



Ash, Cartwright & Kelsey Church of
England Primary School (Aided)

Behaviour Policy

(Includes exclusion of pupils and anti-bullying)

Lead Governor: Mrs N Loveless
Lead member of staff: Head teacher

Date approved: September 2020
Review Date: September 2021

Vision Statement

Our Christian vision guides our journey to provide a rich, well-rounded education enabling all to become the very best that God intended. We treat adults and pupils with love and dignity in a space where Christian values are developed and everyone can flourish.

Friendship Joy Community Forgiveness Perseverance
Creation

This set of values is reflected in all our policies.

Behaviour Principles Written Statement

Introduction

This document is a statement of the aims, principles and strategies for Ash Cartwright and Kelsey Church of England Primary School. Section 89 of the Education and Inspections Act 2006 provides that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents.

DfES guidelines have been taken into consideration in the formulation of this policy. It should be read in conjunction with the SEN Policy, Child Protection Policy and the Policy for Teaching and Learning to establish the ethos of the school and its distinctive Christian character. At Ash Cartwright & Kelsey Church of England (Aided) Primary School we aim, in accordance with the School's Christian Foundation, to provide a school that is welcoming, safe and stimulating, promoting a love of learning and offering opportunities for all to succeed. As a Church school we see friendship, forgiveness, joy, creation, community and perseverance as being at the heart of what we do. It is in this context that we seek to promote a sense of self-worth in both children and staff within a happy, safe and secure environment. All adults are responsible for managing behaviour around the school. The school also seeks to ensure forgiveness and reconciliation are key elements of the process of resolution through the use of Restorative Justice.

Rationale

This document provides a framework for the creation of a happy, secure and orderly environment in which children can learn and develop as caring and responsible people. It is written for all members of the school community to allow each one to understand the policy of the school and to apply it consistently and fairly. Our behaviour policy sets out measures to:

- Promote good behaviour, self-discipline and respect
- Prevent bullying
- Regulate pupils conduct
- Ensure that all pupils are able to learn

Bullying is – “deliberately hurtful behaviour”

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgements about each specific case. Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically

or online. Low-level disruption and the use of offensive language can in itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour. Early intervention can help to set clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviours escalating. The school deals with any bullying through Restorative Approaches.

Definition of bullying:

It is repeated often over a period time.

It is difficult for those who are being bullied to defend themselves.

It can take place face to face and through a range of media devices and networks

Bullying can take many forms but three main types are:

- physical: hitting, kicking, taking belongings
- verbal: name-calling, insulting, racist remarks
- indirect: spreading unpleasant stories or excluding someone from social groups.

Principles

The foundations of good discipline are based on modeling good behaviour, the positive reinforcement of good behaviour, praising appropriate behaviour and whenever possible rewarding it.

Every child has the right to learn but no child has the right to disrupt the learning of others.

The establishment of a sound, positive and caring ethos is an essential prerequisite for learning. This is something that is always worked at.

It depends on an ethos of trusting relationships and a process of co-operative team work and the school welcomes and encourages the involvement of the LA, Governors, Parents and Carers and others in the community.

Good order is worked for, it does not simply happen.

Adults set high standards, act as exemplars of the behaviour we expect and apply the rules fairly.

We understand that 'problems' will arise in a situation where children are learning and testing the boundaries of acceptable behaviour.

The school is successful when problems are addressed properly through a restorative approach rather than simply by the absence of problems.

The Headteacher keeps a log of any behaviour incidents to look for patterns to ensure that one particular pupil group isn't more affected by the policy than other groups. We recognise that some pupils will need a more sensitive and differentiated approach.

Behaviour Policy

Responsibilities

All members of the school community – Staff, Parents, Pupils and Governors work towards the school aims by:

- Providing a well ordered environment in which all are fully aware of behavioural expectations.
- Treating all children and adults as individuals and respecting their rights, values and beliefs.

- Fostering and promoting good relationships and a sense of belonging to the school community.
- Offering equal opportunities in all aspects of school life and recognising the importance of different cultures.
- Encouraging, praising and positively reinforcing good relationships, behaviours and work.
- Rejecting all bullying or harassment in any form.
- Helping to develop strategies to promote acceptable behaviour both within and outside the classroom, and applying these consistently through Restorative Approaches.
- Caring for, and taking pride in, the physical environment of the school.
- Working as a team, supporting and encouraging each other.

