



## **INTRODUCTION:**

This policy was drawn up by staff, children and governors, reflecting our school mission statement and aims. The schools drive to become outstanding has prompted us to have a fresh look at our procedures. The responsibility for the implementation of this policy lies with the whole school community (including parents) with overall responsibility for monitoring and evaluation undertaken by the Headteacher.

## **CURRICULUM**

At Donisthorpe, we aim to provide a challenging, stimulating, interesting and fun educational environment and we have very high expectations of our children. We believe it is crucial that teachers and support staff provide materials and tasks, which match the abilities of the children, as well as adopting a variety of teaching and learning styles.

We celebrate and value good work from all of our children. This is achieved through prescriptive praise, positive comments, displaying good work our Special Mentions assembly, stickers, rewards and team points. These methods ensure our children are well motivated to learn and in turn contribute to the high standards of behaviour we expect.

We recognise that the class teacher plays a pivotal role in establishing and maintaining discipline; good classroom management is therefore essential. We also recognise the importance and value of a good partnership between teacher and support staff. All staff should seek to encourage pupils to take a personal pride in their environment, including the tidiness of their own classroom. At lunchtime the children are cared for by our lunchtime supervisors. They will receive the full backing of all teaching and support staff. The Headteacher is responsible for ensuring that the lunchtime staff have the necessary training, back up and support.

## **SCHOOL RULES**

The following school rules were written by the staff and children. We arrived at six very simple rules, which should be regularly talked through with the children.

These rules will be visited regularly with the children; this is what we call **'The Donisthorpe Way'**.

- ✓ **Follow instructions first time**
- ✓ **Listen to the person who is speaking**
- ✓ **Care for everyone and everything**
- ✓ **Try your best to be the best you can**
- ✓ **Be in the right place at the right time**
- ✓ **Treat others kindly or leave them alone**

Following these rules will make our school a fair and happy place to be for both children and adults. These rules are the same wherever you are in school. They are prominently displayed in all parts of the building, not just the classrooms.

## **PREVENTION**

We choose preventative strategies, our structure and the routine of our school day supports this. We aim to minimise the occurrences of challenging behaviour by:



**Donisthorpe Primary School**  
**Behaviour Policy**  
**Next review September 2022**

- Establishing positive relationships with pupils and parents
- Creating a positive, supportive climate in the classroom
- Being in the class before the pupils arrive
- Having well planned, meaningful lessons differentiated to meet the needs of the pupils
- Making connections with previous work
- Ensuring equipment or materials needed are available and in working order
- Having well-established routines for behaviour
- Teaching the children strategies to deal with anger and frustration
- Using social problem solving skills, circle time and mediation
- Using appropriate humour and relationships to ensure all children feel a sense of belonging in their class groups

### **REWARDS**

At Donisthorpe Primary School, we aim to celebrate and praise the good work and achievement of both children and adults. We are prescriptive with our praise so that children know exactly what behaviours we are pleased with, e.g. "Well done for putting your hand up and not shouting out."

Our weekly Special Mentions Assembly provides us with an opportunity to celebrate and praise good work, good behaviour or other achievements in life. We celebrate out of school achievements as well e.g. badges and certificates from activities such as swimming, judo etc.

By keeping careful records, we ensure that all children are included in our Special Mentions Assembly. Children mentioned in Special Mentions Assembly will receive a certificate and a Headteacher's award sticker.

In class, children demonstrating excellent behaviour/achievement will be awarded with a certificate or a Headteacher's award sticker.

Our reward system demonstrates to the children that we value all kinds of achievement, including good behaviour. To show that we value everyone we also mention events or achievements in the lives of staff e.g. becoming a grandmother, passing NVQ etc.

- EYFS children receive 10 minutes daily GOLDEN TIME.
- Children from Years 1 to 5 receive weekly GOLDEN TIME for following the Donisthorpe Way.
- Children in Year 6 are given the opportunity to earn behaviour points, at the beginning of the week, children will be told how many behaviour points are needed to earn their 30-minute 'bonus time'.  
(See Appendix 1 for further details)

Rewards which are effective are personal to the child receiving them and those giving them. Simple recognition for good work and/or sustained effort is greatly appreciated by children and adults.

The following list indicates the approximate levels of progression that all staff and children are made aware of:

1. Prescriptive praise from the teacher/adult working with the child e.g. "Good listening". Teaching assistants/adults will mention the praise to the class teacher.



## Donisthorpe Primary School

### Behaviour Policy

**Next review September 2022**

2. Stickers and class rewards from the teacher/teaching assistant
3. Praise from another member of staff i.e. the child visits another teacher to receive a sticker and prescriptive praise.
4. See Headteacher to receive a sticker and prescriptive praise.
5. Weekly Special Mentions Assembly. This takes place on a Friday. **All staff** are asked for a list/contribution for this assembly.

The child is made aware of what she/he has done well. As staff we need to know our children and the praise that they are given needs to take into account the individual child and their needs and be handled appropriately – what may be a reward for one child may not be for another.

In addition, all staff can reward children with a 'Team point token'. Tokens are by children in four teams, red, yellow, green and blue. Team point tokens are counted and praise is given in Special Mentions Assemblies. At the end of each term, the children in the team with the most points are rewarded.

### **KEEPING EVERYONE SAFE**

We recognise that the school will only function effectively if both staff and children feel safe and happy. Anxiety and fear block learning, so we strive to create a safe and happy environment free of anxiety. Effective measures and procedures are used to ensure safety for all. The school follows all statutory, government and LA guidelines on safeguarding. As adults, we seek to demonstrate and model appropriate behaviour. Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated.

### **SEARCHING**

The government published advice for all schools in January 2018 with guidelines for schools with regards to searching pupils with or without consent for prohibited items. The advice is intended to explain schools' powers of screening and searching pupils so that school staff have the confidence to use them. In particular, it explains the use of the power to search pupils without consent. It also explains the powers schools have to seize and then confiscate items found during a search. Donisthorpe Primary School would follow this guidance available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)

### **SANCTIONS**

We believe the management of children's behaviour and mood should reflect the values of the school. The formation of healthy relationships is one of our main goals and the basis of good behaviour and mood management, and effective learning. We are always aware that all discipline involves values and we continually strive to find better ways of helping our children to learn more satisfying ways of behaving.

At Donisthorpe Primary School we use rewards far more than sanctions. We all aim to be positive rather than negative and use a variety of strategies which aim to minimise misbehaviour. In addition we also:

- Make sure each child knows what to do and how to do it
- Demonstrate excellent classroom management skills
- Encourage and develop self-discipline in all of our children
- Reward children for good work, achievement and behaviour
- Support children who have genuine problems

### **Peer on Peer Abuse**

As per our Safeguarding Policy, this school recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as “banter” or “part of growing up”. This abuse could for example include sexual assaults, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls. The school and its staff will take all possible actions to ensure peer on peer abuse cannot go unnoticed through discussion at age-appropriate level, education activities such as ‘Warning Zone’, opportunities for disclosure etc.

Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and pupils. Measures appropriate to the uniqueness of each situation would be put in place to minimise the threat to those concerned.

Unfortunately, there are times when a child’s behaviour is unacceptable. If this is the case then we will adopt a range of strategies to respond to that misbehaviour. The level of progression which we follow during such incidents is indicated below. However, it must be remembered that each incident involves individual children and as a staff we need to know our children; any sanctions need to be fair, firm and above all, consistent. The child should always be made aware of what she/he has done wrong, and what the appropriate/acceptable behaviour should be.

Any incidents or suspected incidents should be recorded in CPOMS.

#### **STAGE 1:**

- Praise the other children for behaving well
- Wait quietly for the child to realise that you have noticed
- Make eye contact with the child
- Ask the child a question to help refocus them

If the negative behaviour continues:

#### **STAGE 2:**

- Speak quietly to the child at an appropriate distance i.e. not invading their personal space
- Name the child in a firm voice
- Identify the misbehaviour and ask the child to behave correctly – i.e. a positive statement such as “Please can you do this” rather than “don’t do that”.
- Point out and remind the child of the relevant class and school rules.
- Remove some Golden Time (5 minute blocks only)

These guidelines will deal with most situations, although there will be occasions when misbehaviour is persistent or more serious. More serious incidents could include:

- Bullying of any kind
- Persistently unkind or unfair to other children
- Stealing
- Being persistently rude to adults in school
- Deliberately & persistently breaking the school rules

Incidents resulting in sanctions at Stages 1 and 2 could effectively be dealt with a member of the support staff working in the classroom. A teacher will always be involved from Stage 3 onwards. Lunchtime staff, who often do not have immediate access to teaching staff, will use STAGE 3 at their professional discretion, but incidents will be recorded by the Lunchtime Supervisor. The Headteacher is responsible for monitoring this.

### **STAGE 3**

- The child may be removed from their friends for a time. For example, to work alone in the classroom, or to stand quietly alone for a few minutes in the playground etc...(always with supervision)
- Privileges or opportunities may be withdrawn for a time i.e. not allowed to play on the field
- Kept back at playtime or lunchtime (always with supervision)
- Lunchtime staff will record misbehaviour & let teachers know

Any incidents dealt with by the Headteacher/Deputy Headteacher/SLT will be recorded in CPOMS. This to ensure that patterns of behaviour can be monitored, identified and dealt with.

If the inappropriate behaviour should reoccur, or be serious in the first instance, then the child will move to Stage 4.

### **STAGE 4**

- Sent to the Headteacher or in her absence the Deputy Headteacher.
- The Headteacher or senior member of staff will apply further sanctions as appropriate to the incident and the child. This will be recorded in on CPOMS.
- Children who have appeared in the lunchtime incidents book 3 times will be sent to the Headteacher/Deputy Headteacher/SLT for discussion.
- Parents are kept aware at this stage by an informal conversation or letter explaining that the situation has been dealt with but that we value parental support.
- Intervention from the school's Inclusion Team/support from a lunchtime Nurture Group might be sought at this stage, the aim being to modify poor behaviour and reward good behaviour.

This would then be followed by Stage 5.

### **STAGE 5**

- The entire incident is handed over to the Headteacher or in her absence the Deputy Headteacher. Appropriate sanctions would be applied and will be recorded in CPOMS. The parents would be notified and asked to come in to school to formally discuss the situation. At this stage, intervention from the SENCO may be sought if it was felt that an Individual Learning Plan would be appropriate.
- The Headteacher and Deputy Headteacher monitor the frequency of incidents and will contact home via phone/letter to discuss the situation frequent negative behaviour
- If the child is at risk of exclusion a Pastoral Support Programme would be agreed with the Headteacher, class teacher, Inclusion Team, parents and the child. (See Appendix 2)
- Governors will also be updated visa the termly HT report (individual names will not be shared with Governors)



## **Donisthorpe Primary School**

### **Behaviour Policy**

***Next review September 2022***

It would be hoped that no situation would ever get beyond Stage 5. At this stage, close liaison will have been set up with the child's home and school and appropriate support put in place. However, serious cases would have to move to Stage 6.

#### **STAGE 6**

- Outside advice will be sought e.g. educational psychologist advice/Oakfeild short stay School Behaviour Forum
- Parents and Governors would now be fully involved

If behaviour does not improve:

- A child could be excluded at lunchtime for a period of time
- The child would be excluded from the whole school day for a period of time
- Finally, with no other options available a child would be permanently excluded from school. The Donisthorpe Primary School Governing Board Exclusion Panel would take this final decision.



### **GOLDEN TIME**

Golden Time is an opportunity for children to choose high quality, enjoyable activities to recognise and build on their achievements during the week.

Golden Time for Years 1 to 5 will take place every Friday afternoon between 2.30pm and 3.00pm. Children in EYFS will receive 10 minutes Golden Time per day.

