



# Behaviour Policy

This Policy was adopted by

The Shire Multi Academy Trust Board on  
November 2015

Review Date: November 2017  
(Amended Jan 2016)

Signed:

A handwritten signature in black ink, appearing to be 'P. Smith', written over a faint horizontal line.

Chair

Promoting positive behaviour is essential in creating the best climate for teaching and learning in which all members of the school community can thrive and feel respected, safe and secure, and ultimately make a good impact on the progress the pupils make.

## **Principles**

Throughout the Shire Multi Academy Trust (MAT) we recognise the need to teach values such as respect, fairness and inclusion, as well as knowledge and skills. These clear values are reflected in the school's vision and in its social, moral and religious education programmes and the development of social and emotional aspects of learning.

We therefore expect the highest standards of behaviour and conduct, support and encouragement from all members of our school community.

## **School Code of Conduct**

Throughout the Trust, our school rules have been generated from the pupils and agreed upon during School Council meetings. The maintenance of the positive climate for learning in and around the school is the responsibility of all members of the school community. We expect that adults and pupils alike will follow our school rules.

### **Whole School Rules:**

We have a positive attitude

We treat everyone with respect and consideration

We always try our best

We use good manners

We move around school sensibly

These rules are supported by a restorative system of recognition and sanctions that are based on the concept of choice and consequence, with the ownership of the behaviour placed firmly with the pupil:

- Should pupils choose to follow school expectations and behave appropriately, their behaviour will be recognised.
- Should pupils choose not to follow school expectations and behave inappropriately, then a system of sanctions can be reasonably applied if appropriate.

Through adopting Restorative Practice all adults in our schools will intervene with pupils in a consistent manner that encourages and promotes positive behaviour and looks to defuse and positively manage confrontation should it arise.

## **Teaching and Learning: The development of Social, Emotional and Behavioural Skills**

For schools within the Shire MAT to be proactive in improving behaviour we will provide opportunities within the curriculum in which positive social, emotional and behavioural expectations can be explicitly modelled, taught and practised. There are regular explicit opportunities for learning about how to act in keeping with the school's values and beliefs. This is in addition to expectations of learning behaviour, which will permeate the curriculum and is taught and practised through the use of 'Restorative Circles'.

For example, the development of pupils' social, emotional and behaviour skills will be achieved through:

- *a structured programme across all years in PSHCE*
- *within the use of Restorative Practice Protocols*
- *involvement of our Parent Support Advisor*

*See policies and schemes of work*

Pupils with more challenging behaviour have the opportunity to benefit from a period of targeted support within our Inclusion provision and use of Restorative Practice procedures.

In these practical strategies for intervention, full use is made of support from the wider community of the LA, Behaviour Support Service, Education Welfare Service, Police and multi-agency teams.

### **Rewards and Recognition**

To secure a positive climate for learning, we seek to create an atmosphere where the emphasis is on praise and encouragement whilst accepting that there will be a need to support those who find it difficult to maintain acceptable behaviour and conduct.

All adults are expected to recognise positive behaviour through:

- *Oral praise statements*
- *Written praise in the marking of work*
- *Displaying of work to build self-esteem*
- *Deployment of responsibilities*
- *Referral to Head of School*
- *Contact with parents/carers*
- *Sending pupil to visit another class or teacher to show their work*
- *Class rewards*

In addition to the above strategies, we have formal reward systems which are used to recognise and congratulate all pupils when they set good examples or show improvement in their own behaviour or attendance:

#### Class Dojos

Classes in Key Stage One and Key Stage Two use Class Dojo to reward student's behaviour and build positive learning habits by providing real-time feedback that recognise and reinforce values that underpin our school rules. In addition, when a child reaches a specific milestone (e.g. 50, 100 etc.) their house team will automatically be awarded house points.

Positive behaviours rewarded:

#### **KS1**

Helping Hands  
Listening Ears  
Looking Eyes  
Perfect Pencil  
Marvellous Manners

#### **KS2**

Working Together  
Good Listening  
Ready to Learn  
Best Presentation  
Marvellous Manners

School council decide annually on the prizes to be given for each key point milestone.

