

Millfields First School Behaviour Policy



'Every Child Counts, Every Moment Matters'

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Millfields First School Behaviour Policy

Governors and staff have developed this policy to reflect the ethos and values that we all share and maintain within our community.

Discipline in our school will be in line with our belief of mutual respect and our motto of “Every Child Counts, Every Moment Matters”. Our purpose is to develop the character of the child to lovingly respect his/her own person and belongings, and to respect other people and their property. Our over-riding rule is “Treat others as you would like to be treated.”

Overview

For behaviour management to be successful, it must be predictable and consistent. For all children to feel safe, respected, and able to learn at school, we have high expectations of their behaviour.

The following are behaviours that will not be tolerated:

- Violence (physical or verbal)
- Aggression/ threatening behaviour
- Oppositional behaviour (defiance)
- Disrespect to people
- Disrespect to property
- Constant low-level disruption

The following steps outline how all staff ensure a fair system. There is on-going discussion with pupils about respect as well as fair consequences for misbehaviour.

When dealing with unacceptable behaviour:

- children are given a reminder before the imposition of a consequence,
- all staff act firmly and confidently, as well as in a respectful manner, modelling the desired behaviours at all times,
- all staff make clear that it is the behaviour that we do not like, and not the child,
- staff follow the graduated approach to behaviour management as identified in this policy,
- staff follow up incidents that cannot be dealt with immediately,

Code of Conduct

Rules are needed to ensure that the children have a knowledge and understanding of the school’s expectations. Each class teacher agrees a set of Class Rules with their class at the beginning of the year and reviews them when necessary.

Rules are effective when they are:

- few, reasonable and fair,
- explained, discussed and agreed with the children,
- simple and precise,
- enforced and enforceable,
- positive – describing the behaviour the school wants to see,
- accepted and supported by parents.

Rewards and Sanctions

A system of rewards and sanctions is part of this policy so that staff can be consistent in the way that behaviour is dealt with. It is important that all staff follow the behaviour policy to ensure it is consistently and effectively used. This allows the children to feel they have been treated fairly.

School-wide reward systems

All staff will look for, acknowledge and reward, good behaviour choices.

Frequent praise and public celebration is the most effective way of rewarding effort and appropriate behaviour.

Informal rewards eg giving praise for appropriate behaviour in and outside the classroom are frequently given.

Examples of informal rewards which staff are encouraged to use for behaviour include:

Praise and encouragement in lessons, house points, stickers, children being brought to the attention of SLT where they receive praise and a sticker, class teachers calling parents or talking to them at the end of the day to praise positive behaviour.

Formal rewards also happen;

- Golden Book: Children who show positive contribution to our ethos and values (eg kindness, respect, resilience etc) will be celebrated using the Golden Book. The class teachers will choose one child per week. Children will have their names written in the Golden Book and their name (first name and last initial) will be added to the newsletter
- Stars of the week: A child from each class is chosen by their teacher each week to meet with the Head or one of the assistant heads to bring their work, have a sticker and talk about their learning that week. Their name (first name and last initial) will be added to the newsletter.
- Treasure chest ladder (FS and KS1) and stars ladder (KS2)

Foundation Stage and KS1

In FS and KS1, a Treasure Chest is used. The children who show positive behaviour during the day move up a number, 1-10 in Pre-school, 1-15 in reception, 1-20 in KS1 until they reach the Treasure Chest. If they are in danger of not climbing the ladder they will go to the “choppy waters” section as a

warning. They can move out of this during the day and continue their journey up the ladder if their low level behaviour improves. When the children reach the end of the numbers, they choose a prize from the chest. Once they choose their prize they start again on 1.

Poor behaviour in FS results in reflection time on a “spot” where the children have the opportunity to think about their behaviour and what action would have been more appropriate. They will be supported in this by an adult. If the child has “reflection time” on a spot a number will be put on the behaviour record chart by the child’s name. The number will relate to the severity of the behaviour – level 1, least severe, to level 3 more severe. Parents will be informed of level 3 behaviours and if appropriate, they will be informed by the class teacher of other levels of behaviour.

In KS1 poor behaviour results in them sitting on the “Thinking Chair”. As in FS, a number will be put on the behaviour record chart by the child’s name. The number will relate to the severity of the behaviour – level 1, least severe, to level 3 more severe. Parents will be informed of level 3 behaviours and if appropriate, they will be informed by the class teacher of other levels of behaviour.

