



# Long Lane Primary School

## Behaviour Policy

<b>Date</b>	<b>Description</b>
April 2019	Agreed by Full Governing Board

<b>Review Schedule</b>	Annually
<b>Next Review</b>	April 2020

**Aims:**

- To ensure that the management of pupil behaviour preserves everyone's right to be safe, respected and able to work.
- To have high standards of behaviour with all pupils consistently following the Golden Rules.
- To provide clear guidance for all staff, pupils and parents about the systems in place to manage positive behaviour and whereby rewards and sanctions are applied fairly and consistently.
- To promote pupils' self-discipline and a sense of personal pride in themselves, their school and their community.

**Responsibility**

The Headteacher's role is to determine the standard of behaviour acceptable to the school community. He/she has the overall responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

**The Headteacher will:**

- promote self-discipline and proper regard for authority among pupils.
- encourage good behaviour and respect for others in order to prevent all forms of bullying.
- regulate the conduct of pupils through observation, reporting and monitoring systems.
- review exclusions each term.

**The Senior Leaders will:**

- establish intervention for persistent poor behaviour.
- mentor individual pupils, log concerns and follow up interventions.
- liaise with colleagues to secure good behaviour.

**Class teachers will:**

- Record house points, number of yellow/red cards and those who have stayed 'green'.
- keep records of success and concern and any follow up with home to establish any patterns.
- consult with the Headteacher around persistent and serious incidents.

**Governors will:**

- monitor exclusions by protected characteristics and question SLT around any trends in exclusions.
- participate in governors' disciplinary meetings (non-staff governors only).
- review the behaviour policy on an annual basis or earlier if there is a relevant change in legislation or DfE guidance.

**Policy Statement:**

- We will ensure that children understand the rights of everyone to be safe, respected and able to work.
- We will enable children to take full responsibility for making choices for their behaviour.
- We will help children to understand that there is always a consequence for chosen behaviours, positive or negative.
- We will ensure that positive behaviour is recognised at all times and given praise and attention.
- We will ensure that the academic curriculum facilitates success for every child.
- We will encourage all children to become positive and fully participating members of the school community.

Through positive relationships, children will feel valued and able to develop emotionally and socially.

Details of any child's sanctions are confidential.

**Guidance and procedures**

Guidance for implementation of this policy is attached.

This policy will be reviewed **annually**.

## **Behaviour Policy Guidelines and Procedures**

### **Rewards**

All staff have high expectations of all our children which means both achievement and behaviour. They will adopt a positive approach to behaviour management. Once the children have contributed to the formulation of the rules, and all staff and children have agreed them, giving positive feedback to the children is important to reinforce good behaviour and to encourage others in appropriate social behaviour. Pupils need to be caught getting it right.

Here are some practical examples of how we ensure that we give positive feedback to your children at Long Lane Primary School:

- Smiley faces
- House points
- Praise stamps/stickers
- Class privilege
- Individual privileges (see below)
- "Circle time"
- Good to be green stickers, certificates
- Positive message sent home
- Star of the day award
- Lunchtime stickers
- Golden time
- Achievement sticker in the Awards assembly and certificate
- Good to be green certificates/pencils/badges from the Headteacher

### **The House system**

The school operates a house point system. On starting school, the children will be assigned a house colour: red, blue, yellow or green, which they keep throughout their time at the Long Lane. The children can earn points for their house by working hard and getting recognised by the class teacher, Headteacher, Teaching assistants, Caretaker, Office staff, Lunchtime supervisors and controllers. They can also earn points by taking part in school activities such as sports days, and for representing the school in sporting and non-sporting events outside school hours.

### **House Points**

The team names are: Red- Phoenix, Blue - Griffin, Yellow- Unicorn and Green – Dragon. The house captains, who are Year 6 pupils, will have been nominated and voted for by their houses at the start of the academic year.

The children can earn 1 house point for each reward. A **maximum** of **five** house points can be given at any one time to individuals as staff see fit.

We recognise that children in Year 5/6 may need encouragement to read regularly at home so they will be given 1 house point each time they read. Whereas, in Year 3/4 they will be given 1 house point for reading four times a week.