#### House Points

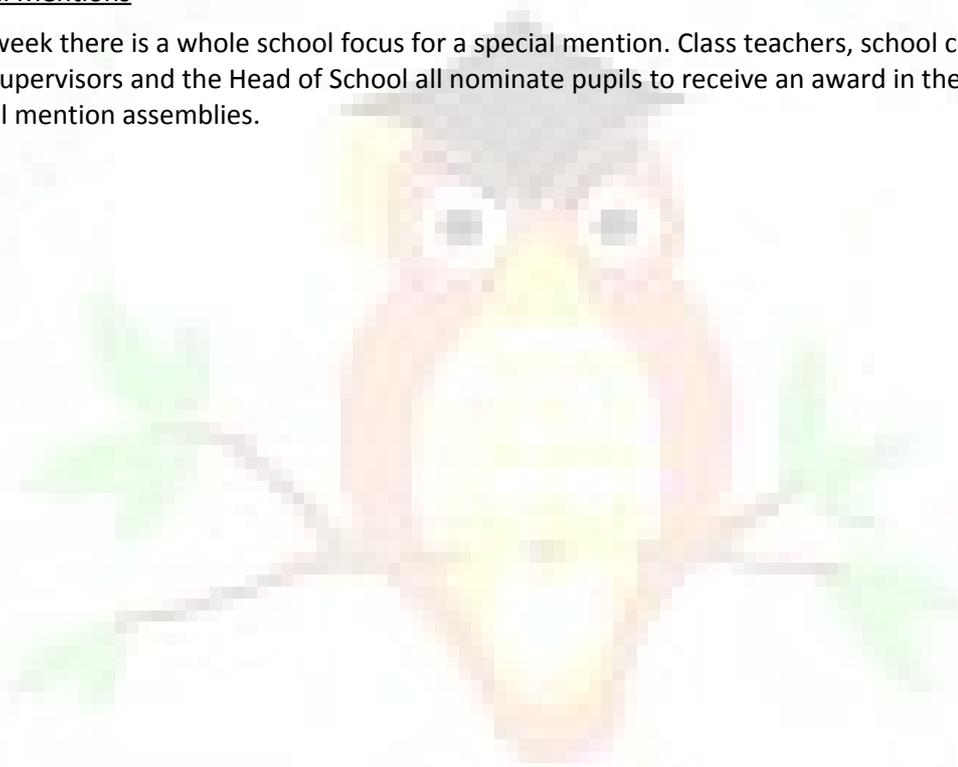
All children and staff are allocated to one of four school houses that operate a point system that celebrates achievement and attainment. The houses are based on four colours (red, yellow, blue and green) and are named after significant people from the local area. Stickers are added to their house on a class chart and weekly points are collected on a Friday afternoon. The winners are announced in Tuesday's assembly. Termly, the team with the most points wins a curriculum reward that they get to participate in with their 'colour' staff members.

#### Attendance Awards

Good attendance (when pupils meet or exceed the school target) is recognised weekly as whole classes and termly for individuals. Classes with the highest attendance are celebrated in a weekly assembly and are rewarded with 'extra' play time. Individual attendance is celebrated at the end of each term with certificates, medals and trophies. Where a child gains a 100% award their house team will also automatically be awarded points.

#### Special Mentions

Each week there is a whole school focus for a special mention. Class teachers, school council, lunch time supervisors and the Head of School all nominate pupils to receive an award in the weekly special mention assemblies.



## Sanctions

Sanctions are necessary for pupils who choose from time to time not to follow the School Code of Conduct and behave inappropriately. Within the Shire MAT we accept that it is our responsibility to support those pupils so that they can make better behavioural choices in the future. To enable this staff work with pupils to resolve the issues that have led to the inappropriate behaviour, with the aim that in the future pupils are empowered to resolve situations themselves. However, within the Shire MAT we also recognise in some cases adult intervention is necessary. As such the available sanctions are to be used to promote and develop positive behaviour rather than to be used as punishment or retribution, and all adults and pupils are expected to use the opportunities provided within the sanctions system to look to resolve the issues that have led to the inappropriate behaviour.

