



# Adelaide Primary School

## **Behaviour policy**

September 2020

**RESPECT – EQUALITY – EQUALITY– EFFORT**

### ETHOS AND VALUES

Adelaide Primary School is an exciting inner-city school that provides a first class educational experience to its children. We aim to ensure all our children are safe, enjoy coming to school, achieve highly and are very well prepared for life in modern Britain. To achieve this, all members of the Adelaide school community are expected to take responsibility and make a valuable contribution. Our core values of respect, equality and effort underpin all aspects of our work.

## STATEMENT OF COMMON PRINCIPLES

All pupils have the right to be educated in a safe and orderly environment. Good order and discipline are essential to the provision of high standards of education. Strong and effective management, working in partnership with teachers, is essential to the establishment and maintenance of acceptable standards of behaviour.

Parents and carers have an essential role to play in assisting the school in maintaining high standards of behaviour. They have a duty to take responsibility for the behaviour of their child. We foster consistency between school and parental expectations of behaviour.

Governors have a responsibility to support the school in maintaining high standards of discipline.

All members of staff are entitled to work in an environment free from violence and disruption. Violent and aggressive behaviour, swearing, sexist and racist attitudes and remarks, and all forms of harassment, including bullying, are unacceptable. Such behaviour must not be tolerated. Early identification of pupils and intervention are essential factors in successful behaviour management.

There may be times when, despite every effort made by the school, it is necessary to implement the exclusion procedure. **Please see the exclusion policy for further information regarding these procedures.**

## OBJECTIVES

- All children and staff are entitled to an effective Behaviour Policy which guarantees their rights.
- All parents and pupils will sign, and then support the Home School Agreement.
- We will celebrate good behaviour with the whole school during assemblies.
- We will encourage orderly movement around the school.
- We will monitor and review the systematic procedures for dealing with disruptive pupils which incorporate the LA guide lines.
- We will encourage positive attitudes to adults both in school and the local community.
- We will ensure early intervention where there is poor behaviour or unexplained absence, so it is clear that these will not be tolerated.
- We will monitor and evaluate anti-bullying procedures on a regular basis.

To keep rules to a minimum and emphasise the positive. The main rule being:

***'It is my responsibility to be in the right place, at the right time, doing the right thing.'***

The three key words that underpin the ethos of the school and the Behaviour and Anti- Bullying Policies are **RESPECT, EQUALITY and EFFORT**

## RESPONSIBILITIES

The Leadership team will support and advise staff and ensure that the Behaviour Policy is reviewed regularly.

All staff will deal with behaviour in a calm and Restorative manner. All staff will follow the Behaviour Policy and reinforce the school rules whenever and wherever necessary.

All classrooms will have the class rules clearly displayed, as well as the Behaviour Board which teachers will refer to when dealing with behavioural problems. Staff will follow the sanctions structure agreed at each review meeting. Appropriate behaviours will be reinforced in whole school assemblies, during class assemblies and during Restorative Circles.

Children will be expected to take responsibility for the care of their classroom and staff should allocate duties accordingly.

All parents will be informed of the Behaviour Policy at their admission meeting, and will be asked to sign up to the Home Agreement which is included in the information booklet given out at this meeting.

## BUILDING POSITIVE AND EFFECTIVE RELATIONSHIPS

Getting to know the pupils is one of the most effective ways in acquiring their co-operation and gaining their respect. Gaining an insight into their interests and aspirations both in terms of their education and lives outside of school demonstrates to children that you are interested in them and truly care. This will help to build strong bonds, trust and respect. At Adelaide Primary School, we take time and effort and these conversations typically happen when in corridors, during extra-curricular activities and in the playground.

## REWARDS

Good behaviour will be praised and brought to other children's attention regularly in the classroom, around the school and in Key Stage assemblies. Individual rewards as well as team and whole class rewards are used.

Positive rewards will involve the use of a wide range of verbal rewards, stamps, stickers, certificates and phone calls home. Parents should be informed when their child has behaved particularly well.

Food (in particular unhealthy foods / sweets) is generally not given as a reward. It must be ensured that all children have fair access to rewards.

## SANCTIONS

Sanctions should be applied fairly and consistently to all pupils, taking account of all circumstances including the child's age, and within the context of positive reinforcement of good behaviour. The main sanction used at Adelaide Primary School is the 'behaviour chart'.

Each session during the day signals a new start and a chance to improve. Therefore, children will start each session (morning/afternoon) in the 'golden area' of the behaviour chart.

**Verbal warning** – the child's name is moved on the behaviour chart. The child is told explicitly why their name has been moved and how they can improve.

**Time out in the classroom** – If a child continues to choose to do the wrong thing, their name will be moved again. They will have time out in the classroom, in a quiet place away from other children. The time spent in timeout is usually a minute per their age in years. The child is told explicitly why their name has been moved and how they can improve.

**Time-out in partner classroom**, which may be the Phase Leader – If a child continues to choose to do the wrong thing, their name will be moved again and they will be asked to leave the classroom for timeout. The child may need to be escorted by the teacher or a teaching assistant. If the teacher is on their own and the child needs to be escorted, the teacher must send for help from another classroom (this will ensure the safety of all children). The child is told explicitly why their name has been moved and how they can improve. Usually a restorative circle and apology will take place to restore relationships and to reintegrate the child back into the classroom. This may take place after the lesson.

**Time out with Head of school / senior leader** – If a child continues to choose to do the wrong thing, their name will be moved again and they will be taken to the Head of School/most senior member of staff. The child should be escorted by the teacher or a teaching assistant. If the teacher is on their own and the child needs to be escorted, the teacher must send for help from another classroom (this will ensure the safety of all children). The child is told explicitly why their name has been moved

and how they can improve. Usually a restorative circle and apology will take place to restore relationships and to reintegrate the child back into the classroom. This may take place after the lesson.

**Missed playtimes / lunch playtimes** – it may be appropriate for a child to miss part or all of a playtime or series of playtimes. This sanction may have been agreed by the child in a restorative circle. It is the class teacher's responsibility to arrange appropriate supervision during missed playtimes. Children may not be left sat outside of the Head of Schools's office without them being aware.

Children will NOT miss whole playtimes for not reading at home. For those children who do not read at home regularly, a system of support for reading at school will be put into place.

**Internal / External Exclusion** – There are times when, despite every effort made by the school, it is necessary to implement the exclusion procedure.

In cases where children are sent to the Head of School on a regular basis, further steps, sanctions, renewed contracts and support will be offered. This may include a Restorative Circle meeting with pupil and parents and or support from external agencies.

**Punishments that are humiliating or degrading will not be tolerated. The use of sarcasm will not be tolerated.**

Children may not be excluded from school trips/experiences due to poor behaviour if these trips/experiences are part of the curriculum. However, if the child's behaviour means that they themselves or others will be put at risk during a trip/experience, then a risk assessment will be completed to decide if they are able to attend or not. All risk assessments, and subsequent decisions made, would be completed by the class teacher working alongside the Head of School.

## RECORDING AND REPORTING

Inappropriate behaviour will be recorded by class teachers and, if appropriate, shared with parents. All behaviour incidents are to be recorded on CPOMS. The frequency and types of behaviour incidents recorded will be monitored and reported to the governing body.

Persistent poor behaviour will be targeted, and outcomes recorded in behaviour books or on IEPs.

## STAFF DEVELOPMENT

Discipline will remain a high priority and procedures will be reviewed at the beginning of each term.

Staff will be given a copy of LA guidelines on dealing with and or restraining disruptive pupils.

If needed, staff will be given bespoke training on behaviour management.

## A CULTURE OF HIGH EXPECTATIONS

All children are expected to conduct themselves at the highest possible standards they are able to, taking account of all circumstances including their age, ability and their level of understanding. For example, all children will put their pencil down when a teacher is speaking, all children will open a door for others, all children will say 'please' and 'thank you' always and without exception.

All adults model the highest possible standards of behaviour, including being polite, consistently saying please and thank you, holding doors open for others and helping others.

**Children are consistently and extensively praised by all adults in the school for behaving well, being polite and helping others. There is a consistent culture of high expectations for all.**

## RESTORATIVE PRACTICES

Restorative practice techniques are used to complement our whole school ethos. Solution focused, restorative circles are regularly used to restore relationships and heal any harm which may have been caused.

