

**Thomas Whitehead C of E Primary School**

**BEHAVIOUR AND DISCIPLINE POLICY**

<b>Policy:</b> <b><u>Behaviour and Discipline</u></b> <b><u>Policy</u></b>	<b>Issue Date and Version</b> <b>Number: January 2013</b>	<b>Page: 1 of 15</b>
<b>Review Date:</b> <b>January 2014</b> (or sooner if there is a change in legislation or to reflect best practice or at the request of either party)		<b>Related Policies and Guidance:</b> Lunchtime Policy Code of Conduct
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“Good behaviour is a necessary condition for effective teaching and learning to take place  
and an important outcome of education which society rightly expects.”  
(Education Observed D.E.S)

**This is a Church of England School and in common with all church schools, aims to provide the best possible education for each of its pupils within the context of a caring, Christian community.**

### **Introduction**

**Our policy is based on Christian Values and the belief that:**

- Good behaviour is not automatically learned but needs to be taught and supported by parents.
- Classroom behaviour can change and that we as teachers can assist children to manage their behaviour more effectively.
- A child with problems is the school's problem not an individual teacher's problem.

### **Aims**

- For children and staff to live our Christian Values.
- For staff to project themselves as good role models, co-operating and supporting one another, and treating colleagues and pupils with courtesy, consideration and respect.
- For staff to have a high standard of pupil expectation in all aspects of work.
- For staff to try to raise the levels of pupils' self-esteem.
- To provide a broad, balanced and differentiated curriculum which is both interesting and relevant.
- To provide a varied range of teaching and learning styles to suit the needs of pupils.
- To provide an attractive learning environment and quality resources.
- To track pupil progress, set challenging though achievable targets and support children in achieving them, so that children know their efforts are valued and that progress matters.

- To encourage children to accept varying degrees of responsibility, both in and out of the classroom with the purpose of promoting independence, self-reliance and trustworthiness.
- To make provision for a happy working atmosphere in school by promoting the pastoral care of children, with staff giving support and guidance to each individual child.
- To consistently and fairly implement reward and sanctions systems.
- To encourage school/parental partnership, to promote children's education and maintain standards of behaviour.

"We consider that the best way to encourage good standards of behaviour in a school is a clear code of conduct backed by a balanced combination of rewards and punishments within a positive community atmosphere."

(Discipline in Schools -

Elton Report)

Other relevant documentation : Anti Bullying Policy, Anti Racism Policy, Lunchtime Policy, Special Needs Policy, Attendance Policy, Marking Policy, Use of Force Policy, Home School Agreement.

#### **Our purpose is:-**

- to maintain levels of good behaviour
- to provide a consistent approach in rewarding good behaviour
- to provide a consistent approach in responding to unacceptable behaviour
- to ensure that behaviour does not inhibit learning or impede potential.

#### **The Teacher's Role**

Teachers need to establish consistent levels of acceptable behaviour with the support of parents, governors and management. Positive expectations, praise and reward are the key to successful classroom management. Pupils need to know how to make good choices. They need to receive consistent positive encouragement as means of motivation. They need to be taught to manage their own behaviour. Teacher's need to recognise that effective conditions for learning: (planning, pitch, pace, participation etc) will impact positively on general classroom behaviour.

#### **Assertive Mentoring**

'Attitude' is carefully tracked half termly. This includes attendance, punctuality, behaviour, effort, homework and uniform. Each area is colour coded: Green-excellent/very good, Yellow-acceptable/satisfactory, Red-unacceptable. Targets and support are agreed where necessary.

#### **Rules**

School rules are kept to an essential minimum and are included in our home/school agreement. They have been developed to be meaningful to children. None are too difficult. They are all designed to develop courtesy, good manners and mutual respect. They are to protect children from injury, to care for equipment and to maintain a hygienic, healthy environment.

Anti-social behaviour is not condoned. It is essential that parents and teachers work together through discussion and action on any problems which develop.

If damage or loss is caused to school property through repeated carelessness or vandalism, parents will be asked to ensure that their child repays a reasonable proportion of the cost from pocket money. Any action however, will be with understanding and in keeping with that of a responsible parent.

## 1. Our Code of Conduct is:

<b>Take Care of Yourself</b>	
1. <b>Never</b>	<ul style="list-style-type: none"><li>Do anything silly or dangerous where you might be hurt.</li><li>Talk to strangers in school unless they have a school badge.</li></ul>
<b>Always</b>	<ul style="list-style-type: none"><li>Tell someone if you are unhappy, being picked on or bullied.</li></ul>
<b>Take Care of Others</b>	
2. <b>Never</b>	<ul style="list-style-type: none"><li>Do anything to hurt others (such as hitting/name calling).</li><li>Distract others from working.</li><li>Be cheeky or rude to adults.</li></ul>
<b>Always</b>	<ul style="list-style-type: none"><li>Be friendly to visitors, newcomers and other children.</li></ul>
<b>Take Care of your School</b>	
3. <b>Never</b>	<ul style="list-style-type: none"><li>Steal or deliberately damage school equipment.</li><li>Drop litter or deface the school building.</li><li>Give the school a bad name.</li></ul>
<b>Always</b>	<ul style="list-style-type: none"><li>Be proud of your school.</li></ul>

These basic rules are simplified and displayed in all classrooms and corridors and regularly verbalised in all classes.

## 2. Our Listening Code

*When I am asked for my attention I:*  
*up I:*

Stop what I am doing  
Empty hands/show me five  
Look at the teacher  
feet to myself  
Keep quiet and still  
Listen to instructions

## 3. Our Line up Code

*When I am asked to line*

Walk to the end of the line  
Leave a person space  
Keep my hands and my

Keep quiet and still  
Listen to instructions

## 4. We have specific rules being enforced on the grounds of health, welfare and safety

### a. Food and drink

Children may bring fruit from home to eat at morning play. They may also obtain fruit through the National Fruit Scheme. Other than fruit and packed lunches, no food of any kind should be brought into school (unless on medical grounds) including sweets, biscuits and drinks.

Children have regular access to water and are supplied with water bottles. A choice of quality juice or water is available during lunch.

### b. Jewellery

Watches and stud earrings are the only items of jewellery which may be worn at school and these must be removed during P.E. and swimming lessons. Teachers are not to assist children with the removal of jewellery. If children cannot remove it themselves it should be taken out at home on the days the child does PE. Any

articles removed should be locked in the teacher's cupboard for the duration of the lesson.

Reasons: Rings, necklaces, bracelets etc can turn a minor incident into a major accident if caught on apparatus or entangled in another child's clothing or hair. Even stud earrings have the potential to cause severe tears to the wearer's ears or injury to others.

**c. PE Kit**

Appropriate clothing must be worn for all PE activity

Indoors:-No jewellery, bare feet for Gymnastics and Dance, shorts, Tee shirt or vest

Reasons: It is dangerous to go on the apparatus wearing trainers or similar footwear because it is more difficult to feel. A combination of bare feet and trainers, etc. can result in trampled toes and damaged nails. Children should exert themselves during PE and therefore should have extra clothing to compensate for heat loss.

Outdoors:- No jewellery, plimsols or trainers, shorts, Tee shirt, (Tracksuit in certain conditions).

Reasons: Slip on shoes or laced shoes even with small heels are not suitable for games lessons. They provide insufficient grip, may cause injury to others if kicked off and often lead to twisted ankles (see PE Policy).

**d School Clothing**

The school has a separate school uniform policy. Uniform may be purchased from the school shop. Parents are asked to send their children to school tidy and appropriately dressed for the weather of the day. Only flat-heeled shoes should be worn.

Reasons: School uniform reinforces school identity and eliminates 'brand' fashion and stigma. High heel shoes and boots are unsafe for the school environment.

**e. Personal property**

The school cannot accept responsibility for the loss or damage to clothing or personal property. Toys, games and sports equipment must not be brought to school (except on special occasions when the teacher gives permission). Any money brought into school should be handed in as soon as possible and never left in trays, bags or coats.

Reasons: Suitable toys, games and sports equipment are provided for the playground and indoor play. Unsuitable equipment may present a risk to children and present the potential for theft.

**f. Mobile Phones**

Mobile phones are not allowed in school.

A 'no shouting' policy is in operation and shouting must not be used as a classroom management technique. However there may be occasions when it is necessary to use a raised voice i.e. in order to re-establish control, be heard on the playground etc.

No child should ever be 'sent to the head' as a sanction, as there is no guarantee that the child will arrive or that the head will be available. If, in exceptional circumstances, a child needs to be removed from class or refuses to go to isolation, the head should be sent for. If unavailable, the deputy or most senior staff member available should be called.

Our 'Physical Intervention Policy' clearly defines what is and is not acceptable practice should physical intervention be required. It is vital that any such intervention be reported and recorded. Some staff are trained in 'Team Teach' for safe handling and de-escalation techniques.

If a child should run out of school for whatever reason, staff should not overreact and must consider carefully the impact of running after them. The Headteacher should be informed immediately and a member of staff should try to keep the child in their sight.

In most cases the child will remain on site, stay within visual contact or quickly return. Once the child has calmed down, the head or appropriate staff member, will attempt to approach the child and calmly persuade him/her to return to school and discuss the situation.

If the child refuses or leaves the site, parents should be informed immediately and asked if they would like the police informing. If parents and emergency contacts are unavailable the police should be informed directly.

Upon returning to school it must be made clear to the child that there is no justification for leaving the premises and alternative strategies explained i.e. voluntary 'Time Out'. As well as trying to solve the cause of the problem, the child must be left in no doubt as to the dangers they are exposing themselves to and how seriously the school views this behaviour.

### **Movement in and around School**

All movement in and around school should be purposeful. Staff should see that all children are suitably supervised when moving around the school. Expectations of behaviour of children sent around the school with messages or to show good work should be clearly stated and frequently reinforced by appropriate rewards when followed (refer to Rewards).

Children not behaving appropriately should be encouraged to do so; reminded of what is expected or face sanctions for repeated lapses (see Sanctions).

Example: If observed running, a child should be sent back to a stated point and be observed to walk correctly, accompanied by positive verbal feedback by the teacher or other adult such as 'There you are, you can walk sensibly. Well done!' and so on. If observed running with a total disregard for other people or displayed work then sanctions should be brought to play (see Sanctions).

Children observed behaving appropriately, politely and considerately, i.e. holding doors, lining up quietly etc, should be thanked, praised or rewarded with a 'Smiley'.

### **Movement Around School - Suggested Procedures for Large Groups**

- Call the group together using a familiar phrase: e.g. 'show me five' 'class name 3, 2, 1 ready'
- Give out any instructions and set expectations.
- Use and enforce 'Our Line Up Code'.
- Make sure all children are settled before setting off.
- Use set points to walk to and wait i.e. foot of stairs, corners, doors etc.
- Encourage a child to hold the door for others to pass through (thank them for this).
- Try to have no more than one class meeting at any one point at any one time.
- Walk to the left hand side of paths and corridors.
- Encourage children to pick up fallen articles of clothing as they pass rather than walk over them (thank /reward them for doing this).
- Think about your own position to allow maximum supervision of your group as they move around i.e. stand at corners, etc.
- Encourage the concept of person space. In due course this should lead to sensible self-disciplined movement around school as the children mature.

### **Movement around School - Suggested Procedures for Individual Children**

- Choose appropriate individuals for messages – one (KS2) or two (FS, KS1).
- Make sure messengers know that they can enter any classroom.
- Encourage the use of good manners, e.g. wait until a teacher is ready to respond, use of please and thank-you.
- Remind the messengers or those showing work of what is expected of them as they move around the school, (ensure that they do know where they are going).
- Ensure a fair system for choosing messengers and monitors to avoid favouritism.

### **Playtime Supervision**

Teachers and teaching assistants are required to perform supervisory duties including playtime supervision.

A minimum of two staff members are required to supervise playtimes, in line with the playground rota. Supply teachers should cover the duty of absent teachers but should never be without support. Students should be on duty at the same time as their teacher/mentor. Hot drinks should always be in a cup/mug with a lid.

All staff should be fully aware of playtime procedures, rules, sanctions and rewards and apply them consistently.

When on duty, staff should circulate and take the opportunity to socialise with children from other classes, whilst maintaining an overview of the play area and spotting potential problems before they escalate.

A child should be sent to knock on the staffroom door one minute before the end of play to inform other staff of the imminent blowing of the whistle. Staff must then go to the playground to collect their classes. If, for whatever reason, there is not a knock on the door, staff should assume that playtime will end at the normal time and respond accordingly.

Upon hearing the whistle children should stop what they are doing, stand still, look at the adult and remain quiet. On the teacher's request the children should walk to designated class lines, joining at the back of the line. Staff send children in a class at a time, ensuring there is no running or congestion. Good behaviour whilst entering school should be reinforced with praise.

In suitable weather conditions the field may be used at playtimes. This is the decision of staff on duty.

In poor weather, duty staff may decide that children should not go outside at break time. In these circumstances teachers remain responsible for the supervision of their own classes. They may decide to; work through and allow a later playtime if there is a break in the weather, or allow an indoor playtime with suitable, quiet activities provided for children. It is permissible for teams to share supervision of indoor play allowing teachers a staggered break, provided that classes are never left unsupervised.

### **Playground procedures** (see Lunchtime Procedures)

Children are only allowed back into school during playtimes with the permission of an adult.

Children may not bring balls or equipment from home for use at playtimes but may use those supplied by the school. Any misuse of playground equipment will lead to confiscation.

Any other behaviour at playtime should be dealt with by the teachers on duty, or reported to a senior member of staff according to severity or frequency, (refer to Playtime Sanctions).

Any child needing medical attention at playtime will be dealt with by a member of the support staff with first aid training.

After playtime all children can be reminded that playtime is over and that a change in behaviour is expected in and around school (i.e. indoor voices).

<b>Behaviour Guidelines</b>	<b>Rewards</b>
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It is very important that praise and reward should have great emphasis. Children will achieve more, be better motivated and behave better, when staff commend and reward their successes rather than focus on their failure.

**Praise** has a reinforcing and motivational role. It helps a child believe he/she is valued. Praise can be delivered in formal and informal ways, in public or in private; it can be awarded to individuals or to groups; it can be earned for the steady maintenance of good standards as well as for particular achievements.

### **Rewards**

#### **1) General**

- Favourable comments can and should be entered on pieces of work, (see Marking Policy).
- Written School Reports should comment favourably on good work, behaviour, involvement in and general attitude to school life.
- Recognition can be given to success of differing kinds e.g. presentation of swimming and cycling proficiency awards etc.
- Children's work can/should be displayed as much as possible both in the classroom and corridors of the school.
- A visit to the Headteacher for commendations.

- Specific privileges can be awarded to individuals/groups of children, e.g. in the use of school facilities, (computers, library, games equipment, etc.).
- Opportunities for giving children greater responsibility in school should be fostered e.g. Playtime Pals, Monitors, School's Council etc.
- Above all, praise and encouragement in and out of lessons should be used as much as possible.

## 2) **Whole School Reward System: 'Smileys'**

As well as the rewards listed above the school has designed and adopted a consistent approach for rewarding and encouraging good behaviour, effort and manners based on the collection of 'smiley face' stamps. Smiley faces may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include :-

- Particularly good work/effort. (A smiley stamp means the child can collect a smiley)
- Displaying good manners.
- Displaying a caring attitude towards others.
- Staying on task etc.

When awarding the Smiley the member of staff should reinforce the good behaviour e.g. 'You can have a Smiley for waiting so patiently'.

**Once awarded a Smiley can never be deducted** (see Sanctions).

They are intended to help staff focus on positive rather than negative behaviour e.g. if a child is continuing to stay on task when a partner is trying to distract him, staff may choose to reward the child on task rather than apply a sanction to the child who is not.

The reward system is graded as follows:-

Any noteworthy behaviour individual box)	1 Smiley (recorded on class chart) (Kept in own
10 Smileys achievement card)	Teacher commendation: (recorded on individual
100 Smileys by Headteacher)	Headteacher commendation: Bronze Award (presented
200 Smileys by Headteacher)	Headteacher commendation: Silver award (presented
300 Smileys school)	School commendation: Gold award (in front of whole

- Gold awards will be presented in whole school Collective Worship and parents will be invited to share in their child's achievement.
- Commendations and awards are recorded on each child's individual 'Good Behaviour Card'.

A 'smiley' can be awarded by any staff member to any child at any time. All staff should carry 'Smileys' at all times to reward and reinforce positive behaviour as it occurs. This reinforces our philosophy that **the care of all our children is the responsibility of all adults in school.**



If all children in a class achieve Bronze, Silver or Gold Awards within one term, they may have an appropriate class treat of their choice including: class party, class disco, additional art/PE, DVD etc. The reward should reflect the achievement i.e.

- Bronze Party: up to one session
- Silver Party: up to half a day
- Gold Party: up to a full day

To keep up children's motivation, at times throughout the term The Headteacher may award a 'treat' to children who have demonstrated exemplary behaviour as shown by their collection of smileys.

### 3) **Certificates**

A half termly 'Going for Green' assembly is dedicated for the praise and recognition of children who have made particularly noteworthy progress for Attainment, Achievement or Attitude.

Behaviour Guidelines	Sanctions
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### **Sanctions**

In the use of sanctions, pupils learn from experience to expect fair and consistently applied punishments which differentiate between serious and minor offences.

Sanctions are applied consistently by all staff, but with the provision for flexibility to take account of individual circumstances.

Note See also our policy on 'Physical Intervention'.

- If physical intervention of any kind is required then it should be logged in the book in the Headteacher's office in line with the Physical Intervention policy.
- Any other incident deemed 'serious' or resulting in injury should be recorded on a child's ongoing notes. (If the child does not have any ongoing notes the SENCO should be informed of the incident and ongoing notes set up)

We have an agreed system of sanctions to register disapproval of unacceptable behaviour. Responses range from polite reminders to permanent exclusion, and are intended to:

- Provide clarity and consistency of suitable responses.
- Minimise disruption to others especially teaching and learning time.
- Provide every opportunity for children to correct their own behaviour, make sensible choices and prevent further sanctions being applied.
- Allow early involvement of parents, line managers, SENCO and support agencies.
- Do everything reasonably possible to avoid exclusion from school.

When sanctions are applied, children should be helped to understand why what they have done is not acceptable. Express your displeasure with the **action** and never the **child** i.e 'That was a silly thing to do because...' and not 'You are a silly boy'.

### **SANCTIONS PROCEDURE**

Children should be familiar with our procedures and know what will happen next if they refuse the sanction or continue with the behaviour.

Professional judgement is required regarding which step best reflects the most suitable sanction given the behaviour displayed. . **Depending on the nature of the inappropriate behaviour this may include immediate, permanent exclusion.** However, as a general rule for minor misdemeanours, the following sequence should be adhered to, with steps 1 and 2 being compulsory.

*If unacceptable behaviour occurs:*

**(Adult) Use normal strategies:**

e.g. Polite but firm requests, warning (no more than one). Consider repositioning, separating etc.

Children should be fully aware of what this means and the possible consequences of continuing with the behaviour.

**FROM NOW ON NO MORE WARNINGS. TAKE ACTION**

**Step 2 (Adult) Time Out (A)**

- Child sent to designated chair/area of classroom.
- 5-10 minutes (depending upon individual needs) sitting alone in order to reflect; calm down etc without causing disturbance.
- Child to record their presence on class tick list.

*If behaviour improves return to lesson.*

*If not or if child refuses, move to*

**Step 3**

**For a regular unacceptable behaviour (if a child has been on tick list 3 times in one week)**

- Child reflects / completes think sheet. This is filed in the child's Assertive mentoring folder. Possible removal of treats / playtime etc.
- Discussion with Team Leader and/or SENCO : consider Behaviour Intervention.

**Step 3 (Teacher colleague) Time Out (B)**

- Child escorted to team leader.
- Up to 1 hour/session working alone without causing disturbance.
- Possible removal of a treats / playtime.
- Child records when and why on 'Think' sheet in Mentoring file.

*If behaviour improves return to class.*

*If not or if child refuses, move to*

**Step 4**

**For a regular unacceptable behaviour:**

- Discussion with Team Leader and/or SENCO: consider School Action of the Code of Practice.
- Begin monitoring to identify areas of concern / possible causes/ appropriate targets.
- Complete an ABC checklist .
- Parents informed by letter that behaviour is a cause for concern or teacher informs parent verbally.
- Parents discuss concerns agree targets/support.
- Consider strategies, inform other agencies.

#### **Step 4 (Head)                      Time Out (C)**

- Child escorted to Head.
- Up to half a day working alone without causing disturbance.
- Record who, when, why and store in Mentoring file.
- Parents informed of isolation by letter.

*If behaviour improves return to class.*

*If not or if child refuses, move to*

#### **Step 5**

##### **For a regular unacceptable behaviour:**

- Discussion with Team Leader / Head/ SENCO: consider the need for School Action Plus
- Initiate closer monitoring i.e. frequency monitoring, time sampling etc.
- Parents informed that child's behaviour is causing serious concern.
- Meeting with parents to investigate possible causes/alternative strategies i.e. parents working alongside child, reduced school day etc.
- Further consideration re referral to multi agencies i.e. Behaviour Support/Ed Psych etc.

- Daily feedback to child by session, weekly feedback to parents. Use of highlighted timetable.
- Consider Statement of Special Needs.
- Consider CAF.

#### **Step 5 (Headteacher)**

#### **Internal Exclusion (up to 5**

**days)**

- Child has no contact with own class or classmates.
- No access to playground, extra-curricular or enrichment activity.
- Parents informed by letter.

##### **For a child who regularly presents unacceptable behaviour:**

- LA informed of likelihood of external exclusion.
- Set up a behaviour contract - Clear specific rules which the child **must** uphold in order to remain in school.

#### **Step 6 (Headteacher)**

#### **Fixed Short Term Exclusion Following**

**latest government guidance (up to 5 days per term)**

- Parents, Chair of Pupil Discipline Committee, LA Officer informed by letter.
- Parents may make representations to Pupil Discipline Committee.
- Pupil Discipline Committee may meet but cannot reinstate.
- Upon return to school, child stays on Contract for a minimum of 2 weeks.

*If behaviour improves remove from Contract*

*If not move to **Step 7.***

#### **Step 7 (Headteacher)**

#### **Fixed Long Term Exclusion (up to 45**

**days per year).**

- Parents, Chair of governors, LA Officer informed.
- Discipline Committee meet (parents/child or representative may attend/make representations).
- LA Officer must be invited to attend but may not reinstate.

- Discipline Committee either reinstate or uphold the exclusion.
- Upon return to school or if reinstated child stays on Contract.

*If behaviour does not improve*

*Move to **Step 8**.*

#### **Step 8 (Pupil Discipline Committee)**

#### **Permanent Exclusion**

- Parents and Chair of Discipline Committee, LA Officer informed.
- Discipline Committee meet and consider all representations and reports (parents/child may attend).
- Discipline Committee either reinstate or uphold exclusion.
- Parents notified of right to appeal.
- If appeal successful, or reinstated child stays on Contract or PSP for the maximum 20 weeks.
- If appeal unsuccessful, remove child from school roll.

Serious incidents need to be treated on an individual basis and the circumstances investigated.

In exceptional circumstances permanent exclusion may be considered for a first or 'one off' offence. These may include:

- Serious actual or threatened violence against another pupil or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon;
- Serious deliberate damage to school property.

See also "Lunchtime Policy"

<b>Troubled children</b>
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The school acknowledges that a small minority of children may for whatever reason lack the maturity or self discipline to make the correct choices available to them in order to control their own behaviour. This may be especially true of children with or being assessed for statements of SEN and those in public care. For these children neither the normal rewards or sanctions procedures may be sufficient to support them or protect other children from their actions.