The effectiveness of sanctions depends on a continuum of responses in a hierarchy. In usual cases of inappropriate behaviour the primary responsibility for maintenance of the positive climate for learning in the classroom lies with the adults within the classroom. Adults are advised to:

- deal with the issue as it occurs;
- make it clear that they are condemning the behaviour not the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- avoid whole group sanctions that punish the innocent as well as the guilty;
- avoid humiliating or degrading sanctions;

Initial incidents and consequences will be dealt with by the class teacher or support staff.		
Behaviour	To be resolved by:	Strategies / procedures
Lack of concentration Disturbing others Calling out Not following reasonable instructions	Adults and pupils within the classroom / learning space	<ul style="list-style-type: none"> <li>• Restorative Problem Solving Circle (see appendix A)</li> <li>• See Appendix B</li> <li>• “Work catch up” sanctions at lunch-time</li> <li>• Loss of playtime</li> </ul> <p>Within a lesson, if a 2<sup>nd</sup> warning is necessary the child will go to the sanctions room at break time.</p> <p>2 missed breaks in a week will lead to 15 minutes of Golden Time lost</p> <p>3 missed breaks in a week will lead to 30 minutes of Golden Time lost</p> <p>4 missed breaks in a week will lead to all of Golden Time lost</p>
If behaviour persists class teachers / support staff should move through the following hierarchy:		
<ol style="list-style-type: none"> <li>1. Key stage leader becoming involved.</li> <li>2. Assistant Head Teachers would deal with the situation</li> <li>3. Head of School will become involved</li> </ol>		
Behaviour	To be resolved by:	Strategies / procedures
Persistent and repeated low level behaviours as above Verbal abuse Bullying Fighting Wilful damage Truancy Racial harassment	Adults within the classroom/ learning space, in conjunction with:  Key Stage Leaders Assistant Head Teachers Head of School  <i>mid-level interventions</i>	<ul style="list-style-type: none"> <li>• Pupil &amp; adults to discuss behaviour using RP approach</li> <li>• Positive use of sanction time</li> <li>• Daily behaviour feedback which may be in the form of verbal or written</li> <li>• Persistent loss of Golden Time is recorded. Parents are contacted if it is lost twice. Parents are invited in by the class teacher for a meeting if it is lost three times.</li> <li>• If this happens at lunchtime, the ‘time-out’ wall will be used</li> <li>• Persistent offending at lunchtime will result in parents being informed and a partnership agreement being drawn up. Future consequences to be outlined.</li> </ul>

		<ul style="list-style-type: none"> <li>• SLT to monitor situation and determine future actions</li> </ul>
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If necessary the Head of School will inform the Executive Head Teacher.		
Behaviour	To be resolved by:	Strategies / procedures
Persistent behaviours as above Serious, one-off behaviours such as assault <ul style="list-style-type: none"> <li>• Intimidation of staff</li> </ul>	Head of School, (Executive Head teacher, Governors as required ) <i>high-level interventions</i>	<ul style="list-style-type: none"> <li>• TAC Meetings</li> <li>• School / Parental agreement</li> <li>• Director led panel reviews</li> <li>• Fixed term exclusion</li> <li>• Permanent exclusion</li> </ul>

If the behaviour is persistent and staff have followed strategies and procedures, the staff member should move to the next tier of resolution. All staff have a duty of care to protect themselves and all other people within the trust (inc. both children and adults). Therefore, if an adult deems a situation necessary of using positive handling techniques (delivered through Team Teach) to deescalate a situation they are allowed to use reasonable force to do so.

As much as there is an onus on pupils to take ownership of their behaviour, the school also expects all adults to maintain a professional approach in managing their own behaviour and in modelling expected behaviours when intervening and interacting with pupils. Sanctions are more likely to promote positive behaviour and regular attendance if pupils see them being applied fairly and consistently.

### Lunchtime Supervision

The responsibility for behaviour and discipline at lunchtime rests with the Head of School. Teaching staff, Parent Support Advisor, School Meal Supervisors, School Sports Co-ordinator, Cover Supervisors and Teaching Assistants carry out duties in accordance with the Head of School's instructions and the Behaviour Policy Guidelines.

During lunchtimes we expect the same courtesies, good manners and respect for others as outlined in the Behaviour Policy. Children may be asked to stand against the reflection wall for a period of time to help them to regain control of over boisterous behaviour. Children who are rude or do not respond to SMSA instructions are noted and information passed onto the child's class teacher. Children who have been helpful can be rewarded with dojos and/or lunchtime supervisor certificates.

For serious incidents SMSA or other duty staff will send a child, supervised, into reception for the class teacher or SLT to deal with accordingly. The relevant person may consider it necessary to inform parents of instances of unacceptable behaviour or even to exclude pupils from school lunchtimes.

