



Ladygrove Park Primary School

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Behaviour Policy – January 2019

Rationale

Our Vision states that Ladygrove Park Primary School will develop and maintain high levels of behaviour. We believe that children and adults at the school have the right to feel safe and to be treated with mutual respect. We work to establish a social and learning environment which secures these rights. Good behaviour is essential for effective learning, good relationships and an orderly school community.

Children behave well when:

- They feel good about themselves
- They are happy
- They understand the needs of others
- They respect people and places
- They are honest about their behaviour

The **Ladygrove Standard**, comprising of the following 7 School Rules, encompass this rationale and ethos:

- ✚ Be safe and help others
- ✚ Show respect and tolerance
- ✚ Listen and follow instructions
- ✚ Be responsible for possessions
- ✚ Show good manners
- ✚ Be school ready
- ✚ Have a positive mental attitude

Responsibilities

Children have a responsibility for their own behaviour. They must respect the rights and feelings of others.

The primary goal of all adults is to establish and maintain an environment in which children are healthy, safe, happy, well-behaved and work hard to achieve their best.

Guidelines

All adults in school are required to follow these guidelines and to be good role models for the children.

The emphasis is on expecting, noticing, and praising positive behaviour.

Teachers should give time to teaching and modelling good behaviour and establishing class and school routines, particularly at the beginning of the new year. The first few weeks of the new academic year are an “establishment” phase in which children are most receptive to the adults’ expectations for good behaviour at home and at school. Talk about behaviour explicitly and reinforce it regularly.

At School and at Home, Adults should:

- Prioritise and Emphasise the **Ladygrove Standard** School Rules.

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- Teach good behaviour/manners through their own conduct (role model).
- Understand that “what we pay attention to, we get more of”.
- Set a good example in courtesy and care.
- Address the behaviour rather than labelling the child.
- Draw attention to and praise good behaviour.
- Establish routines to maintain orderly behaviour e.g.:
 - Getting up, being prepared for school;
 - Coming in, going out of class;
 - Registration;
 - Attracting the attention of the teacher;
 - What to do when a task is finished;
 - Collecting and putting away equipment;
 - Movement around the room and throughout the school, including to and from assembly;
 - Going to the toilet in class time – ensuring the toilets are used properly;
 - Cloakroom – tidiness, supervision;
 - Wet playtimes;
 - Organisation for home time.

Effective Behaviour Management Strategies:

- Ensure that the **Ladygrove Standard** school rules are displayed prominently in every classroom, shared area and communal spaces (e.g. Hall, Burrow, corridors, cloakrooms etc.)
- Establish clear, shared understanding of the school rules, at the beginning of each term.
- Refer to school rules continuously, consistently and fairly.
- Be clear and specific about the rule (and the behaviour) you’re talking about.
- Phrase the need to follow the rules positively.
- Always give (appropriate to age and needs) take-up time to comply.
- **Plan effectively to minimise the opportunity for inappropriate behaviour.**
- Anticipate places where the child may get stuck or situations they may find problematic and arrange for support at that stage.
- Give clear expectations for work and behavioural standards.
- Use visual timetables and give warnings of deadlines and transitions.
- Respond calmly and consistently to inappropriate behaviour in the form of choices and consequences (e.g. “*If you choose to break the red rule then you’re not being safe and you will have to ...*”).
- Address disruptive behaviour promptly.
- When possible use effective interventions, starting with the least intrusive:
 - 1) Defuse the situation with humour or affection.
 - 2) Refocus interest / attention.
 - 3) Show displeasure through glance, gesture or expression.
 - 4) Remind child / class of school rules with choices and consequences.
 - 5) Move place e.g. time-out.
 - 6) Sanction (see below).
- When tackling misbehaviour, describe the behaviour to the child to make them more aware: “*You are out of your place, which is not ‘Listening and following instructions, so I need you to...*” (Don’t ask “Why...?”)
- Be aware of the targets and strategies for individual children on the SEND register for Behaviour or ASC or with Individual Behaviour Plans.
- Explain the Behaviour Policy to all adults working and helping in the school.

Avoid confrontation and win! (adapted from LA advisory teachers).

- Use visual cues e.g. eye contact, shaking of the head, thumbs up.
- Make a general statement about behaviour with positive recognition of good behaviour; “*I like the way you are so respectful of...*”
- Turn away after giving instruction: show expectation of compliance and allow take up time.
- Tactical ignoring: “*I’m choosing to ignore that you are not showing good manners, but we’ll need to talk about it later during your breaktime*”.

