly effectively.
- All pupils are safe and feel safe in school at all times. They understand very clearly what constitutes unsafe situations and are highly aware of how to keep themselves and others safe in different situations, including in relation to e-safety

## Spirit of School

The '*Spirit of School Awards*' are alive at Clarendon Road Primary School. We expect all members of the school community to live up to a high code of personal behaviour that can be used in all parts of their life. There are rewards and celebrations along the way, with events in school that will help show how other people live up to these values in work, sport and everyday life.

	<p><b><i>Be honest with others and with yourself:</i></b> Have the courage to do the right thing. Be truthful and promote fairness in every situation.</p>
	<p><b><i>Treat everyone equally:</i></b> Support each other and work together to have fun and achieve. Celebrate each others' success. Be a good friend and a positive team player in school, sport &amp; life.</p>
	<p><b><i>Treat others politely and with understanding:</i></b> Accept life's 'ups and downs' with grace. Show respect, every day, in everything you do and for everyone around you.</p>
	<p><b><i>You've got to believe to achieve:</i></b> Have the self belief and confidence to succeed and reach your personal best.</p>
	<p><b><i>Always give it 100%:</i></b> Put your heart and soul into whatever you are doing and never giving up. Care about what you do and the people around you, and approach each opportunity with enthusiasm and positivity.</p>
	<p><b><i>Keep going no matter what:</i></b> Determination is about the journey you go on to push yourself and achieve your dreams. Have the mental strength and the self discipline to overcome obstacles, commit to your goals and keep working every day to become the very best you can be. Don't hold back</p>

## **Rewards**

### ***Spirit of School Achievement Cards***

Achievement cards are held by all children and they can earn stickers for good behaviour and good work. When they complete a row of spirits they share it with the headteacher and earn a certificate. When the card is complete they receive a medal.

### ***Star Slips***

Children receive Star Slips when they follow the school rules and achieve their targets in lessons. Each half term there is a special Star Slip Assembly where prizes are drawn from the star slip raffle box and 2 children in each class receive a prize, with a further overall prize being given to a child from the whole school raffle.

### ***Class Rewards***

All teachers add their own reward system to the whole school system that is agreed by the children in their class.

## **Consequences**

All behaviour modification should initially begin with a polite reminder and then a warning before consequences are given. Different behaviours require different consequences and the levels in Appendix 9 will be used to support the management of behaviour. These have been agreed with staff and a group of parent representatives. Children may also be asked to complete a 'Think Sheet' to help them reflect in their behaviour. (See Appendix 11)

## **Lunchtime Behaviour**

Clarendon Road Primary School promotes positive playtimes with clear rules, rewards and sanctions for the children's time on the playground. (See Positive Playtime Policy). Children will be managed under the 5 Levels and will receive a red card for negative behaviour which is sent to parents to be signed. Rewards include yellow certificates, stickers and star slips.

## **Staff Role**

- Make every effort to ensure that others learn & thrive in atmosphere of respect and dignity.
- In dealing with disruptive children staff should modify their behaviour which requires constant monitoring of individuals and situations in order to evaluate and plan for future action. To be successful in all these roles, staff need to be aware of, and be able to interpret the signals they are being given.
- In this way staff can control the learning environment rather than be in a situation of crises management – pro-active rather than reactive.

### ***Self Awareness***

- The behaviour of some children can illicit strong responses from teachers. To have feelings about certain incidents and situations is natural, but staff should be aware of their own feelings and reactions in order to prevent a worsening of a situation through over-reaction. Staff must always be aware that they are the professional adult in any school situation.

### ***Volatile Situations***

- Definition of a volatile situation: where the behaviour of a child is putting staff and/or pupils at risk, i.e. threatening to throw furniture, verbal/physical abuse (e.g. racists, homophobic, foul language)
- If there is an additional member of staff in the classroom following a volatile situation any member of staff requiring time to reflect/calm down may leave the classroom. If the staff member is on their own in the classroom they can ask an additional member of their department to remain with their children.
- For more information on this see the Reasonable Force Policy.

