

# BEECHWOOD JUNIOR SCHOOL

## Behaviour Policy 2020



Date Approved: September 2020  
Review Date: September 2021



## **RATIONALE AND ETHOS**

All children have a right to be educated with their peer group. At Beechwood Junior School, we are fully committed to promoting the inclusion of all children whatever their age, ability, gender, race, religion, beliefs or background. We believe that the teaching and learning, achievements, attitudes and well-being of all children in the school are crucially important and that the way in which children are encouraged to behave within our school, will impact positively upon their future lives.

This policy is designed to ensure all parties understand the expectations of behaviour at Beechwood Junior School and was created in consultation with SLT, teachers, the wider school staff and governors. It is written in line with the Department for Education's guidance, [Behaviour and discipline in schools \(2016\)](#).

The policy will be shared and reviewed on an annual basis in collaboration with all necessary parties, including parents and carers.

## **AIMS**

- We aim to provide equal opportunities for all groups of children and staff. Therefore, our main objective is to safeguard the interests of all children and staff and enable them to learn and to teach.
- All pupils should have the opportunity to join in fully with their peers in the curriculum and the life of the school.
- We aim to pay particular attention to the provision for, and the achievement of, different groups within the school, providing extra resources and support where possible.
- We expect all children to behave respectfully and within the schools' HEART values (Honesty, Equal Opportunities, Achievement, Respect and Teamwork).
- We will reward children for expected behaviour.
- We will use sanctions to help children understand when their behaviour is unacceptable.
- We will deliver this policy fairly and consistently for all children, adapting it as necessary to meet the needs of individuals.

## **ROLES AND RESPONSIBILITIES**

We recognise that without the correct behaviour, children will struggle to learn and equally without the correct pitch of learning, some children may struggle to behave. All staff play a key role in proactively managing behaviour to enable children to learn.

### **Governors will:**

- review the policy annually
- consider any feedback from parents regarding the implementation of this policy
- will be contacted should a parent wish to appeal an exclusion

### **All staff will:**

- model the school's HEART values at all times
- give children a reasonable opportunity to behave appropriately
- follow the Behaviour Policy and its guidelines fairly and consistently
- have high expectations that **all** children will behave respectfully regardless of their class, group etc.
- ensure they are fully aware of the contents of this document and their role in its delivery
- uphold the behaviour expectations for all children in the school at all times
- use stickers, housepoints and positive praise to reward good behaviour in a fair and consistent manner and use sanctions to help children to understand when their behaviour is unacceptable
- ensure that only the adult who gave a warning to a child is able to remove that warning during the day it is given
- ensure that the class teacher is informed of any warning that has been given
- report major incidents, e.g. persistent or malicious bullying, racial or sexual harassment to the Senior Leadership Team, the same day that it is discovered

### **Headteacher/Deputy Headteachers/Teacher in Charge**

Will:

- ensure that all staff are following the Behaviour Policy and its guidelines
- ensure that the policy is regularly shared with all parents
- help, support and advise staff as and when necessary
- ensure that all resources are available for the running of this policy
- hold regular meetings with parties concerned to review the effectiveness of this policy, including parents
- be involved as necessary with a child's Individual Behaviour Programme
- keep a log of incidents of bullying, racial or sexual harassment

The headteacher is the only person with responsibility for excluding a child from school.

### **Year Leaders**

- Will ensure that any children of concern are discussed at year meetings and appropriate action is taken, informing SLT when necessary.
- Will ensure they monitor the learning environments of their year group to ensure positive classroom management strategies.

### **Classroom Teachers**

The classroom teacher is specifically responsible for the behaviour of the children in their class. They must ensure they are fully familiar with the children's needs and have made every effort to establish positive learning behaviours and good working relationships that are proactive rather than reactive in managing the children's behaviour. This can be established and improved through positive classroom management. Teachers will ensure that they:

- Use a positive classroom tone to ensure a welcoming atmosphere.
- Display and refer to the school's HEART values
- Set clear expectations about learning which is set at an appropriate level for each child.
- Use their positive behaviour management techniques to ensure that there is a calm, positive and productive learning environment.
- Create an organised environment which allows children to easily find resources.

- Where necessary, utilise strategic seating arrangements for children when working at a table or on the carpet.
- Liaise with parents and are involved with any outside agencies working with families in any child's care in consultation with the Headteacher, Deputy Heads or SENCo.

### **Pupil Support Team**

Will:

- engage the children in positive behaviour and play - supporting them to establish positive behaviours and relationships
- refer to the Class Teacher if there are any incidents of repeated behaviour issues depending on and as long as teaching is not interrupted
- refer to the SLT if incidents continue or are of a high level

### **Office Staff**

- will prepare and email all detention letters to parents
- will keep a copy of all detention letters
- will share with SLT any concerns parents may have regarding the execution of the behaviour policy

### **Parents**

- will support the school to promote behaviour and progress by praising and celebrating their child's achievements and showing an active interest in what they are doing at school
- will ensure they inform the school of any incidents or issues that may impact on the child's behaviour
- will ensure they provide up to date phone numbers to the school and are easily contactable during the school day
- will ensure their child arrives at school on time appropriately dressed in a clean school uniform, well rested and in a calm frame of mind ready to learn
- will ensure their child is picked up on time after school and ensure the school is given prior notice if their child needs to be picked up early from the school office or by someone other than a parent at the end of the school day
- will ensure they work with the school to improve their child's behaviour where needed, e.g. by responding promptly at the request of the school if there is a behaviour problem; discussing behaviour with their child, their class teacher and (if necessary) the Head Teacher; signing behaviour diaries or home/school diaries and returning these to school as required
- will ensure they closely supervise their child during any exclusion from school, not allowing them to come within the vicinity of the school and ensuring any work given during the exclusion is completed and returned to school
- will ensure that if they wish their child to bring a mobile phone into school, they complete the appropriate permission form (attached at the end of the policy). They will also ensure their child hands their phone into the office at the start of the day and collects it at the end of the day. If a phone is found in school, it will be taken to the office and the parent will need to collect it from there.
- will ensure that they promptly pick up their child from Beechwood Buddies and keep them updated if they are running late. They must also ensure that children are booked in for Beechwood Buddies and must understand that they maybe refused a place if this does not happen and the club is oversubscribed.

## **POSITIVE BEHAVIOUR MANAGEMENT APPROACHES**

The emphasis of this policy is on positive and consistent reward for good behaviour.

### **Golden Time**

As we reward children for the expected behaviour, they begin the week with the expectation that they will receive their golden time on a Friday afternoon. Each half term, children get to choose from a wide number of clubs ranging from multi-skills and drama to face painting and computer. The club lasts for 45 minutes.

If a child receives 5 or more warnings during any one week, then they will miss their Golden time session for that week only. They will not be expected to undertake a lunchtime detention as well.

### **House points**

House points are given for:

- ✓ Not receiving a warning in any given day
- ✓ Not receiving a warning for a whole week
- ✓ An exceptional piece of work or exceptional progress, including demonstrating a growth mind-set
- ✓ Observing the school Heart Values
- ✓ A marked improvement in behaviour
- ✓ An exceptional attitude/activity above and beyond what is expected
- ✓ Topic homework

Housepoints should only be given out one at a time unless it is an exceptional circumstance and then 2 housepoints can be given.

<b>Award</b>	<b>Prize</b>
150 housepoints	Treasure Chest or Toast vouchers
300 housepoints	Toast vouchers
450 housepoints	Afternoon Tea with a friend
600 housepoints	Cinema or Book Voucher

### **Stickers**

Stickers may be given by ANY adult working with any pupil at any time. These will be supplied by the school (see Jill Gardner if you require them). Any adult working with the children may give stickers for positive behaviour such as:

- ✓ Working within the Heart Values
- ✓ Demonstrating a growth mind-set attitude towards their learning
- ✓ Co-operating and following instructions
- ✓ Demonstrating good behaviour
- ✓ Working hard and achieving well
- ✓ Improving or meeting a target
- ✓ Showing initiative
- ✓ Demonstrating good manners

## Other Rewards

Headteacher awards are given weekly for 2 children per class and 1 child per week will be also be nominated for a growth mind-set award. Please make sure each child is identified as having produced a great piece of work or has demonstrated an extra special learning behaviour, so that each child has an award at least once per term. Growth mind-set awards must be based on the relevant skill for that half term.

