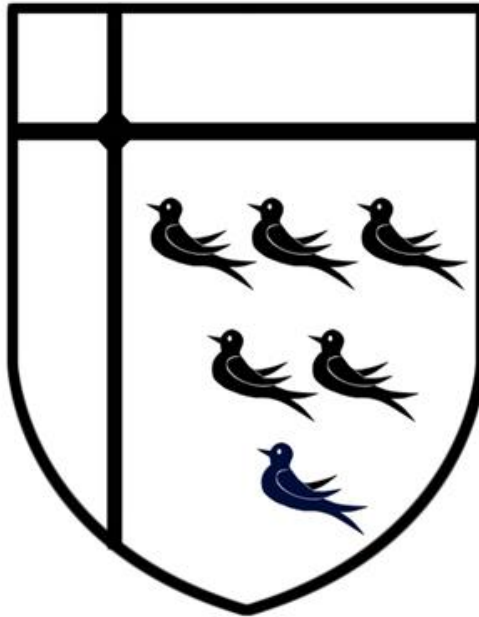


St Wilfrid's

Church of England Primary School



**Growing Success
Rooted in Faith**

St Wilfrid's Behaviour Policy

Behaviour Policy

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1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

2. Legislations and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online

3. Definitions

It is a primary aim of our school that every member of the school community feels safe, valued and respected and each person has a positive learning experience. We are a caring community, whose Christian values are built on wanting the best for everyone. We aim for all our children to be successful in every aspect of school life. Therefore, our school behaviour for learning policy is therefore designed to support the way in which all members of the school can live and learn together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

Our school values are a means of promoting positive **relationships**, so that we can work together with the common purpose of helping everyone to learn and be their best. This supports the school community in aiming to allow everyone to work together in an effective and considerate way whilst providing a safe environment for individual needs and adjustments. We acknowledge and work with the differences that may occur for our pupils with specific needs such as our children with diagnoses including Autism and ADHD. We seek to make the reasonable adjustments necessary for these pupils to be equally as successful in their schooling journey.

This policy aims to help children grow successfully in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

Rights, Responsibilities, Routines, Rules

As a Church of England School and in accordance with our Christian ethos, we recognise the fundamental **rights** everyone is entitled to.

- The right to be safe (physically and emotionally safe)
- The right to be respected (fundamental respect and fair treatment of one another)
- The right to learn (without undue and unreasonable distraction)

It is the **responsibility** of everyone at our school to uphold these rights and work together to ensure all of our community feel safe, are respected and experience the best learning.

School life has different **routines** which happen in the classroom and out of it. These routines are supported through the use of visuals and explicit direction from staff. The school works together to develop **rules** which allow everyone their rights and where everyone takes responsibility. On a case-by-case basis it may be necessary to adapt our approach for individuals to accommodate their specific needs and this will be done as a whole team approach.

As we establish, and re-establish, these in the first stage of the school year, the class builds a positive relationship with each other and the wider school community, supporting everyone to be successful.

Poor behaviour choices are defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork
- Poor attitude

Serious poor behaviour choices are defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Intentionally hurting someone
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Racist, sexist, homophobic or discriminatory behaviour

4. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical and Sensory	Hitting, kicking, pushing, taking another's belongings, any use of violence, taking advantage of a child's sensory needs
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or Indirect Verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

5. Roles and responsibilities

5.1. The governing board

The LGB will review this behaviour policy in conjunction with the headteacher and monitor the policy's effectiveness, holding the headteacher to account for its implementation.

5.2. The headteacher

The headteacher is responsible for reviewing this behaviour policy in conjunction with the LGB, giving due consideration to the HET statement of behaviour principles. The headteacher will also approve this policy.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour. They will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

5.3. Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents on CPOMS
- Communicating with parents/carers and the senior leadership team regarding behaviour incidents and to support positive behaviour

The senior leadership team will support staff in responding to behaviour incidents.

5.4. Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

5.5. Pupil code of conduct

Pupils are expected to:

- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform
- Accept sanctions when given

6. Behaviour Management

Our approach to positive behaviour management recognises the importance of building trusting relationships with adults and peers, the impact of the learning environment and the role of a consistent system of rewards and sanctions. Informed by evidence of the impact of trauma and poor attachments with carers/adults on pupils' behaviours, adults employ trauma informed strategies (e.g. PACE) to understand and manage pupil's behaviour. The introduction of the THRIVE approach in 2024 will support identification and approach to behaviour needs in the school.

6.1. Classroom Management

Classroom management is key to promoting positive behaviour for learning. We expect all classrooms to have:

- a positive classroom tone
- clear classroom rules based on the school values and our rights displayed which have been agreed by the teacher and the class

- clear expectations about work and work that is set at an appropriate level for the child
- a visual timetable so children know what is planned for the day
- an attractive, tidy, well-cared for environment
- a well-planned environment so that children can move easily, can find resources, property respected etc
- Zones of regulation posters and resources to support emotional regulation
- a time out area for children to 'cool down'. In classroom and, by arrangement, with a colleague
- a range of sensory resources tailored to the needs of their class
- class lists and details of pupils (with due regard to information sharing principles) who are being supported with their behaviour available for cover/supply teachers so that consistency can be maintained
- strategic seating arrangements for children when working on the carpet or at a table
- children will be taught about good behaviour choices regularly through PSHCE lessons, worships and discussions in class

7. Rewards and Sanctions

7.1. Values Behaviour System

In each class, there will be a values board display area that is in the front half of the classroom and easily accessible so that teachers are able to interact with it in every lesson.

Each value will have a laminated A4 sheet containing the martlet, value name and associated school rule.

During each session, teachers will celebrate positive behaviour choices linked to the specific values and add a mini martlet to that value. Teachers will identify individual children for positive praise linked to the value. These will also reflect the different Phases in the school to ensure expectations reflect the age and development of the children.

Each mini martlet is worth one value point, which children can earn for their house. At the end of the day, the martlets are reset.

Alongside this, there will be the consequences section of the behaviour display to remind children of the consequences of poor behaviour choices. This can be displayed vertically or horizontally.

The system of consequences is as follows:

1. Child receives warning.
2. Child is given 'thinking time'. This may be inside or just outside the classroom. (5 minutes)
3. Child is given 'time out of class' in the partner class. (10 minutes)
4. Child is given time to talk to the Phase leader.
5. Child is given time to talk to the Deputy Head or Head

Names will not be indicated on the chart but when children make poor choices this will be communicated verbally with the child. Teacher will track this on a note that is not visible to children, so that details can be later recorded on CPOMS. This resets after each session.

Each class will have an area of the room, or an area just outside the room, where children go for their thinking time. This area will have a 5-minute timer and a zones of regulation poster visible to promote reflection. After five minutes, if the teacher judges that children are ready to return, then they will return to the classroom.

For some of our students it may be necessary to develop a individual behaviour system and this will be on a case by case basis and tailored to their needs.

Recording incidents and communication with parents

If a child receives 'thinking time' twice in a day, or three times in a week (in separate sessions) this will be communicated with parents and recorded on CPOMS.

Where a child is sent to another class, this will also be communicated with parents and recorded on CPOMS.

It is the class teacher's responsibility to record this on CPOMS, including instances where children are sent to members of SLT.

Unacceptable behaviour of concern to the teacher

- Where the behaviour of a child causes a teacher to feel concern, a meeting will be initiated between a senior member of staff, class teacher and parent. In some cases, the child will be present.
- If it is felt appropriate, a Pastoral Support Plan will be instigated
- We recognise that poor behaviour choices can sometimes have underlying causes. These will be explored and support may be offered e.g. Learning mentor support, behaviour log with targets
- There may be contact with other local agencies to assess the needs of pupils who display continuous disruptive behaviour

More serious incidents

- In cases of unprovoked violence, vandalism, racist, sexist, homophobic incidents or swearing at an adult, the child will be sent to the Deputy Headteacher/Headteacher. Parents/carers will be contacted.
- Children with Special Educational Needs will still be subject to the Behaviour Policy but, if appropriate, will have additional measures put in place to support their behaviour.
- A child whose serious misbehaviour is ongoing will have an Individual Behaviour Plan agreed with SLT. The parents may be asked to remove the child for a fixed term or permanent exclusion
 - A referral to the Learning Behaviours Advisory Team (LBAT) or Autism and Social Communication Team (ASCT)
 - A Pastoral Support Plan may be set up

7.2. Record Keeping

Teachers may complete some, or all, of the following, where appropriate:

- notes of meetings with parents on CPOMs
- behaviour logs
- behaviour checklists
- individual Behaviour Plans
- pastoral Support Programmes

7.3. Playtimes

Behaviour during morning and afternoon break times is monitored by the staff on duty – this is our Teaching Assistants and Teachers

Lunchtime: Behaviour during lunchtimes is monitored by the MDMS. MDMS handle minor issues and refer to class teachers and SLT where appropriate.

8. Fixed Term Suspensions and Permanent Exclusions

Only the Headteacher or Deputy Headteacher has the authority to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed term exclusion into a permanent exclusion, if the circumstances warrant this. If the Headteacher excludes a pupil, they will inform the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher will make it clear to the parents that they can appeal against the decision to the Governing Body. The School will inform the parents how to make any such appeal.

The Headteacher will inform the Local Education Authority (LEA) and the Governing Body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. The Governing Body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher.

Exclusions and racist and homophobic incidents are reported to the Governing Body under confidential items. They are also reported to WSCC termly.

9. Pupil Support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met. Alternative approaches to account for individual differences will be taken into consideration.

Where necessary, support and advice will also be sought from the appropriate outside agency to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with outside agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

10. Off-site Behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip, travelling to and from school, off-site school related activity or when in school uniform outside of the school premises. These incidents will be investigated and responded to in accordance with this policy.

11. Malicious Allegations

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the pupil in accordance with this policy.

Please refer to our policy for more information on responding to allegations of abuse. The headteacher will also consider the pastoral needs of staff accused of misconduct.

12. Pupil Transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

13. Training

Our staff are provided with training on managing behaviour as part of their induction process.

Certain members of staff receive Positive Handling training.

Behaviour management will also form part of continuing professional development.

14. The use of force to control or restrain pupils

Staff have a legal right to use force and will be supported by the Leadership Team. The School has identified members of staff who are trained (TEAM TEACH) to use restraint but all staff are aware of the need to intervene where necessary. Staff should only use physical restraint to prevent pupils hurting themselves or others, from damaging property, or from causing disorder and only where all other actions have been tried or are likely to be ineffective. The restraint used must always be the minimum necessary in the circumstances. The school will make reasonable adjustments for disabled pupils and pupils with special educational needs. The school will work in partnership with parents to risk assess needs and create Personal Behaviour Plans. We do not require parental consent to use force on a pupil where it is deemed necessary. However we will

always record incidents and inform parents and arrange to meet to discuss ways forward. (See Department for Education ‘Use of reasonable force in schools’ July 2013 for more detail).

15. Searching Pupils

Staff may search pupils if they agree.

Staff may search pupils without consent, if they are believed to be in possession of forbidden items (knives/weapons, illegal drugs, alcohol, 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)).

16. Monitoring Arrangements

This behaviour policy will be reviewed by the headteacher and LGB every year. At each review, the policy will be approved by the headteacher.

17. Links with other policies

This behaviour policy is linked to the following policies:

- Suspensions and Permanent Exclusions policy
- Safeguarding and Child Protection policy
- SEND policy

Document History:

Behaviour Policy	
Policy Type:	Statutory
Policy Source:	The Key
Approval By:	Headteacher
Review period:	Annual

Date Reviewed	Amendments Made	Date Approved	Approved By	Next Review Due
Sept 2024	Updated branding; reference to Thrive	16/9/2024	Simon Hatley	Sept 2025

Appendix 1: Letters to parents about pupil behaviour – templates

First behaviour letter

Dear parent,

Recently, your child, _____, has not been behaving as well in school as they could.

It is important that your child understands the need to follow our pupil code of conduct, and I would appreciate it if you could discuss their behaviour with them.

If your child's behaviour does not improve, I will contact you again and suggest that we meet to discuss how we can work together. However, at this stage I am confident that a reminder of how to behave appropriately will be sufficient.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Behaviour letter – return slip

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child: _____

Parent name: _____

Parent signature: _____

Date: _____

Second behaviour letter

Dear parent,

Following my previous letter regarding the behaviour of _____,

I am sorry to say that they are still struggling to adhere to our pupil code of conduct.

I would appreciate it if you could arrange to meet me after school so we can discuss a way forward.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Third behaviour letter

Dear parent,

I am sorry to report that, despite meeting and creating a behaviour contract, _____, has continued to misbehave.

_____ would now benefit from a structured approach to help improve their behaviour in school.

I would be grateful if you could attend a meeting with the headteacher, the special educational needs co-ordinator and myself, to discuss how we can best support your child in improving their behaviour.

Insert details of the meeting time, date and location, as necessary, or how to contact the school to arrange the meeting.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Detention letter

Dear parent,

I am writing to inform you that _____, has been given a detention on this date _____ at this time _____.

The reason(s) for this detention are set out below.

If you need to see me about this matter, please call the school to make an appointment.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Detention letter – return slip

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child: _____

Parent name: _____

Parent signature: _____

Date: _____