To achieve Golden Time children must follow the 'Donisthorpe Way'.

#### **'The Donisthorpe Way'**

- ✓ **Follow instructions first time**
- ✓ **Listen to the person who is speaking**
- ✓ **Care for everyone and everything**
- ✓ **Try your best to be the best you can**
- ✓ **Be in the right place at the right time**
- ✓ **Treat others kindly or leave them alone**

In every classroom, there should be a large visual reminder so that children know that they are at risk of losing Golden Time.

Children lose 5 minutes, for each negative behaviour, up to a total of 30 mins.

Each week staff will offer a different Golden Time activity, e.g. Art/ICT/extra PE/extra playtime/cooking/disco etc (The activities will be suggested by children in assembly at the start of each half term)

Children from Year 1 to Year 5 sign up for an activity.

The final decision as to whether a child receives Golden Time rests with the class teacher. Consultation with other staff, including LSAs, lunchtime staff, supply teachers, office staff, is essential.

A child can receive up to 3 warnings/chances to change behaviours– teachers to decide how they administer these reminders.

Children will lose their Golden Time immediately if they;

- Kick, punch, hurt another child
- Steal
- Maliciously damage property

### **Year 6 Behaviour Points**

Children in Year 6 are given the opportunity to earn 5 behaviour points every day. At the beginning of the week, children will be told how many behaviour points are needed to earn their 30-minute 'bonus time' at the end of the week. Expectations for behaviour will be higher as the year goes on, so it will not always be the same amount of points that are needed. Every time a child earns their 'Bonus time', this means they have earned some time towards a special 'treat day'. Year 6 will have special treat days sporadically throughout the year.



## **Donisthorpe Primary School**

### **Behaviour Policy**

***Next review September 2022***

Points will not be earned in a particular session if there is constant low-level disruption, a real lack of effort, acts of violence or any behaviour disrespectful to peers, adults or property. On rare occasions, children may lose points if behaviour is deemed severe enough (e.g. violence, vandalism, rudeness to adults).

In all year groups the child should always be made aware of what she/he has done wrong, and what the appropriate/acceptable behaviour should be.

If a child is frequently missing all their Golden Time then the following protocols will apply:

- Child accesses Inclusion Team support
- Inclusion Team talks to the child to agree nature of difficulty and set improvement targets
- Inclusion Team agrees these targets with class teacher and any other adults as required
- Inclusion Team "visits" the child to check on progress towards targets
- Parents are informed

If a child continues to experience difficulties after Inclusion Team intervention, the Inclusion Team intervention may be extended. In some cases, further action may be required in line with the schools Behaviour Policy.

We obviously want every child to receive their Golden Time therefore it is important that staff have clear boundaries which remain constant and fair at ALL times. We cannot afford to have a bad day and hand out reminders more freely than usual! Consistency is the key.

However, it must be remembered that each incident involves individual children and each individual needs to be handled appropriately – i.e. what may need a reminder for one child may not for another.

Therefore, as a staff we need to know our children and implement sanctions which are fair, firm and consistent.



**APPENDIX 2**

**Pastoral Support Plan**

<b>Child's Name:</b>		<b>Year group:</b>	
<b>Class teacher:</b>			
<b>Date of meeting:</b>			
<b>Issues arising from behaviour:</b>			
<b>Child's Targets:</b>			
<b>Action Points (Child):</b>			
<b>Action Points (School):</b>			
<b>Action Points (Other Agencies):</b>			
<b>Expected Outcomes:</b>			
<b>The child is at risk of exclusion if:</b>			
<b>Review date:</b> (An early review of the Pastoral Support Programme is possible if the current plan is proving unsuccessful.)			
<b>Start date of Plan:</b>			
<b>Signed (Headteacher)</b>			
I/We agree with this programme for our son's/daughter's education in order to support			



**Donisthorpe Primary School**  
**Behaviour Policy**  
***Next review September 2022***

him/her in working towards a successful, full time reintegration.

**Signed (Child's Parent/Carer)**

**Date:**