To encourage good behaviour the following routines will be established:

- Rota for Year Groups coming into lunch.
- School Sports-Co-ordinator and Cover Supervisor organise and run activities and sporting events for children to participate in every lunchtime.
- School Sports Co-ordinator organises activities for both SMSA's and Playground Leaders to run, and oversee this.
- All Classes will have a fixed rules board indicating the rules for wet lunchtimes and playtimes.

- Injured children should be sent to the supervisor on duty with the First Aid Trolley on the playground.
- If it begins to rain whilst the children are outside the senior member of staff will give the lining up sign and children will make their way into school in an orderly fashion.
- Should a wet lunchtime become dry, children will not leave the classroom for the playground until the member of staff on duty arrives in each classroom to inform staff that it is now an outdoor lunchtime.
- When a child is placed along the reflection wall, they should be told to 'think about why they are there and what would they choose to do differently' until the relevant member of staff decides they had reflected upon the situation.
- Children begin to line up at the sound of the first bell at the end of both playtime and lunchtime and should be ready for their teacher by the sound of the second bell.

### **Playground and Play Time Activities**

Children should be able to play in safety, and be secure from violence and bullying (See Equal Opportunities Policy for Racial Harassment and Bullying). Their play should take into account the rights of others and also the rules of the school.

#### **Organisation**

Children begin to line up at the sound of the first bell at the end of both playtime and lunchtime and should be ready for their teacher by the sound of the second bell.

#### Playground Games

There is a timetable, displayed on the sports noticeboard, as well as other areas around the school, detailing which specific year group and sport shall take place during lunch time, on each day. These sporting activities are led by the School Sports Co-ordinator alongside the Playground Leaders. In addition to this, the Sports Co-ordinator and Cover Supervisor are also responsible for the organisation of equipment and other activities that are led by SMSA's (information regarding these activities also detailed on the timetable).

Morning Play	10.45am to 11.00am
Lunchtime	12.00noon to 1.00pm
Afternoon Play	2.00pm to 2.15pm – <b>Only for KS1</b>

At times KS1 staff may choose to work through playtime or take the afternoon break at a time that best suits the needs of the children and the curriculum.

#### Supervision

Children should be supervised by the class teacher at the start of play or lunchtime and ensure that children leave the classroom in an orderly manner to go to play.

At the end of play/lunchtime, class teachers should go to the yard to supervise their class from the line back into the cloakroom.

The recognition of good behaviour and sanctions apply to play/lunchtimes.

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### **2Expectations for positive behaviour off the school site**

**3** Within The Shire MAT we have high expectations of the behaviour of our pupils when off school premises. This includes behaviour on activities arranged by the school, such as educational visits and sporting events; behaviour on the way to and from school; and behaviour when wearing school uniform in a public place.

As such this policy has the following objectives in regulating behaviour off the school premises:

- *to maintain good order on transport, educational visits and at inter- school sporting activities*
- *to secure behaviour which does not threaten the health or safety of pupils, staff or members of the public;*
- *to provide reassurance to members of the public about school care and control over pupils and thus protect the reputation of the school;*

To that extent, the school will:

- *work with transport providers to agree how behaviour on public or contract transport should be addressed*
- *make our expectations clear through a 'safe travel' lesson as part of pupils' transition to secondary school.*
- *liaise if needed with local groups such as Neighbourhood Watch, retail staff, street wardens and police to establish clear communication routes and operational strategies, particularly to manage complaints by individuals in the community.*
- *ensure that all applications for educational visits include clear statements to parents and pupils about behaviour standards and processes.*
- *ensure that a contact strategy should be given to a senior leader so that advice for staff is available in a crisis, particularly on residential trips.*

#### **New media (such as mobile phones, internet sites and chat rooms)**

Pupils are not allowed to have mobile phones in the class room. They must hand mobile phones into the office at the beginning of the school day. The internet capability must be turned off. Failure to follow this guidance will result in a total ban for the student bringing a mobile phone into school. Any pupil found with a mobile phone will have the phone confiscated and it will be kept in the office and the parent contacted. Technology can be exploited by pupils in order to bully or embarrass fellow pupils or members of staff. The use of defamatory or intimidating messages / images inside or outside of school will not be tolerated and confiscation, disciplinary sanctions / restorative justice procedures will be applied to perpetrators as appropriate.

#### **Abuse or intimidation of staff outside school**

The Shire MAT will not tolerate abuse or intimidation of staff by present and former pupils when not on the school site, and when not under the lawful control or charge of a member of staff of the school.

Staff are made aware that:

- they have the same rights of protection from threat as any citizen in a public place;
- they should use their professional judgement about immediate action to take in circumstances where a number of young people are present and displaying intimidating behaviour:
- their first concern must be for their own personal safety;
- they should make clear that the pupil has been recognised, even if in a group of young people;
- they should then use their judgement about how to leave a difficult situation without provoking further confrontation (Refer to strategies in Annex D)

Members of staff who feel that they have been subject to abuse or intimidation by pupils outside of school should refer the issue in the first instance to the Head of School.

The school will apply disciplinary sanctions and restorative justice procedures as appropriate at a suitable time when the pupil is in school. Incidents involving former pupils will be reported to their Secondary school.

### **Racial Harassment and Bullying**

Within The Shire MAT we wish to promote racial equality and eradicate all forms of bullying. Racial harassment and bullying will not be tolerated at any school. Adults are advised to follow reporting procedures as outlined in the Race Equality and Anti-bullying policies. Sanctions and restorative practice approaches are to be applied as appropriate to the circumstances.

### **Confiscation**

As with other sanctions, the sanction of confiscation must be applied in a reasonable and proportionate way. The aim pursued in confiscating property is maintaining an environment conducive to learning - one which safeguards the rights of other pupils to be educated with regard to health and safety, threats to good order, uniform violation, and the ethos of the school.

Within the Shire MAT, all adults have the authority to seize, retain or dispose of the following items if reasonably applied:

*(For example, chewing gum, paper ball etc.)*

All adults have the right to seize and retain but *not* dispose of the following items:

*(For example, mobile phone, MP3 player, cap, ring etc.).* Such items must be returned at the end of the day.

Exceptions to the above include material that is inappropriate or illegal for a child to have such as cigarette lighter, racist or pornographic material. This material should be referred to the Head of School who will decide on most appropriate action to take, any item deemed as dangerous or unsuitable will only be returned to a parent. The material may need to be stored safely until a responsible family adult can come to retrieve them if appropriate.

Weapons, knives or extreme or child pornography will always be handed over to the police and the pupils parents be informed

### **Detention**

Within the Shire MAT, lunchtime detentions can be set by any adult.

We believe that the sanction of detention must be:

- reasonable in the light of the seriousness of the misbehaviour
- reasonable to achieve a specific outcome

As such, detention time is to be used purposefully to either:

- allow pupils to catch up on learning opportunities that were previously self-denied through inappropriate behaviour, or;
- to resolve more serious behaviour-related issues through "Positive Outcomes Meetings" using restorative practice approaches.

Under no circumstances are detentions to be used to denigrate or humiliate pupils, and such practices as lines, copying out, *(and similar)* are unacceptable.

Parents /carers will be notified before or after lunchtime detention is used and the behaviour that triggered the detention will be discussed fully.

### **Anti-bullying, Racism & Cyber bullying.**

See separate Anti Bullying and Racism Policy and Social Media Policy.

### **Fixed Term and Permanent Exclusions**

In occasional cases the Head of School may feel that they have to exclude a child, however such decisions are not taken lightly and will be determined on an individual basis.