Adults in particular:

- Take the initiative to greet and be greeted; speak and be spoken to; smile and relate and communicate.
- Address the problem rather than simply reacting.
- Avoid confrontation.
- Listen
- Establish the facts.
- Judge only when certain.
- Use Restorative Justice to deal with issues
- Do not impose denial of access to so-called ‘fun parts’ of the curriculum as a sanction. All children are entitled to full access to the National Curriculum and Curriculum Guidance for the Early Years Foundation Stage

In the classroom adults strive to:

- Create and sustain a positive, supportive and secure environment in which well prepared, stimulating lessons happen.
- Arrive before the class and begin on time.
- Be prepared for every lesson.
- Keep everyone engaged and interested in their learning.
- Motivate and extend pupils.
- Mark all work promptly and in accordance with the school’s approach to assessment.
- Encourage creative dialogue because confidence in discussion is important.
- Maintain an attractive, stimulating, bright, clean and tidy learning environment.

Rules

These have been devised over a period of time after various discussions with the children, to hear their opinions. When these rules are given to the children opportunity is given to discuss them and ensure that they are fully understood and accepted. All rules displayed in the appropriate place. Classes devise their own ‘in-house’ rules to promote a productive working environment.

Class rules

Each class discusses the rules that will apply in their room. An example of such rules is shown below:

- Keep your hands, feet and objects to yourself
- Always be polite.
- Speak to each other in a friendly voice.

- Listen and carry out instructions the first time.
- Be kind.
- Allow others to get on with their work.
- Leave other people's belongings alone.
- Treat others how you would like to be treated.

Playground rules

- Keep to play areas agreed
- The picnic tables and benches are for sitting and quiet games
- Keep your hands and feet to yourself
- Be helpful, kind and polite
- Respect other people's games.
- Remember the prefects on duty are there to help.
- MDS report incidents to the relevant teacher at the end of lunchtime. More urgent matters are referred to the member of staff on duty that day.
- When the field cannot be used games of football are not allowed.

Indoor Lunch time rules

- Be well-mannered, use 'please' and 'thank you' and don't speak with your mouth full.
- Talk quietly.
- When an adult raises their hand everyone puts up their hand and listens quietly.
- Put your hand up if you want something.
- Try to keep the tables clean and tidy and use the cutlery provided
- Walk around school quietly.
- Children only go to classes to hang up/collect coats

Pupil Support Systems

The school is currently following a recovery based curriculum during the return to school after partial closure for the COVID 19 pandemic. This involves ensuring that the school addresses the 5 losses, of routine, structure, friendship, opportunity and freedom, which can trigger the emergence emotionally of anxiety and trauma in any child. The school has 6 mental health first aiders and staff have been trained to use the SWAN framework. The school uses restorative scripts to deal with conflict/behaviour incidents. Staff will work through the main Restorative Justice questions:

- What happened?
- What were you thinking?
- What needs to happen to put things right?
- What are you going to do differently next time?

This approach links in with our Christian ethos and is based upon the principles of respect, responsibility, repair and reintegration. A Restorative Justice contract may need to be drawn up for ongoing issues. This will be led by a member of SLT.

Why use Restorative Approaches?

Restorative Justice approaches are...

- * An understanding of how a community works
- * An understanding of our responsibilities to the communities that we are part of where we:
- * Confront unacceptable behaviour
- * Praise acceptable behaviour
- * Model restorative approaches
- * Develop self-regulating communities
- * An understanding of the skills needed to communicate with each other and a commitment to developing these.

They include:

- * Communication skills - Listening, Questioning, Answering and a shared language

Rewards

Each child will be able to collect house points which will be shown in class under the child's individual name. At the end of the week house captains will collect the number of points from each class and add them into the total for each team across the school.

House points can be given for work, behaviour and demonstrating the school values. 1 house point can be awarded at a time. At the end of term 5, the winning house will earn a reward of their choice ie a forest school session, trip to the park etc.

Each week, each teacher will nominate a child in their class to receive the **Star of the Week Award**, this certificate will be presented in Friday celebration worship giving details of exactly why that child has received the award. This can be given for work and behaviour.

Sanctions

"No school however positive or imaginative can eliminate disciplinary difficulties entirely" D E S "Good Behaviour and Discipline". Each class has a display of the 'Zones of Regulation' to encourage children to regulate their emotions and reactions. Should children not conform to the agreed rules; the following sanctions will be applied in order.

In each classroom the following sanctions are displayed on a traffic light system:

Sanctions

1. Verbal Warning
2. Yellow traffic light
3. Time out in Link-Class (Red light)
Lose part of next break with Head teacher
4. Sent to Head teacher
5. Contact with home

Lunchtime Variant (MDS)

1. Warning.
2. Sit on the bench for time out
3. Refer to duty teacher.
4. Refer to Head Teacher or SENCo/Deputy Headteacher
5. Return again contact with home.

Stages may be missed out at the discretion of the member of staff. This usually has the effect of making it clear to the child the seriousness of what they have done. If a child is kept in at break time it is the responsibility of the member of staff to ensure the child goes to a member of SLT for a restorative session. Children are not to be left standing outside a room.

Positive Handling

See Positive Handling Policy and Use of Reasonable Force Advice for head teachers, staff and governing bodies document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

Exclusion

Refer to DFE-57501-2012 attached to this document.

Exclusion is usually the last resort and follows other strategies to enable the child to conform to the expectations of the school. However, when these strategies have been applied and the child continues to act in a manner that disrupts the learning environment; behave in a manner that breaks the school Behaviour Policy; challenges the authority of staff, harms the welfare of themselves or others; or causes damage to property then exclusion may be considered.

There may be instances when a single act may warrant exclusion. In most cases a range of strategies are tried. This is not meant to prevent immediate action to protect pupils and staff including for example a fixed term exclusion. A permanent exclusion may be given for a first offence, for example involving violence, but only where the Head Teacher has had further opportunity (not in the 'heat of the moment') to consider the incident in question.

For Ash Cartwright and Kelsey C.E. Primary School, a definition of what would constitute such an act is that:

- *A deliberate pre-meditated act of violence is carried out against another child or adult.*
- *The authority of a member of staff is directly challenged necessitating that member of staff to call upon the assistance of a senior member of staff; if the child continues to refuse to do as they have been asked by the member of staff or senior member of staff then, having been warned that they could be excluded for such behaviour, the child would be excluded.*
- *A deliberate pre-meditated act that results in the breaking or destruction of school property or the property of an individual has taken place.*

It is important that the Head Teacher (or senior member of staff in her absence)

1. *Takes into account that the circumstances of no two events will be the same.*
2. *Exercises professional judgement, taking into account the particular factors that apply at the time.*
3. *Follows the procedure and informs parents at the appropriate time.*
4. *Ensures that alternative strategies have been tried and failed.*
5. *Feels that allowing the pupil to remain in school would seriously harm the education or welfare of the pupil, other children and adults in the school*

Parents are notified of the reason for the exclusion in accordance with the procedure drawn up by Kent LA.

Before the child is re-admitted to school, a meeting between the parents and the school will be arranged. The purpose of the meeting will be to discuss strategies and a way forward to ensure that the offending behaviour patterns are not repeated.

A written record of the discussion, and commitments to the agreed plan, by both the parents and the school, will be made. One copy will be kept in the school's record and one sent to the parents.

Providing children with opportunities to discuss appropriate behaviour

We seek to involve children in developing the policy and practice of the school through:

- The School Council who meet with the Headteacher.
- A programme of personal social, health and citizenship education set in a moral framework designed to promote mutual respect, self-discipline and social responsibility – links to Restorative Justice
- A clear focus for work on relationships and feelings as part of the PSHE work throughout school.
- A programme of religious education and character education which includes ethical issues (see RE and Collective Worship policies).
- Circle time – an opportunity for open discussion held in class groups at regular intervals.
- The agreement of a set of rules by each class at the beginning of Term 1.
- The use of Restorative Justice sessions

Liaison with parents

Parents are kept informed about their child's behaviour. If it appears that this has to be monitored on a regular basis a 'home/school contact' book may be started. The book is written in by the teacher or teaching assistant at the end of each day and sent home.

The parent writes in it each evening and returns the book to school. This can be an onerous task for the class teacher and it may be that when the behaviour improves the contact book can be reduced to a weekly contribution.

