

BEHAVIOUR MANAGEMENT POLICY



Colston Bassett School positively seeks to establish a safe, secure and happy environment which stimulates the learning of every pupil with the encouragement of staff and the support of parents. Good behaviour is a necessary condition for effective teaching and learning to take place, and an important outcome of education which society rightly expects. All citizens in schools or in the wider community need to understand and accept boundaries of acceptable behaviour and the associated patterns of rewards and sanctions.

THE BEHAVIOUR MANAGEMENT POLICY HAS TWO AIMS:

- The positive encouragement of good behaviour;
- The management and minimisation of unproductive or disruptive behaviour which may undermine the school's ethos.

Staff will actively enforce 'Our School Rules' in their day to day interactions with pupils and will be supported by the Head Teacher. The School Rules are displayed in each classroom. There will be, therefore, always a consistent response to any attempt to deviate from or undermine the system.

In the classroom, the teacher will create a sense of purpose, which is focused on the curriculum content and its delivery. Our overall aim is to maintain good order within the school, so that the staff and pupils feel comfortable and secure and are able to carry out their teaching and learning activities to the best of their abilities. The key to achieving this is in the quality of relationships within the school – both professional relationships between teachers and the ways in which pupils and teachers treat each other. Where teachers treat pupils courteously, respect their ideas, value their individuality, and listen carefully to what they have to say, pupils learn by example and are much more likely to respect teachers and to behave sensibly and considerately themselves.

At the beginning of each academic year this policy will be explained to all the children. 'Our School Rules' will be endorsed in PSHCE lessons and assemblies.

Our School Rules

- Be polite.
- Be tidy.
- Be helpful.
- Take care of things.
- Be well organised.
- Running in school is not allowed.
- Move around quietly.
- Be safe.
- Respect everyone.

Positive Behaviour

Promoting good behaviour is particularly important with very young children; applying rules consistently and respecting individual children's levels of understanding are vital parts of behaviour management. Young children learn much by the example set by adults around them; the behaviour of everyone who works with children must be such as to promote trust in their relationship with children and to provide a positive role model.

Positive reinforcement of behaviour should be specific and immediate; straightforward praise, giving positive instructions, distraction and redirection may all contribute to this.

Rewards

Pupils are likely to achieve more, to be better motivated and to behave better, when teachers commend and reward their successes and emphasise their potential. Highlighting pupils' weaknesses and shortcomings can be detrimental. Praise can be delivered in formal and informal ways, by giving happy faces, commendations or just saying "well done"; it can be awarded to individuals or groups for the steady maintenance of good standards as well as for particular achievements of note.

A child may be nominated by a member of staff to receive a Head Teacher's Award for hard work or helpful behaviour within the school. There are also two weekly trophies ('Star of the Week' for Reception/Key Stage 1 and the 'Merit Award' for Key Stage 2) awarded each Friday to children who have made a special effort or improvement that week. We also have a 'Sheep of the Week' award for a child who demonstrates particular kindness, an 'Eli's Eco Warrior' award for a child who has been particularly eco-friendly and a 'Handwriting Award' for a child who has worked particularly hard on their handwriting.

Children can also be awarded house points to encourage them to work together within a team to win the House Cup, which will be presented at the end of each academic year. Points should be awarded for particularly helpful behaviour, extra effort and very good work.

Sanctions

Ways of dealing with unacceptable behaviour must be used consistently by all staff. These may include:

- Giving a verbal reprimand, quiet and personalised;
- Giving a warning of the consequences;
- Removing the child from the situation;
- Removing privileges;
- Time out – 1 to 5 minutes depending on the severity of the misdemeanour, usually standing by the main school wall at break times;
- Putting a child on behaviour report for an agreed period, e.g. one week;
- Discussion with parents should there be no significant improvement in behaviour.

If bad behaviour continually persists or major disciplinary is necessary, a child may be excluded from school in line with our exclusions procedure (see **Appendix 2 – Exclusions Policy**).

Bullying

We acknowledge that bullying could occur at Colston Bassett School. This would be totally unacceptable and taken very seriously. The school has a detailed **Anti-Bullying and Harassment Policy** which outlines our approach to dealing with potential cases of bullying.

Physical Restraint

The school maintains the right to physically restrain a pupil if the child is deemed a threat to their own or others' safety (in accordance with official guidance – see **Appendix 1 – DfE 'Use of Reasonable Force'** for further information).

Monitoring

Pupil behaviour will be discussed regularly; if this policy is effective, there should be no deterioration in the general behaviour of the pupils. Changing patterns in behaviour will be monitored in this way and consideration given to any necessary modifications of this policy.

The Head Teacher, Mrs Caroline Newcombe, is the Behaviour Management Co-ordinator for Colston Bassett School.

