

Update: April 2017  
Review: April 2018

## BEHAVIOUR POLICY

### Introduction

It is a primary aim of our 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. The school 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.

The primary aim of the behaviour policy is not a system to enforce rules. It is a mean 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.

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

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

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 community.

The school 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.

The school's general approach to behaviour will promote:

- Listening to others, sharing, taking turns;
- Valuing others' opinions, personal space and privacy;
- Learning appropriate behaviour at appropriate times;
- Moving around the school in an orderly way, coming in and going out of the School and classrooms calmly and quietly;
- Showing good manners at all times i.e. saying 'Please' and 'Thank you', opening doors for others and respecting classes and the rights of other classes whilst work is in progress.

### Rewards and sanctions

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

- Teachers praise children;
- Some classes develop their own systems of rewards;
- We expect children to listen carefully to instructions in lessons. If they do not do so or distract other children, we ask them either to move to a place nearer the teacher, or to sit on their own.

The school expects 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 or if a child threatens, hurts or bullies another pupil, the class teacher will reprimand him or her and remind the child of its obligation to behave properly. If a child misbehaves repeatedly, the teacher will isolate the child from the rest of his classmates until s/he calms down, and is in a position to work sensibly again with others.

If this does not stop the child misbehaving, the teacher will require the child to go to the Head's study, and he or she will be required to work there for as long as the teacher and/or the Head think is desirable.

If any child is required to go to the Head's study three times in any one term, the child's parents will be informed of the difficulty that the teacher is having in getting the child to behave and will be asked to come in to school to discuss the situation with the Head and/or the class teacher.

The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher will stop the activity and prevent the child from taking part for the rest of that session.

The class teacher will discuss the school rules of behaviour with each class. In addition to the school rules, each class also has its own classroom code, which is designed with and agreed by the children and displayed on the wall of the classroom. It has to be updated whenever awareness of one more rule happens. We make an effort to ensure that 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.

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. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. Please refer to the separate Anti-Bullying policy.

During breaks and at lunchtime the supervisors employed by the school have the same authority over the children as their class teachers have. They are responsible for keeping order in the playground and in the canteen. They have the power to require children to report to the Head in cases of misbehavior which they find that they cannot control. They are also responsible for recording incidents of serious misbehaviour in the incident book kept in the School office.

In no circumstances is corporal punishment allowed.

### **The role of the Head**

The Head supports the staff by implementing this policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The Head keeps records of all reported serious incidents of misbehaviour. In all such cases, the Head will inform the child's parents of what has happened.

In the event of serious misbehaviour the Head has the power to exclude a child from attending the school for one day.

In the event of repeated misbehaviour or very serious single acts of anti-social behaviour, the Head may permanently exclude a child, but only after a minimum of three members of the Board of Directors of the school have been consulted and have approved this course of action.

If the parents or guardians wish to appeal against the decision of the Head permanently to exclude a child from the school, the following procedure will be adopted:

- The child will remain excluded from the school until and unless he or she is reinstated as a result of this appeal procedure.
- The parents must apply in writing to the Chairman of the Board of Directors of the school for the Head's decision to be reconsidered.
- The Chairman of the Board, or a Board member to whom he or she delegates the task, will arrange a meeting attended by the following people: three members of the Board of Directors, a teacher from the school who does not currently teach the child, a representative of the Parent's Association (APEEF), the child's parents, the Head and the child's class teacher.
- The school will use its best endeavours to ensure that the meeting is held within 7 days of the receipt of the parents' written application, so long as school holidays do not intervene. If they do, the meeting will be held within 7 days of the beginning of the new term or half term.
- The meeting will listen to the parents' reasons for suggesting that the Head's decision should be reversed, and then to the Head's reasons for maintaining it. The child's class teacher may also speak. The parents will have a right to reply to the points made by the Head and the class teacher.
- The final decision will be taken by the three members of the Board, the teacher who does not teach the child and the representative of the APEEF by a majority vote taken either immediately after the meeting or as soon as reasonably possible. The decision of those five people is final for all purposes. A decision to reinstate the child may be made subject to conditions – for example as to future behaviour.

### **The role of parents**

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.

We expect parents to inform themselves of the school rules and arrangements and to support their application.

We expect parents to support their child's learning, and to co-operate with the school. 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.

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, or the Head. If these discussions cannot resolve the problem, a formal complaint should be lodged.

### **Monitoring**

The Head monitors the effectiveness of this policy on a regular basis. S/he also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records of incidents of misbehaviour. The class teacher records minor classroom incidents. The Head records those incidents where a child is sent to him/her on account of bad behaviour.

The Head keeps a record of any pupil who is suspended for a day, or who is permanently excluded.



It is the responsibility of the Board of Directors to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

### **General**

This document has been drawn up to clarify the behaviour policy of the school and to inform parents, guardians and pupils of what that policy is. It is not intended to extend or alter the contractual or other legal rights that exist between the school and parents, guardians or pupils. The contents of this document are statements of intent made in good faith, but are not intended to be legally enforceable.