### How the system will work

- All children will be given their own house point booklet – printed and containing the respective house logo. The initials of the staff member or stamp will need to be added when giving a house point.
- These house points can be awarded for good work, good behaviour, sporting or musical achievement, helpfulness, etc. as staff see fit, although complying with the agreed principles outlined below.
- Each week the number of house points will be collected by class teachers, added to the spreadsheet on staff shared and the houses weekly score announced in the Friday assembly.
- In the Awards Assembly on Friday the weekly achievers from each class will be added to the weekly house tally and then the weekly totals for each house calculated.
- The winning house, i.e. the one whose members have received the most house points during the week, will have its number changed on the display in the hall. The cup will also be presented to the winning house captains.
- At the end of the year, the house with the most weekly wins will be deemed the winning house and the House cup will be awarded to the house captains at the final assembly.

### For individuals the House points will lead to individual rewards.

- Each passport in the Juniors contains 100 House points for the Infants it is 50 House points.
- Once children have completed a passport they are rewarded with a special prize. They can choose from a range of reading books which all have the same value and awarded a certificate in Achievement assembly.
- Special enamel star badges will be given to children who reach a thousand milestone (1000, 2000, 3000, etc.) which they must wear with their uniform.
- Every day each child will be given a house point for staying on a green card. This will be recorded by the teacher using a special stamp in each passport and on a central displayed list. At the end of the week every child who has stayed green all week is entered into the class draw. Ten children's names are drawn and those children are given a special privilege.
- **Privileges** are chosen by the pupils from a list provided by each class and often drawn up by the children themselves. These can include: extra play, bringing in a game for golden time, baking crispy cakes, wearing 1 item of their own clothing e.g. jeans/trainers with school uniform, wearing a football top for PE, sitting on chairs during key stage assembly, extra computer time.
- If they have been green all half-term, pupil will receive a certificate from the headteacher. There will also be a certificate and a reward for staying green all academic year.

### **Achievement assembly – Fridays**

Every Friday, Teachers give an Achievement certificate and sticker to pupils who deserve recognition in some way and it can be for “Good Work” or “Good Behaviour”. This award earns an extra 3 house points which is added to the children’s passports the following week. Certificates are displayed in the hall during the assembly by the house captains. Each child receives their certificate to take home the following Friday. There will normally be 2 children chosen by each teacher.

### **The School Rules**

These Golden Rules will be displayed in each classroom and be used as a reminder to all children together with the **three rights** i.e., **be safe, be respected and be able to work.**

### **Golden Rules**

- We are gentle – *We don’t hurt others*
- We listen – *We don’t interrupt*
- We are kind, helpful and polite – *We don’t hurt anybody’s feelings*
- We follow instructions - *We can learn new things and stay safe*
- We move sensibly about the school- *So we stay safe*
- We are honest – *We always tell the truth*
- We look after our property and other people’s property - *We don’t damage things*

### **Sanctions**

The school operates a ‘Good to be Green’ reward system. Every child is given their own ‘pouch’ in each classroom that holds their green card. This is the colour all children begin the day on. They remain ‘green’ for the whole day unless they choose to break one of the golden rules.

For the purposes of sanctions there will be two separate sessions. The sessions run from 8.45am-12.15pm and 12.15pm -3.15pm. There is an underlying principle that each session is a fresh start. So for example, if a child has been given a yellow card in the morning but chooses to then follow the rules, at 12.15pm the card is returned to green. The lunchtime supervisors will check with the controllers to see if they have the same name three times between them before issuing the yellow card. Therefore, if a child receives a yellow card at 12.45pm (during lunch) the card will be turned to yellow by the class teacher when they return to class. At the end of each day all cards return to green.

Remember that if a sanction is not working for a particular child it may be necessary to put an Individual Behaviour Plan (IBP) in place, the Behaviour Support Team (BST) may be asked to facilitate this.
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### **Swearing**

Any child that is overheard by an adult or admits to using inappropriate words or gestures will automatically have a letter sent home from the headteacher. Their card should be turned to RED for that session time and a behaviour form will be completed at lunchtime. The headteacher will monitor the number of times such a letter is sent home and ask the parents to attend an interview if he/she feels the letters are not having the desired effect.