Staff will ensure they regularly send Marvellous Me stickers home to parents to inform them of positive behaviours displayed by the children.

There is an attendance teddy for years 3 and 4 and one for years 5 and 6; the class with the best attendance get to keep them for the week. Each class tracks their attendance on a display in the hall and the class who gets to the finish line first, gets a reward. At the end of the academic year, an award is presented to each child who has achieved 100% attendance over the whole year.

Also, at the end of the year each teacher chooses 2 children from their class who have shown outstanding excellence and achievement during the year.

## SANCTIONS

Whilst we believe as a school that it is far better to reward and praise positive behaviour, there are instances where negative behaviour may have to be addressed. We also recognise that the behaviour system may not work for all children and other methods may need to be used, particularly for those children with SEND. The school will contact parents if a child is giving any cause for concern so that they are made fully aware of the problems and arrange a meeting to discuss the next appropriate steps to take. Targets will be set (possibly through the use of a behaviour target card or an Individual Behaviour Plan (IBP) to ensure improvements in behaviour and where necessary, the involvement of outside agencies may be considered. The school is committed to finding solutions which will allow children to improve their behaviour so that they are able to be in school and learn.

### Warnings

Positive behaviour management strategies should be used to avoid a warning having to be given in the first instance e.g. praising the child close to the disruptive one, walking to the disruption and removing an object without saying anything, just stopping and staring or waiting, asking the disruptive child to repeat the question or answer the question. In a few cases, children may be sent straight to the Headteacher, a Deputy Head or the relevant Year Leader and will only be excluded by the headteacher as and when absolutely necessary.

When a child behaves disruptively, a verbal pre-warning may be given that they are about to be given a warning unless they modify their behaviour. **All warnings MUST** be explained to the child as to **why** they have been given. The warning or explanation may be given after a calming down period if needed. We must be consistent and fair in our approach.

All classes must record the warnings for each child in their class. A child may earn warnings back with good behaviour from the member of staff who has given the warning. Even if they earn back warnings, they are not permitted to have the house points for receiving no warnings.

## **Strikes**

For those children who require further support with their behaviour, a strike system may be implemented. They will be given 3 strikes before a warning is given to ensure that they have the time needed to modify their behaviour.

## **Detention**

A child may be given a detention for any of the below actions. If a detention is given, the child's name must be entered into the Detention Book that is kept in the office alongside the initials of who gave the detention. The office will then email a letter home to the parents. Detentions are from 12.05 p.m. until 12.30p.m. and will be supervised by a member of staff.

If a child receives 1 or 2 warnings in any one week, they will receive a 10-minute detention on a Friday lunchtime in class. If a child receives between 3 and 4 warnings during any one week, they will have a 25-minute detention on a Friday lunchtime. If they receive 5 or more warnings during any one week, they will miss their Golden Time Club. They are not expected to do a Friday lunchtime detention in addition to missing their Golden Time Club.

### **Children will go straight to a detention for:**

1. Spitting
2. Fighting
3. Theft
4. Abusive/threatening language
5. Deliberately putting themselves or others in danger
6. Leaving/refusing to leave the classroom without permission (unless other arrangements have been put into place e.g. IBP)
7. Tearing or defacing work
8. Damaging property including electronic files
9. Swearing
10. Purposefully hurting another child

If a detention is given for any of the above, it must have been observed or investigated by an adult.

### **Exclusions:**

We are an inclusive school and want to support children to improve their behaviour. However, if a child's behaviour continues to be unacceptable, the parents will be contacted and the behaviour may result in the child being sent home. If necessary, a meeting will be conducted with the Headteacher to review a term of exclusion. If a child is excluded for any time, a reintegration meeting will take place with the parent to discuss the situation and decide on future appropriate action. The parent must accompany their child to the reintegration meeting following any term of exclusion.

