

St Francis Catholic Primary School



Behaviour policy and statement of behaviour principles

Jesus said 'Love one another as I have loved you'

St Francis School is a loving community, respecting every child and adult and caring for God's World, as we help each other to do our best and grow together in Christ.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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1. Aims

This policy aims to:

- Provide a consistent approach to behaviour management
- Define what we consider to be unacceptable behaviour, including bullying
- Outline how pupils are expected to behave
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management
- Outline our system of rewards and sanctions

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online

3. Definitions

Misbehaviour is defined as:

- Disruption in lessons and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

Serious misbehaviour is defined as:

- Repeated misbehaviour as set out in the above section
- Repeated breaches of the pupil Golden Code of Conduct
- Any form of bullying - See section 4 of this policy
- Vandalism
- Theft

- Fighting
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images
 - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation

4. Bullying

'Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.' - [Department for Education](#)

A child friendly version of the definition: *Being bullied is when you are afraid of what someone keeps saying or doing to you.*

Bullying is remembered in our school by the acronym **S.T.O.P.** (**Several Times On Purpose**).

Bullying can take many forms and may be:

- **Physical** - gestures, hitting, kicking, punching, spitting, pushing or any other form of physical violence.
- **Verbal** - name calling, threats, teasing, sarcasm, gossip, spreading lies.
- **Emotional** - deliberately excluding someone, giving dirty looks, hiding another person's belongings.
- **Prejudiced based** - This form of bullying is generally driven by negative attitudes towards another group of people, or because the selected victim is seen as 'different' in some way. This can include racial or homophobic bullying and the bullying of children with SEND (Special Educational Needs or Disability).

- **Cyber** - misuse of social networking sites, mobile phones, email, camera, video i.e. using any sort of technology to hurt another or to incite others to hurt another.

Details of our school's approach to preventing and addressing bullying are set out in our Anti-Bullying Policy.

5. Roles and responsibilities

5.1 The governing board

The governors are responsible for reviewing and approving the written statement of behaviour principles (Appendix 1).

The governors will also review this behaviour policy in conjunction with the Acting Head of School and Executive Head Teacher monitor the policy's effectiveness, holding the Acting Head of School and the Executive Head Teacher to account for its implementation.

5.2 The Executive Head Teacher

The Executive Head Teacher is responsible for reviewing this behaviour policy in conjunction with the governors, giving due consideration to the school's statement of behaviour principles (Appendix 1). The Executive Head Teacher will also approve this policy.

The Acting Head of School and Executive Head Teacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents (see Appendix 3: Behaviour Log)

The senior leadership team will support staff in responding to behaviour incidents.

5.4 Parents

Parents are expected to:

- Adhere to the guidelines set out in the Home/School Agreement in relation to expectations of parents (A copy of this is in each pupil's Home/School Record Book.
- Support their child in adhering to the *Golden Code of Conduct*
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

6. Golden Code of Conduct

Pupils are expected to follow the *Golden Code of Conduct*:

- Be forgiving, kind and polite.
- Respect others.
- If you have nothing kind to say, say nothing at all.
- Use your hands to help not hurt.
- Take care of your school and the belongings of others.
- Work hard, be organised and do your best.

7. Rewards and sanctions

7.1 List of rewards

Positive behaviour will be rewarded with:

- Praise
- Merit marks or House points
- Star of the week certificate
- Pot of Gold and Sticker chart certificates (KS1)
- Letters (Speech Bubbles in Home/School Record Book) or phone calls home to parents
- Special responsibilities/privileges

7.2 List of sanctions

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the pupil to another classroom
- Expecting work to be completed at home, or at break or lunchtime
- Detention at break or lunchtime
- Referring the pupil to a member of the Senior Leadership Team
- Letters or phone calls home to parents

- Agreeing a behaviour contract
- Putting a pupil 'on report'
- Internal / external exclusion

See Appendix 4 for sample letters to parents about their child's behaviour.

Guidance on the sanction to be given according to the seriousness of the behaviour is detailed in Appendix 5: *Hierarchy of Unacceptable Behaviours*.

7.3 Malicious allegations

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Executive Head Teacher will discipline the pupil in accordance with this policy.

Please refer to our Child Protection Policy / Code of Conduct Policy for more information on responding to allegations of abuse.

The Executive Head Teacher will also consider the pastoral needs of staff accused of misconduct.

