



# Behaviour policy and statement of behaviour principles



<b>Name of School</b>	<b>St Edward's Catholic Primary School</b>
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<b>Who reviewed this policy?</b>	<b>Ms Samaira Naz Assistant Head Teacher for Inclusion</b>

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# Contents

- 1. Aims.....
- 2. Legislation and statutory requirements.....
- 3. Definitions.....
- 4. Bullying.....
- 5. Roles and responsibilities.....
- 6. Pupil code of conduct.....
- 7. Rewards and sanctions.....
- 8. Behaviour management.....
- 9. Pupil transition.....
- 10. Training.....
- 11. Monitoring arrangements.....
- 12. Links with other policies.....
- Appendix 1: written statement of behaviour principles.....
- Appendix 2: Confiscation statement

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## 1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

## 2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property

## 3. Definitions

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Vandalism
- Theft

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- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation

• Possession of any prohibited items. These are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

#### 4. Bullying

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching

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Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

## 5. Roles and responsibilities

### 5.1 The governing board

The governing body is responsible for reviewing and approving the written statement of behaviour principles (appendix 1).

The governing body will also review this behaviour policy in conjunction with the headteacher and monitor the policy's effectiveness, holding the headteacher to account for its implementation.

### 5.2 The headteacher

The headteacher is responsible for reviewing this behaviour policy in conjunction with governing body, giving due consideration to the school's statement of behaviour principles (appendix 1). The headteacher will also approve this policy.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

### 5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents (see appendix 3 for a behaviour log)

The senior leadership team will support staff in responding to behaviour incidents.

### 5.4 Parents

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Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly



## 6. Pupil code of conduct

Pupils are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

## 7. Positive Behaviour Management

Children will be rewarded in school for positive behaviour in a variety of ways. The aim is to ensure that as many children as possible are rewarded for all aspects of good behaviour/work/attitude etc.

### 7.1 Positive Behaviour will be rewarded with:

- Praise
- Certificate and stickers
- House/table points
- Lunchtime behaviour rewards for good behaviour during lunch time
- For improved work and effort children can be sent to other classes for praise or to the Headteacher for praise/sticker
- Golden Letters
- Excellence Postcards sent home

Class teachers may also use other suitable rewards to support their positive behaviour management in class – class raffles, marble jars etc.

### 7.2 Sanctions

As part of a classroom's behaviour management, teachers in Key Stage 1 and Reception use a happy and sad face system and Key Stage 2 use a Traffic Light System. All staff must take responsibility for dealing with all incidents in order for the children to see that everyone is working consistently together.

If a child is not following the expected class room behaviour, the teacher must make a judgement as regards to the severity of the response. Verbal warnings/discussions should be part of this and in Key stage 2, the

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child will work its way up and down the traffic lights. The teacher must also ensure that once the appropriate behaviour is being followed by the child, they return to green. Pupils should rarely go from green to red, unless there has been a significant disruption in the class e.g. physical attack (person/object) and there is a serious threat.



Should the child reach Red, there is a final warning to encourage the child to make the right decision and improve their behaviour and return to green, however if this is not the case the child will receive a Red form and the child will be sent for Time Out to their buddy class (listed in the Staff Handbook) with work to complete. In addition, the child must be sent to Lunchtime Behaviour Rethink to reflect on their choices. A letter is then posted home to inform the parent of the incident.

Parents of children, who have been placed into Behaviour Rethink on 3 occasions within a term, will be invited into school by the class teacher to discuss strategies to help the child have a positive attitude to learning. Issues and outcomes discussed at this meeting must be recorded on a "Meeting with Parents" memo and a copy given to the Learning Mentor and the Head.

If a child has further incidents, then the Learning Mentor will arrange a further meeting with the parents and teacher, depending on the nature of the behaviour. This may also include the phase leader or the Inclusion Manager, who will set targets or a behaviour plan as appropriate.

A review meeting will be set and if there is no improvement, a referral to behaviour services or CFCS will be made.

#### Lunchtime Behaviour Management

There are 4 playground rules which are displayed in the playground.

The lunchtime supervisor will carry a book in which she will record names of children, who break the playground rules. Each week, the learning mentor will collect the books and should a child's name be recorded on three occasions in a term, they may be subject to a lunchtime exclusion following a discussion with the phase leader. The learning mentor will record any such decision on a playground exclusion form which the phase leader will also sign.

If there is a serious incident on the playground, requiring the child to be removed from the playground, he/she should be taken to the learning mentor/Inclusion Manager. Following an investigation, a decision will be made as to next steps.

### 7.3 Exclusions

Every effort is made to ensure pupils at St Edward's remain in school and appropriate support and intervention is put in place, however there will be times when an action warrants an immediate exclusion. In these incidents, the Head teacher has the authority to exclude and will only do so in line with the DCSF guidelines.

### 7.4 Off-site behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school.

## 8. Behaviour management

### 8.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

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- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display their own classroom rules
- Develop a positive relationship with pupils, which may include:
  - Greeting pupils in the morning/at the start of lessons
  - Establishing clear routines
  - Communicating expectations of behaviour in ways other than verbally
  - Highlighting and promoting good behaviour
  - Concluding the day positively and starting the next day afresh
  - Having a plan for dealing with low-level disruption
  - Using positive reinforcement

## 8.2 Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see positive handling policy )

## 8.3 Confiscation

**Any prohibited items (listed in appendix 2) found in pupils' possession will be confiscated.** These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's latest guidance on searching, screening and confiscation.

## 8.4 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's Inclusion Manager will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.





When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.



#### 9. Pupil transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

#### 10. Monitoring arrangements

This behaviour policy will be reviewed by the headteacher and the full governing body every year. At each review, the policy will be approved by the headteacher.

The written statement of behaviour principles (appendix 1) will be reviewed and approved by the full governing body every year.

#### 11. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Anti-bullying policy
- Equalities policy
- Positive Handling Policy

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#### Appendix 1: written statement of behaviour principles

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

The trustees/governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This written statement of behaviour principles is reviewed and approved by the full governing body every year

#### Appendix 2: Confiscation

The school doesn't need your child's consent to search them if they think your child has prohibited items, including:

- weapons, eg knives
- alcohol
- illegal drugs
- stolen goods
- tobacco products, eg cigarettes
- pornographic images (of any kind, eg tabloid topless pictures and 'lads' mags' as well as extreme adult material)
- fireworks
- anything that has been, or is likely to be, used to cause injury or commit an offence
- anything banned in the school rules

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