



Overchurch
Junior School
2017 - 2018

Primary Behaviour Policy

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Statement of intent

Overchurch Junior School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers.
- Developing relationships with our pupils to enable early intervention.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Key roles and responsibilities

- 1.1. The governing body has overall responsibility for the implementation of this policy and the procedures of Overchurch Junior School.
- 1.2. The governing body has overall responsibility for ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The governing body has responsibility for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 1.4. The headteacher and SLT will be responsible for the day-to-day implementation and management of this policy and the procedures of the school.
- 1.5. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers, will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing this policy.
- 1.7. Parents/carers will be expected to take responsibility for the behaviour of their child(ren) inside and outside of school.
- 1.8. Parents/carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.
- 1.9. Pupils are responsible for their own behaviour both inside school and out in the wider community.
- 1.10. Pupils are responsible for their social and learning environment and agree to report all undesirable behaviour to an adult.

2. Definitions

- 2.1. For the purpose of this policy, the school defines "serious unacceptable behaviour" as: any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to:
 - Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status
 - Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
 - Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation

- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual
- Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
- Possession of legal or illegal drugs, alcohol or tobacco
- Possession of banned items
- Truancy
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression
- Spitting and biting

2.2. For the purpose of this policy, the school defines “low level unacceptable behaviour” as: behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:

- Lateness
- Shouting in class
- Talking when others are speaking
- Swinging on chairs
- Fidgeting
- Running around the classroom or school
- Inappropriate body language with others, such as not keeping hands to oneself
- Throwing items either in the classroom or on the playground
- Failure to complete classwork and not concentrating on tasks
- Rudeness and not using manners
- Telling lies
- Lack of correct equipment
- Refusing to complete homework, incomplete homework, or arriving at school without homework
- Not following classroom rules
- Disruption on public transport
- Use of mobile phones
- Graffiti

2.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

3. Training of staff

- 3.1. At Overchurch Junior School, we recognise that positive praise and small, immediate rewards, such as Dojo Points and stickers, will encourage our pupils to maintain the high standards and expectations of behaviour and attitude set.
- 3.2. All staff members will know, and regularly remind and enforce, our School Values: Be Kind, Work Hard, Never Give Up.
- 3.3. At the school we also recognise that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying problems before they escalate; this can be behavioural problems in the classroom or during playtime/lunchtime.
- 3.4. Teachers and support staff will receive training on this policy as part of their new starter induction.
- 3.5. Teachers and support staff will receive regular and ongoing training as part of their development.

4. Pupil expectations

- 4.1. All pupils will be expected to know and follow our School Values: Be Kind, Work Hard, Never Give Up.
- 4.2. Pupils and parents/carers will be expected to follow our school's Code of Conduct which requires pupils to:
 - Conduct themselves around the premises in a safe, sensible and respectful manner.
 - Arrive to school and lessons on time and fully prepared.
 - Follow reasonable instructions given by teachers and support staff both in the classroom and on the playground.
 - Behave in a reasonable and polite manner towards all staff and pupils.
 - Follow the School Values: Be Kind, Work Hard, Never Give Up.
 - Follow classroom rules and procedures.
 - Show respect for the opinions and beliefs of others.
 - Complete classwork as requested.
 - Hand in homework at the time requested.
 - Report unacceptable behaviour.
 - Show respect for the school environment.

4.3. The headteacher and all members of staff will ensure that pupils follow our School Values and Code of Conduct by teaching them how to behave sensibly, such as how to:

- Line up in groups when entering or leaving the classroom or school premises.
- Sit appropriately on school chairs, carpets, hall floors, etc.
- Use appropriate voice levels and language, including manners.
- Raise their hands when they wish to speak in class or assemblies.
- Model good behaviour to other pupils.
- Work as a team and respect others' views, beliefs and faiths when engaging in tasks.

5. Rewarding good behaviour

5.1. The school recognises that pupils should be rewarded for their display of good behaviour, attitudes and for following our School Values: Be Kind, Work Hard, Never Give Up.