<b><i>Rights</i></b>	<b><i>Responsibilities</i></b>
<ul style="list-style-type: none"> <li>To be supported by peers and managers</li> </ul>	<ul style="list-style-type: none"> <li>To ask for support when needed</li> <li>To offer support to colleagues and managers</li> </ul>
<ul style="list-style-type: none"> <li>To be listened to</li> <li>To share opinions</li> </ul>	<ul style="list-style-type: none"> <li>To listen to others</li> <li>To give opinions in a constructive manner</li> </ul>
<ul style="list-style-type: none"> <li>To be treated courteously by all others in the school community</li> </ul>	<ul style="list-style-type: none"> <li>To model courteous behaviour</li> <li>To recognise and acknowledge positive behaviour in others</li> </ul>
<ul style="list-style-type: none"> <li>To be made fully aware of the school's systems, policies and expectations</li> </ul>	<ul style="list-style-type: none"> <li>To support others in developing their skills in promoting positive behaviour and regular attendance</li> <li>To acknowledge areas of won skills which could be developed</li> <li>To try new approaches</li> </ul>

### **Pupil's Role**

All pupils have the right to a broad, balanced education filled with enjoyment and achievement; however, this must come with the knowledge that they have a responsibility to make a positive contribution. Pupils at Clarendon Road Primary School are given a copy of the Home School Agreement to share with their parents. Copies are signed and returned to school.

#### *Pupil Behaviour Management Guide*

**The children are taught to manage behaviour situations with the '5 finger tell':**

1. Ignore behaviours.
2. Blank behaviours.
3. Ask politely to stop.
4. Warn you will tell.
5. Tell the teacher.



❖ *All children have identified '5 trusted' adults that they can talk to about any situation.*

#### *Anti-Bullying Statement:*

**The children will write a statement during anti-bullying week.**

<b><i>Rights</i></b>	<b><i>Responsibilities</i></b>
<ul style="list-style-type: none"> <li>To be treated with respect</li> </ul>	<ul style="list-style-type: none"> <li>To behave respectfully to others</li> </ul>
<ul style="list-style-type: none"> <li>To be safe</li> </ul>	<ul style="list-style-type: none"> <li>To behave in a way which keeps others safe</li> </ul>
<ul style="list-style-type: none"> <li>To learn</li> </ul>	<ul style="list-style-type: none"> <li>To attend school regularly</li> <li>To be willing to learn</li> <li>To allow others to learn</li> </ul>
<ul style="list-style-type: none"> <li>To make mistakes</li> </ul>	<ul style="list-style-type: none"> <li>To own mistakes</li> <li>To allow others to make mistakes</li> </ul>
<ul style="list-style-type: none"> <li>To be listened to</li> </ul>	<ul style="list-style-type: none"> <li>To give opinions in a constructive manner</li> <li>To listen to others.</li> </ul>

## **Parent's Role**

<b><i>Rights</i></b>	<b><i>Responsibilities</i></b>
<ul style="list-style-type: none"><li>• To be treated with respect</li></ul>	<ul style="list-style-type: none"><li>• To behave respectfully towards others</li></ul>
<ul style="list-style-type: none"><li>• To be kept informed about their child's progress</li></ul>	<ul style="list-style-type: none"><li>• To make sure their child attends school regularly</li><li>• To talk to their child about what he/she does in school</li><li>• To talk to teachers if they have any concerns about their child's learning or wellbeing</li></ul>
<ul style="list-style-type: none"><li>• To be listened to</li></ul>	<ul style="list-style-type: none"><li>• To listen to others</li></ul>
<ul style="list-style-type: none"><li>• To have access to information on the school's approach to behaviour and attendance</li></ul>	<ul style="list-style-type: none"><li>• To absorb information and share concerns</li></ul>
<ul style="list-style-type: none"><li>• To have concerns taken seriously</li></ul>	<ul style="list-style-type: none"><li>• To share concerns constructively</li></ul>

### ***Parent Meetings***

- Initial meetings are held with parents without the child being present, when pupil's behaviour persistently does not conform to school systems at Level 1-3 with the class teacher or is involved in an incident at Level 4 / Level 5 with the headteacher (Appendix 9). At such an interview the situation could be explained and information sought which may shed light on the child's behaviour. Parents should be given the opportunity to express their views and this may influence actions taken. A written record of the meeting should be kept with all opinions recorded and signatures of all parties taken.
- Action should be decided upon and the child brought into the interview to see parents and school working together.
- Weekly meetings with parent, pupil and teacher may take place until pupil behaviour has been modified or progress is established. In this situation a record of the meeting should be added to the initial document stating all parties' opinions.
- Interaction with parents should be professional, positive and polite. However, a situation can occur which could be challenging and in such cases the conflict needs to be managed. Parents should be invited to discuss the matter in private, however, it is important that colleagues are aware that a meeting like this is taking place. Support from a colleague may be sought and the head teacher may have to be summoned.
- The school has a zero tolerance policy on any visitor being abusive or threatening.

### **Persistent Poor Behaviour**

Where a child continues to exhibit unacceptable behaviour over a period of time, which is disruptive to the learning environment, then the following procedure is put in place. This is not a quick fix, but a process which needs the commitment of all involved.

- Teacher obtains as much information about the child as possible from colleagues, school records, reports to parents.
- Teacher should keep a dated record of the incidents, including positive strategies and methods used to modify and or control behaviour,
- Behaviour observation records may be collated by the class teacher and teaching assistant in a variety of settings, which are used to inform target setting The parents should be informed to ask for their support and encouragement (see Parental role)
- Where progress is limited then an Individual Behaviour Plan is initiated and the SENCO (Special Needs Coordinator) informed to decide on action to be taken. The plan is agreed by the child and shared with the parents.

- A pupil behaviour chart may be completed daily showing the targets that the pupil is working on and highlighting pupil's progress.
- The SENCO may suggest assessment / recording procedures which may be carried out.
- The SENCO and Learning Mentor may work alongside the class teacher to support the pupil.
- Although the Head Teacher will already have knowledge of any difficulties the child is having, there is provision for Head Teacher report if previous strategies have not worked. This involves parents, pupil, class teacher, head teacher in a weekly progress meeting.
- The formal recording of Special Educational Needs may be necessary, leading to an assessment from outside agencies: The Locality Team: Social Worker, Educational Welfare Officer / Educational Psychologist / School Nurse / Doctor / General Practitioner (through parent).
- An extreme sanction is the fixed term or permanent exclusion. However, these are seen as options only in extreme cases of misbehaviour. Set procedures must be followed very carefully should such an action be considered necessary.



### **Circle Time Positive School Management System Model**

- Quality Circle Time (QCT) is a democratic and creative approach used to support teachers and other professionals in managing a range of issues that affect the whole learning community. Teaching staff, children, support staff, parents and governors can be actively involved.
- QCT has proved successful in promoting better relationships and positive behaviour, two of the most effective improvements to both learning and the smooth and harmonious running of a school. The QCT model involves a commitment from schools to set up an ongoing process of Circle Time Meetings for adults and children, at which the key interpersonal and organisational issues that affect school development can be addressed. The sessions for children may be linked to the PSHE curriculum, and often consist of weekly meetings lasting half an hour where children sit in a circle.
- QCT meetings for children involve carrying out activities, games and the practice of speaking and listening skills, often in a round.

#### **There are several key elements in the model, namely:**

- Improving the morale and self-esteem of staff
- Listening systems for children and adults
- The Golden Rules: a system of behavioural rules for children
- Incentives: a weekly celebration to congratulate the children for keeping the Golden Rules
- Sanctions: the partial withdrawal of the Golden Time incentive
- Lunchtime Policy

[Jenny Mosley & Positive Press Limited](http://www.circle-time.co.uk/)

<http://www.circle-time.co.uk/>



**Individual Behaviour Plan**

<b>Name:</b> <i>School Action</i>	<b>Class:</b>	<b>Date:</b>	<b>Review Date:</b>	<b>IBP No.</b>
<b><u>Additional Support</u></b>				
<b><u>Targets (SMART)</u></b>	<b><u>Action</u></b>	<b><u>Resources</u></b>	<b><u>Review of Targets</u></b>	
•	•	•		
•	•	•		
•	•	•		
<b><u>Parental Involvement</u></b>				
<b><u>Pupil Input</u></b>				

## Pupil Behaviour Chart

Monday	Tuesday	Wednesday	Thursday	Friday

Targets:

1.

2.

3.

(Pupils agree areas on which they need to work and record on the chart. Should the child have a good lesson they are awarded a stamp or sticker, however should they exhibit behaviour on their target list that number is written on the timetable. When no inappropriate behaviours are recorded on the chart for a week this target is removed from the chart.)

**Pupil Reward Chart**

<b>Target (to be negotiated with pupil)</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Sit appropriately in assembly					
Sit appropriately in class for agreed period					
Complete work					
Be polite to staff					
Keep a pleasant expression on face					
Enjoy playtime without fighting					
Enjoy dinnertime without fighting					
Be pleasant to others (do not wind people up)					
Be helpful and considerate					

In return for 4 ticks Fred will be allowed out to afternoon play.

In return for 6 ticks Fred will be allowed to play on the computer.

In return for 8 ticks Fred will be allowed out at lunchtime.

Serious misbehaviour will result in these privileges being cancelled.

Signed:

Pupil:

Teacher:

Head Teacher:

Parent / Grandparent:

## Head Teacher Report

Date:	Pupil:
<b>BEHAVIOUR IN THE CLASSROOM</b>	
<b>BEHAVIOUR ON THE PLAYGROUND</b>	
<b>WAYS I HAVE BEEN HELPFUL AND CONSIDERATE</b>	
<b>WHAT I THINK OF MY BEHAVIOUR TODAY</b>	
<b>BEHAVIOUR AT HOME</b>	



Signed	Pupil Teacher Parent Head teacher

## Behaviour Levels Checklist

### Higher Order Behaviour Incidents (not required as part of daily routine)

	<b>BEHAVIOURS</b>	<b>CONSEQUENCE</b>
<b>LEVEL 1</b>	<ul style="list-style-type: none"> <li>• Accumulation of low level incidents.</li> <li>• Walking out of class</li> <li>• Throwing things</li> <li>• Hiding in school</li> <li>• Being unsafe to myself or others</li> <li>• Arguing with staff</li> <li>• Hurting someone deliberately</li> <li>• Real fighting</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate isolation to another part of school to work for the remainder of the day.</li> <li>• Teacher contact parents.</li> <li>• Parents meet Mrs Ford at home time.</li> <li>• Letter home.</li> </ul>
<b>LEVEL 2</b>	<ul style="list-style-type: none"> <li>• Assault</li> <li>• Swearing with intent</li> <li>• Carrying weapons</li> <li>• Running out of school</li> <li>• Serious damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate isolation to another part of school to work for the remainder of the week.</li> <li>• Sent to Mrs Ford.</li> <li>• Contact parents immediately.</li> <li>• Letter home.</li> <li>• Inform Governing Body.</li> <li>• Consider exclusion.</li> </ul>

## **THE GOLDEN RULE**

*Treat people the way you want to be treated.*

### ***Golden Rules***

- We are gentle, we don't hurt others
- We are kind and helpful, we don't hurt anybody's feelings
- We are honest, we don't cover up the truth
- We work hard, we don't waste time
- We listen, we don't interrupt
- We look after property, we don't damage things

### ***Playground Rules***

- We listen to the adults in the playground
- We stand still when the bell rings
- We play together and look after each other
- We let other children get on with their own games
- We sort out our problems in a fair way
- We look after the equipment and put it away properly at the end of play

### ***Lunchtime Rules***

- We line up quietly
- We walk around sensibly
- We finish what we are eating before we speak
- We remember to say 'please' and 'thank you'
- We put our own rubbish away
- We put our hand up and ask to go outside
- We talk quietly to the people next to us

### ***Rules Around School***

- We walk around school sensibly
- We line up quietly
- We remember to say 'please' and 'thank you'

- We say 'excuse me' when an adult is talking

### ***Uniform***

- We wear our uniform with pride
- We do not wear jewellery

### ***Shining Children***

Children are told they are shining when they follow the rules.

*You are a Star*

*You are a Star*

*You are a Star*



*You are a Star*

*You are a Star*

*You are a Star*



*You are a Star*

*You are a Star*

*You are a Star*



*You are a Star*

*You are a Star*

*You are a Star*



*You are a Star*

*You are a Star*

*You are a Star*



*You are a Star*

*You are a Star*

*You are a Star*



**Think Sheet**

**What happened?**

**What led up to the incident?**



**What were the consequences of my actions?**

**What did I do?**