The expectation is that all children will move up the treasure chest at the end of the day unless poor behaviour continues.

Governors will be given a copy of the anonymised, collated information.

Children may also be sent to other members of staff in a hierarchical order:

A senior member of staff

Assistant Head

Head Teacher

There will be an appropriate sanction. Parents will be informed if this happens, initially by the Class Teacher.

KS2

In KS2 the children go up a ladder to reach the stars. There are 20 rungs to the ladder. The children who show positive behaviour during the day climb the ladder one rung per day. If they are in danger of not climbing the ladder they will go to the “asteroid belt” section as a warning. They can move out of this during the day and continue their journey up the ladder if their low level behaviour improves. When the children reach the stars after 20 rungs they collect a sticker. When they have 2 stickers they may choose a prize or collect more stickers for a larger prize. Some of the prizes could be reward vouchers for eg extra play.

Poor behaviour in KS2 results in them sitting on the “Thinking Chair” where the children have the opportunity to think about their behaviour. If the child has “reflection time” a number will be put on the behaviour record chart by the child’s name. The number will relate to the severity of the behaviour – level 1, least severe, to level 3 more severe. Parents will be informed of level 3 behaviours and if appropriate, they will be informed by the class teacher of other levels of behaviour.

The expectation is that all children will move up the ladder at the end of the day unless poor behaviour continues.

Governors will be given a copy of the anonymised, collated information

Children may also be sent to other members of staff in a hierarchical order:

A senior member of staff

Assistant Head

Head Teacher

There will be an appropriate sanction. Parents will be informed if this happens, initially by the Class Teacher.

Hierarchy of Seriousness

The following are four broad categories of behaviour difficulties:

Minor behaviours:

Class teachers, will deal with these through the use of minimal interactions; that is, they should have the least amount of impact on learning time for the other children. The teacher should always be in control of this situation and be aware of their next step if necessary.

When minor behaviours occur:

1. The child will receive a reminder.
2. If poor behaviour is repeated, the child receives a warning.
3. If the poor behaviour is repeated again they will have to sit and reflect on the Thinking spot/ Time to think chair.

These minor behaviours should be dealt with in-class by these staged actions.

Teachers should use their professional judgement in choosing and using these consequences. The prime motivation should be to help a child make good behaviour choices, rather than punish poor ones. Teachers will need to respond in the most appropriate way for the child involved.

- Encouragement (you've noticed, it's not good enough: a quick, "jolly them along" ...)
- Disappointment in the child's behaviour ("the look", the short/sharp statement)
- Giving the child a target (e.g. you need to have done 5 more by the end...)
- Moving them/working with them (Explain TIME-IN- they'll be with you at playtime if they don't do it now...)
- Threatening the loss of a privilege/ playtime
- Losing the privilege (follow-through on the threat, so think carefully)

Level 1 Behaviours:

These behaviours are disruptive behaviours or a continuation or repetition of minor behaviours. If a level 1 behaviour occurs pupils will receive an appropriate sanction. The class teacher is responsible for supervising the children during missed breaks.

Level 2 Behaviours:

If the child's behaviour is disrupting the learning of others, the child may be sent to another classroom for the remainder of the lesson to reflect on their behaviour. The behaviour will be recorded on the chart. Once the child returns to class they will have a "fresh start". Time out may be spent in a class which is a year above or year below that of the child.

If the poor behaviour continues, the child is sent to a member of the Senior Leadership Team-in hierarchical order.

An assistant head and/or the Head Teacher will be involved if the senior member of staff feels this is necessary. The member of SLT will give a sanction as they deem appropriate.

Level 1 and 2 behaviours (outdoors):

This is dealt with by lunchtime supervisors/staff, who give a warning, then reflection time if the behaviour continues. If the poor behaviour carries on, the child is brought to a member of SLT/class teacher who will then decide on the appropriate sanction.

Level 3 Behaviours:

This level of behaviour is the most serious of all. If the child exhibits a behaviour that is deemed to be a level 3 behaviour, they are sent to the EYFS lead, an AHT or HT who decide on the appropriate form of action. If necessary the senior member of staff will be sent for, rather than the child brought to them. This behaviour is recorded. Parents are informed.

"Blanket sanctions" for the whole class should not be used. The missing of PE/ games/ art or any other curriculum entitlement must not be used as a sanction.

IF A CHILD DEMONSTRATES REPEATED NEGATIVE BEHAVIOUR (3 level 1 or level 2 behaviours over a week) OR A PARTICULAR INCIDENT HAS OCCURRED (certain level 2 behaviours or a level 3 behaviour), PARENTS MUST BE INFORMED; THIS SHOULD NOT BE LEFT UNTIL PARENTS' EVENING/REPORTS.

The Reflection Room

If a child exhibits behaviour which is harming or likely to harm, him / herself or others, they may be taken to the "reflection room". This is a safe environment, with no distractions, in which the child

cannot be hurt or cause hurt or damage to others or to property. This allows the child to de-escalate his/her behaviour and to reduce anxiety in a safe and calm environment.

Team Teach

We are a Team Teach trained school. Where necessary, trained staff will use physical interventions to prevent harm to children or to staff.

Incident Records

The behaviour charts should always be dated with the start of the week (eg 3/14/19) because they form an important part of our records. Behaviour logs will be updated by the person witnessing the behaviour (apart from in the case of Lunchtime Supervisors in which case a member of SLT will complete the log). Level 2 behaviours needing a behaviour log entry are highlighted in blue below. The behaviour logs are recorded onto "Safeguard"

The class teacher ensures that the behaviour charts are placed in the Behaviour Folder, which is kept in the classroom.

Guidelines for the categories of Behaviours

The categories below are to be used as a guide . It is impossible to cover all eventualities.		
Level 1	Level 2	Level 3
Attention seeking / time wasting / disturbing others	Repeated disturbing of other children's learning	Persistent disturbing of other children's learning
Persistently moving around the classroom without permission		Leaving classroom / lesson without permission
Repeatedly interrupting staff / calling out	Ignoring, or arguing back to staff. Refusal to do as told.	Verbal abuse of staff / children
Lying / being deceitful	Continued lying / deceit	
Lack of respect for other people's belongings or property	Causing significant damage to property through carelessness	Deliberate significant damage to school property eg Graffiti, vandalism, stealing valuable item/s
Causing injury by accident eg throwing items that injure others.	Fighting – provoked	Unprovoked aggression Deliberately hurting others by throwing items (stones...)
Teasing / name calling	Repeated teasing / name calling	
Spitting on the floor/table etc	Spitting on someone (at staff's Discretion)	Spitting on someone (at staff's discretion)

Disrespect to any individual differences- including the 9 protected characteristics	sexualised words/comments to one another Severe disrespect to any individual differences- including the 9 protected characteristics (race, gender, faith, disability, age, sexual orientation, marriage, pregnancy, gender reassignment)	Severe disrespect, with intent, concerning any individual differences- including the 9 protected characteristics (race, gender, faith, disability, age, sexual orientation, marriage, pregnancy, gender reassignment)
Abusive language (at staff's discretion)	Abusive language (at staff's discretion)	Severe abusive language at someone
	"Ganging up" on people Bribing or intimidating others to avoid trouble including online behaviour	Bullying, extortion
		Physical abuse of staff /children
		Kicking, biting
		Stealing

Strong parental support for good behaviour is ESSENTIAL to the safety of pupils and staff and to good order in school, which promotes learning.

Where a child's behaviour is proving problematic, the teacher will call parents in, explain the situation and attempt to enlist their full support. Working closely with parents is not only fair, and desirable, but often very effective when the child sees that home and school are working closely together; catch up meetings should be arranged.

The Head Teacher (or any member of staff to whom she delegates this responsibility) has the right to interview pupils in a group, or individually, as is deemed necessary to establish the truth. Children are asked to apologise for their behaviour to the appropriate person (adult or child). This may take different forms – verbal or written.

Sometimes, behaviours during lesson time which affects the learning of others or disrupt the teaching will lead to an internal exclusion (for a morning, afternoon or day). The child will work in another class.

The following behaviours will usually lead to an immediate fixed-term external exclusion – these are behaviours where the child places themselves or others at risk of significant harm, such as;

- Leaving school without permission.
- Physical assault on a member of staff.
- Unprovoked significant assault on another child.