5.2. The school will use the following rewards for displaying good behaviour:

- Verbal praise
- Stickers
- Class Dojo points
- Bronze, Silver, Gold, Platinum Certificates (linked to Class Dojo points)
- Merit Certificates awarded in assembly with parents present
- Star Citizen Award
- Prizes – individual/group or class/whole school
- Responsibilities including monitor jobs, School Council, School Ministers
- End of term school/class rewards

6. Unacceptable behaviour

6.1. Unacceptable behaviour will not be tolerated at the school.

6.2. Breaking any of the rules laid out in our Code of Conduct and/or School Values will lead to sanctions and disciplinary action.

7. Sanctions

- 7.1. There is no corporal punishment at the school.
- 7.2. Where pupils display serious aggressive and/or threatening behaviour, or illegal activity is discovered, the school will not hesitate to take appropriate action.
- 7.3. At Overchurch Junior School, teachers have the freedom to impose sanctions as they see fit depending on the behaviour, and age, of the pupil:
 - In the first instance, the teacher will tell the pupil to stop the behaviour, explaining to the pupil why their behaviour is unacceptable.
 - If the pupil does not stop immediately, the teacher will record the pupil's name in class and/or 5 minutes of break time missed. The member of staff will also remind the pupil that, if they continue to behave badly, they will remove the pupil from the classroom.
 - If the pupil continues the behaviour following that final warning, the teacher will send the child to another class. The child must be accompanied by a TA/other adult or a responsible and trustworthy pupil. If a child refuses to leave the classroom, the member of staff should send a responsible pupil immediately to inform the headteacher, a member of the SLT or Pastoral Support Leader who will come to the classroom.
 - If this sort of low-level disruption is a regular occurrence, the relevant member of staff will complete a [negative behaviour slip](#) and may issue another sanction, as detailed below (7.7).
 - Sanctions will be dependent on the seriousness of the misdemeanour.
 - If a pupil misbehaves on the playground, the same process will be followed and the pupil will be sent to the time-out zone or inside to spend the rest of their playtime/lunchtime indoors, after receiving a final warning.
 - Any pupils that are sent indoors will be supervised by an adult at all times.
- 7.4. At Overchurch Junior School, we recognise that at primary level, pupils may not understand why their behaviour is inappropriate, and therefore, it may be unintentional.
- 7.5. Teachers will use their judgement when issuing sanctions, taking into account whether they believe the pupil's behaviour was intentional, especially if it is the first time the pupil has displayed this behaviour.
- 7.6. At all times, teachers will discuss the behaviour with the pupil to ensure the pupil understands why it is inappropriate and to prevent any reoccurring behaviour.

- 7.7. The school will use a number of different sanctions, which will be used depending on the behaviour displayed by the pupil, including the following:
- Providing a verbal warning
 - Missing minutes from break time
 - Losing break time/lunchtime
 - Using time-outs
 - Removing the pupil to another classroom
 - Teacher contacting parents/carers to discuss the child's behaviour
 - Reporting the behaviour to the headteacher, SLT or Pastoral Support Leader
 - SLT telephoning or sending a letter home to parents/carers
 - Placing the pupil on written report for monitoring of behaviour
 - Internal exclusion
 - Contacting external agencies such as social services as and when necessary
 - Temporary exclusion
 - Permanent exclusion
- 7.8. Any member of staff who witnesses a display of serious unacceptable behaviour must report this to the headteacher, a member of the SLT or Pastoral Support Leader using an [incident reporting form](#).
- 7.9. The headteacher will keep a record of all reported incidents.
- 7.10. The school does not accept serious unacceptable behaviour. We will not hesitate to act in the best interest of the pupils within the school.
- 7.11. Following an allegation of serious unacceptable behaviour, the pupil will be placed in isolation in another room whilst an investigation by the headteacher, a member of the SLT or Pastoral Support Leader takes place.
- 7.12. If, following an investigation, the allegation is found to be true, the headteacher, a member of the SLT or Pastoral Support Leader will issue the appropriate disciplinary action.

8. Items banned from school premises

- 8.1. Fire lighting equipment:
- Matches, lighters, etc.
- 8.2. Drugs and smoking equipment:
- Cigarettes
 - Tobacco
 - Cigarette papers
 - Electronic cigarettes (e-cigs)

- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure

8.3. Weapons and other dangerous implements or substances:

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

8.4. Other items:

- Liquid correction fluid
- Chewing gum
- Caffeinated energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist, etc.)
- Aerosols including deodorant and hair spray
- Mobile phones
- Any other toys which are deemed hazardous.

9. Searching

- 9.1. Staff members may use common law to search pupils, with their consent, for any item, including their pockets, backpacks, lockers and classroom trays.
- 9.2. Under part 2, section 2 of the Education Act 2011, staff members are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, provided that they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 9.3. Searches will be conducted by a same-sex member of staff, with another same-sex staff member as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 9.4. Staff members may instruct a pupil to remove outer clothing, including hats, scarves, boots and coats.

- 9.5. A pupil's possessions will only be searched in the presence of the pupil and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 9.6. Staff members may use reasonable force, given the circumstances, when conducting a search for alcohol, illegal drugs or tobacco products.
- 9.7. Any staff member, except for security staff, may refuse to conduct a search.
- 9.8. Following a search, the headteacher will contact the parents/carers to advise them of the procedures which were undertaken.

10. Confiscation

- 10.1. A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item.
- 10.2. If the pupil has possession of illegal items, the police will be called for the removal of the item(s).
- 10.3. Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school office.

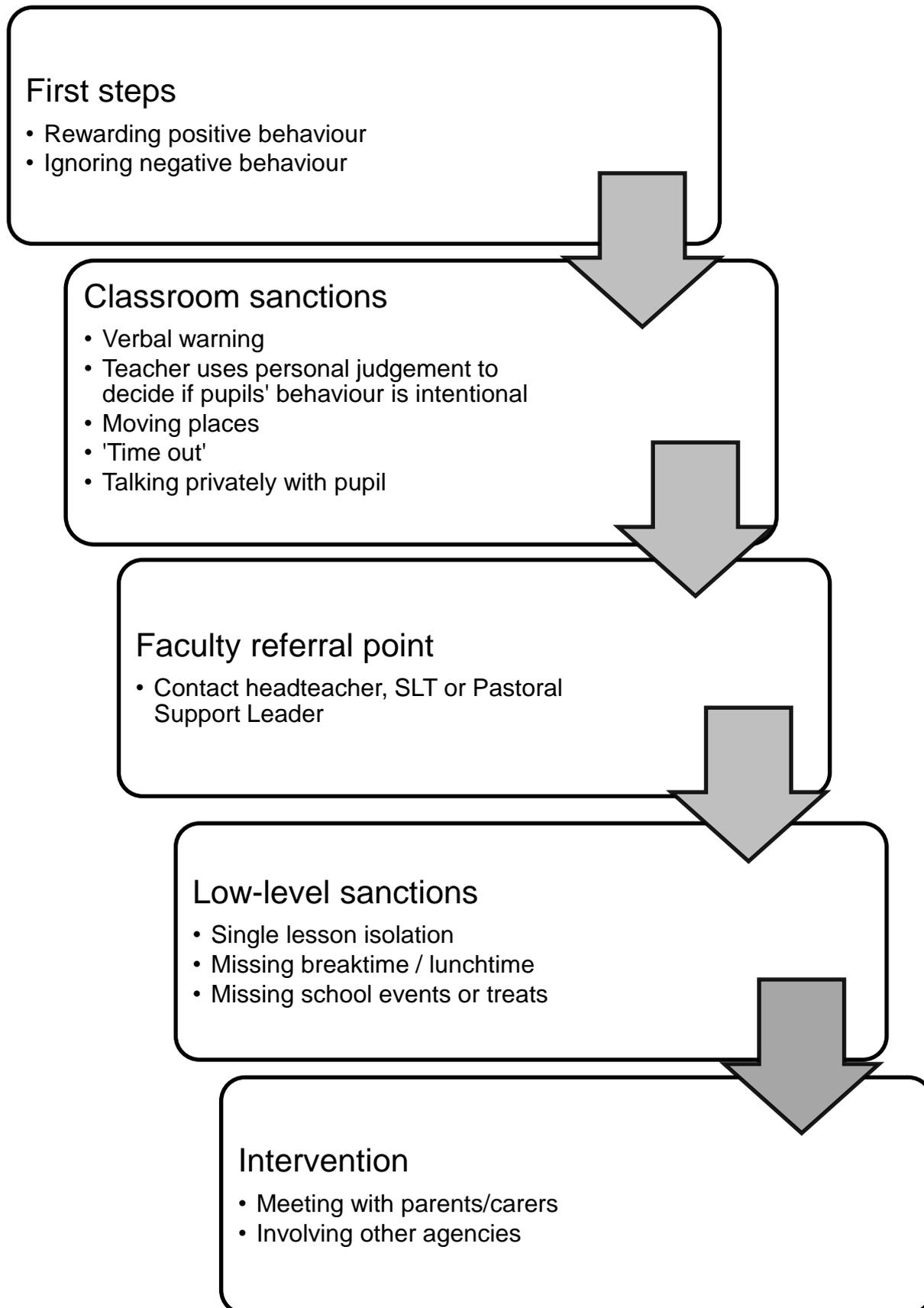
11. Outside school and the wider community

- 11.1. Pupils at the school must agree to represent the school in a positive manner.
- 11.2. The guidance laid out in the Code of Conduct applies both inside school and out in the wider community, particularly if the pupil is dressed in school uniform.
- 11.3. Complaints from members of the public about bad behaviour by pupils at the school, are taken very seriously and will be dealt with in accordance with the Complaints Policy.

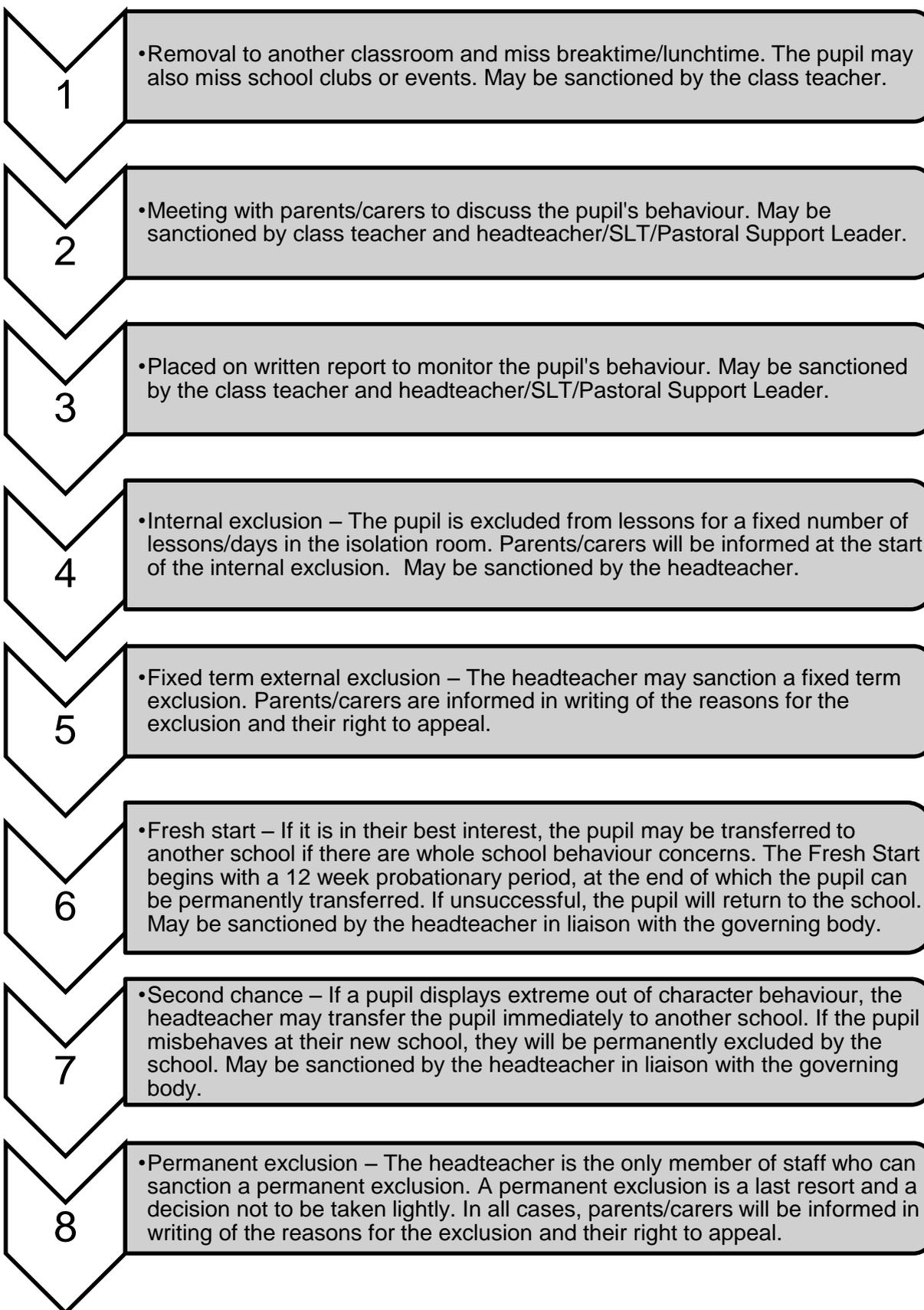
12. Monitoring and review

- 12.1. This policy will be reviewed by the headteacher, SLT and governing body on an annual basis, who will make any necessary changes and communicate this to all members of staff.
- 12.2. This policy will be made available for inspection and review by the chief inspector, upon request.

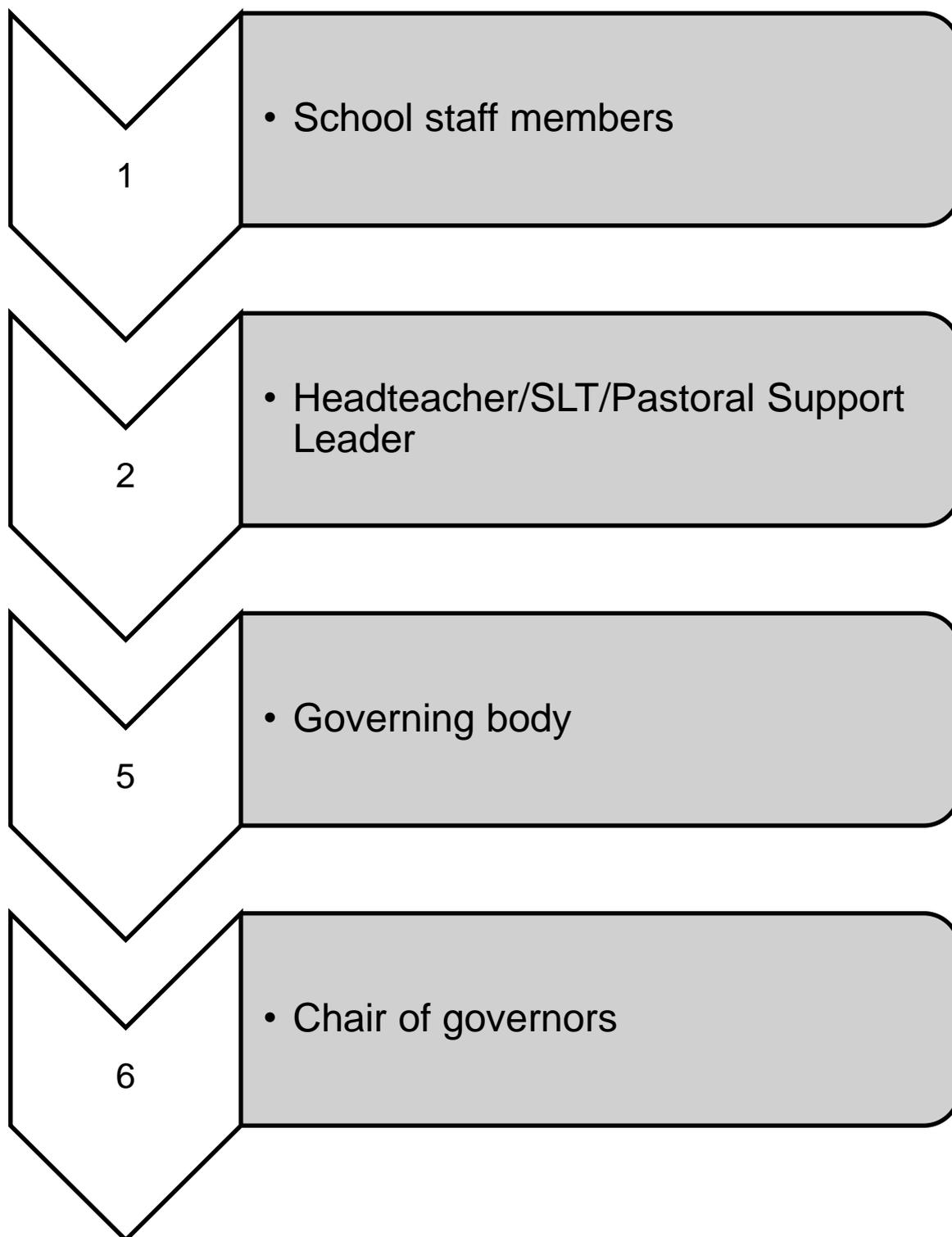
Appendix 1 – Managing low-level, in-class incidents flowchart