A 'good behaviour' book is also effective. The teacher only records the good things that the child has done or achieved that day and makes no comments about the bad things.

Outside Agencies

Concerns about any pupil should be discussed with the Special Educational Needs Co-ordinator (SENCO). There are times when the advice of outside agencies will be required. This will be the result of discussion between the class teacher, SENCO and Head Teacher, or as the result of discussion at a LIFT meeting. Any outside agency will need information, therefore teachers document evidence of behaviour carefully so that it can be collated when required. The main document for recording contacts with children is the green file. Outside agencies include:

Educational Psychologist
Specialist Teaching Service
Teacher for Hearing Impaired
Teacher for Visually Impaired
Speech & Language Therapist
Physiotherapist
Early Years Advisory Teacher
School Nursing Service
Social Services
EAL Specialist Teacher
Health Visitor
Department for Child and Family Therapy (Orchard House)

Monitoring

The teachers' meeting includes 'Children to mention' as a standing item on the agenda. TA's have the opportunity to discuss children with the class teacher on an on-going basis and with the SENCO at their meetings.

Children are reminded of rules at the beginning of each term. Particular issues are dealt with in class or assembly as appropriate.

The system will be looked at when this policy is next reviewed. (See front cover.)

Appendix

A. Domestic Rules

1. Entrance and Exit from School Grounds
 - a. Use the gates from School Road.
 - b. Cars must be parked in the spaces provided before children leave or enter vehicles.
 - c. Use the pedestrian crossings and footpaths.
 - d. Currently operating a staggered start and finish time for pupils – ensure that children are on time and enter and leave the school through the designated areas
 - e. Fledglings use side entrance and handover takes place in Fledglings outdoor area.
 - f. At the end of the day (3pm or 3.15pm) children are taken to designated areas by class teachers to ensure that parents do not enter the school premises. Parents collecting children in Fledglings walk directly to the outer classroom doors.
2. Morning Break 10.15-10.30 or 10.30 – 10.45 am

- a. From the classroom using either the outer classroom door or the doors
 - b. At the end of break access to the school building for KS2 is via their classroom double doors. KS1 are taken to classes via the side entrance
3. Lunch Break 12 – 1pm or 12.30 – 1.30pm
- a. Hands washed and hand gel applied before and after lunch.
 - b. Grace is said in class.
 - c. At the end of break access to the school building is via the doors classroom double doors
4. Afternoon Breaks (Infants only) 2.30-2.45 pm
- a. From the classroom using the side entrance
 - b. At the end of break access to the school building via the side entrance

Children should not need to access classrooms during break times. At lunchtimes children will access classrooms to collect coats etc.

National Standard List of Reasons for Exclusions

Physical Assault Against Pupil	- fighting, violent behaviour, wounding, obstruction and jostling.
Physical Assault Against Adult	- violent behaviour, wounding, obstruction and jostling.
Verbal Abuse / Threatening Behaviour Against Pupil	- threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon.
Verbal Abuse / Threatening Behaviour Against Adult	- <i>threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, carrying an offensive weapon.</i>
Bullying	- verbal, physical, homophobic bullying, racist bullying
Racist Abuse	- racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying, racist graffiti.
Sexual Misconduct	- sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti.
Drug and Alcohol Related	- possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking, alcohol abuse, substance abuse.
Damage	- vandalism, arson, graffiti.
Theft	- stealing school property, stealing personal property (pupil or adult), stealing from local shop on a school outing, selling and dealing in stolen property.
Persistent Disruptive Behaviour	- challenging behaviour, disobedience, persistent violation of school rules.



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Dear

I am writing to inform you of my decision to exclude for a fixed period of x days. This means that ... will not be allowed in school for this period. The exclusion begins on ... and ends on I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude ... has not been taken lightly. ... has been excluded for this fixed period because

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact ..., the chair of governors through the school as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

You are requested attend a reintegration interview, at school on ... at If that is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

You also have the right to see a copy of ...'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of ...'s school record. I will be happy to supply you with a copy if you request it.

You may wish to contact the exclusions officer at Kent Local Authority on 01233 898703 who can provide advice. You may also find it useful to contact the Advisory Centre for Education (ACE) — an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or at www.ace-ed.org.uk

Yours sincerely
 Headteacher



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