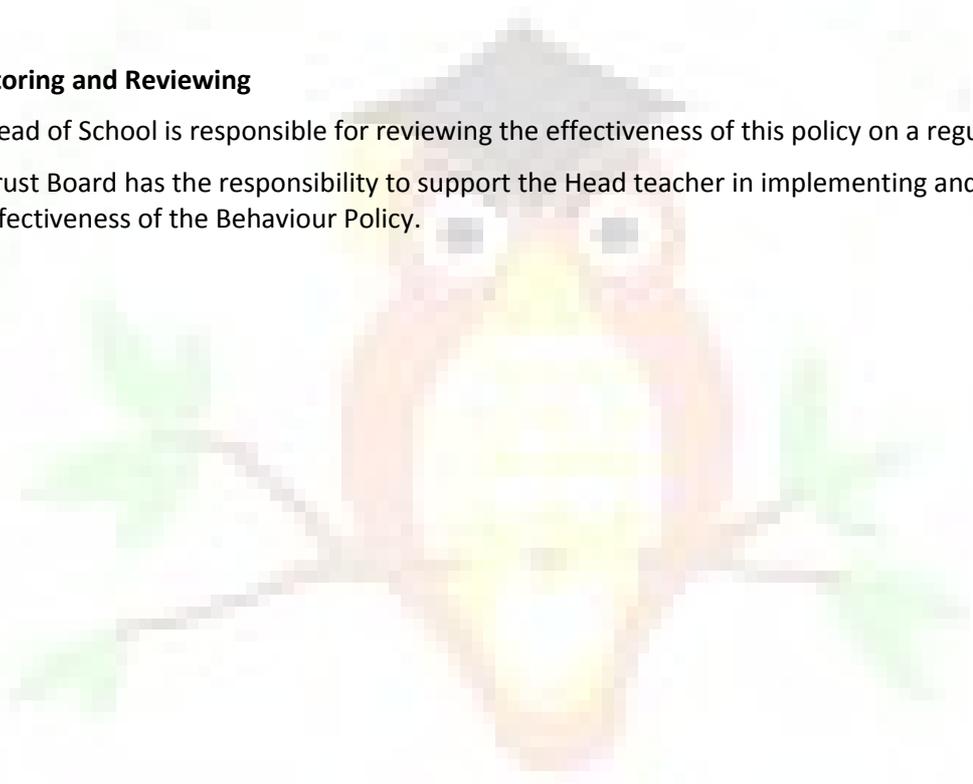
A child may be excluded from school for one or more fixed periods, for up to 45 days in one school year. The Executive Head teacher may also exclude a child permanently. It is also possible for the Executive Head teacher to convert fixed term exclusion into a permanent exclusion, if circumstances warrant this.

If the Head of School excludes a child s/he will inform parents immediately giving a clear reason. The Executive Head Teacher will then inform the Local Education authority and the governing body of the decision. Parents may appeal the decision if they disagree with the head teacher's decision. The appeal will be heard by the governing body that will make a decision as to whether or not to reinstate the pupil.

### **Monitoring and Reviewing**

The Head of School is responsible for reviewing the effectiveness of this policy on a regular basis.

The Trust Board has the responsibility to support the Head teacher in implementing and reviewing the effectiveness of the Behaviour Policy.



## Appendix A

### Restorative Questions to respond to challenging behaviour

What happened?

What were you thinking/feeling at the time?

What have you thought about since the incident?

Who do you think has been affected by your actions?

Does that seem fair? Or What do you think needs to happen next?

### Restorative Questions to help those harmed

What happened?

What did you think/feel at the time?

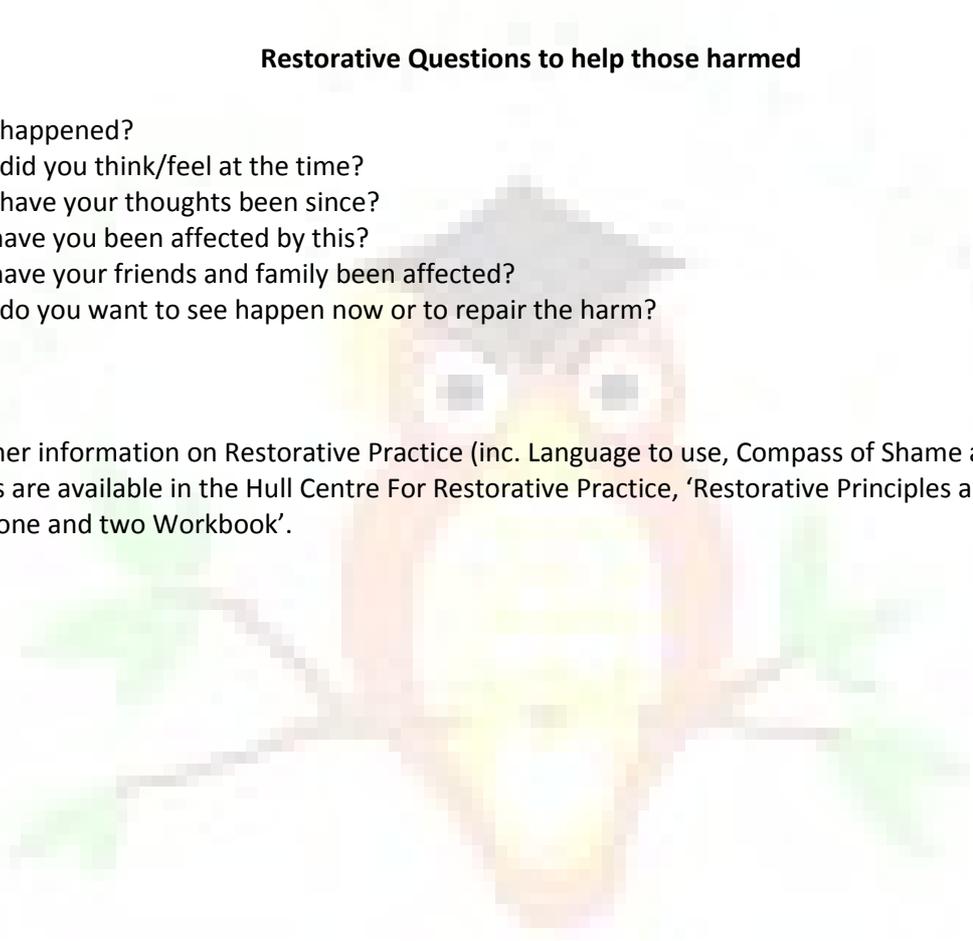
What have your thoughts been since?