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- Use assertive phrases: “I need you to ...”; “I think it would be a good idea if ...”; “I bet you can ...”; “I can see that you are [describe emotion]”; “I’ll come back and see you in a few minutes”; “You have a choice: ... or ...”; “If you carry on ... then ...”.
- Praise the smallest indication of correct decision making: “I can see that you ..., well done!”
- Avoid being drawn into conflict by responding to child’s angry statement. Child: “I hate you!” Adult: “I know you’re feeling angry but my job is to help you be safe ...”.
- “*Partial Agreement* is an essential strategy for avoiding or resolving conflict. It means teachers not trying to have the last word.” Bill Rogers.

Rewards

Prioritise positive reinforcement of the **Ladygrove Standard** school rules:

- ✓ Giving praise and comments (to explain what rule and behaviour is recognised)
- ✓ Awarding House points
- ✓ Awarding Purple and Gold Stars
- ✓ Sharing achievement with class and other adults, including parents
- ✓ Celebrating achievement with SLT for award of *Headteacher’s Award* gold stickers
- ✓ Awarding *Life Skills* certificates aligned with the school rules
- ✓ Sharing certificates at weekly Celebration Assembly
- ✓ Rewarding with Class rewards e.g. “golden time”, extra playtime for achieving specific goals such as *Be responsible for school possessions* keeping their classroom tidy!
- ✓ Awarding Friendship Certificates
- ✓ Following whole school house reward system. (see appendix below)

Sanctions (appropriate to key stages; early stages may need to be bypassed)

Minor Incidents

- 1) Give appropriate warning/clarify the behaviour that needs to change, with reference to the appropriate school rule.
- 2) Apply a sanction that fits the rule that has been broken, e.g.:
 - Moving the child to sit next to the teacher);
 - Moving the child to work in another part of the room for a short period of time;
 - Moving the child to work in the shared area between classrooms - with appropriate work;
 - Giving “Time-out” (see below) from the classroom (e.g. in the shared area or class next door) to calm down and reflect on behaviour.
 - Child has to complete work in playtime / lunchtime supervised by the year group team.
- 3) Complete a school rules *Sanction Slip*, explaining to the child what rule has been broken and how. File the Sanction Slip in Classteacher folder. Discuss with parent if appropriate.
- 4) If 3 Sanction Slips have been issued to the same child, then inform SLT and send a letter home to parents to inform them.
(Personalise the standard letter appended to this policy to detail the rules broken.)

Repeated bad behaviour should be discussed with the year group senior teacher (and SLT).

Serious Incidents

Repeated refusal to comply with instructions; repeated bad language; damage of others’ or school’s property; suspected bullying (see below); racist abuse; serious verbal abuse of a child or an adult; intentional physical assault of a child or an adult:

Child should be sent to Senior Teacher/SLT with clarification of what has happened.

If SLT support is needed to remove a child, then an adult (or responsible child if absolutely necessary) should be sent with a verbal message.

SLT will decide appropriate sanction e.g.

- missed playtime / playtimes,
- internal exclusion,
- formal apologies,
- report to parent.

Teachers will need to provide purposeful work for the period of any internal exclusion.

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The headteacher may choose to use a fixed-term or permanent external exclusion (see below).

Clarification of “Time-Out”

A teacher may request a child to take time-out, in an appropriate area of their classroom / year group area, to:

- allow a child to calm down
- reflect on their behavioural choices
- prepare themselves to re-engage with learning.

NB. Time-out should not be used as a punitive measure, of indiscriminate length.

Alternatively, if appropriate, a teacher may ask a child to go to the school’s **Learning Mentor** for a period of time-out (if the child is known to/involved in working with her and the Learning Mentor is available and in agreement), again to allow the child to calm down or to reflect on their behavioural choices, but also to be able to discuss any difficulties, problems or distress which they are unable to do on their own in time-out.

The Learning Mentor will judge the length of effective time-out and again focus on helping the child to prepare themselves to re-engage with learning.

The class teacher, a teaching assistant, or the Learning Mentor will support the child as they return to work, praising them for having calmed down / made the right choice. They may choose to discuss the incident at a later stage so as not to reignite challenging behaviour. The child will be expected to catch up on any missed work.

If the child refuses to go for time-out, a message will be sent with an adult (or a responsible child) to fetch the Learning Mentor (if known to/involved with the child), a senior member of staff or SLT.

If the child’s refusal to leave the class poses a threat anyone’s safety, they will be removed from class by a member of SLT following guidelines in the physical restraint section below if necessary.

Rationale for Playground Use

For the parents of children starting at school, it must be recognised that a school represents a lower ratio of adult supervision than the parent or child might be used to. Often a child might have been at a one to one adult ratio with their parent in a public playground, for instance. Therefore the school playground represents an important step for the child in taking more responsibility for themselves, while still being cared for by an appropriate number of adults.

- Adults will patrol the playground with the priority of pre-empting and deescalating possible disputes or incidents.
In the case of an incident, this will be resolved appropriately by staff on duty and recorded if necessary on school Sanction Slip.
Report to be given to the class teacher.
- The Learning Mentor makes herself available during, and immediately after, every breaktime and lunchtime, with a particular focus on children she has identified or who have been identified to her, for additional pastoral support.
- If on returning to the classroom the child/children have not calmed down sufficiently to participate in the lesson and the problem persists then the class TA/Learning Mentor should withdraw the child/children to resolve the matter. This is to minimise the disruption to the beginning of the class’s lesson.
- After the matter has been resolved satisfactorily the TA/Learning Mentor will report findings to the class teacher at an appropriate time.
- If, however, the matter cannot be resolved by the TA/Learning Mentor within the allotted time then the Class Teacher will reassure the child that they will talk at the next available opportunity.
- On occasions where similar incidents involving the same child/children occur repeatedly or the incident is of a more serious nature, then they are to be sent to the year group senior teacher or SLT directly.
- Lunchtime supervisors should carry a red card to be used to send for assistance in case of a serious playground incident.
- Lunchtime supervisors should always position themselves for maximum line of sight throughout the playground.

Physical Restraint

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Adults should not physically control or restrain children except in extreme cases where the child or another child is at risk of being hurt, there is a risk of damage to property or the breakdown of discipline and then should be “conscious, self aware, reasonable and justifiable” DfE guidance:

<http://www.education.gov.uk/aboutdfe/advice/f0077153/use-of-reasonable-force---advice-for-school-leaders-staff-and-governing-bodies>

Extract:

“School staff have a legal power to use force and lawful use of the power will provide a defence to any related criminal prosecution or other legal action.

Senior school leaders should support their staff when they use this power.

The term ‘reasonable force’ covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.

Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

‘Reasonable in the circumstances’ means using no more force than is needed.

Control means either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

In a school, force is used for two main purposes – to control pupils or to restrain them.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

*Schools **can** use reasonable force to:*

remove disruptive children from the classroom where they have refused to follow an instruction to do so

prevent a pupil behaving in a way that disrupts a school event or a school trip or visit

prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others

prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground

restrain a pupil at risk of harming themselves or others through physical outbursts.

*Schools **cannot**:*

use force as a punishment - it is always unlawful to use force as a punishment.”

We work hard to Stop Bullying:

- We tell our pupils that if they are bullied, or see someone else being bullied, they should tell the bully to stop.
- We tell our pupils that if they are bullied, or see someone else being bullied, they must always tell an adult. This is NOT telling tales.
- We always take complaints of bullying seriously and act promptly.
- Our first aim is to protect the victim; our second is to stop the bully.

Bullying is defined as hurtful acts which are **Consistent, Targeted and Not Returned**.

Refer to our Peer on Peer Abuse Policy.

Racism

“A racist incident is any incident which is perceived to be racist by the victim or any other person”. (Stephen Lawrence Inquiry – The McPherson Report 1999)

The school is opposed to all forms of racism and xenophobia, including those forms that are directed towards religious groups and communities.

We have published a statement on racist behaviour in the Good Behaviour Code.

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Racist behaviour includes: isolation because of someone's race, name calling, teasing, comments about family members, offensive humour, inciting others, graffiti, handling racist material.

All staff at the school must challenge racist behaviour.

Incidents of racist behaviour are dealt with by the headteacher or deputy headteachers, and parents of both the victim and offender are informed.

A record is made of all incidents and they are reported to the governing body.

The seriousness and unacceptability of racist behaviour should be explained to all those involved including bystanders and witnesses.

Recording and Reporting Bad Behaviour

Ref. above Sanctions.

All incidents of serious behaviour (ref. 'Serious Incidents' above) will be recorded and stored.

Each term an analysis is undertaken to identify any trends or persistent issues.

The information will be used to report to parents.

A summary report will be compiled termly for governors with a school action plan to address issues raised by the report.

Home/School Communication

Copies of the Good Behaviour Codes are available for parents.

Parents will be informed verbally (and by letter if appropriate) in the case of serious, or persistent, misbehaviour, usually by the classteacher, unless there has necessitated SLT involvement **and** it was a 'serious incident'.

SEND

Children who regularly choose unacceptable behaviour will be assessed and may be put on the SEND register. An Individual Behaviour Plan or Pastoral Support Plan can help plan appropriate strategies to meet the needs of the child. An individual risk assessment may need to be written to keep the child and adults safe. Help or advice can be sought from external agencies such as the Educational Psychologist.

Exclusion:

A decision to exclude a pupil permanently should be taken only in response to serious breaches of the school's behaviour policy and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

A decision to exclude a pupil for a fixed period should be taken, on a balance of probabilities, only in response to breaches of the school's behaviour policy, including persistent disruptive behaviour, where these are not serious enough to warrant permanent exclusion and lesser sanctions such as time out are considered inappropriate.

Only the head teacher (or, in the absence of the head teacher or teacher in charge, the acting head teacher or teacher in charge) can exclude a pupil.

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

Governors will be fully informed of all exclusions and will be involved in appeals when appropriate.



Appendix: WHOLE SCHOOL REWARD SYSTEM

Children will be placed into one of the 3 houses for the duration of their time in school from FS (by Christmas time) onwards as follows:

- Children will be mixed (in each class) to ensure an even spread based of academic, sporting and behavioural abilities.
- Siblings will be in the same house.

The following names were chosen to link into the school “tree” logo and also represent trees that are planted around the school grounds.

1. **Willow (Yellow)**
2. **Oak (Green)**
3. **Beech (Red)**

There will be 3 pairs of House Captains from Year 6 (Girl/Boy) –voted for by the rest of the school.

INDIVIDUAL ACHIEVEMENT REWARD AND CERTIFICATES:

House Points (HP):

- HPs will be awarded for following the **Ladygrove Standard** school rules, as well as good work, behaviour, conscientiousness, risk taking, perseverance, values, teamwork, supportive and caring attitude etc.
- HP can be awarded verbally or next to written work.
- Teachers will write HP x1/2/3 max next to the piece of work
- Most good work will earn 1 HP however if the child has made a particularly good effort they could be awarded 2 or even 3 HP
- All adult staff can award HP including lunchtime supervisors.

Every time a child gets a HP they will transfer it to the wall display in their classroom (tally mark). The wall display will be a laminated tally chart with the children’s names on it. Each week house captains will come to each classroom and count up the tally marks then wipe them off ready for the following week. The tally point total (by house/year group) is given to the head teacher/ available staff who will keep a written record and enter it on to the tracking spread sheet.

The winning team is announced during **Friday** in Celebration Assembly. The house captains will come to the front and receive the cup and tie on their house coloured ribbon – the cup will go on display beneath the HP display board.

At the FINAL Friday assembly of the term the head teacher will announce the OVERALL house that has gained the MOST house points that term – NB this is not necessarily the house that has won the most times, it is the house that has the most overall points. The winning house members will be praised and receive extra playtime. At the END of the school year the OVERALL winning house (including performance in sports day etc.) will be announced and the winning team will be given a prize e.g. ‘Party on the Field’.

Sports Day

This will be done in houses and house points will be awarded for 1st / 2nd / 3rd place. These points will be included in the final House scores at the end of the year.

Gold/Purple Stars

Children can be awarded **GOLD stars** for outstanding work and **PURPLE stars** for following the **Ladygrove Standard** school rules, as well as exceptional effort, behaviour, conscientiousness, risk taking, perseverance, values, teamwork, supportive and caring attitude etc.



The teacher will maintain a whole class reward chart that will be used to track the children's progress and achievements through the star reward system. These will also be recorded in the children's reading diaries using a star stamp/sticker and one-word explanation for why the star was awarded e.g. writing, behaviour, kindness, helpful, maths etc. Stars can be rewarded for work in exercise books or verbally for non-written work, where appropriate. **A star will also entitle the child to 3 HP.** The child will need to come up to the teacher with their work (if appropriate) and ask for their star stamp/sticker. Parents will then be able to see this along with the reason for the star.

Once the children have received a certain number of stars they will then be awarded an 'Achievement Certificate' and dignity. Teachers need to monitor their tracking sheets to know when children have reached the following milestones:

10 stars = Merit (Bronze Headteacher certificate)
20 stars = Order (Silver Headteacher certificate)
35 stars = Medal (Gold Headteacher certificate)
50 stars = Member of the Order (Platinum Headteacher certificate)
65 stars = Officer of the Order (Emerald Headteacher certificate)
80 stars = Commander of the Order (Diamond Headteacher certificate)
100 stars = Knight/Dame
125 stars = Gold/Purple star pin badge
150 stars = Letter of commendation from the Headteacher (Star Letter)
Anything more than 150 stars = Honorary Member of the School

Award certificates will be handed to children by class teachers to be brought down to Monday Celebration Assembly.