Appendix 2 – Agreed sanctions for serious and continuous unacceptable behaviour



Appendix 3 – Behavioural reporting structure



Appendix 4 – Reward and incident forms

	Name:	Year group:
	Date:	Issuing member of staff:
<p>Overchurch Junior School</p> <p>Positive behaviour form</p> 	Reason/s:	
	<hr/>	

	Name:	Year group:
	Date:	Issuing member of staff:
<p>Overchurch Junior School</p> <p>Behavioural incident form</p> 	Reason/s:	Sanction/s:
	<hr/>	<hr/>

Appendix 5 – Incident reporting form

Child's name: _____ Class: _____

Date: _____ Time: _____

Place of observation: _____

Observer name: _____

Before the incident: What led to the behaviour?

Behaviour: What exactly did the child do?

Consequences: What happened afterwards?

Additional comments:

Appendix 6 – Behaviour management observations review form

Child's name: _____ Date: _____ Key worker: _____

Does there appear to be any patterns or triggers to the child's inappropriate behaviour?

Do our existing management strategies seem to be effective?

What achievable targets could we put in place for the child to work towards?

What are the child's strengths/positives?

What effective strategies could we adopt to help the child achieve a target?

Additional comments:

Appendix 7 – Parent-school agreement

Overchurch Junior School Home School Agreement

PUPIL NAME:

PARENT / CARER	THE SCHOOL	THE PUPIL
<p>I/We will</p> <ul style="list-style-type: none">• Make sure that my/our child arrives on time each day by 8:50am• Ensure that my/our child attends regularly or inform the school as early as possible on the day of absence.• Work with the school to resolve any problems or difficulties if they arise• Attend Parents' Meetings to discuss my/our child's education• Uphold the school policies and guidelines for behaviour, discipline, uniform, jewellery• Get to know about my/our child's life at school• Read 4 times per week which should be logged in the Reading Record• Spellings should be practised 4 times per week• Years 4,5 & 6 will be set MyMaths homework fortnightly• Red book homework (will be set fortnightly)	<p>We will provide</p> <ul style="list-style-type: none">• A broad and balanced curriculum to meet the needs of your child and to support this with relevant homework activities• Care for your child's safety and happiness and inform you promptly should any problems arise• Encourage your child to do their best at all times• Encourage your child to care for others• Keep you informed about general school matters and provide opportunities for you to learn about new educational developments and the ways they may affect your child• Be open and welcoming at all times• Offer opportunities for you to become involved in the daily life of our school• Consistently apply our school's Code of Conduct	<p>I will</p> <ul style="list-style-type: none">• Attend school regularly and on time• Bring everything I need for the day with me• Wear my uniform and be tidy in my appearance• Complete my classwork and homework as well as I can• Be polite and helpful to others• Look after and be proud of my school and the local community• Follow the school's Code of Conduct• Read 4 times per week and log in my Reading Record• Practise my Spellings 4 times per week• In Years 4,5 & 6 complete MyMaths homework fortnightly• Do my Red book homework (will be set fortnightly)
Signed:	Headteacher:	Signed:
	Class Teacher:	