### **Fighting**

The safety of all children is paramount and should any child be in a fight then action should be taken to separate those involved as quickly as possible. In order to further diffuse the situation each child should be sent to the corridor space outside the Headteacher's office to 'cool down'. In this case their card should be turned to RED on their return to the classroom, a behaviour form completed at the earliest opportunity and the standard letter sent home or given to his/her parents.

### **General**

All adults have the discretion whether to issue 'straight' yellow or red cards to children who they feel have broken a golden rule. This applies particularly to the rules; "We follow instructions - *We can learn new things and stay safe*" and "We are gentle –*We don't hurt others*".

### **Home School Agreement**

Our Home School Agreement is displayed within the children's reading records. The agreement is expected to be signed by parents/carers & pupils to indicate that they have understood and accepted the contents of the agreement. Within this agreement, the following directly relates to behaviour;

#### ***Parents/Carers***

*I will:*

- *Support and promote the School's Golden Rules*
- *Support school policy on behaviour and the use of the internet*
- *Let the School know about any concerns or problems which might affect my child's work or behaviour.*

#### ***The School will:***

- *Make known and apply the School's Golden Rules*
- *Provide a safe and happy working environment*
- *Inform you if there is a problem that affects your child's work or behaviour*

#### ***I (pupils) will:***

- *Accept and keep the School's Golden Rules*
- *Respect the authority of teachers and other staff and adults*

**Please also refer to the Control and Restraint policy**

## Appendix

### What will happen at school if I decide not to follow the agreed Golden Rules?

1. You will receive a verbal warning from the teacher/teaching assistant/lunchtime supervisor/lunchtime controller giving you a chance and the time to correct your behaviour, reminding you that you have a choice and that for a 'good choice there is a good consequence' and for a 'poor choice a poor consequence.' Your name may be written on the classroom whiteboard.
2. If further unacceptable behaviour happens in a session, your 'Good to be green' card will be turned to **yellow**. You will lose 2 minutes from Golden Time at the end of the week or in Year 1 and 2 during the afternoon break.  
You can decide to change your behaviour and follow the rules.
3. If you choose to continue with any unacceptable behaviour then your Yellow warning card will be turned to **red**. Your class teacher will inform your parents via a letter home. You will be asked to complete a behaviour form at lunchtime in the Reflection room. This form will be kept in the class behaviour file. You will lose 5 minutes from Golden Time at the end of the week or in Year 1 and 2 during the afternoon break.  
You can decide to change your behaviour and follow the rules.
4. If you choose to continue with unacceptable behaviour and receive 4 RED CARDS, the headteacher will write to your parents asking them to attend a special meeting.
5. If you choose to continue with unacceptable behaviour, and receive 5 RED CARDS in a term, then you will receive a one-day INTERNAL EXCLUSION. You will miss lunchtime and break time fun with your friends and will have to talk about your behaviour. The school may decide that you can't attend after school clubs. Your parents will have to attend a special meeting to discuss a special plan.  
You can decide to change your behaviour and follow the rules.
6. On returning to class your teachers and parents will have agreed an Individual Behaviour Plan (IBP). This will detail what behaviour is expected and what consequence will follow if you make the right choice and if you make the wrong choice. The Behaviour Support Team will be notified if the school thinks they may be able to support you.
7. If you choose to continue with unacceptable behaviour and have a further 5 RED CARDS in a term, then you will receive three-day INTERNAL EXCLUSION. At this point the Headteacher may consider an EXTERNAL EXCLUSION from school for a short time. While you are excluded the staff will plan how you will be helped when you come back to school. A meeting will be held on your return that you must attend and agree to follow a set of instructions.  
You can decide to change your behaviour and follow the rules.
8. If a child reaches 10 yellow cards, which have not proceeded to red, within a term, the class teacher will write to your parents asking them to attend a meeting where your class teacher and your parents will discuss your behaviour. If you choose to continue with unacceptable behaviour, and receive 12 YELLOW CARDS in a term, then you will receive a

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You can decide to change your behaviour and follow the rules.