Certificates will be acknowledged by the adult leading the assembly (child stands up, round of applause etc.)

Letters of recognition/ star badges will be handed out personally by SLT in the Celebration Assembly each Friday.

Life Skills Certificates

To reflect the **Ladygrove Standard** school rules, there are 7 special certificates which embody the main life skills: **Helpfulness, Respect, Expectations, Responsibility, Manners, Preparedness, Positivity.**

Children can be awarded these at any time by any member of staff. They will present these in the same way as Star Certificates above.

Friendship Certificates

As devised by the Year 6 Buddies (Peer Mediators) children can be awarded Friendship Certificates if they display particularly good behaviours as playtimes. These awards can only be given by Year 6 Buddies (not by staff). They are presented in assembly in the same way as other certificates above.

Appreciation for following school rules

Since the Ladygrove Standard (school rules) are simple and coloured staff are encouraged to recognise when pupils have demonstrated good behaviour within the rules (additionally to using them as a guide for behaviour in the negative sense). This will be communicated to the SLT and acknowledged in the Celebration Assembly.

Headteacher's Award Stickers

Pupils can be sent to the SLT office for **any** positive reason and will receive a Headteacher's Sticker to wear (and one to put on their work- if this is relevant).



Ladygrove Standard

Be safe and help others

Show respect and tolerance

Listen and follow instructions

Be responsible for possessions

Show goodmanners

Be school ready

Have a Positive Mental Attitude

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The Rule	The Focus	The Reason/Why	The Standard/What it looks like
Be safe and help others	Collective responsibility and independent common sense	Be safe and happy in school, help others to be so and be alert to things that might hinder safety or make people unhappy.	<u>Red Rules</u> Help others wherever possible. Work together to improve well being for everyone. Behave in a way which allows everyone to be happy and safe. Adults will help children to identify risks for themselves. Move carefully around the school
Show respect and tolerance	Courtesy and conduct	Courtesy is a way to show respect to others and ensure safety. Be tolerant and patient.	<u>Purple Rules</u> Greet each other politely Hold doors open for others Solve disputes appropriately, address any frustration maturely Keep hands to yourself. Disagreements sometimes happen- learn how to cope with these appropriately.
Listen and follow instructions	Awareness of personal space	Mutual respect.	<u>Blue Rules</u> Listen and be listened to. Noise levels appropriate to environment Be in correct areas (not inside when disallowed) Follow instructions.
Be responsible for possessions	Respect property and premises	Respect of others' things.	<u>Yellow Rules</u> Looking after own and others' property. Use cloakroom properly, ensure coat and bags are stored in the right place. Use toilets hygienically Placing litter in the bin and helping to tidy when necessary. Use and store bags, lunch boxes and coats properly
Show good manners	Table manners	Table manners help with health and tidiness.	<u>Orange Rules</u> Eat the appropriate amount of food, without playing with or swapping food. Keep noise levels down. Clear up after eating- leave no litter or large pieces of food behind.
Be school ready	School uniform	Helps to identify pupils easily and eliminates discussion about fashion in our place of learning. Helps safety.	<u>Grey Rules</u> We don't expect playful accessories, nail varnish. School shoes- not trainers (as a parent if you are unsure which shoes are appropriate please go with your common sense)
	PE Kit	Allows for orderly and safe physical education	<u>Grey Rules</u> Correct PE kit and house colours
	Homework	Used by school to reinforce learning taking place at school (or to research/discover new areas)	<u>Grey Rules</u> Needs to be done on time to aid learning in school time
	Punctuality	Time missed in lessons can disrupt class work for the pupil and the class as a whole	<u>Grey Rules</u> Dropping off and picking up on time
Have a Positive Mental Attitude	Positive attitude to learning and life	Respect the differences and opinions of others Learn to employ empathy. Being thoughtful and kind. Maintain a positive attitude and deal with difficulties appropriately.	<u>Green Rules</u> Listen to opinions of others and not have a closed mind about their ideas. Try to understand how others feel. Involve everyone in all activities. Be motivated to learn and join in. Get help if needed- use friends and key adults.



Harmful Behaviour Risk Assessment

What are the hazards?	Who might be harmed and how?	What will you do to reduce this risk?	Level of risk – low, medium, high	What is your emergency plan if things go wrong?
A child who could cause another child or adult physical harm.	Other children Adults Hitting, kicking, spitting, biting, being hit by a thrown object, being stabbed by a sharp object.	DO NOT use restraint or physical coercion unless there is the risk of the child, another child or an adult being hurt. Allow physical space between you and the child. Use a calm voice to give clear instructions. Give take up time. Avoid confrontation (see below).	Low	Send for SLT

