BEHAVIOUR MANAGEMENT POLICY

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<th>Updated</th>
<th>January 2018</th>
<th>Ratified</th>
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<td>Review Due</td>
<td>January 2020</td>
<td>Who ratified:</td>
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<tr>
<td>Signed: Head</td>
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<td>Signed: Chair</td>
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MISSION STATEMENT

St Mary’s Catholic Primary School (Maltby) offers a distinctive Catholic Education where everyone is challenged to strive for excellence.

Each individual within our school community is known and loved. We believe that each person is unique, gifted, valued and loved by God.

We endeavour to build an educational community where Christ is our inspiration and teacher.

“My Commandment is this – love one another just as I love you”. John 15:12

The aims of our Behaviour Policy

- To be consistent in promoting good behaviour in school.
- To provide a caring, Christian community in which each member is valued as an individual.
- To foster each other’s social, academic, spiritual, physical and emotional development.
- To allow everyone to develop a sense of self-esteem, tolerance, self-discipline, independence and confidence.
- To foster an atmosphere of harmony in which the quality of forgiveness is highly valued. Each day is a New Resurrection …. We start afresh each day.
- To develop an appreciation of the world around us, fostering a sense of responsibility for our school environment and the people within it.

Foundation Unit

The Foundation Unit implement positive strategies, which promote independence and self-control to ensure readiness for year 1.

A traffic light system is used to encourage good behaviour.
- Green – Good behaviour
- Amber – A first warning
- Red – Removal from the situation, which affords the pupil an opportunity to calm down and reflect on their actions.

Sanctions are always individualised.

Children are rewarded daily with words of encouragement and lots of positive praise.
**Rules and Sanctions**

- We have adopted a set of clear rules, which are displayed in classrooms and in learning areas throughout school. These rules apply to all children in KS1 and KS2.
- We have a graduated response to sanctions, which also apply to all children in KS1 and KS2.
- Each day is treated as two separate half-days so each child starts afresh in the afternoon.
- All members of staff follow the same system. If a child’s name has been put on the board when working in a group outside of the classroom, their name is placed on the board when they return to class.

**The Rules**

1. I get on with my work and let others do the same.
2. I do what I am asked the first time.
3. I put my hand up to say something.
4. I keep my hands and feet to myself.
5. I only get out of my seat when I have been given permission.

**Sanctions – At a Glance**

1. Verbal reminder
2. Child’s name is written on the board.
3. A tick is placed above the child’s name on the board.
4. Another tick is placed above the child’s name, this results in a detention.
5. Another tick is placed above the child’s name, this results in a Behaviour Slip.
6. The child is removed from the situation.

**Sanctions – Further Information**

1. Verbal reminder – This should be swift and to-the-point.
2. Name on board – This serves as a visual reminder.
3. Tick – This serves as a second visual reminder.
4. Second tick resulting in detention – The teacher logs the detention in the detention file, which is in the staffroom. Detention is for ten minutes either during playtime or lunchtime and the location is at the teacher’s discretion; it will either be in the classroom, stood against the wall in the playground or stood outside the staffroom.
5. Third tick resulting in a Behaviour Slip – The teacher completes the Behaviour Slip which is then placed in the Behaviour Slip file in the staffroom. The file will be checked weekly by the Deputy Head and three slips in one week will result in a letter being sent home.

6. The child is removed from the situation – This is at the teacher’s discretion; possibilities include asking a child to work in the reading corner, cloakroom or the neighbouring classroom.

**Playtime and Lunchtimes**

- Behaviour incidents at playtimes are dealt with by the members of staff on duty.
- During lunch times, the midday supervisors report any significant incidents to the class teacher. In KS1 this is a verbal report. In KS2 incidents are also verbally reported; in addition, records of children given a lunchtime detention is recorded and shared with the teacher.
- Any incidents of fighting result in an immediate detention with the pupils being asked to stand against the wall or outside the staffroom. Teachers are informed.
- Any serious incidents of behaviour at lunchtime are reported directly to the Head Teacher or Deputy Head Teacher
- Staff who serve school dinners pick one child per class who has been particularly polite and mannerly during the previous week, to sit at the Special Table for a week. These children are allowed into the hall before the other children and have the benefit of a tablecloth, placemats and the first choice of meals.

