



Springfield Primary School Behaviour and Discipline Policy

Date agreed by Governors: Autumn 2016

Date for renewal: **Spring 2018**

Behaviour and Discipline Policy

1 Aims and expectations

- 1.1 It is a primary aim of our school that every member of the Springfield community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The Springfield behaviour policy is therefore designed to support the way in which all members of Springfield can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.
- 1.2 Springfield has a number of school rules, but the primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of empowering learning. This policy supports the Springfield community in aiming to allow everyone to work together in an effective and considerate way.
- 1.3 Springfield expects every member of the school community to behave in a considerate way towards others.
- 1.4 We treat all children fairly and apply this behaviour policy in a consistent way.
- 1.5 This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the Springfield community.
- 1.6 Springfield rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

2 Rewards and punishments

- 2.1 We praise and reward children for good behaviour in a variety of ways:
 - teachers congratulate children;
 - teachers give children stickers or istickers - Dojos;
 - each week we nominate children from each class to receive a Head teacher's award;
 - each child receives a certificate in our weekly celebration assembly;
 - we send a postcard home to children either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
 - all classes have an opportunity to lead an achievement assembly where they are able to show examples of their best work

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- 2.2** Springfield employs a number of sanctions to enforce our school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.
- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
 - We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task either at school or at home.
 - **Behaviour protocol:** If a child is disruptive in class, the teacher will speak quietly to him or her. If a child misbehaves repeatedly, the child is given a reminder then warning. Finally, a red slip will be issued and the child will miss part of his/her playtime. After each session of the school day (i.e. after each playtime) the reminders/ warnings are set back to zero so the child has a fresh start.
 - The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
 - If a child threatens, hurts or bullies another pupil, the class teacher records the incident and the child is given time out. If a child repeatedly acts in a way that disrupts or upsets others, Springfield contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.
- 2.3** The class teacher discusses Springfield rules with each class. In addition to Springfield rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in Springfield knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during 'circle time'.
- 2.4** Springfield does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.
- 2.5** All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.
- 3 The role of the class teacher**
- 3.1** It is the responsibility of the class teacher to ensure that Springfield rules are enforced in their class, and that their class behaves in a responsible manner during lesson time.
- 3.2** The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

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- 3.3** The class teacher treats each child fairly and enforces the classroom code consistently. The teacher treats all children in their class with respect and understanding.
- 3.4** If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the SENDCO or Deputy Headteacher
- 3.5** The class teacher liaises with Safe Guarding Officer external agencies, as necessary, to support and guide the progress of each child. The class teacher may, for example, discuss the needs of a child with our Early Help Behaviour Professional or MASH (Multi Agency Support Hub) based at Borough Hall.
- 3.6** The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.
- 3.7** The class teacher gets to know the triggers that may cause behaviour issues in vulnerable children. When s/he observes that any of these triggers have taken place s/he calls the behaviour support assistant to settle the child to avoid issues later in the day.
- We have appointed a behaviour support assistant from September 2016. Her primary role is to settle vulnerable children at the start of the day, particularly if known behaviour triggers have been evident. This is designed to make the child feel safe and secure, thus avoiding behaviour incidents later in the day. If behaviour does escalate at any time, the behaviour support assistant will be called. However, her role is seen as a positive role, so the teacher will employ all strategies to avoid this happening.
 - The Deputy Head teacher is also responsible for behaviour and safety of pupils and will be called to support the behaviour support assistant if needed.

4 The role of the Head Teacher

- 4.1** It is the responsibility of the Head Teacher, under the School Standards and Framework Act, to implement Springfield behaviour policy consistently throughout Springfield, and to report to Governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Head Teacher to ensure the health, safety and welfare of all children in Springfield.
- 4.2** The Head Teacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.
- 4.3** The Head Teacher keeps records of all reported serious incidents of misbehaviour.
- 4.4** The Head Teacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Head Teacher may permanently exclude a child. Both these actions are only taken after Springfield Governors have been notified.

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5 The role of parents

- 5.1** Springfield works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.
- 5.2** We explain Springfield rules in Springfield prospectus, and we expect parents to read these and support them.
- 5.3** We expect parents to support their child's learning, and to co-operate with Springfield, as set out in the home-school agreement. We try to build a supportive dialogue between the home and Springfield, and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- 5.4** If Springfield has to use reasonable sanctions to punish a child, parents should support the actions of Springfield. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head Teacher and finally if they feel the matter is not resolved, the Chair of Governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

6 The role of Governors

- 6.1** The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Governors support the Head Teacher in carrying out these guidelines.
- 6.2** The Head Teacher has the day-to-day authority to implement the Behaviour and Discipline Policy, but Governors may give advice to the Head Teacher about particular disciplinary issues. The Head Teacher must take this into account when making decisions about matters of behaviour.

7 Fixed-term and permanent exclusions

- 7.1** Only the Head Teacher (or the acting Head Teacher) has the power to exclude a pupil from school. The Head Teacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Head Teacher may also exclude a pupil permanently. It is also possible for the Head Teacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.
- 7.2** If the Head Teacher excludes a pupil, s/he informs the parents immediately, giving reasons for the exclusion. At the same time, the Head Teacher 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.
- 7.3** The Head Teacher informs the LA and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.
- 7.4** The governing body itself cannot either exclude a pupil or extend the exclusion period made by the Head Teacher.

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- 7.5** 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.
- 7.6** When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated.
- 7.7** If the Governors' appeals panel decides that a pupil should be reinstated, the Head Teacher must comply with this ruling.

8 Monitoring

- 8.1** The Head Teacher monitors the effectiveness of this policy on a regular basis. S/he also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- 8.2** Springfield keeps a variety of records of incidents of misbehaviour. The class teacher records minor classroom incidents. The Head Teacher records those incidents where a child is sent to him/her on account of bad behaviour. We also keep a record of any incidents that occur at break or lunchtimes: lunchtime supervisors give written details of any incident in the incidents book that we keep in the staff room.
- 8.3** The Head Teacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.
- 8.4** It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that Springfield policy is administered fairly and consistently.

9 Review

- 9.1** The governing body reviews this policy every two years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved. This policy complies with the section 89 of the Education and Inspections Act 2006.

Signed:

Date: