

Appendix 1

Behaviour Procedures and Guidance

All children at St Thomas' are encouraged to behave in line with our gospel values:

- self control
- honesty
- friendship
- peace
- thankfulness
- love
- kindness
- respect

Across school we have systems in place to reward good behaviour. These include celebration assembly, house points, stickers and a range of 'in class' rewards which may differ slightly depending on individual classteachers.

However we recognise that some children can struggle to display positive behaviours at all times.

'Low level' behaviours

Those children who display certain behaviours (see below) should have their names entered into the behaviour book. This will work on a '3 strikes and you're out' basis – ie: if a child is warned/requested to stop then on the third time their name will go in the book (the first warning could be a 'look') This can be visually displayed in whichever way classteachers choose e.g. cool wall, traffic lights, snakes etc. Teachers will complete a tally sheet at the front of the book so that when and how frequently a child's name appears is easily monitored.

At the beginning of every day children get a 'fresh start'.

Examples of low level behaviour which could result in a child's name being put in the book:

- answering/arguing back
- not following instructions
- deliberately 'winding up' others
- minor bad language/name calling
- unsafe behaviour
- accidental damage (depends what action caused this)
- off task
- talking/disrupting others
- telling lies (with evidence it is a lie!)
- interrupting
- silly noises

- out of seat/wandering
- work avoidance
- manipulative behaviour eg excluding others
- chewing things
- throwing things eg: rubbers
- fiddling
- inappropriate touching/poking
- hair pulling
- general silliness
- chair swinging
- not looking at who's talking
- competitive aggression

If a child continues to display unacceptable 'low level' behaviour, they will be asked to complete a yellow Reflection Sheet linked to the gospel values. If 'low level' behaviour continues after this then a child will be sent for 'time out' to continue their work in another class (not for another classteacher to deal with) Each of these sanctions should be recorded in the class behaviour book.

For any incident that is more than 'low level' but wouldn't be considered serious then the incident should be recorded directly into the behaviour book without needing '3 strikes'.

Serious incidents

If the incident is more serious, then a Serious Incident Sheet should be completed (including the investigation and outcome sections) by the classteacher and returned to the headteacher. Teachers must use their professional judgement although types of behaviour that could warrant this might be:

- defiance/refusal
- verbal abuse – to peer/adult
- homophobia
- racism (must be reported to Local Authority)
- purposeful damage
- stealing
- physical abuse – to peer/adult
- bullying – under no circumstances will physical, verbal or emotional bullying be tolerated (see Anti-bullying Policy)
- threatening behaviour
- leaving school premises
- furniture throwing

This is a list of examples and is by no means exhaustive. Children will be asked to complete a red Reflection Sheet for serious incidents in class time and green for lunchtimes. Reflection Sheets are kept in a separate class file and are sent up to the next class at the end of each year.

Please take into account the circumstances that lead up to some of these incidents. Whilst some circumstances are not an excuse for a child's behaviour, they can give us a more rounded and informed view of what the child is experiencing, maybe outside of school, and how this is impacting on their behaviour. Please note on the serious incident form or in the book any information you know could be a reason for some behaviours you see in a child. Also, we recognise that children sometimes make mistakes which can lead to unacceptable behaviour. Please remember that it is the behaviour that is unacceptable and not the child.

Sometimes the decision whether behaviour is serious or not is not clear cut (eg is it friends falling out and calling each other names or bullying?) Please use your professional judgement.

Behaviour books are monitored weekly by the headteacher with the following sanctions:

- Name in book 3 times in a week – recorded in central behaviour file – child informed of this by headteacher
- Name in book 3 times following week – responsibility of the classteacher to contact parents and invite in for a more formal meeting to discuss behaviour and next steps. Classteacher to keep record of date and actions agreed at this meeting on form in class behaviour file
- Continued poor behaviour with little improvement will result in letter from headteacher outlining concerns and inviting parents in to discuss situation and way forward.

Possible next steps:

Report/behaviour card

Internal seclusion

Fixed term exclusion

In very serious cases – permanent exclusion

All exclusions are the decision of the headteacher and are in accordance to the DfE's Guidance on Exclusion from Schools.

All serious incident forms will be kept in the central behaviour file by headteacher.

In addition:

If a child is very angry/wound up as a result of something that has happened they may be asked to have some Time Out in another class. (Research has shown that a child can need approximately 20 minutes for the 'red mist' to clear so that they can calm down.) This should only be in order for the child to have some space to calm down and not for another classteacher to deal with. Be aware that sending a child to someone else to deal with, particularly for a minor incident, can give the message 'I can't deal with you, so I'm sending you to someone who can.'