



**Christleton Primary School**  
**Be the best you can be**

**Behaviour and  
Discipline Policy**

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|---------------------------|--|
| Date of Policy            | September 2017   |
| Policy Reviewed           |  |
| Next Review               | September 2020   |
| Signed Head teacher       |  |
| Signed Chair of Governors |  |

## **Christleton Primary School Behaviour and Discipline Policy**

This policy is written after close consideration of the Department of Education publication 'Behaviour and Discipline in Schools', January 2016.

We are aware that we share responsibility with parents for the children in our care and make every effort to provide the care which any responsible parent would be expected to make. We seek to create an atmosphere of co-operation and mutual respect, regardless of age, sex, sexual orientation, race, colour, nationality, ethnic or national origins, disability, religion or belief, marital/civil partnership status or gender reassignment.

Therefore, children are encouraged to be aware of the needs of others from the early years where children agree rules of behaviour within their classroom. There are rules for general behaviour around the school. Children are made aware of these and of the sanctions that may occur if they are not followed. We have found that positive reinforcement and the reward of good behaviour is the key to good discipline.

If necessary, parents of children are contacted and discussions are held in order that the home and school can work together to enable the child's behaviour to improve. Misbehaviour is dealt with seriously and may include the withdrawal of privileges. We encourage independence and self-discipline with the aim that our children will be able to work together responsibly.

It is important that we recognise good behaviour and use it as a positive example to the children. It is vital therefore that we have a system in place which rewards desirable behaviour and excellent attitudes.

### **Headteacher Statement**

The Headteacher has determined that all measures regarding behaviour in school are taken with a view to:-

- a) Promoting, among pupils, self-discipline and proper regard for authority,
- b) Encouraging good behaviour and respect for others on the part of pupils and, in particular, preventing all forms of bullying among pupils,
- c) Securing that the standard of behaviour of pupils is acceptable
- d) Securing that pupils complete any tasks reasonably assigned to them in connection with their education, and
- e) Otherwise regulating the conduct of pupils

The Headteacher in determining such measures, is

- a) acting in accordance with the current statement made by the governing body under section 88(2)(a),
- b) has regard to any notification or guidance given to him under section 88(2)(b)

### **Governing Body Statement regarding behaviour**

The governing body of Christleton Primary School recognise the importance of a strong behaviour policy to support staff in a consistent approach to managing behaviour, including the use of rewards and sanctions. They expect all pupils to behave well with proper regard for authority.

### **Philosophy**

This school believes that pupils have a right to be taught and the teachers the right to teach. Good behaviour should be rewarded and sanctions imposed when behaviour is not appropriate. Our Behaviour Policy aims to ensure that all children are treated equally and fairly.

## Aims

- To encourage a calm, purposeful and happy atmosphere within the school
- To foster positive caring attitudes towards everyone where achievements at all levels are acknowledged and valued.
- To encourage increasing independence and self-discipline so that each child learns to accept responsibility for his/her own behaviour.
- To have a consistent approach to behaviour throughout the school with parental co-operation and involvement.

## Values

Our behaviour policy supports the values of the school

- Respect
- Excellence
- Friendship
- Determination
- Courage
- Equality
- Inspiration
- Honesty

## Children's responsibilities are:

- To work to the best of their abilities and allow others to do the same.
- Follow the rules of the school, both in school and on the playground.
- To treat others with respect.
- To take care of property and the environment in and out of school.
- To co-operate with other children and adults.
- Tell the truth when incidents do occur so that they can be dealt with correctly.

## Staff responsibilities are:

- Model to the children appropriate behaviour.
- Encourage appropriate behaviour in class and around school – hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- To treat all children fairly and with respect.
- To raise children's self-esteem and develop their full potential, praising and rewarding good work and appropriate behaviour.
- To create a safe and pleasant environment, physically and emotionally.
- To remind children of the school rules, rewards and sanctions regularly and to apply them clearly and consistently.
- Provide interesting and stimulating work, which is appropriate to each child's requirements.
- Recognise possible times where inappropriate behaviour may occur and seek avenues to avoid this.
- To form a good relationship with parents/carers so that all children can see that the key adults in their lives share a common aim.
- To recognise that each child is an individual, and to be aware of their needs.

### The Parents/Carers responsibilities are:

- To support school in the implementation of this policy.
- To model to the children appropriate behaviour.
- To make children aware of appropriate behaviour in all situations.
- Adhere to the school's equal opportunities policies by treating each and every member of the school community with respect.
- Ensure my child attends school and arrives on time.
- On the first day of absence inform the school of the reason.
- Ensure that my child has the correct uniform and wears it to school.
- Be willing to help their child with their work in school and at home.
- Listen to their child read regularly.
- Take an interest in all that their child does in school and attend parents' evenings.
- Share information (education, welfare and behaviour) that will help my child at school.
- Support our programme of educational day visits and residential visits.