8. Behaviour management

8.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Model the good behaviour and manners that are expected
- Display the pupil Golden Code of Conduct and their own classroom rules
- Develop a positive relationship with pupils, which may include:
 - Greeting pupils in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Having a plan for dealing with low-level disruption
 - Using positive reinforcement

8.2 Dealing with unacceptable behaviour

In order to deal with low-level disruption and minor incidents of unacceptable behaviour, each teacher will display the *Emoji Chart for Tracking Behaviour* (Appendix 6) in the classroom. The chart is designed to encourage pupils to make the right choices when managing their own behaviour. The chart gives clear guidance about steps that will be taken if a pupil makes the wrong choices. These include: verbal reminders from staff; being asked to move to a different seat within the classroom and final, removal from the classroom to work in another area of the school under supervision.

All pupils will begin, and remain, on the first emoji unless their behaviour deteriorates. Before a pupil's name is recorded next to the second (middle) emoji they will receive a first verbal warning. If the pupil continues to make the wrong choices their name will be written on the board next to the middle emoji and they will be given a second verbal warning. At this time the adult may also ask the pupil to move to a different seat and remind them of their choices and consequences.

Depending on the choices made next by the pupil, they can either move back to the first emoji as a reward for improved behaviour or have their name moved to the third and final emoji which will result in further consequences and the completion of the behaviour log (Appendix 3).

8.3 Off-site behaviour

Subject to the behaviour policy, teachers may discipline pupils for: misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform or
- in some other way identifiable as a pupil at the school.

or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school;
- poses a threat to another pupil or member of the public (for example cyber bullying) or
- could adversely affect the reputation of the school.

In all cases of misbehaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

8.4 Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see Appendix 3: Behaviour Log)

See Positive Handling Policy for further guidance.

8.5 Confiscation

Any prohibited items (listed in section 3) found in pupils' possession will be confiscated. These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with class teacher / member of the senior leadership team and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

8.6 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's SENCO will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

9. Pupil transition

To ensure a smooth transition to the next year group, pupils have a transition session with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

10. Training

Our staff are provided with training on managing behaviour as part of their induction process. Teachers are trained in the proper use of restraint, which is updated every three years.

Behaviour management will also form part of continuing professional development.

A staff training log can be found in Appendix 2.

11. Monitoring arrangements

The Acting Head of School, Executive Head Teacher and the governors on the Curriculum and Pupil Related committee will review this behaviour policy every year. At each review, the policy will be approved by the Executive Head Teacher.

The written statement of behaviour principles (Appendix 1) will be reviewed and approved by the Curriculum and Pupil Related committee every year.

12. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Child Protection policy
- Anti-Bullying policy
- Positive Handling policy
- Code of Conduct policy



Appendix 1: Written Statement of Behaviour Principles

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

The governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This written statement of behaviour principles will be reviewed and approved by the Curriculum and Pupil Related committee every year.

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Appendix 3:



Behaviour Log

Pupil's name / Year group:	
Name of staff member reporting the incident:	
Date:	
Where did the incident take place?	
When did the incident take place? (Break time, after school etc)	
What happened? (Please underline who was involved)	
What actions were taken, including any sanctions?	
Is any follow-up action needed? If so, give details	
People informed of the incident (staff, governors, parents,	

police) and how they were informed:

Appendix 4: letters to parents about pupil behaviour – templates

Templates, saved on school headed paper, are saved on the Curriculum Staff Drive (Staff Paperwork - Behaviour) and Office Drive (Letters and Forms - Behaviour).

First behaviour letter

Dear parent,

Recently, your child, _____, has not been behaving as well in school as they could.

It is important that your child understands the need to follow our pupil code of conduct, and I would appreciate it if you could discuss their behaviour with them.

If your child's behaviour does not improve, I will contact you again and suggest that we meet to discuss how we can work together. However, at this stage I am confident that a reminder of how to behave appropriately will be sufficient.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Behaviour letter – return slip

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child: _____

Parent name: _____

Parent signature: _____

Date: _____

Second behaviour letter

Dear parent,

Following my previous letter regarding the behaviour of _____,
I am sorry to say that they are still struggling to adhere to our pupil code of conduct.
I would appreciate it if you could arrange to meet me after school so we can discuss a
way forward.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Third behaviour letter

Dear parent,

I am sorry to report that, despite meeting and creating a behaviour contract,

_____, has continued to misbehave.

_____ would now benefit from a structured approach to help improve their behaviour in school.

I would be grateful if you could attend a meeting with the headteacher, the special educational needs co-ordinator and myself, to discuss how we can best support your child in improving their behaviour.

Insert details of the meeting time, date and location, as necessary, or how to contact the school to arrange the meeting.

Yours sincerely,

Class teacher name: _____

Class teacher signature: _____

Date: _____

Appendix 5: Hierarchy of Unacceptable Behaviours

Type of Behaviour	Examples	Action	Sanctions
Minor Incidents (1)	<ul style="list-style-type: none"> • Low level disruptive behaviour • Minor rudeness to staff and children • Not accepting reasonable reminders • Poor standard of work due to lack of effort • One off name calling • Minor swearing or rude gestures to children • Inappropriate physical interaction e.g. pushing and shoving • First offence of minor untruths 	Handled by class teacher / HLTA or by Midday Assistant / teacher on duty	<p>Emoji Chart for Tracking Behaviour used. (See Emoji Chart for steps and sanctions.)</p> <p>Discussion with child/ren involved.</p> <p>3rd level on Emoji Chart = time in at playtime or lunchtime with the class teacher (one minute per year of age).</p> <p>Lunch time:</p> <ol style="list-style-type: none"> 1. Verbal warning 2. Name on sheet against 2nd emoji 3. 10 minutes 'Time Out' sitting at the bench in the 'quite zone' of the playground located near Mary statue.
Medium Incidents (2)	<ul style="list-style-type: none"> • Refusal to cooperate • Being deliberately rude to staff and children • Persistent disruptive behaviour (child has previously been removed from class that day after reaching the 3rd emoji on the gauge and continues to misbehave) • Being involved in negative/aggressive arguments with another child • Teasing other children • First offence of minor swearing or rude gestures to staff • Persistent disrespect towards staff • Causing deliberate minor injury to another child 	<p>Should be handled by class teacher if one off incident.</p> <p>Otherwise, KS leader / SENCO should become involved.</p> <p>Parents informed if considered appropriate via either a note in the Home School Record, verbally at the end of the day or a phone call.</p>	<p>Time out in another classroom - teacher should give the child work to continue or time to 'Reflect on my behaviour' sheet (Appendix 7).</p> <p>No morning break or afternoon break (infants) / 15 minutes of their lunch time.</p>

Type of Behaviour	Examples	Action	Sanctions
Significant Incidents (3)	<ul style="list-style-type: none"> • Openly defiant to staff • Damage to property/graffiti • Deliberate lies • Repeated swearing and rude gestures to staff and children • Stealing • Bullying • Deliberate spitting 	<p>Dealt with by class teacher initially and then referred to KS leader / Assistant Headteacher.</p> <p>Parents informed by phone call.</p> <p>Parents asked to attend a meeting with CT and member of SLT.</p>	<p>Withdrawal of privileges (including representing the school in sporting / other events) for a fixed period.</p> <p>Time out in SENCo office or in Head Teachers' office.</p> <p>Playtime spent writing a letter of apology (with support if necessary).</p> <p>Working in isolation for a fixed period (letter to go home to parents).</p>
Very Serious Incidents (4)	<ul style="list-style-type: none"> • Very serious physical or verbal abuse of children or staff • Significant physical or verbal abuse of others and property including racially motivated • Systematic bullying • Malicious allegations against staff • Deliberately dangerous actions • Physically losing control • Misuse of ICT • Possession of prohibited items (section 3 of this policy) • Sexually inappropriate behaviour 	<p>Dealt with by Acting Head of School or Assistant Headteacher in her absence.</p> <p>Parents contacted and asked to come into school that day for a meeting with CT and Acting Head of School / Assistant Headteacher.</p>	<p>Withdrawal of privileges at school and at home.</p> <p>Exclusion for a fixed period (letter to go home to parents).</p>

Appendix 6: Emoji Chart for Tracking Behaviour

	<p>Well done! You are making the right choices.</p> <p>If you are not making the right choices you will be given a first verbal warning.</p> <p>An adult may also:</p> <ul style="list-style-type: none">• Ask you to move to a different seat,• Remind you of your choices and consequences.
	<p>If you continue making the wrong choices your name will be written on the board.</p> <p>You will be given a second verbal warning.</p> <p>An adult may also:</p> <ul style="list-style-type: none">• Ask you to move to a different seat,• Remind you of your choices and consequences.
	<p>If your behaviour does not improve an adult will:</p> <ul style="list-style-type: none">• Send you to work in another classroom for 10 minutes.• Keep you in at break or lunch time (one minute per year of age).• Fill in a behaviour log. <p>If you get three behaviour logs completed in one week your teacher will send the <i>first behaviour letter</i> to your parents.</p>

If you return to class and continue to misbehave your behaviour will be classed as persistent. As a result it will be classed as a medium incident and dealt with

accordingly according to the hierarchy of unacceptable behaviours chart in the *Behaviour Policy*.



Appendix 7: Reflecting on my behaviour

Name:..... Date:.....

Reasons for my behaviour

Description of my behaviour

Consequences of my behaviour

To improve my behaviour, next time I will...

Signed by child:

Signed by adult: