

# St. Wilfrid's Church of England Primary Academy



## Behaviour Policy

Reviewed June 2017



## **Our Christian Values**

As a Voluntary Aided Church of England Primary Academy, we have eight Christian Values, underpinned by love at the heart of everything we do.

Our Christian Values are:

**Fair, Kind, Joy, Courage, Forgive, Hope, Peace and Trust**  
**Love**

## **Principles of St Wilfrid's Church of England Primary Academy's Behaviour Policy**

Every member of the school community has the right to feel valued and respected. We promote an environment where everyone feels happy, safe and secure, and all members of our school community are treated fairly and consistently. Good relationships are promoted, so that people can work together as a team with the purpose of helping everyone to achieve.

This policy is designed to promote good behaviour whilst developing an ethos of kindness and co-operation.

## **The Rights and Responsibilities of all members of St Wilfrid's Church of England Primary Academy**

Information regarding the rights and responsibilities of

School  
Pupils  
Parents/Carers

Can be found in Appendix 1.

## **Positive Behaviour throughout the Curriculum**

Positive behaviour is taught through a variety of curricular opportunities. These include PSHE and C, SEAL/Values for Life, P4C, R Time and Circle Time.

## **Rules, Rewards and Sanctions**

In school, the following Golden Rules are understood by all pupils and adults

Do what we are asked to do by any member of staff  
Keep our hands, feet and objects to ourselves  
Work sensibly and always try our hardest  
Be respectful and caring towards everyone and everything

These rules apply to all pupils, at all times, including school visits and residential activities. These are the rules for acceptable behaviour across the whole school.

Individual classroom rules are negotiated yearly as part of the Class Charter and are discussed regularly with the children. They are clearly displayed in each classroom.

## **Procedures for Rewards**

Rewards will be given when the rules are observed and adhered to. These are also displayed in the classroom. All staff aim to focus on the good behaviours we observe, and acknowledge it consistently with a range of the following rewards:

Praise (non-verbal, verbal and written)  
Stickers  
House Points  
Merits  
Bookmarks and Certificates  
Letters home to parents  
Moving up classroom rocket (or similar)  
Extra responsibilities for pupil (within class or whole school)  
Show work to another member of staff  
Show work to Headteacher for Headteacher Award

### **Procedures for Sanctions**

Should the rules be broken then the following sanctions apply (including classroom, playtime or lunchtime). These sanctions are not hierarchical, and consequences/sanctions will be chosen appropriate to the misconduct

Non-verbal discouragement  
Warnings  
Time Out / Cooling Off Period  
Name on the Board  
Dialogue with parents/carers  
Name noted in registration class incident book  
Withdrawal of privileges (e.g. loss of part/whole of playtime, walk round with staff)  
Discussion with parents  
Sent to Headteacher  
Letter home to parents

All pupils are expected to behave in a manner which does not threaten the health and safety of other pupils, staff or members of the general public. This includes the journey to and from school, on educational visits and the acceptable use of the internet, digital recording devices and mobile phones. *The Education and Inspections Act 2006* states

The head teacher must determine measures to be taken with a view to—

- (a) promoting, among pupils, self-discipline and proper regard for authority,
- (b) encouraging good behaviour and respect for others on the part of pupils and, in particular, preventing all forms of bullying,
- (c) securing that the standard of behaviour of pupils is acceptable,
- (d) securing that pupils complete any tasks reasonably assigned to them in connection with their education, and
- (e) otherwise regulating the conduct of pupils.

The pupils at our school are expected to follow the requirements of the “Home School Agreement” which has been signed by the headteacher, parents and the child (Appendix 2)

### **Support for Pupils whose behaviour indicates significant problems**

Examples of support available include a variety of social skills interventions delivered by school staff, including the Learning Mentor. Others include a range of Outside Agencies.

### **Use of Force to control or restraint pupils**

We follow Team Teach policies and procedures for de-escalation strategies and ‘positive handling’.

## **Exclusion**

Only the headteacher (or the acting head teacher) has the power to exclude a child from school. The head teacher may exclude a child for one or more fixed period, for up to 45 days in any one school year. In extreme and exceptional circumstances the headteacher may exclude a child permanently. It is also possible for the headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the headteacher excludes a child, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

The headteacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

The governing body itself cannot either exclude a child or extend the exclusion period made by the headteacher.

The governing body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors.

When an appeals panel meets to consider an exclusion, they consider the circumstances in which the child was excluded, consider any representation by parents and the LA, and consider whether the child should be reinstated.

If the governors' appeals panel decides that a child should be reinstated, the headteacher must comply with this ruling.

## **Confiscation**

There is now a specific legal defence for confiscating inappropriate items (September 2010). Prohibited items taken from DfE "Searching, screening and confiscation – Advice for Headteachers, school staff and Governing bodies" (Feb 2014) are:

- Weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage to the property of, any person (including the pupil)

The headteacher can authorise a search of pupils or their possessions [including bags and lockers] without their consent if there is reasonable grounds for doing so. Reasonable force may be used to execute the search. Normally this would be undertaken by the Senior Leadership Team. Teachers cannot be required to undertake such searches. Teachers can instruct pupils to turn out their pockets and sanctions may be applied if they refuse to do so.

The Governing Body have decided other prohibited items are mobile phones and other electronic devices, matches and lighters.

## **Medication, Drugs and alcohol**

It is the policy of St Wilfrid's Church of England Primary Academy that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, then the school medical policy applies. The parent or guardian should notify the school and ask permission for the medication to be brought by completing the relevant administrative form. This should be taken directly to the school office for

safekeeping. Only in special circumstances should medicines be kept in the classroom (e.g Inhalers). Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker.

The school will take very seriously misuse of any substances such as glue, other solvents or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will receive a fixed-term exclusion. If the offence is repeated, the child will be permanently excluded.

If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home. It is forbidden for anyone, adult or child, to bring onto the school premises any illegal drugs. Any child who is found to have brought to school any type of illegal substance will be punished by a temporary exclusion. The child will be re-admitted to the school following the fixed term. A parent or guardian of the child will also need to visit the school and discuss the seriousness of the incident with the head teacher.

If the offence is repeated the child will be permanently excluded.

If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils for money, the child will be permanently excluded from the school, Wigan CYPS, the police and social services will also be informed.

### **Support available through school and the LA for parents/carers in developing their child's social, emotional and behavioural skills**

Examples:

- TESS
- Behaviour Support Services
- Startwell

### **Training**

All school staff are required to undertake regular training on behaviour and associated positive behaviour strategies and other interventions.

### **Cross reference**

This policy should be read in conjunction with a range of other relevant school policies.

In drawing up this policy the Governing Body have taken account of the Equality Act 2010 with specific reference to race, religion, culture, SEND, and other vulnerable groups.

## APPENDIX 1

### Rights and responsibilities of schools, pupils and parents in ensuring an orderly climate for learning [From Department of Education National Strategies guidance]

For ease of reference, the set of expectations is set down below in the form of a summary chart with the “rights” and “responsibilities” of schools, pupils and parents in two columns. It should be emphasised that these are moral, rather than legal, rights and responsibilities (though a number of them link to particular aspects of the law) and also that they are only intended as illustrative examples and not as a prescriptive list. Schools will determine their own values and expectations of behaviour in the light of their individual characteristics, community and any local school partnership arrangements.

“Rights” and “responsibilities” are often two sides of the same coin. For example, while a school has the right to enforce its own behaviour policy, this could also be regarded as a responsibility. The chart below is thus only an approximate mapping.

<b>PUPILS</b>	
<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• To contribute to the development of the school behaviour policy, with every pupil involved in the consultation process.</li> <li>• To be taught in environments that are safe, conducive to learning and free from disruption.</li> <li>• To expect appropriate action from the school to tackle any incidents of violence, threatening behaviour, abuse, discrimination or harassment.</li> <li>• To appeal to the head teacher / governors, and beyond that to the Secretary of State, if they believe the school has exercised its disciplinary authority unreasonably.</li> </ul>	<ul style="list-style-type: none"> <li>• To follow reasonable instructions by school staff,</li> <li>• To obey school rules and accept sanctions in an appropriate way</li> <li>• To act as positive ambassadors for the school when off school premises.</li> <li>• Not to bring inappropriate or unlawful items to school.</li> <li>• To show respect to school staff, fellow pupils, school property and the school environment.</li> <li>• Never to denigrate, harm or bully other pupils or staff.</li> <li>• To co-operate with and abide by any arrangements put in place to support their behaviour such as Pastoral Support Programmes or Parenting Contracts.</li> </ul>

<b>PARENTS</b>	
<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• To contribute to the development of the school behaviour policy.</li> <li>• To be kept informed about their child’s progress, including issues relating to their behaviour.</li> <li>• To expect their children to be safe, secure and respected in school.</li> <li>• To have any complaint they make about their child being bullied taken seriously by the school and investigated / resolved as necessary.</li> <li>• To appeal to the head teacher / governors, and beyond that to the Secretary of State, if they believe the school has exercised its disciplinary authority unreasonably.</li> <li>• To appeal against a decision to exclude their child, first to the governing body of the school and then – in cases of permanent exclusion – to an independent appeal panel.</li> </ul>	<ul style="list-style-type: none"> <li>• To respect the school’s behaviour policy and the disciplinary authority of school staff.</li> <li>• To help ensure that their child follows reasonable instructions by school staff, and adheres to school rules.</li> <li>• To send their child to school each day punctually, suitably clothed, fed, rested, and equipped and ready to learn.</li> <li>• To ensure school staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviours outside the norm.</li> <li>• To be prepared to work with the school to support their child’s positive behaviour.</li> <li>• To attend meetings with the head teacher or other school staff, if requested, to discuss their child’s behaviour.</li> <li>• To adhere to the terms of any Parenting Contract or Order relating to their child’s behaviour.</li> <li>• If their child is excluded from the school, to ensure the child is not found in a public place during school hours in the first five days of</li> </ul>

	exclusion and, if invited, to attend a reintegration interview with the school at the end of a fixed period exclusion.
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<b>SCHOOLS</b>	
<b>Rights</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• To make clear the school’s statutory power to discipline pupils and that pupils and parents will need to respect this.</li> <li>• To enforce their school behaviour policy – including rules and disciplinary measures.</li> <li>• To expect pupils and parents’ cooperation in maintaining an orderly climate for learning.</li> <li>• To expect pupils to respect the rights of other pupils and adults in the school.</li> <li>• Not to tolerate violence, threatening behaviour or abuse by pupils or parents. If a parent does not conduct himself/herself properly, a school may ban them from the school premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution.</li> <li>• To take firm action against pupils who harass or denigrate teachers or other school staff, on or off premises – engaging external support services, including the police, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure the whole school community is consulted about the principles of the school behaviour policy.</li> <li>• To establish and communicate clearly measures to ensure good order, respect and discipline.</li> <li>• To cooperate and agree appropriate protocols with other schools.</li> <li>• To ensure the school behaviour policy does not discriminate against any pupil on e.g. grounds of race, gender, disability or sexual orientation and that it promotes good relations between different communities.</li> <li>• To ensure teachers’ roles in school discipline matters are consistent with the National Agreement Raising Standards and Tackling Workload and workforce remodelling agenda, so that there is due recognition of the enhanced roles of support staff and not all responsibilities are focused on teachers.</li> <li>• To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.</li> <li>• To support, praise and as appropriate reward pupils’ good behaviour.</li> <li>• To apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEN, disability and the needs of vulnerable children and offering support as appropriate.</li> <li>• To make alternative provision from day 6 for fixed period excluded pupils, and where appropriate to arrange reintegration interviews for parents at the end of a fixed period exclusion.</li> <li>• To take all reasonable measures to protect the safety and well-being of staff and pupils, including preventing all forms of bullying and dealing effectively with reports and complaints about bullying.</li> <li>• To ensure staff model good behaviour and never denigrate pupils or colleagues.</li> <li>• To promote positive behaviour through active development of pupils’ social, emotional and behavioural skills.</li> <li>• To keep parents informed of their child’s behaviour</li> <li>• To work with other agencies to promote community cohesion and safety.</li> </ul>