

*Be the best we can, for ourselves, for others and for God*



## **HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL BEHAVIOUR POLICY**

**May 2017**

*Christian values underpin all that we do at Hildenborough CEP School. We feel it is important for both adults and children alike to understand that Christian values are based on God and the work of Jesus Christ. We believe that the understanding and application of Christian values strengthens the school community's spiritual development and this is reflected through daily deeds and actions. Core Christian values include hope, righteousness, love, and putting God first in our lives. As a school we have chosen the particular Christian values of love, honesty and courage to enhance the children's curriculum and daily school life.*

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Lead Person	Pam Scott
Category	Behaviour

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## **Hildenborough CEP School** **Behaviour and Discipline Policy**

*At Hildenborough CEP School we aim to  
"Be the best we can, for ourselves, for others and for God".*

### **Aims**

Our behaviour policy aims to:

- Encourage a calm, purposeful and happy atmosphere within the school where effective learning and teaching can take place.
- Nurture positive caring attitudes where achievement at all levels is acknowledged and valued allowing children to reach their full potential.
- Provide a clear, shared understanding between children, teaching staff, support staff, parents and governors leading to the development of a consistent approach to behaviour management throughout our school.

There are certain principles upon which our behaviour policy is based:

- We believe that when a child demonstrates unacceptable behaviour, it is the behaviour which is unacceptable not the child
- We believe it is our duty to promote and encourage positive behaviour and not just to react to unacceptable behaviour

### **School Values**

Christian values underpin all that we do at Hildenborough CEP School. We feel it is important for both adults and children alike to understand that Christian values are based on God and the work of Jesus Christ. We believe that the understanding and application of Christian values strengthens the school community's spiritual development and this is reflected through daily deeds and actions. Core Christian values include hope, righteousness, love, and putting God first in our lives. As a school we have chosen the

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particular Christian values of love, honesty and courage to enhance the children's curriculum and daily school life.

We also follow the Golden rules from Year R to Year 6

Our golden rules:

- We are kind and helpful
- We are gentle
- We work hard
- We are honest
- We look after property
- We listen

### **Rewards and Sanctions:**

#### **Rewards**

There are many ways that the children are rewarded. Good behaviour /work may be rewarded in any of the following ways:

- Thanks Praise and encouragement
- Increased trust/responsibilities/privileges
- Classroom recognition and class based rewards
- Stickers in KS1 and YR
- Headteacher awards
- House points

#### **House Points**

Children will receive house points for good behaviour/ academic achievement. These will be added up through the week and announced in achievement assembly (Friday morning). There is a non-uniform day for termly team house point victors and a trophy is awarded annually to the winning team.

The houses are:

- Blue = Riding
- Yellow = Weald
- Red = Hilden
- Green = Brook

Children are assigned a house when they enter Year R or at the point of entry to the school after this. (This is part of the admission arrangements led by the School's Admin team.) They will be in the same house as any older sibling but apart from this, children will be assigned on a rotation basis, ensuring the houses have an equal number of children. The same applies for staff when they first join Hildenborough.

- The maximum number of house points that can be awarded to an individual child is 3 points.

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- Guidance is as follows (these are examples, the list is not exhaustive):

1 point	Politeness / holding a door open
2 points	Good effort with class work
3 points	A special achievement that is over and above what is expected e.g. special piece of work

### **Sanctions**

It is the responsibility of the class teachers to ensure that the school rules are enforced in their classes, and pupils behave in a responsible manner during lesson time. Teachers will be aware of the difference between deliberate misbehaviour and age appropriate behaviour.

Children's special needs will be taken into consideration when following the steps in the behaviour policy or writing a behaviour plan.

At Hildenborough we adopt the traffic light system for behaviour management, which is carried out as follows:

#### **The traffic light system:**

All classes will display the agreed traffic light system (large visual representation of a traffic light with children's names/picture blue tacked onto the Green section).

This traffic light system will be displayed in the classroom (but can also be taken to the hall, ICT or any other place of learning if deemed necessary by the class teacher).

Should children show inappropriate behaviour which will impact on their own or others' learning, the following procedure will take place:

#### **1<sup>st</sup> instance (Stage 1)–**

A warning is given.

#### **2<sup>nd</sup> instance (Stage 2)–**

Name moved to 'amber' and warning given.

#### **3<sup>rd</sup> instance (Stage 3)–**

Name moved to 'red' and time out in the class given (this time will then be made up at break). The child will be sent out of class following the 'Out of Class' system (see below).

Break time will again be missed to ensure learning is not missed out on and parents will be informed.

At any stage of this process children have the opportunity to move their names back up to the green section of the traffic light by showing appropriate behaviour.

### **Out of Class Procedure**

Whenever a child reaches the stage at which they must be sent out of class, the 'Out of Class procedure' must be followed. Children will only be sent out of class if their behaviour continues to be inappropriate and disruptive to learning after the 'traffic light' system has been implemented.

Should a child be placed on red and sent out of class the following must happen:

- The class teacher will fill out the 'Out of Class Book' (see below).
- The child in question will be accompanied (either by an adult or appropriate peer) to a partner class (agreed at the beginning of term) along with the 'Out of Class book'.
- The 'Out of class book' will be read and signed by the partner class teacher.
- The book will be sent to the Head teacher /Deputy Head teacher to sign at the end of the school day or when appropriate.
- The child sent out of class will not be spoken to by the class teacher of the partner class other than to be directed to the book corner (red spot in KS1) to reflect on their behaviour. This is important so that children see 'time out' as a constructive process rather than punitive. Punishment is delivered during break time or lunch time when learning time must be made up. Children should not be given work to do during this time (this can be caught up at break) but should spend the time calming down and reflecting on what went wrong.
- A child should spend a minimum of five minutes and a maximum of 15 minutes out of class. The appropriate time should be judged by the Class Teacher and will depend on the offence and the amount of calming down/reflection time needed.
- The 'Out of class' book takes the following format:-

Child's name	Date	Time	Time out needed	Reason for being Sent out of class

- It is important that this format is followed and the book filled out for all instances, so that emerging situations can be monitored and dealt with swiftly by the head teacher.
- Where a consistent pattern emerges parents will be contacted.
- Recording the information in this way also enables senior staff to look for patterns of inappropriate behaviour allowing for behaviour across the term to be monitored closely.
- Out of class books will be reviewed by Senior Staff termly and monitored for equality and vulnerable groups.
- Completed Out of class books will be kept as records by the Head teacher.

### **Rewards for not being on Red**

Each week in the achievement assembly (Friday morning), teachers will nominate up to 2 children from their class who have demonstrated outstanding behaviour. Children nominated will receive a sticker.

Teachers can also use their own discretion to reward the whole class with:

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- Extra golden time
- Free choice time in class
- Extra Playtime
- Extra ICT time

### **Extreme Behaviour**

Examples of extreme behaviour are:

- Any form of violence
- Answering back to an adult extremely rudely
- Stealing
- Anti-social and disruptive behaviour that adversely affects the learning and well-being
- Swearing over heard by an adult

Sometimes it may be necessary to respond to a more severe situation very quickly if a child is not responding to the usual consequences and is causing severe disruption in the classroom. At times, it may be necessary to remove a child from the classroom immediately so learning and teaching can continue. All staff have been trained to use the team teach strategies.

- If the child can then be safely encouraged to leave the classroom for some time out, they should do this.
- If the child is still displaying emotional behaviours, the teacher should make the judgement as to whether it is safer to take the rest of the children elsewhere (e.g. ICT suit/ school hall).
- No child should be physically handled / removed / restrained, unless they are at risk of hurting themselves, others or school property. All members of staff are aware of the regulations regarding the use of force by teachers. 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. The actions that we take are in line with government guidelines on the restraint of children.
- If we cannot calm and settle a child we will call the parents to come into school to calm and settle the child. If the child cannot be calmed and settled we will then consider exclusion as outlined below.
- In extreme cases the school will follow guidance provided by Kent LA and may include fixed term or permanent exclusion. Exclusion is the ultimate penalty for persistent uncooperative behaviour, which is seen to be affecting the educational entitlement and progress of the other children in the school. Parents will usually have prior warning that this step is to be taken. Exclusion can range from one day to a set number of days (fixed term) amounting to a maximum of 45 days in one school year. In extreme cases exclusion could be permanent. The chair of Governors is

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always kept fully informed of all cases of unacceptable behaviour and where the possibility of exclusion is being contemplated.

- Children's special needs will be taken into consideration when following the steps in the behaviour policy or writing a behaviour plan

### **Playground**

High expectations are applicable in all areas of the school community including the playground. The school uses the buddy system and the games captains ensure that equipment is available for children to use.

To ensure consistency across the school we also follow the traffic light system during break and lunchtimes, however due to logistics there are a few slight alterations.

- **Stage 1:** As it is not possible to display a traffic light system during playtime, children placed on stage 2 will be given an amber warning (this can be symbolised through the use of an amber card).
- **Stage 2:** If the child does not change his/her behaviour they will then be placed on red and have to stand by the wall and miss 5 - 10 minutes of their playtime allowing for them to reflect on their actions.
- **Stage 3:** If behaviour continues to be an issue the child will then be sent inside to sit outside Mrs. Scott's office. Parents may be involved and loss of golden time or playtimes will be applied as appropriate.

Lunchtime incidents are reported back to teacher at the end of play and any time spent on red during playtime will be recorded in the 'out of class book' by the class teacher.

### **Bullying**

Bullying is behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally.

- This policy is used in conjunction with the school's anti-bullying policy to deal with instances of bullying.
- 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.

### **Parents'/carers' responsibilities are to:**

- Make children aware of appropriate behaviour in all situations.
- Encourage independence and self-discipline.
- Show an interest in all that their child does in school.
- Be aware of and support the school rules and expectations.

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