### What we do to encourage good behaviour

- We make clear our expectations of good behaviour.
- We encourage sociable behaviour by promoting mutual respect.
- We encourage children to take responsibility for their own actions and behaviour.
- We praise good behaviour.

### What we do if children misbehave?

- We encourage children to take responsibility for their own behaviour.
- We ask, tell and warn before sanctions are used.
- Where necessary, we discuss incidents with the children involved.
- Where possible, we encourage children to try to resolve disagreements themselves.

### The Behaviour System

- Each class will display a behaviour chart with **green**, **yellow** and **red** sections. Each morning, all children's names will be in the green section.
- Each child is placed into a school house team (family groups will be in the same team.) Children can earn house points for their team.
- Certificates are awarded monthly to children during our celebration assemblies.

### If a child's behaviour is unacceptable they will be:

**ASKED – Please do not do that**

**TOLD – I am now telling you not to**

**WARNED – Please move your name**

Here the child has had two warnings prior to their name being moved (usually to yellow in the first instance).

If a child continues to misbehave they will be moved into red without further warnings.

## The Traffic Light System

### Green

- Children start each day on green and remain on green if they show the expected behaviour.
- If their behaviour falls below the expected level, the child will be;
- Asked - the member of staff will request that the child does not do that behaviour.
- Told - A quiet word explaining their behaviour choices and warning that 'if the behaviour continues they will move their name to yellow'.
- Warned - the children will be provided with a clear verbal warning and move their name on to yellow

### Yellow Warning

- When a child's name is moved onto **yellow** the following occurs;
- They will miss 5 minutes of playtime (KS1) 10 minutes (KS2).
- The child will be seen by the Head or Deputy Head in his absence and their name will be recorded in the behaviour file (Yellow warning section) held in the Head teacher's office.
- If a child is in yellow twice in a week (or at the teacher's discretion) the class teacher will speak to the parent.
- The class teacher will record the incident in the class behaviour book which is reviewed regularly by SLT.
- If a child is in yellow and behaves in such a way for them to move back into green (within the same day), they will still have to miss part of their playtime.
- If the expected behaviour is still not displayed the child will be moved onto red.

### Red Warning

- When a child's name is moved onto **red** the following occurs;
- They will miss one full playtime (15 minutes) and will report to Head or Deputy Head, in his absence, for their name to be recorded in the behaviour file (Red warning section) held in the Head teacher's office.
- The class teacher will record the incident in the class behaviour book which is reviewed regularly by SLT.
- The class teacher will speak to the child's parents/carers about the issue; however it may be appropriate for the Head to contact the parents directly.
- If a child is in red for a third time they will be sent to the Head teacher who will phone their parents/carers and a meeting will be arranged to discuss the child's behaviour record.
- A child may be moved directly into red if their behaviour is deemed extremely unacceptable. This may include being aggressive, dishonest, rude and obstructive.

A child will move back into green as soon as their behaviour improves or at the end of the day. All children start afresh in green the following day.

## Unacceptable Behaviour

Below is a sample of the types of negative behaviour that the school addresses through appropriate sanctioning action. These are investigated and recorded as appropriate.

## Unsatisfactory Behaviour

- Ignoring instructions
- Off task and / or non-work orientated talk
- Lack of co-operation and poor work attitude
- Interrupting or interfering, shouting out or rudeness.
- Wandering around class
- Ignoring health and safety, security or clothing rules.
- Lateness including extended play and breaks.

## Misconduct

- Absenteeism without permission.
- Harassment or discriminatory behaviour towards other children or staff
- Dangerous or rowdy physical play
- Neglect causing damage to or loss of other children's, staff or school property
- Serious neglect of health and safety, security or clothing rules.
- Unsatisfactory attitude to staff
- Insubordination
- Repeatedly behaving in a manner which stops others learning
- Repeated patterns of inappropriate behaviour, e.g. defiance, tantrums, being disruptive
- Wilful or excessive wastage of material including misuse of electronic facilities (computers and ipads)

## Serious Misconduct / Misbehaviours

Where a child's behaviour falls into or potentially falls into one of the following, the headteacher, Mr Mitchell, must be informed to ensure more serious follow-up actions are followed e.g. exclusion.

