

Keston Primary School



Behaviour Policy

Our School Mission Statement:

- Value yourself and others.
- Include everyone
- Show respect and responsibility
- Inspire in each other a love of learning
- Offer to all a safe and happy environment
- Nurture every member of our school community to reach their full potential

To achieve our school vision we will provide the children with a secure, supportive and non-threatening environment in which they feel able to direct and control their own behaviour in a socially acceptable style. Within this environment children are reinforced in positive behaviour as far as practicable, asked to account for their own behaviour when it is not acceptable, and to discuss, explore and decide upon modes of behaviour which would correct this.

All staff have high expectations of good behaviour and aim to be positive and constructive in their dealings with the children.

They will:

- Praise children for kindness and consideration for others
- Encourage children to look after pupils with additional needs or those who are new to the school
- Use opportunities provided within the curriculum to reinforce a caring attitude towards others
- Use class and the whole school reward system to enhance self-esteem.

The reward system includes:

- Good Manners Stickers
- Team Points
- Learning Skills certificates and stickers
- Certificates for writing
- Certificates for number stars
- Certificates for reading
- Special Certificates which will be given out on Friday in the Celebration Assembly
- Children's names recorded in the Good Work Book

Socially unacceptable and inappropriate behaviour is that which upsets, hurts or disrupts other people in their work and play. All staff will endeavour to use strategies to deal with disruptive behaviour when it first occurs. They will intervene using their knowledge of the child concerned.

To help those who may have difficulty in making the right choice the following reminders will be used:

- A spoken reminder to follow the school and class rules
- Their name will be written on the board – this is the last warning
- In Years 1 to 6 they will then be moved away from the group or class for a set time with work to be completed

- Supervised break at KS2/ time out from play at KS1
- A letter will sent home to parents if a child is supervised break more than three times during a term
- Referred to the Phase Leader
- Referred to Assistant Headteacher/Deputy Headteacher
- Referred to Headteacher

Where children have been referred to the Headteacher, Deputy Headteacher or Assistant Headteacher an incident form will be completed outlining the incident and the resolution (Appendix 1). These records will be kept in the Headteacher's office.

Break and Lunchtime

Children are encouraged to play cooperatively and potentially unacceptable behaviour can often be prevented by adult intervention at an early stage. All adults in the playground can use the sticker reward system and those who are uncooperative can be taken to walk about with adults or given 'time out'. All staff will refer aggressive behaviour to the class teacher, phase coordinator or deputy head teacher.

Parents

Children need the encouragement of their parents to participate as fully as possible in the work they do in school. Parental involvement is a vital part of our behaviour and discipline policy.

We take every opportunity to encourage parents to work with us in the education of their child by inviting them to school activities, welcoming them as helpers in the classroom, having regular Parents evenings and by class teachers being available at the end of the day for them to discuss any queries they may have about school or their child.

Parents are welcome to come in and discuss any disciplinary measures taken at school. If a child fails to cooperate or behaves unusually badly, parents may be consulted so that the child is treated with full understanding of their current circumstances and asked to help with explanations and any action felt to be necessary.

Persistently antisocial behaviour by a child and a failure of the above strategies may lead to a request for assessment by other agencies.

Supply Staff

All staff working within the school will follow the school policy; rewards and sanctions used along with class rules are displayed in each classroom. (Appendix 2)

This policy is to be read in conjunction with the following policies

- Anti bullying
- Child Protection
- Health and Safety

Special Educational Needs

Pupils with specific difficulties will have an Additional Support Plan (ASP) which will contain measures to deal with behaviour.

Nursery Behaviour Policy

Appropriate methods are implemented to manage children's behaviour including distraction, praise and reward and excellent nursery - home links.

Children are given 3 opportunities to show appropriate behaviour. In the unlikely situation of this unwanted behaviour continuing they are given a period of 'calm down' with an adult. The parents would be informed about the inappropriate behaviour at the end of the session.

All adults caring for children in the Nursery will ensure that the ideas of the nursery are applied consistently, so those children have the security of knowing what to expect and can build up useful habits of behaviour. It has to be remembered that we are not born knowing how to share and play co-operatively and the children need not only to be told but also to learn by example.

In case of serious behaviour such as bullying, racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame. Again this would be explained to parents at the end of the session.

All adults will be a positive role model for children with regard to friendliness, care and courtesy. We praise the children constantly for positive behaviour. The Nursery expects every member of their community to behave in a considerate way towards others.

In any case of misbehaviour, it will always be made clear to the child or children in question it is that the behaviour and not the child that is unwelcome.

Adults in the Nursery will praise and endorse desirable behaviour such as kindness and willingness to share. The nursery uses reward stickers for good/kind behaviour.

Adults will not raise their voice in a threatening way. As a team we will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

Adults in the Nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.



Appendix 1

Keston Primary School

Incident Report Form

To be completed when any child is involved in an incident at school. To be circulated as appropriate and a copy placed in the Incident Folder in the Head's Office.

Name:

Class:

Date:

Perpetrator	Pupil/staff/outside person/s, including parents (Please State)		
	Ethnicity	Gender	Year Group
Victim	Pupil/staff/outside person/s, including parents (Please State)		
	Ethnicity	Gender	Year group
Victimless incident (Please tick)	Yes		No

Type of Incident (add any details considered to be relevant)

Swearing	Verbal Aggression (including name calling)	Physical Aggression	Disruption	Bullying	Fighting
Unauthorised absence from classroom	Vandalism	Theft	Other (add details)		

Related nature of incident (Please tick or state)

Disability	Gender	Racism	Sexual orientation
Religion/belief	Pregnancy/maternity	Gender reassignment	Other

Brief description of the incident

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Action Taken/Victim Support

Child spoken to (by whom)	Letter of apology	Parents contacted by phone	Parents contacted by letter
Supervised play	Spoken apology	Parents called in	

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Attach any relevant correspondence or further details of the incident.

Signed:

Designation



Keston Primary School

Behaviour Policy

Most of the pupils at Keston Primary School are able to follow the school and class rules which help all the children enjoy activities and learn within the classroom.

Those children who make the right choices and try their best will have:

- **Class Rewards** which will be decided by their class and teacher.
- **Good Manners Stickers.**
- **Learning skills certificates and stickers**
- **Team Points.**
- **Certificates for writing.**
- **Certificates for number stars**
- **Reading Certificates.**
- **Special Certificates** which will be given out on Friday in the Celebration Assembly.
- Children's names recorded in the **Good Work Book.**

To help those who may have difficulty in making the right choice we have some reminders:

- A spoken reminder to follow the school and class rules
- Their name will be written on the board – this is the last warning
- In Years 1 to 6 they will then be moved away from the group or class for a set time with work to be completed
- Supervised Break at KS2/time out from play in KS1
- Referred to the Phase Leader
- Referred to Assistant Headteacher or Deputy Headteacher
- Referred to Headteacher

Remember to always try your best.

Each day is a new start and all the staff and children in the school are here to help and support each other.