**When other measures are required**

- Children heard by an adult to use persistent offensive language are asked to register this with the Head teacher. Parents are informed and the child is asked to write a letter of apology at home. Parents are expected to sign and date the accompanying letter before sending it back to school, where it will be filed until the end of the academic year. Lists of offenders are held in each class and centrally.
- If a child’s classroom behaviour is deemed detrimental to the safety or the well-being of other children in the class, the child may be internally excluded; this means that the child will not be able to mix with other children in her/his class. S/he will follow the same programme of work that is being undertaken in her/his classroom but s/he will work under the direct supervision of a named teaching assistant(s). S/he will not play out at the same time as her/his classmates, nor will s/he mix with classmates at lunchtime. There will be a gradual re-integration into class when the time is deemed to be correct. Parents will be kept informed throughout the period of internal exclusion.
- Children may be put on a contact book / behaviour for calendar month, at the end of which there will be a meeting with parents at which they will be given further behaviour book “My notice to improve”. At this point, a link with Governors will be established.
- If these sanctions have been tried and no success is apparent the Head teacher will put the exclusion policy into action.
Rewards

Friday Well Done Assembly
- Friday's assembly is a forum to recognise any notable achievements. They take the format of Certificates one week followed by Good Work the following.
- Certificates are awarded for positive reasons ranging from good work to a good attitude to learning.
- Good Work is presented by teachers and displayed in the hall.
- Stars are chosen for a variety of reasons and are awarded stickers.
- A 'Maths Wizz' or 'Spelling Wizz' is chosen in each class and the child receives a prize.
- Team Points and Class Points are also reported.

Team Points
- All children in KS1 and KS2 belong to a team.
- Children are awarded team points for good behaviour, good work etc.
- Team Points are totalled at the end of each week and the winning team is acknowledged in the Friday Well Done Assembly.
- Members of the team with the greatest number of wins over the term receive a small prize at the end of each term.

Class Points
- Class points can be awarded by any member of staff for a collective effort of any description, they are designed to promote and celebrate good behaviour and a good attitude towards school. Some examples of reasons to award a class point: lining-up sensibly, working hard during a lesson, walking sensibly and quietly around school etc.
- Class points are displayed in each classroom.
- Each class starts the week with ten points as points can be removed. Although there will be some occasions when the removal of points can be beneficial, it has been agreed that this should be avoided as we believe in positive behaviour management strategies. In some instances it may be more effective to explain to a class that they WOULD have received a class point if they had not done x rather than taking away a point for doing x.
- Class points are collected each week. The winning class is announced in Friday's assembly and they receive an additional five minutes playtime.

Other Rewards
- Giving praise and encouragement which is genuine and specific.
- Giving an encouraging smile.
- Awarding certificates, stickers, etc for acceptable behaviour.
- Allowing other members of staff to acknowledge good work and appropriate behaviour.
- Displaying children's work for other children, parents, staff and visitors to see.
- Good deeds outside classroom and good work are acknowledged by giving team points.
- Classes have individual awards to acknowledge specific endeavours or accomplishments where a need is apparent.
- Golden Time in Y1-Y5
**Exclusion Policy**

- Unacceptable behaviour is monitored over a period of time
- Sanctions are imposed
- Incidents are noted and discussions take place with child, parents and teaching staff
- The child may be internally excluded in school and parents notified that the child is required to work in isolation.
- The child may be excluded from school – usually 5 days. Parents, LA and Chair of Governors will be informed of the exclusion
- After this period parents will be invited into school to discuss how the child could be re-integrated into the life of the school
- If the child commits a further serious breach of discipline, the head teacher may recommend permanent exclusion. When this occurs parents will be informed of the appeals procedure, LA policy will be adhered to.