Examples are:

- Physical aggression towards staff or pupils.
- Verbal abuse – e.g. swearing, racial or sexual abuse of staff or pupils.
- Theft / Stealing.
- Physical destruction of property.
- Bullying though deliberate hurtful behaviour repeated over a period of time, where it is difficult for those being bullied to defend themselves.
- Indirect (exclusion, spreading rumours)
- Prejudiced behaviour including racism, sexism, use of sexual innuendoes, sexually inappropriate material etc.
- Physically violent behaviour including fighting (deliberately hurting others)
- Swearing or being abusive to members of staff or other children.
- Leaving the class or the school environment without permission
- Refusal to carry out a reasonable school instruction
- Physical aggression towards other children or members of staff
- Deliberately ignoring safety / hygiene / security rules
- Wilfully and deliberately damaging, breaking, or destroying other children's, staff or school property.

These are examples not an exhaustive list.

If an incident is of a high severity or in exceptional circumstances the Governors delegate responsibility to the Head teacher. In this case, the headteacher will decide on further action to take and it may be necessary to bypass any one of the strategies listed above. Where appropriate parents will be informed via a letter or phone call. This may request an appointment to discuss the incident and it may be a request for parental involvement and/or exclusion from school.

If a child's behaviour continues as a concern, it may be appropriate to follow the Graduated Response for SEN, including the involvement of outside agencies for additional support. This will always be with parental consent.

If this fails then the school could consider temporary or fixed-term exclusion in line with Local Authority policies and procedures.

As a school, we expect that parents will do everything they can to help their child relate cooperatively to adults and other children and accept some responsibility for their child's behaviour in school. Firm but affectionate guidance which parents provide in the home is most likely to produce the attitudes on which good behaviour in school may be based. Therefore, we can aim to maintain discipline by working together as a team with parents and children in order that inappropriate behaviour may be challenged. If a child's behaviour causes concern, parents will be informed and their cooperation sought.

### **Recording and Monitoring Behaviour**

Each class teacher has a behaviour book. This book is used to record any instances of behaviour that have caused concern, led to a yellow warning or led to a red warning. This book is monitored regularly by the SLT to identify any patterns, trends or frequently occurring individuals.

Class teachers formally monitor behaviour at least once each term and the data is collated to form an evidence base so a clear judgement can be made by the SLT about behaviour across school.

Robust and rigorous monitoring processes by the SLT monitor behaviour across school. Class records, the behaviour file and learning behaviours through learning walks, book monitoring, pupil interviews, surveys and lesson observations are all used to evaluate behaviour.

School systems provide clear expectations and guidance regarding behaviour for key events in the school day i.e. arriving and departing assembly, lining up at the end of break etc.

### **Behaviour Report Cards / Individual Behaviour Plans**

Children who are persistently on yellow/ red may be put on a behaviour report card at the discretion of the teacher in consultation with the senior leadership team. This would normally be for one week but this could be extended by the class teacher if felt it was appropriate.

Once in operation the report cards will be completed by the teacher at the end of each session where behaviour will be registered in the following way:

#### **KS1**

The use of 3 faces to show happy, plain and sad.

#### **KS2**

Appropriate target or targets are agreed and then progress on these is recorded on the daily chart for all the sessions.

The report card either can go home with the child each day or the parent may wish to share it with the teacher and child at the end of the day.

The child will then take the report card to the Head Teacher at the end of the week.

## **The Reward System**

Each class, together with their teacher, discusses the school's Code of Conduct and agrees a class charter of rules which the children sign up to.

Each member of staff can utilise material such as stickers, certificates, table of the day awards etc. to reward positive behaviour.

## **House Teams / House Points**

Each child in school is placed within a house team. The aim of house teams is to promote a notion of collective responsibility and working together as a team. House points are awarded to pupils for a variety of reasons; good work, consistent effort, achievement, good behaviour etc. House points are part of the whole reward system in school and as such will only be accredited, not forfeited. House points are measured through coloured stones which are placed into the appropriate jar when a house point is awarded. Each week the house points from each class are collated and the winning house is announced in assembly each Friday. This is then recorded on the school house team map situated in the school hall. Each child in the house that has the most points at the end of the half term will receive a reward.

## **Tidy Classroom Trophy**

To develop pride in ones surroundings the tidy classroom award is presented weekly to the class judged to have the most organised and tidy learning environment. Selected school councillors choose the class during the week and present the trophy as part of Friday assembly.

## **Celebration Assembly**

Each month three children from each class will be awarded a certificate in our celebration assembly. This assembly provides an opportunity for the parents and guardians of these children to come into school and celebrate alongside their child. The certificate will can be presented for a range of reasons and may often be linked into the Learning Power focus of that half term.

