



# Behaviour and Discipline Policy

## 1 Aims and expectations

1.1 It is a primary aim of Combe Down Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. This behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

1.2 Our policy reflects “Removing Barriers to Achievement” (2001) the government strategy for Special Educational Needs. This relies on

- early intervention for children with SEN and behavioural difficulties
- removing barriers to learning to provide inclusive practice for those with behavioural difficulties
- raising expectations and achievement for those children with behavioural difficulties
- delivering improvements in partnership for those parents with children with behavioural difficulties.

1.3 Our policy reflects the Government’s aim (Children’s Act 2004) for every child, whatever their background or their circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

1.4 The school recognises that it has a duty through the Children’s Act 2004 to make arrangements to co-operate between agencies and other outside bodies in order to improve children’s wellbeing in relation to the 5 outcomes stated above and for children with behavioural difficulties.

1.5 The school has 4 Golden Rules, which encapsulate the caring ethos of our school. They are:

- Care for Yourself
- Care for Others
- Care for the School
- Care for the Environment

However, the primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

**1.6** The school expects every member of the school community to behave in a considerate way towards others.

**1.7** We treat all children fairly and apply this behaviour policy in a consistent way.

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

**1.9** The school expects and rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

**1.10** All of the children are expected to walk around the school, e.g. to assembly, in silence.

## **2 Rewards and punishments**

**2.1** We praise and reward children for good behaviour in a variety of ways:

- teachers congratulate children
- teachers give children class-specific rewards
- each week we nominate a child from each class for a Special Award;
- each Special Award winner receives a certificate in the Friday whole-school assembly;
- we make awards to children either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school.

**2.2** The school acknowledges all the efforts and achievements of children, both in and out of school. Pupils are encouraged to bring in certificates, medals and other evidence of achievement to be displayed in assemblies.

**2.3** The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

- We expect children to listen carefully to instructions in lessons.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task.
- If a child is disruptive in class, the teacher will apply the school's agreed Behaviour Management Procedure (attached).

- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens or harms another pupil, the class teacher records the incident in their class incident book and the child is punished. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- Incidents that constitute bullying, within the definitions of the school's Bullying Policy, will be handled in accordance with the procedures set out in that policy.

**2.4** The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class.

**2.5** The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour, in accordance with our Bullying Policy.

**2.6** All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Staff in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself, in accordance with the school's Physical Intervention Policy. The actions that we take are in line with government guidelines on the restraint of children.

### **3 The role of the class teacher**

**3.1** It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time and when moving around the school.

**3.2** The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

**3.3** The class teacher treats each child fairly and enforces the classroom code consistently. The teacher treats all children in their class with respect and understanding.

**3.4** If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents in the class book. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the headteacher, deputy head and colleagues.

**3.5** The class teacher liaises with external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with the education social worker or LA behaviour support service.

**3.6** The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child as well as giving positive feedback e.g. through postcards, photocopies of work or phone calls.

## **4 The role of the headteacher**

**4.1** It is the responsibility of the headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the headteacher to ensure the health, safety and welfare of all children in the school.

**4.2** The headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

**4.3** The headteacher keeps records of all reported serious incidents of misbehaviour.

**4.4** The headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the headteacher may permanently exclude a child. Both these actions are only taken after the chair of governors has been notified.

## **5 The role of parents**

**5.1** The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. Parents are informed of the school's approach through letters detailing the Golden Rules and the Behaviour Management model we follow, namely, the traffic light system.

**5.2** We explain the school rules in the school prospectus, and we expect parents to read these and support them.

**5.3** We expect parents to support their child's learning, and to co-operate with the school, as set out in the home-school agreement. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

**5.4** If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact

the class teacher. If the concern remains, they should contact the headteacher. If the concern remains thereafter, they should contact the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

## **6 The role of governors**

**6.1** The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the headteacher in carrying out these guidelines.

**6.2** The headteacher and deputy head have the day-to-day authority to implement the school behaviour and discipline policy, but governors may give advice to the headteacher about particular disciplinary issues. The headteacher must take this into account when making decisions about matters of behaviour.

## **7 Fixed-term and permanent exclusions**

**7.1** Only the headteacher (or the acting headteacher) has the power 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.

**7.2** If the headteacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

**7.3** The headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

**7.4** The governing body itself cannot either exclude a pupil or extend the exclusion period made by the headteacher.

**7.5** The governing body will organise a discipline committee that is made up of between three and five members. This committee will consider any exclusion appeals on behalf of the governors.

**7.6** When an appeals panel meets to consider an exclusion, they will consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated.

**7.7** If the governors' appeals panel decides that a pupil should be reinstated, the headteacher must comply with this ruling.

## **8 Monitoring**

**8.1** The headteacher monitors the effectiveness of this policy on a regular basis. He also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

**8.2** The school keeps a number of records of incidents of misbehaviour. The class teacher records minor classroom incidents. More serious incidents are recorded in the Incident and Behaviour Log kept in the Deputy Headteacher's office. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident in the appropriate playground book that we keep in the office.

**8.3** The headteacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

**8.4** It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

## **9 Review**

**9.1** This Policy shall be reviewed every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

**Approved by the Governing Body on 12 July 2007**

Review Date July 2009

Appendix 1 - Parent Behaviour Guide