**Racism**

We define racist behaviour or harassment as any unpleasant or bad behaviour against others because of their skin colour, religion, language, accent or cultural background.

We acknowledge the following categorisation of types of incidents:

(i) Physical assault against a person or group because of the colour and/or ethnicity and/or religion.
(ii) Derogatory name calling, insults, racist jokes
(iii) Racist graffiti
(iv) Provocative behaviour
(v) Bringing racist materials into school
(vi) Verbal abuse and threats
(vii) Incitement of others to behave in a racist manner
(viii) Racist comments in the course of discussion in lessons
(ix) Ridicule for cultural differences e.g. food, music, dress, sexual orientation
(x) Refusal to co-operate with other people because of their language, ethnic or cultural origins

The staff and governors of St Mary's Catholic Primary School condemn all forms of racist behaviour.

**Making a Judgement**

Judging whether racism is intentional is difficult in all circumstances. Some children can be racist without knowing what racism means. Often the most important indication of racist behaviour is whether the victim (or family particularly for young children) themselves believe that they have been subjected to racial harassment. We want children to tell us if they have a problem with racist behaviour and what they say will be taken seriously.
Sanctions

If a child acts in a racist manner, or racially harasses someone, disciplinary action will be taken in line with the school’s behaviour management policy.

This could include
a) explaining why their actions are wrong and warn them not to do it again
b) loss of a privilege
c) parents/carers being notified by a telephone call in the first instance
d) if it is very serious or the child has repeated the behaviour after being warned, a letter will be sent to their parents/carers and they will be invited in to discuss the racist behaviour with the Head Teacher or Senior Leader.
e) in very severe cases the child will be excluded immediately, parents informed and the police may be contacted.

The appropriate sanction will relate to the severity of the incident.

All incidents will be recorded on the school’s log sheet and they will be reported to Rotherham LA.

Incidents in which a member of school staff is involved

The Rotherham LA has made it clear that racist behaviour from any member of school staff towards any pupil, parent or any other member of staff will not be tolerated.

Disciplinary procedures will be taken against offending staff.

- Known incidents must be reported to the head teacher
- The head teacher must seek to resolve the situation
- Where parents or pupils are not satisfied with the actions taken by the head teacher, they will be informed of their rights to make a formal complaint to the Executive Director of Education, Culture and Leisure Services
- The Executive Director will investigate the case and take appropriate action.
- Where parents or pupils are still not satisfied they will then make a formal complaint to the Governing Body.

In addition to combating racist behaviour when it occurs the staff and governors strongly believe that children need to be provided with a curriculum which increases their inter-racial understanding, develops mutual respect and promotes positive images of black and other ethnic minority communities.
INDIVIDUAL RECORD OF RACIST INCIDENT

Incident reported by ___________________________ Date ____________________

Victim(s)

____________________________________________

Perpetrator(s)

____________________________________________

Account of Incident:

Action taken in support of the victim:

Action taken with the perpetrator:

Noted by Headteacher ___________________________ Date ________________
INDIVIDUAL RECORD OF RACIST INCIDENTS – ANNUAL RETURN

School: ____________________________________________________________

Year: __________________________________________________________________

<table>
<thead>
<tr>
<th>Category of racist behaviour</th>
<th>Number of reported incidents</th>
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<tbody>
<tr>
<td>Physical assault</td>
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<td>Derogatory name calling, insults, Racist jokes</td>
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<tr>
<td>Refusal to work / co-operate with</td>
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<tr>
<td>Racist graffiti</td>
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<tr>
<td>Wearing racist badges</td>
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<td>Bringing racist literature into school</td>
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<td>Racist comments in lessons</td>
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<td>Ridicule of cultural differences e.g. dress, food</td>
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<tr>
<td>Incitement of others</td>
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Headteacher ___________________________ Date ____________________