APPENDIX 1



Department
for Education

Use of reasonable force

**Advice for headteachers, staff and
governing bodies**

July 2013

APPENDIX 2

Exclusions Policy

Introduction

This policy applies to all pupils at Colston Bassett School.

In conjunction with the school's **Behaviour Management Policy**, a pupil may be excluded from school after repeated misbehaviour.

Action will be taken following a single offence where that offence is deemed to be sufficiently grave. In most cases, temporary exclusion will be the result of a first offence, although the Head Teacher may at her discretion permanently exclude any pupil for a first offence which is considered to warrant such a step. In other instances, permanent exclusion may be the result of a series of less serious offences, where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behaviour. In such cases parents will have been consulted before such a stage is reached in an attempt to correct the behaviour.

A pupil may also be required to leave if, after all appropriate consultation, the Head Teacher is satisfied that it is not in the best interests of the pupil, or of the school, that he/she remains at Colston Bassett School.

Aims

The aim of this policy is:

- To ensure procedural fairness and natural justice.
- To promote co-operation between Colston Bassett School and parents when it is necessary for a pupil to leave earlier than expected.

Colston Bassett School seeks to implement this policy through adherence to the procedures set out in the rest of this document and in conjunction with the school's **Behaviour Management** and **Anti-Bullying and Anti-Harrassment** policies and procedures.

The policy applies to all pupils at Colston Bassett School and is available to parents and prospective parents on request from the school office.

Policy Procedure

The **Behaviour Management Policy** explains the school's expectations for behaviour and the procedures for encouraging such standards of behaviour. This policy explains what is deemed as bad behaviour and the consequences of that behaviour.

BAD BEHAVIOUR

A non-exhaustive list of the sorts of behaviour that could merit exclusion includes the following:

- Physical assault against pupils or adults;

- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;
- Racist abuse;
- Sexual misconduct;
- Drug and alcohol misuse;
- Damage to property;
- Theft;
- Persistent disruptive behaviour;
- Unreasonable parental behaviour.

The following procedures specifically deal only with major disciplinary issues.

Suspension (temporary exclusion)

Only the Head Teacher, in conjunction with the School Directors, can suspend a child. Before deciding to suspend a child they will:

- Ensure that an appropriate investigation has been conducted;
- Ensure that all the relevant evidence has been considered;
- Give the child an opportunity to be heard;
- Consult other relevant people if necessary.

Work will generally be set for a child to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended child and how they might be addressed in the interim, together with reintegration post-exclusion.

The Head Teacher/School Directors will inform parents without delay, in person (whenever possible) or by telephone. They will also write to confirm the exclusion, stating the length and the reasons.

Temporary exclusion constitutes a clear warning about continued membership of the school and this warning should be regarded as final. The Head Teacher is in all cases reluctant to exclude temporarily more than twice. No child who is excluded for a second occasion may return to the school without the Head Teacher/School Directors' approval.

Removal at the request of the school (required withdrawal)

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the school if, after consultation with a parent, the Head Teacher is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head Teacher, is unwilling or unable to benefit from the educational opportunities offered (or a parent has treated the school or members of its staff unreasonably) and in any such case removal is considered to be warranted. The deposit will not be refunded in the event of removal from the school and fees in lieu of notice will be charged but all outstanding fees and extras will be payable in full.

Only the Head Teacher, in conjunction with the School Directors, can require parents to remove a pupil and before doing so they will follow the same procedure as for temporary exclusion. In making decisions about exclusion the Head Teacher will take into account any learning difficulties, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Expulsion (permanent exclusion)

A pupil may be expelled at any time if the Head Teacher is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the school. The School Directors and the Head Teacher will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion (and all unpaid fees must be paid). The deposit will not be returned/credited and fees in lieu of notice will be charged.

Some parents prefer, after due consideration, voluntarily to withdraw their child rather than the school imposing Permanent Exclusion. However, it must clearly be understood that the Head Teacher reserves the right to insist on Permanent Exclusion.

Only the School Directors can permanently exclude a child and before doing so they will follow the same procedure as for temporary exclusion. In making decisions about exclusion the Directors will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Appeal

A decision to permanently exclude, or require removal, of a child is not taken lightly and before it is reached the Head Teacher/School Directors will have given careful consideration to any representations by the parents. If parents wish the school to review the case, they should set out the nature of their complaint in writing, detailing the nature of their grievance and the reasons they see for review. Further details can be found in the school's **Complaints Procedure**.

Discretion

The decision to exclude, suspend, require removal or expel a pupil and the manner and form of any announcement shall be at the sole discretion of the school, acting on the recommendation of the Head Teacher. In no circumstances shall the school or its staff be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Head Teacher has acquired during an investigation.

Access

A pupil who has been withdrawn, suspended, removed or expelled from the school has no right to enter school premises, be on school grounds or attend school trips without the permission of the Head Teacher and the School Directors.