## **Headteacher Awards**

The headteacher promotes positive behaviour and rewards achievement across school. Class teachers are encouraged to send children to the headteacher if they are exhibiting outstanding behaviour or have produced exceptional pieces of work. These children will be rewarded with a headteachers award sticker. Each sticker equates to three house points for the individuals house team.

## **School Code of Conduct**

Within an effective learning environment, children must feel secure, happy and assured of success. In order to assist us in providing this we have in place a Code of Conduct:-

1. Have fun and always work hard.
2. Challenge yourself every day and set a good example to others.
3. Allow others to work and play without interruption
4. Respect people's space and property.
5. Follow instructions the first time you are asked
6. Always move sensibly around school and around the classroom
7. Look after everyone in school, keep your hands and feet to yourself and only use kind word

## **Bullying**

- The school will not tolerate any unkind behaviour towards an individual over a period of time and will act immediately if any suggestion of this is noted or brought to the attention of the staff.
- Please refer to the school's [Anti-bullying Policy](#).

## **Sexual/Racial Harassment**

Sexual or racial harassment of any kind will not be tolerated, and action taken immediately to deal with the situation. Any instances of racial or sexual harassment will be recorded in the school's behaviour file (located in the headteachers office)

All staff aim to be consistent with the implementation of the School's Behaviour & Discipline Policy and the emphasis is always on highlighting good behaviour as the example.

See also:

- [Equalities objectives](#),
- [Equal Opportunities Policy](#),
- [Anti-bullying Policy](#),
- [SEN Policy](#),
- [SEN Information Report](#)

## **Positive Handling / Reasonable Force**

In order to maintain the safety and welfare of our pupils, it may sometimes be necessary to use reasonable force on a pupil, as permitted by the law. This is only used when all possible options for giving the child time / space to regain self-control have been exhausted.

The schools position on Positive Handling / Reasonable Force is outlined within the [Positive Handling Policy](#).

## **Beyond the School Gates.**

Whilst this Behaviour and Discipline Policy refers mainly to the behaviour of pupils on school premises, the school reserve the right to apply the same principles beyond the school gate. Our policy covers any inappropriate behaviour when pupils are:

- Taking part in any school organised or school related activity;
- Travelling to or from school;
- Wearing school uniform;
- In some way identifiable as a pupil of Christleton Primary School;
- Posing a threat to another pupil or a member of the public;
- Adversely affecting the reputation of the school.

In the incidences above, the headteacher may notify the police of any actions taken against a pupil. If the behaviour is criminal or causes threat to a member of the public, the police will always be informed.

## Searching, Screening and Confiscation

As stated in Searching, Screening and Confiscation (DfE 2014) the headteacher and any staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. \*

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff 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).

Headteachers and authorised staff can also search for any item banned by the school rules.

(\* School staff can search a pupil for any item if the pupil agrees – the ability to give consent may be influenced by the child's age or other factors however)

### Searching with consent

School staff can search pupils with their consent for any item.

Schools are not required to have written consent from a pupil for a search.

If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the member of staff can apply an appropriate sanction as set out in the policy above.

### Searching without consent

The headteacher or authorised members of staff can carry out searches without consent. The headteacher considers when designating a member of staff if any training is required to carry out their responsibilities.

Searches without consent may take place if there are reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited item (Prohibited items outlined above). These searches can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful charge of the pupil.

Whenever possible the search will be carried out by someone who is the same sex as the pupil being searched and should be witnessed by another staff member (ideally also of the same sex as the pupil). The above may not be applied if there is the belief that there is a serious risk harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

### During the Search

The person conducting the search may not require the pupil to remove any clothing other than the outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment being worn as underwear.

'Possessions' means any goods over which the pupil has or appears to have control, this includes trays, lockers and bags. A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

The power of search does not enable an intimate search, this would need to be carried out by someone with more extensive powers e.g. a police officer.

### Informing Parents

Schools are not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to keep a record of a search.

### Schools Obligations - The European Convention on Human Rights.

Article 8 states that pupils have a right to respect for their private life.

In the context of Searching, Screening and Confiscation, that means pupils have a right to expect a reasonable level of personal privacy. This right is not absolute, it can be interfered with but any interference should be justified and proportionate.

### Screening

Chistleton Primary School has a duty to manage the safety of staff, pupils and visitors. With this duty and the statutory power to make rules on pupil's behaviour the school is enabled to impose as requirement that pupils undergo screening should it be necessary.

### Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.