How have you been affected by this?

How have your friends and family been affected?

What do you want to see happen now or to repair the harm?

\*Further information on Restorative Practice (inc. Language to use, Compass of Shame and Types of Circles are available in the Hull Centre For Restorative Practice, 'Restorative Principles and Practice Level one and two Workbook'.



## Appendix B

<p>Tactical ignoring</p>	<p>May be appropriate for attention-seeking behaviour. This could be an example of secondary behaviour, so try to focus on the primary behaviour by concentrating on the pupil and not the behaviour. Ignore the ‘target’ pupil but praise the nearby pupil. If target pupils change their behaviour, praise them. Example includes: The teacher may say to a nearby pupil. <i>‘Well done Phil – you remembered to put your hand up to answer a question.’</i></p>
<p>Partial agreement</p>	<p>Deflects confrontation with pupils by acknowledging concerns, feelings and actions. Examples include: <i>‘Yes, you may have been talking about your work now I would like you to...’</i> <i>‘Yes, it may not seem fair and now . . .’</i></p>
<p>When-then direction</p>	<p>Avoids the negative by expressing the situation positively. Examples include: It is better to say, <i>‘When you have finished your work, then you can go out’</i> than. <i>‘No, you cannot go out because you have not finished your work’.</i></p>
<p>Take up time</p>	<p>Allows pupils not to lose face. Watching and waiting is, in a way, issuing a challenge. We need to be clear and confident about expressing expectations. Follow an instruction with a pause to allow pupils time to comply. Example includes: <i>‘I need you to open your book and start work now Jane. I’m going to see Bill who needs some help and I’ll come back in a minute if you need any.’</i></p>
<p>Choice direction</p>	<p>Gives pupils some control over a situation which is less likely to initiate point-blank refusal. Examples include: <i>‘I need you to get on with your work or (consequences) - it’s your choice.’</i> <i>‘Are you choosing not to follow our rules on _____?’</i> or <i>‘Sit over here or next to Peter (explicit choice).’</i></p>
<p>Deferred consequences</p>	<p>Deals with a pupil who is misbehaving later and therefore removes the ‘audience’ the rest i.e. of the class who are watching the drama unfold and also avoids a possible confrontation. Dealing with a pupil in a one-to-one situation is more likely to have a positive outcome. Example includes: <i>‘I’d like to sort this out Amy but we can’t do it now. I’ll talk with you later / at the end of the lesson.’</i></p>
<p>Consequences and sanctions, rule reminders</p>	<p>Needs to be in line with school policy and be implemented clearly and consistently. Example includes: <i>‘Annette – you KNOW that if you’re late to lessons without a pink slip you make up the time at lunchtime – full stop.’</i> <i>“What does the Code of Conduct say about how you are you expected to enter the room?”</i> <i>“What’s our rule for working noise?”</i></p>