## BEHAVIOUR BEYOND THE CLASSROOM

Staff on duty at playtimes will follow up on any behaviour problems. These should be passed on to the class teacher at the end of playtime and appropriate action to resolve the situation taken.

Lunchtime supervisors will use the incident sheets and report to Miss Musgrave, senior supervisor, at the end of each lunchtime session. Severe problems will be reported to and dealt with by the Head of School or senior leader.

Play fighting of any kind is strictly prohibited. Children are not be allowed to overtly touch each other during play or dominate each other during play. All staff must remain vigilant to this and promoting more appropriate games. All children will be educated about appropriate play.

Children must walk around the school corridors at all times. All members of staff are responsible for ensuring that all children walk safely around the school. Children must be monitored in the corridors at all times.

Children are not permitted into teacher's storage cupboards or the other storage cupboards around the school (including the PE cupboard).

Children are not permitted into classrooms unless an adult is present.

## Whole School Consistent Classroom Management Techniques

At Adelaide Primary School, all staff make use of a set of consistent classroom management techniques. All staff will also have their own additional individual classroom management techniques.

**Ready sign** (thumbs up at chest) – children show the ready sign to signal that they are ready to listen and learn.

**'Active listening'** – is the term used to describe how children listen carefully and are fully engaged in their learning. To 'active listen', children must sit still, look with their eyes and listen with their ears and minds.

**1-2-3** (to manage transitions) – is used to move a group of children around the classroom from chairs, to carpet, to lining up etc. 1 – ready, 2 – stand up, 3 – move.

**Partner talk** – is used for almost all questions asked to the class. This gives each child the opportunity to answer all questions and children the support of their partner.

**Team work & team points** – are used in all lessons to support children in their learning.

**Zero noise sign** (one arm straight up in the air) – a teacher will signal for 'zero noise' and all children and other adults will then put their arm up. When your arm is up, whether you are an adult or a child, you are not able to talk.

## EXTREME / CHALLENGING CASES

In any cases in which children display extreme/challenging behaviour, a whole school team approach will be utilised. No single class teacher should deal with extreme behaviour issues in isolation. Year group partner teachers, phase leaders, the pastoral/child protection team, the SENCO, teaching assistants and all senior leaders will support with these cases.

A bespoke plan will be put into place to help the child succeed in school. This may include individual targets shared with the children, visual aids, reward charts (designed around the child's interests) and social stories.

The class teacher and SENCO may provide an IBP (individual behaviour plan) and parent support will be requested.

In cases in which the child is putting themselves or others at risk (including staff and other children), it may be necessary for a risk assessment to be in place.

## MOVING AND HANDLING

Children should only be moved if they are at risk to themselves or to others. Children are not to be routinely moved for compliance. When moving a child, staff must call upon the support of the emotional wellbeing worker (Kay Brady) who is trained in positive handling techniques.

## OTHER RELEVANT POLICIES

Safeguarding policy

Staff code of conduct

Safer working practices guidance

Positive moving and handling policy



## Restorative Circle

Always encourage children to have a **voice**. Give them the time they need to **feel better**. Children may need time to cool off or prepare before a circle can take place. All conversations must be genuine and be based on real feeling.

I feel sad when you \_\_\_\_\_.

I'm sorry.

Please do not do it again.

I won't do it again.

Children then **genuinely shake hands**.

Both children must have a fair voice, a fair **chance to speak**.

Both children must mean their **apologies**. Then move forward. Plan a new game to play.

To be successful, the children must both feel that the issue is resolved at the end of the discussion.

**Restorative Questions I** [www.iirp.org](http://www.iirp.org)

**When things go wrong...**

- » What happened?
- » What were you thinking of at the time?
- » What have you thought about since?
- » Who has been affected by what you have done? In what way?
- » What do you think you need to do to make things right?

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**Restorative Questions II** [www.iirp.org](http://www.iirp.org)

**When someone has been harmed...**

- » What did you think when you realised what had happened?
- » What impact has this incident had on you and others?
- » What has been the hardest thing for you?
- » What do you think needs to happen to make things right?

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