The following categories would result in the child being sent home (excluded) immediately:

- Serious physical assault causing injury e.g. punching, biting, scratching, kicking
- Deliberate destruction of property

- Total refusal to follow an instruction given by an adult to the extent that they are putting themselves or others in danger

On occasions, SLT may deem it more appropriate to put in place an 'in-house' exclusion for the term of 1 day. The child will be excluded from their class and year group including being allowed break and lunch at a different time. They will be 1:1 with a member of the PST for the day.

### **Behaviour Target Card**

These are to be set up by the class teacher (with support if required from the SENCO/Pupil Support Behaviour Leader and in consultation with the parents or carers) as a short term measure if a child's behaviour causes concerns. The targets are agreed with the child and a tick/token will be recorded/given on the card for each lesson when the target/token has been achieved. The teacher will agree with the child the number of ticks/tokens that they are aiming to get each day. If the required number of ticks/tokens are achieved by the end of the day, the child will receive a short period of reward time. A record of the number of ticks/tokens achieved will be kept in school and parents or carers will be kept informed.

### **Individual Behaviour Plan (IBP)**

These are to be set up by the class teacher (with support from the SENCO and in consultation with the parents or carers) as a longer term measure if a child's behaviour causes concerns and will result in the child being added to the SEND register. The teacher and the SENCO will work together with the child to establish the areas of concern regarding behaviour and to decide upon expectations. The plan will be shared with parents and reviewed regularly.

### **Lunchtimes**

All members of the Pupil Support Team will refer to a member of SLT if there are any significant incidences of poor lunchtime behaviour. If the behaviour warrants a detention, it must be entered in the detention book which is kept in the office. The office will then send a detention letter to the parent by email. The class teacher should, if possible, be told verbally, as soon as possible after the event or by email the fact that a detention/warning has been given and the reasons for this.

### **School Trips/After School Clubs/Breakfast Club/Golden Time Clubs**

The school Behaviour Policy covers all of the above. If an outside provider is undertaking training or a club, they should refer to a member of staff if there be any concerns regarding behaviour and the member of staff will deal with any incidents.

If a child is deemed to be at risk of putting themselves or another child in danger or is assessed as having behaviour likely to cause problems, then they may be excluded from trips or after school clubs. In the case of school trips, it is the responsibility of the class teacher to assess any possible risks and to consult with either the Head or Deputy to make the decision. On occasion, a parent may be asked to accompany their child on a school trip so that the child is not excluded from it. In extreme circumstances, a parent of a child causing concern may be asked to collect their child from a trip. They must therefore ensure they are contactable for the duration of the trip.



## **APPENDIX 1**

### **Beechwood Junior School - Mobile Phone Policy**

#### **Purpose:**

The widespread ownership of mobile phones among young people requires that school administrators, teachers, pupils and parents take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our pupils. Mobile phones are considered banned items unless used in accordance with this policy and as such can be searched for and confiscated. SMART watches/Fitbits that can connect to the internet are not to be bought into school for any reason.

Beechwood Junior School has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils and parents guidelines and instructions for the appropriate use of mobile phones at any time on the school premises.

Pupils, their parents and guardians must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to pupils during school excursions, residential, day trips and extra-curricular activities.

Use of mobile phones presents a number of problems, including:

- Mobile phones can be valuable items and might render a pupil vulnerable to theft;
- Mobile phones (and their costs and level of sophistication – or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
- Use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

#### **Rationale:**

Beechwood Junior School accepts that parents give their children mobile phones to protect them from everyday risk involving personal security and safety. There is also an increasing concern about children walking to school alone or travelling alone on public transport. It is recognised that providing a child with a mobile phone doesn't make them safe but rather gives parents and pupils reassurance that they can contact each other if they need to speak urgently.

#### **Responsibility:**

Mobile phones should not be brought to school. School advises all parents to discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

Permission to have a mobile phone at school while the child is under the school's supervision is dependent on the Headteacher and parent/guardian permission in the form of a signed copy of this policy. The school or parent/guardian may revoke approval at any time.

During school hours, the phone must remain switched off and kept in the school office. It may not be used for any purpose on school premises, grounds or during off-site school activities, unless agreed by the Headteacher or other senior teacher i.e. for emergency use only.

Parents should be aware if their child takes a mobile phone to school. Where a child is found, by a member of staff, to be in unauthorised possession of a mobile phone, the phone will be confiscated from the pupil and returned to the parent or guardian.

This policy is linked into the school's behaviour policy. The school will treat breaches as they would treat any other breach of school rules and discipline accordingly.

**Acceptable Uses:**

Mobile phones should be switched off and kept in the school office when on school premises.

Pupils should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the pupil's number from unwanted messages and calls. Pupils are advised not to use their mobile phones as they walk to school, unless there is an emergency, so that they are paying full attention to crossing roads and to avoid any potential theft.

**Unacceptable Uses:**

Unless express permission is granted by the Headteacher, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school time.

Using mobile phones to bully and threaten other student is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

Using mobile phones to photograph or film any child is unacceptable.

Use of social media sites to harass or bully pupils is unacceptable.

**Theft or Damage:**

Parents/guardians should mark the pupil's mobile phone clearly with their names.

Pupils who bring a mobile phone to school should NEVER leave it in their coat/bag when they arrive at school. Mobile phones will be kept in the school office.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones whilst on the school premises.

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

**Parents and other visitors:**

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.
- Mobile phones are turned off or to silent (but not to vibrate) during Open Week sessions. Phones are not to be used at any time whilst attending an Open Week session.

We do however recognise that there may be parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. At all such events the school will point out that images taken must be for personal use and that no image should be used inappropriately nor placed on-line on social networking sites or personal websites.

## Mobile Phone Policy Consent Letter

I request permission for my child ..... (Class) to bring a mobile phone into school.

The reason for this request is:

.....  
.....  
.....  
.....

I have read and understood the School's Mobile Phone Policy and accept that the school accepts **NO** responsibility for loss or damage to the phone whilst on school premises. I understand that the phone will be turned off and kept in the school office during the day and my child is responsible for taking it to/collecting it from the school office.

My child's phone is:

Make:

Colour:

Signed: .....(child)

Signed:..... (parent)

Dated: .....

Authorised by Headteacher:

Signed: .....

Dated:.....

## **ADDENDUM to cover 2020-2021 due to Coronavirus Pandemic**

Whilst the Covid 19 pandemic results in amended processes and protocols in school, we still expect good behavior for all children.

There are considerations in specific relation to behaviours linked to the attempt to deliberately spread Covid 19 which will now be considered more serious and may result in the exclusion of a child. These include repeatedly putting others in danger by purposely coughing over others, spitting, licking or behaving in a way that they know could spread the virus. Equally if a child persistently refuses to follow distancing or hand cleaning rules, there may be no other option than to exclude the child to ensure the safety of others. The headteacher is the only person who can exclude a child.

### **Detentions:**

If a child is given a detention they are expected to do this as soon as possible following the incident. They will miss 15 minutes of outside lunchtime and this will be overseen by the member of staff on duty (year group teams will organise this to allow children to stay within their year group bubble).

Friday detentions for an accumulation of warnings will take place during lunchtime on a Friday. 1-2 warnings will miss 5 mins and 2-5 warnings will miss 15 minutes and again will be overseen by the member of staff on duty from the year group.

If a child is missing their Golden Time, they will be sent to the office as usual during their Golden Time Club session.

Each Year Group will keep a book to record detentions in. This will allow them to monitor who will need to be in detention or missing their Golden Time Club and to ensure a member of staff is available to cover this. When a child receives a detention, please inform the office of who it is and why so that they can inform parents.

### **Rewards:**

Please have a display of stickers in your room so that when children have been awarded one they are able to help themselves.

Children are able to take home any certificates they are awarded.

We will ensure we have a Treasure Chest per year group for rewards during assemblies.

Headteacher certificates will not be given whilst in Year Group bubbles. The children who are awarded one will be mentioned in assembly and a Marvellous Me message sent to parents.

### **Attendance:**

We will not be collecting weekly attendance or awarding the attendance bears. This is due to the impact of Coronavirus and some classes may be adversely affected by families who are isolating. We will instead look at a way of rewarding improvements in attendance for individual children.