Repeated negative behaviours over playtimes and/or lunchtimes will usually lead to an internal breaktime exclusion, that is, the children will not be allowed out for a fixed number of playtimes/lunchtimes. If the negative behaviours persist, they will usually result in a fixed-term external lunchtime exclusion, ie parents will be informed that they will be expected to make arrangements for their children to be collected from school over lunchtime and be brought back to school in time for the afternoon learning session. This will be recorded as a half day external exclusion for that child.

Parents will be informed of all internal exclusions (but not necessarily “reflection time” sessions) and advised what school is doing to support the child in improving their behaviour. They are also advised that should the behaviour persist, the child will be at risk of a fixed-term external exclusion. As indicated above, some behaviours will instantly trigger a fixed-term external exclusion. An external exclusion will be formally reported to the LA and Chair of Governors.

As a last resort, where it is apparent that the school has done all it reasonably can, and the child is continually disrupting the good order and smooth running of the class or school, the HT may decide to permanently exclude the child. This will be formally reported to the LA; parents will have a right of appeal.

Behavioural Plans

For some children with specific needs not all of the sanctions will be suitable. For these children, personal support plans are drawn up. These will be adhered to by staff; the child will know the plan and the expectations.

S.E.N.D.

Behaviour is always the result of a need. We feel it is vital that if a child is frequently making poor behaviour choices we investigate why. Sometimes a child needs support with behaviour due to the fact that they have special educational needs (which may be undiagnosed). In this situation, a class teacher will meet with the SENDCo to discuss what support has been offered in-class, and what extra support may be needed in the future. The SENDCo will observe the child, talk to parents and involve outside agencies if appropriate.

Social/Emotional Needs

If a child is not deemed to have SEND, but persistently makes poor behaviour choices, then our SENDCo will form a plan for their needs. Support will take a variety of forms, depending on the nature of the needs identified. These could include 1:1 support, small group intervention and support in-class.

Racial / Homophobic/Transphobic Abuse

Racial / Homophobic/Transphobic Abuse has no place in our school. Whenever an incident is alleged whereby anyone has been subjected to any form of this type of abuse, the matter will be referred to the Head teacher or an Assistant Head Teacher without delay. Where the incident is found to be significant, after investigation, parents of both parties will be informed. In all cases, the victim will be

given comprehensive reassurance of how they are valued by our school community and of how much we deplore any such behaviour. In the class/es in which the children are where the behaviour has been exhibited, a class PHSEC session or circle time will be held, linked to the incident based on respect and valuing others and their differences. School assemblies have recurring themes of respect and caring.

Staff Roles

All staff will apply the policy consistently and fairly, treating every child as an individual. They will use positive language and model good behaviours. They will ensure that the school rules are adhered to. They will teach that with rights come responsibilities.

Pupil Roles

Children will follow the school rules. They will accept sanctions and make appropriate recompense.

Parental Roles

Parents and those with parental responsibility are expected to fully support the school in establishing good order and high standards of behaviour. They are also expected to support the school with regard to any sanctions that result from the behaviour of their child. Parents are expected to come in to school promptly to discuss their child's behaviour if and when requested. It is expected that parents will uphold the authority of the teacher in front of the child. If a parent is concerned about an incident in which their child has been involved it is important that they speak to a member of staff to discuss the issue. It is far better to establish the facts, than allow worries to undermine the relationship between home and school.

Parents cannot be informed of the specifics of sanctions applied to children other than their own. They will be given only general information such as, the situation has been dealt with by the class teacher, by a member of the senior leadership team etc in accordance with the behaviour policy.

School visits / trips / residential trips

If a child poses a risk to themselves and/or to other members of the party, and if it is felt that the risk cannot be managed at a reasonable level, then the team leader will seek advice as to whether or not the child will be able to be included on the visit. Parents will be kept informed of the decision.

For residential visits, behavioural expectations will be clearly laid out to parents and children. Children, with the permission of their parents, will sign a behaviour agreement if they wish to go on the visit. Parents may be asked to collect their child from the residential visit if their behaviour breaches the behaviour agreement.

Bullying (See Anti Bullying Policy)

Remote Learning (see remote learning policy and Remote Learning Protocols)

E-safety (see E-safety policy)