St Laurence Church Junior School

Behaviour Policy

Updated: July 2019

At St Laurence Church Junior School, 'Every Child Matters to God', and every child is at the heart of all that we do.
BEHAVIOUR POLICY

Jesus commanded us to:
"Love the Lord your God with all your heart and all your soul and with all your mind and with all your strength. Love your neighbour as yourself." (Luke 10:27)

The St Laurence Church Junior School Behaviour policy sits alongside our school's Anti-Bullying Policy, Special Educational Needs Policy and our Safeguarding Policy. The school accepts our legal duty under the Equality act 2010, in respect of safeguarding and in respect of pupils with special educational needs (DFE 2016). The Headteacher ensures that policies are carried out in accordance with Birmingham Local Authority guidelines.

Rationale:

Children need a well ordered, secure and caring environment for their social, emotional, physical and academic development.

"A school's central purpose is that children should learn. Good behaviour makes effective teaching and learning possible. Bad behaviour disrupts these processes". (The Elton Report, 1989)

"All children, young people and adults have the right to learn and work in an environment where they feel safe and that is free from harassment and bullying." (Birmingham anti-bullying statement, 2000)

The purpose of having and implementing such a policy is to ensure that children are encouraged to behave in a responsible manner themselves and show consideration, courtesy and respect for those around them at all times thereby enabling them and their fellow pupils to concentrate on their learning.

At the core of an effective policy there will be both clarity and consistency. The vital importance of upholding school discipline is the responsibility of all the teaching and non-teaching staff, in partnership with parents, carers and guardians. Leading by example is a vital starting point.

This policy is written in line with the aims, values and Christian Ethos of the school. ‘The ethos of the school is firmly based on the teachings of Jesus Christ; commitment, responsibility, respect, love of one another and most importantly love of Christ Himself.’ (St Laurence Church Junior School Mission Statement).

Aims:

- To provide a caring, supportive and disciplined environment where children learn values, independence and responsibility.
- To foster respect for self, others and property within this safe and secure environment.
- To provide a clear framework of expected behaviour both in and out of the classroom.
- To provide a clear framework for rewarding children.
- To provide a clearly formulated hierarchy of disciplinary procedures which is understood by all and which is consistently applied by all staff and the headteacher.
• To provide a positive environment in which children are encouraged to take increasing responsibility for their own behaviour and aid the development of self discipline.
• To encourage an understanding of the need for shared responsibility for the school and its community by developing an understanding of the consequences of personal behaviour on fellow pupils.
• To ensure that standards of behaviour and work reflect the values and Christian Ethos of the school.

The role and responsibilities of staff:

All staff, including teaching, non-teaching, support, administrative and lunchtime staff, should consciously endeavour to:

• Provide interesting and stimulating activities and lessons suitable to the age and ability of the children with clear guidance on how to achieve and improve
• Provide a safe, secure and calm environment
• To agree and follow consistent routines for: use and storage of ALL equipment in school; movement in and around school; tidiness of classrooms, corridors, cloakrooms and other shared areas.
• Provide a positive, happy, nurturing atmosphere.
• Treat all children with respect, patience, consistency and fairness.
• Respect the individuality of children and provide opportunities to meet their needs.
• Encourage all children to ‘do their best’.
• Challenge all children to achieve their greatest potential.
• Uphold and model the principles of fairness, respect and tolerance.
• Lead by example in all areas of behaviour including attendance, punctuality and appropriate clothing and footwear.

The headteacher and school will produce a Home School Agreement to be signed by the school, parents/carers/guardian and child as a statement of intent in these matters.

The role and responsibilities of parents/carers/guardians:

Since teachers and parents/guardians/carers share the responsibility of encouraging and reinforcing appropriate behaviour, it is essential that parents understand the role of all participants and the expectations for all members of St Laurence Church Junior School community, and that they assist in developing and instilling these behaviours. Their role is vital.

Therefore it is anticipated/expected that parents, guardians and carers will:

• Demonstrate a positive attitude at home about school, teachers and the importance of education.
• Ensure that their child/children attend school at all possible times and are in school on time for the beginning of all sessions.
• Keep open communication with a child’s teacher(s) and the HT about concerns arising.
• Monitor homework to make sure it is completed well and on time.
• Encourage respect and good manners towards staff and other children.
• Attempt to provide, to the best of their ability, proper rest and nutrition for their child(ren) as these are extremely important for a child to be able to function well at school.
• Ensure that their child(ren) wear correct school uniform at all times and for all purposes – including foot wear that is suitable for the purpose and hair cuts that are not deemed extreme and cause a distraction from learning, as may be determined by the Headteacher.
• Ensure that their child(ren) wear correct kit for all PE lessons both indoor and out at all times of the year.
• Sign the Home School Agreement as a statement of their good intent in these matters.

The role and responsibilities of children:

It is expected that children will:
• Treat each other with courtesy and kindness.
• Listen to others and respect them.
• Include everyone.
• Take care of our school, personal belongings and the property of others.
• Work together to solve problems.
• Sign the Home School Agreement
• Understand and uphold the 4 Rights of our school.

St Laurence Church Junior School Rights

The right to teach
The right to learn
The right to be safe
The right to be shown respect

In order to uphold these rights you need to:-

• Always come to school on time, with the right equipment (reading book, planner, homework, pencil, crayons etc in a named case) ready to work and with a positive attitude
• Respect yourself, other children, all adults and our school
• Listen carefully, answer politely, respond appropriately to ALL adults and do what you are asked at the first time of asking
• Try your best in all lessons and at all times without disturbing others
• Follow all school routines for moving around school, using and storing equipment etc
• Follow the 'Board; Brain; Buddy; Boss' poster to help you with your learning
• Be kind to others with your actions and words

Behaviour Rewards:

We want to encourage a positive working and playing environment and do this by the taught and discrete curriculum, by example, by continually reinforcing the 4 rights and by a system of positive rewards:
1. **House points** are used to reward individual children for good behaviour, manners, work, table manners, food choices, adhering to school rules etc. All members of staff can award HPs for appropriate behaviour and are marked on a House Point Chart in every classroom. They can also be collected by Smiley Green Face Cards, which are available to all staff from the Resources room, including Lunchtime Staff. Up to 3 Smiley Green faces can be given in any one lesson for role model good behaviour. Wherever the faces are given, every child will put the Smiley Green Face cards in a suitable collecting point in their own classroom. All House points are collected every week and the House Cup is awarded weekly to the house which has accrued the most points. At the end of the half term, the overall winning house will have extra playtime!

2. **Award Ribbons (Year 6 primarily)**

Year 6 have an additional opportunity to collect ribbons for: Effort, Attitude, Achievement, Citizenship and Outstanding. Children must achieve recognition at least 3 times in each area in order to receive a ribbon in assembly. Only when a child has received all four ribbons, then they will be able to gain the ribbon for ‘Outstanding’ contribution.

**Discipline Structure:**

On every board in every teaching room there should be 3 faces – Green Happy; Amber Straight; Red Sad. The expectation being that all children will behave properly and do their best in all lessons for all teachers. **Teachers and TAs should have a supply of Green, Amber and Red faces for use during lessons.** The Smiley Green Faces should be handed out for role model good behaviour – a maximum of 3 per lesson per class/group which the children take back to their own classroom for collection. After **positive encouragement** to cease unacceptable behaviour, the following actions should be taken:

**LEARNING SITUATION:**

1. Personal reminder given about unacceptable behaviour.

2. If poor behaviour continues the child is handed an Amber Face to be collected by the teacher - the child writes their name and the date on the card. No discussion held with the child. The child may be moved to work at the timeout table. However, if the behaviour ceases for the rest of the lesson then the card may be removed and destroyed. If a child collects 3 Amber Faces in a day, they should receive a Red Face with details of the behaviour to be kept by their class teacher. Three red faces in a Half Term should lead to a Lunchtime Detention (inform DH). Parents should be informed by phone call or by letter, with the opportunity to further discuss behaviour.

3. Should the behaviour continue the child is given a Red Face card (completed by the teacher with name, behaviour, and date) and removed to the agreed Timeout Partner Class, with work, for 15 minutes. A sensible pupil should accompany the child to ensure he/she arrives at the destination stated. Completed Red Face Cards to be kept by the Year Leader as a record of behaviour. (If a child is sent out 3 times in a half term, a lunchtime detention is issued by the Year Leader who should inform the DH who will complete the paperwork).
4. Upon return, should a further misdemeanour occur, the child should be sent to the Assistant Head/Deputy Head for a further 15 minutes, with work and another Red Face card. Child receives an automatic Lunchtime Detention.

5. **SEND TO HT IF ALL ELSE HAS FAILED.** If HT is unavailable send to Deputy or Assistant Head.

**NB** Should a child physically hurt someone or be insolent or disobedient to a member of staff, miss out all stages and send them immediately to the HT.

If a child refuses to go to your time out partner /DH/HT or you feel the situation is difficult, then send a GREEN HAND to the HT and she will attend immediately. If HT unavailable send for Deputy or Assistant Head.

If behaviour and attitude continue to give cause for concern in a number of lessons, including the collection of Amber and Red Faces or Lunchtime detentions given, the following list of actions may be used, by the Class Teacher, as proves necessary:

1. **Class Teacher’s Behaviour Report:** (two weeks maximum). Parents/carers/guardians informed. The child will evaluate their own behaviour daily through discussion with the class teacher. Report to go home daily and returned to school.

2. **Year Leader Report:** (four weeks maximum). Parents/carers/guardians informed. A child will be placed on a Year Group Leader's report if improvements have not been satisfactory. This will involve a report form requiring a brief comment for each lesson by the teacher(s) teaching a child during a day. The pupil will be required to take the report to his/her teacher(s) throughout the day and also to the Year Group Leader at the end of morning school and the end of afternoon school, each day. The child will also be required to take the report home to be signed by his/her parents/carers/guardians.

3. **Assistant Head’s report** (4 weeks maximum)
4. **Deputy Head’s Report** (4 weeks maximum)

A child will be placed on a AH/DH’s report if behaviour and attitude continue to give cause for concern. This will involve up to three behaviours requiring improvement, all identified and agreed upon by the child and C.T. A meeting between the AH/ DH/C.T parents/carers/guardians and child will be arranged. The child's behaviour will be monitored daily and a brief comment for each lesson will be made by the teacher(s) teaching the child during a day. The pupil will be responsible for taking the report to his/her teacher(s) throughout the day and also to the AH/DH at the end of morning school and the end of afternoon school, each day. The child will also be required to take the report home to be signed by his/her parents, carers or guardians.

5. **Headteacher’s Report.** (3 weeks maximum) C.T/parents/carers/guardians involved. A child will be placed on the HT’s report if behaviour and attitude consistently give cause for concern. This will involve a report form.
6. **Internal exclusion if needed.** Working with HT/DH/AH away from other pupils or in another year group.

7. **Possible exclusion** from school for a fixed period of time

All behaviour report sheets must be kept and filed. The DH needs to be informed at all stages if a child has been put on report.

**PLAYGROUND BEHAVIOUR:**

We want lunchtime and the lunch hour to be a positive experience. There will be a store of playground equipment for use outside and a supply of indoor games and activities for wet lunchtimes. All staff and children should know the routines for using and storing any such equipment.

All Lunchtime Staff are required to follow the school’s Behaviour Policy at all times and are to be involved in continuous professional development to ensure best possible practise so that they, and the children, feel valued and respected. The senior Lunchtime Supervisor shall, in consultation with the Business Manager, other members of the Senior Leadership Team, and other Supervisors, be responsible for locating the lunchtime staff in suitable places so that they can supervise and interact with the children in a positive way and deciding on the routines to be established with any equipment.

There is a Use of Field rota to be used when the field is playable (which may be altered after consultation with the PE Coordinator). All Lunchtime staff should have a supply of Smiley Green faces which they should use to reward role model behaviour. In the dining room these should be used to reward good manners, food choices etc.

If, after positive personal reminders, behaviour remains poor at lunchtime children’s names and their behaviour will be recorded in Behaviour Log books by the Lunchtime Supervisors and they will issue Amber or Red cards as appropriate. The Logs will be handed to the Year Leader, with any urgent issues communicated by the Senior Supervisor to the DH/AH/HT who will deal with the child/ren and who may issue further Amber or Red Faces or give Lunchtime Detentions.

If there is a serious incident, usually involving violence, the child/ren should be brought in to the DH/HT immediately. Lunchtime Detentions will be given for serious incidents and the Headteacher may consider Lunchtime Exclusions for very serious incidents or repeated poor behaviour at lunchtimes and Fixed Term Exclusions from school for very serious incidents.

**DETENTIONS**

These will be supervised by the HT, DH or AH on Monday/Wednesday/ Friday lunchtimes. The child/ren will be talked to about their behaviour and be required to complete a Putting it Right sheet. Consistent poor behaviour may lead to a child being placed on the Report system or the involvement of the SENCO.

**Out of school behaviour**

We expect our children to behave well at ALL times and will invoke the sanctions contained in this policy for unacceptable non-criminal behaviour and bullying which occurs out of school and off the school premises and which is witnessed by a staff member or reported to the school. All types of criminal behaviour or suspected criminal behaviour (including cyber incidents) witnessed by a member of staff or reported to the school will be reported to the police.