

# St. Richard's RC Primary School



## Behaviour Policy

### Our Mission

The staff and governors have developed this Behaviour Policy so that the relationships between adults and pupils are happy, caring and purposeful and are in line with the school's mission statement, which states that we respect all, look after the welfare of everybody and that we always try to do our best.

Outstanding behaviour and discipline help to fulfil our mission. We positively encourage and expect children to live up to the high standards that we set. Simultaneously, we strive to ensure that children understand that, when we disapprove of and sanction any negative behaviour, they as individuals are still valued and loved. This policy should be read in conjunction with the school's Anti-Bullying Policy, E-Safety Policy and Safeguarding and Child Protection Policy.

### Aims

- We aim to provide clear guidelines for all the community at St. Richard's so that a consistent approach to behaviour is adopted by all concerned.
- We aim to create a positive atmosphere and encourage pupils and staff to be aware of the need for self-discipline, respect for others, their property and for the environment.
- We aim to build on the good practice started in the home and to work in partnership with parents to bring out the very best in their children.

### Role of Parents and Carers

Parents are the first and the chief educators and teachers of their children and their support and co-operation in establishing their children's attitude to learning and behaviour is crucial. Parents will be kept informed and involved in any significant behaviour incidents and issues involving their child(ren). We expect parents to support our philosophy that effective teaching and learning is of prime importance and is enhanced by home and school cooperation.

### A Praise First Approach

At St Richard's, all staff are expected to use an approach to securing and maintaining outstanding behaviour based on positive reinforcement and a 'Praise First' approach. We endeavour to succeed in this through:

- Ready and frequent use of verbal praise and encouragement
- The awarding of house points/dojos
- Encouragement stickers, smiley faces and small rewards within the classroom
- Rewards to individuals, groups and to whole classes as appropriate (eg – Golden Time)
- The awarding of certificates
- The writing of letters/postcards of praise to parents/carers
- The showing of work to/praise from other staff
- The showing of work to/praise from the headteacher
- Public acknowledgement in weekly assembly (Excellent Behaviour Award)
- Star Pupil of the Week (with a certificate and special sweatshirt awarded in assembly to be worn for one week and an invitation to 'Captain's Table' with HT or DHT)

### Clearly defined and consistently applied sanctions

All adults involved in imposing sanctions in school must be fully aware that these will only work with children who know they are loved and respected and that this will always be so, no matter what. Pupils need to know that there is a 'way back' through forgiveness. The following hierarchy of sanctions may be utilised at St Richard's:

- Verbal Warning
- Temporary withdrawal of privileges
- Time out (should be of a very limited duration and must always be safely supervised)
- Writing a letter of apology
- Staying with the teacher for a portion of playtime or lunchtime
- Being sent to Lunchtime Club
- The removal of part or all of 'Golden Time'
- Informing parents of unacceptable behaviour
- Placing a pupil on Behaviour Report (keeping of a behaviour log, shared with parents)

For persistent misbehaviour, behavioural contracts and/or a Pastoral Care Plan may be drawn up, involving school staff, pupils and parents in an effort to improve a pupil's behaviour.

#### **Unacceptable Behaviour and Safeguarding**

All adults in school involved in dealing with pupils' negative behaviour and/or imposing sanctions must be fully aware that poor behaviour may be a sign of unmet need and that a child may be suffering harm or have been traumatised by abuse. Where staff believe that a pupil's negative behaviour may be due to such a cause then they must consult with the DSL/SENDCo immediately in order to secure a positive outcome.

#### **Positive Behaviour at Lunchtimes and Unstructured Times**

At St Richard's, we want pupils to have positive morning break and lunchtimes. With this in mind, the following rules apply in the dinner hall and while pupils are playing outside.

#### **Dining Hall Rules:**

- We line up calmly
- We walk carefully
- We speak quietly
- We keep our table clean
- We are polite to everyone
- We use good table manners

#### **Outdoor Play Rules:**

- We keep our hands and feet to ourselves
- We ask an adult before we leave the playground
- We stand still when the whistle blows or bell rings
- We walk sensibly and in line onto and off the playground

#### **Safe Handling Techniques**

Other than in an emergency, only staff trained in positive and safe handling techniques (e.g. - Team Teach) should physically intervene to safely remove or restrain a pupil. These incidents will be very rare. These incidents would have to involve one or more of the following:

- A pupil acting in a way which endangers themselves
- A pupil acting in a way which endangers others (staff or pupils)
- A pupil acting in a way which significantly disrupts the education of other pupils

Trained staff must never work alone when a child needs to be restrained or removed. Any such incident must be notified to the headteacher so that it can be officially recorded.

#### **Exclusions**

In a very limited number of cases, it may be necessary to exclude a child from St Richard's on either a fixed-term or a permanent basis. Whilst it is our intention to avoid this, it is also acknowledged that this approach must still be considered as an ultimate sanction. Exclusion can only be made by the headteacher or a person acting in the absence of the headteacher (e.g. - Deputy Headteacher).

#### **For what reasons might a child be excluded?**

At St Richard's exclusions will only be considered:

- where there has been a serious breach of the school's behaviour policy (including bullying)
- when allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or pupils/staff/others in the school.

At St Richard's exclusion is not considered suitable for minor breaches of school rules such as:

- failure to complete homework
- lateness or truancy
- breaches of school uniform rules
- poor academic performance

### **The exclusion process**

Before deciding whether to exclude a pupil, the headteacher will:

- make sure that an appropriate investigation has been carried out
- consider all the evidence available, taking into account the school's behaviour and equal opportunities policies, and, if applicable, any equalities legislation.
- talk to the pupil(s) to hear his/her version of events if practical/possible.
- check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment
- if necessary, consult others but not anyone who may later have a role in reviewing the headteacher's decision, such as a member of the governors' discipline committee.

A child can only be excluded after the headteacher has taken the steps above, and is satisfied that the pupil did what he or she was accused of. A pupil may be excluded for one or more fixed periods, but these must not exceed 45 days in any one school year. Exclusion for an indefinite period of time (sometimes called an informal exclusion) is unlawful. At St Richard's, the length of the fixed term exclusion will be for the shortest time necessary. Research suggests that exclusions of more than a day or two can make it difficult for a child to reintegrate into school.

### **Special educational needs and exclusion**

The Governing Body of St Richard's has a legal duty to do its best to make sure that the necessary educational provision is made for any pupil who has special educational needs. The Governing Body of St Richard's will try everything possible to keep a pupil with special educational needs in school.

At St Richard's we achieve this by:

- seeking the advice of the local authority and other professional advice and support
- asking the local authority to carry out a statutory assessment of the child's special educational needs
- arranging an early annual review if the pupil has an Education Health and Care Plan (EHCP).

### **Lunchtime exclusion**

Lunchtime exclusion is deemed to be the equivalent of half a school day. Any exclusion for an indefinite period (including lunchtimes) is unlawful. If a child at St Richard's is to have lunchtime exclusion, the headteacher will send a letter home confirming this, and stating the number of lunchtimes the child is being excluded for. If applicable, this letter will mention arrangements for your child to receive free school meals.

### **Exclusion**

Whenever the headteacher excludes a pupil, parents will be notified by letter within one school day. In most cases of exclusion parents/carers will already have been contacted by school and should be expecting such a letter. It will contain the following specific information:

- the exact length of the exclusion
- the reason(s) for the exclusion
- the date and time that the child should return to school
- an explanation that parents/carers have the right to see/have a copy of their child's school record upon written request, and the right to state their case in writing to the Chairperson of the governing body.

- the school days on which parents/carers must make sure that the child is not present in a public place during school hours
- the arrangements made by the school for the child to continue his or her education during the first five school days of an exclusion
- that parents/carers will be invited to attend a reintegration interview along with their child.

The school will notify the governing body of any fixed term exclusions on a termly basis. In addition, the school will inform the local authority each term of any exclusions which, in total, add up to five school days in any one term. In all cases of fixed term or permanent exclusion the school will abide by the DfE's most recent guidance.

## **COVID-19 ADDENDUM**

### **Scope**

This addendum to our Behaviour Policy applies until further notice. It sets out changes and exceptions to our normal behaviour policy as a consequence of COVID-19. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

### **Expectations for pupils in school**

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe. Staff will be familiar with these rules and make sure they are followed consistently. Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the headteacher if they think their child might not be able to comply with some or all of the rules, so that school can consider alternative arrangements with them and support them to integrate back into school life.

Details of rules and revised school routines relating to the full reopening of St Richard's from September 2020 can be found in two documents, both of which are available on the home page of the school website. These are:

- Whole School Reopening Procedures September 2020
- Risk Assessment for Whole School Reopening September 2020

Both of these documents are based upon and in are line with the latest government guidance for full opening of schools.

One or both of these documents include new or updated instructions on:

- Altered routines for arriving or leaving the school
- Hygiene, such as handwashing and sanitising
- Who pupils can socialise with at school, including at lunch and break times
- Moving around the school (e.g. one-way systems, out of bounds areas, queuing)
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- Telling an adult if they are experiencing symptoms of coronavirus
- Sharing any school equipment or frequently used items such as pencils or pens
- Breaks or play times, including where children may or may not play
- Use of toilets
- Not to cough or spit at or towards any other person

## **Rewards and sanctions for following rules**

To help encourage pupils to follow the above rules, we will reward compliance under the current rewards systems that we have. However, if pupils fail to follow these rules, we will deal with rule-breaking under our sanctions system (e.g. See above sections of our substantive policy). We will distinguish between accidental and purposeful rule-breaking. In very exceptional circumstances, we will consider making reasonable adjustments for pupils with more challenging behaviour.

## **Changed rules**

Expectations for attendance – the latest government guidance says attendance will be mandatory from September. At St Richard's we will be reverting back to our normal expectations for attendance. Please refer to our school's attendance policy.

Expectations for uniform – From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in our School Uniform Policy. If pupils cannot wear their full uniform, parents should contact school to notify and explain.

## **Expectations for Home Learning**

If pupils are not in school, we expect them to follow the rules set out below. Parents should also read the rules and ensure their children follow them. Parents should contact school if they think their child might not be able to comply with some or all of the rules, so that we can consider alternative arrangements with them and support them with their learning.

### **Home Learning Rules:**

- Complete work to the deadlines set by teachers
- Alert teachers if you are not able to complete work
- Always use proper online conduct, such as using appropriate language in messages

## **Monitoring arrangements**

We will review this policy as guidance from the diocese, local authority or Department for Education is updated. At every review, it will be approved by the full governing board.

## **Links with other policies**

This policy links to the following policies and procedures:

- Child protection and Safeguarding Policy
- Health and Safety Policy

**This policy was reviewed and recommended for adoption by the members of the Governing Body on Friday  
17<sup>th</sup> July 2020**