In these exceptional circumstances the school will make every effort to avoid exclusion. It is vitally important that parents are informed and involved when behaviour targets are agreed in order to establish possible causes and form a partnership of support.

Regular communication between home and school as well as daily feedback to the child regarding progress is essential. This can be achieved through the use of:

- Behaviour books – these will be discussed with SENCO or Headteacher and closely monitored in terms of what is being reported. ( good as well as bad)
- Both use the school 'smiley' system for showing when targets are achieved over short periods (individual sessions/playtimes etc.) and any reason why they were not achieved.

## Behaviour Targets

- Should provide limited (maximum of three) unambiguous and, above all, **achievable** targets for the child's behaviour e.g.  
"To stay on task at all times" is not a realistic target for the best behaved child let alone a troubled child.
- If clear targets cannot be identified - monitor (see appendix)
- Should provide clear consequences for breaking the agreement e.g. exclusion.

If in doubt, consult a senior teacher.

Daily feedback on progress should be given and targets reviewed fortnightly either:

- to make targets more difficult as behaviour improves,
- to set new areas to tackle or
- to remove completely from report.

This Policy was written in January 2013.

Ratified by Governors.....

Signed Head Teacher.....

## Appendix A

### GOOD PRACTICE

The quality of teaching and the organisation of the physical environment have a considerable effect on children's behaviour.

#### Always:

1. Create an interesting, stimulating and attractive classroom environment.
2. Provide an ordered environment in which everything has a place. Children should know where materials/equipment are and how to treat them with respect.
3. Make sure the children know what they are doing and that their work is matched to their ability.
4. Be aware of what is going on around you.
5. Do not be static.
6. Do not let children queue.

**Remember** that problems are normal when children are learning and testing the boundaries of acceptable behaviour.

#### Remember to:

- Set high standards
- Apply rules firmly and fairly
- Smile and relate
- Avoid confrontation
- Listen
- Stay calm
- Use humour
- Know the children as individuals
- Look out for good behaviour
- Praise quickly and consistently
- Praise the behaviour rather than the child

We do have a choice in how we behave, we can either give pupils a negative experience by using sarcasm, ridicule and humiliation which tends to destroy their self esteem. Or, we can give them a positive experience which will build their self-esteem.

#### Never:-

- |                          |   |                                    |
|--------------------------|---|------------------------------------|
| • Humiliate              | - | it breeds resentment               |
| • Shout                  | - | it diminishes you                  |
| • Over react             | - | the problem will grow              |
| • Use blanket punishment | - | the innocent will resent you       |
| • Over punish            |   | never punish what you cannot prove |

### CHILDREN'S RIGHTS

- To be looked after by caring adults
- To be taught well
- To be able to rely on an atmosphere conducive to learning
- To be made to feel welcome
- Not to be talked down to
- To feel as important as anyone else
- Not to be smacked or shaken
- Not to be bullied
- Not to hear swear words

## Appendix B

### **RECORDING ISOLATION: Notes**

**Time Out A: a class list and one 'Think' sheet per child after being on a class tick list three times in one week.**

It is desirable that all isolations are always recorded but essential if:

- Monitoring individuals
- Patterns in behaviour emerge
- An individual is frequently being isolated

### **Time Out B: Time Out B List, one 'Think' sheet per child**

All should be recorded and stored in the child's Mentoring File:

- To check on frequency of isolation
- Identify any patterns in behaviour
- Facilitate target setting and parent discussion
- To help with possible IEPs

### **Time Out C: one sheet per incident**

More detailed recording required. What happened, and why.

Letter sent to parents

All should be recorded and stored in the child's Mentoring File:

**Statements/Comments** should be brief but succinct, clear, unambiguous e.g.

'disturbing class', 'being a nuisance'                      meaningless and open to  
misinterpretation

rather : 'tore up Anthony Brown's work', 'thumped Rebecca Smith in the back',  
'refused to sit for story etc