

# Federation Positive Behaviour Policy

## Contents

1. Rationale .....	2
2. Developing a positive classroom environment.....	3
3. Aylestone Values .....	5
4. The Reward System at Aylestone.....	5
5. The Sanction System at Aylestone .....	6
6. The Role of the parent .....	7
7. Aylestone School - Behaviour Tracking.....	7
8. Withington and Broadlands .....	8
9. Review .....	13
10 Summary .....	13

Your privacy is extremely important to us. Please take the time to view our full Privacy Policy, which is available on all federation websites, where we state the types of data we hold and how we use it. All data is collected and held in accordance of General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. We will only share your data with third parties where we have either your expressed permission or the law requires it.

**For any further information regarding GDPR talk to our data protection officer (DPO):**

**Rebecca Kastania, Aylestone School, Broadland House, Broadland Lane, Hereford HR1 1HY**

**Tel: 01432 357 371 Email: [bkastania@aylestone.hereford.sch.uk](mailto:bkastania@aylestone.hereford.sch.uk)**



# Creating Positivity Together

## Rationale

We are a caring and close family at Aylestone School and we believe that high standards of student behaviour and good discipline support the aims of the school, safeguard the rights of students and are an essential pre-requisite for effective teaching and learning. We believe that the adults in our school play a vital role in demonstrating our values, acting as effective role models, and our vision as a school is to work together to create and promote a framework for achieving positive behaviours and attitudes. We aim to do this through a supportive and consistent approach across the whole school. Delivering a climate of positivity is directly related to the social, physical and emotional well-being of everyone and therefore allowing for every member of the school community to feel valued and respected, and each person to be treated fairly and well.

Primarily, we look to reinforce all of the good behaviour we see more and more regularly within our school. Through modelling of positive and courteous behaviour, encouragement and support for reinforcing good behaviours seen, we will continue to develop our children to be respectful and model citizens for when they leave us.

Expectations of excellent behaviour are high at Aylestone School, and the children should not fear recrimination for telling the truth. A mutual feeling of trust is implicit. It is our intention to encourage restorative justice wherever possible and to use sanctions only where absolutely necessary. We have an emphasis on self-discipline and believe that whenever possible, desirable behaviour and effort should not be taken for granted but responded to and acknowledged when witnessed by teachers.

The rights of our students and staff are outlined as follows:

- Every student has the right to learn in class.
- Every student has the right to move around school without fear of physical danger, bullying or interference with his or her property.
- Every student has the right to be recognised and rewarded for their good work, and correct decision making.
- Every student has the right to feel safe in the knowledge that the behaviour policy and its ethos is being used fairly and consistently by all staff.
- Every teacher has the right to be able to teach in a calm and ordered environment, has the right to expect co-operation of students, and has the support of parents and the Governing Body in delivering that curriculum.
- Every teacher has a responsibility to provide effective teaching, appropriate to the needs of the students in each class.

Students are expected to behave in a manner consistent with the expectations listed above. Positive behaviour reflects well on students, their parents, the school and promotes a positive image both of individual students and the school to parents and other members of the community.

## **Aims / Purpose**

Our aim is to promote positive behaviour and attitudes which are based on mutual respect between all members of the school community and thus develop in our students: self-discipline, personal responsibility, high self-esteem and a pride in the school.

Aylestone School is committed to providing an environment which enables all teachers to teach to the best of their ability so that students can learn and achieve their maximum potential. Students are expected to show positive behaviour for learning at all times when they are representing the school, the key elements of this are reflected in our school values:

- Respect
- Hard Work
- Self-confidence
- Responsibility
- Fairness
- Honesty
- Courage

In carrying out this aim we will create a pleasant and stimulating learning environment for all which will ensure that effective teaching and learning can take place, leading to the best outcomes for all students.

## **Developing a positive classroom environment**

In order to secure outstanding classroom behaviour, there are three elements which need to work together:

1. The consistent application of the school’s positive behaviour policy by all staff
2. The extent to which students control and manage their own behaviour
3. Caring relationships built upon mutual respect

### **Consistency by all staff**

There are a number of areas where consistency is vital to support the development of outstanding behaviour:

#### **The beginning and end of lessons**

Teachers should meet and greet students at the door. The room should be set up and a task ready for students on entry. Students who arrive late need to know this will be addressed at another time.

Staff failing to end lessons promptly or keeping students behind making them late for their next lesson is also likely to be disruptive, and is not conducive to a positive atmosphere for the remainder of the day.

#### **The use of praise and rewards**

Teachers should praise the behaviour they want to see more of, and when student do the right thing. Teachers need to understand the Reward System and ensure they award House Points when expectations are met, and when students go over and above those expectations.

Teachers who do not make use of the school Reward System devalue the system in the eyes of the students and the staff.

#### **The use of sanctions**

Expectations are to be set and clarified regularly by all staff. Teachers should know the different levels of the positive behaviour policy, and how to implement it appropriately within lessons and around the school. All teachers must use de-escalation strategies before making the decision to implement the behaviour policy at any level. Sanctions are used as a last resort.

Teachers will make every effort to respond assertively when faced with inappropriate behaviour, calmly refocusing the student's attention on the work set and applying the sanction and reward system consistently and fairly.

Teachers are in a privileged position in being able to manage appropriately the behaviour of the children in their class, and around the school, making sensible and reasonable decisions on how to get the best outcome for the child moving forward. Our aim is to for the student to remain in the classroom as much as possible, and therefore enhancing the learning opportunities for the student.

## **The management of discussion and questioning**

There should be;

- strategies to ensure that students wait their turn, listen, do not interrupt others and respect others' opinions
- clear routines for transitions and stopping the class.

## **The extent to which students learn to control and manage their own behaviour**

This is much more likely to be in evidence when the positive behaviour for learning policy is being consistently applied and teachers have developed positive caring relationships based upon mutual respect.

The following strategies might support the active engagement of students in securing outstanding behaviour:

- The teacher gets to know and understand the individuals and their needs and recognises their participation
- Students are given responsibility and active roles in group discussion
- Students own their learning, are accountable, and are working harder than the teacher. They are actively contributing to the lesson, listening, respectful to the contributions of others and they show resilience when tasks are challenging.

## **Caring relationships built upon mutual respect**

Teachers get to know their students, their needs and their strengths and weaknesses and use this information to inform their planning and differentiation of tasks within the lessons.

Teachers model respectful relationships and have high expectations around the way students speak to each other and to them.

Students know and understand what respect is, and understand how they can develop and show this to all members of the school community.

## **Effective de-escalation strategies that can be used by the class teacher (this is not an exhaustive list)**

For any behaviour policy to be effective, school staff must employ effective de-escalation strategies and behaviour management techniques. These strategies/techniques may be evident in or out of the classroom. These strategies support the student in improving behaviour so that their learning is not adversely affected, and neither is that of the students within their class. The positive approach that staff have in the way they deal with negative behaviour in and out of the classroom will have a positive impact on other students within the school, and therefore further developing their confidence in how the school approaches and tackles negative behaviour.

Such positive behaviour management techniques (within the classroom) may include the following:

- Staff to have a thorough knowledge of the students in their care, being acutely aware of issues that may have an impact on types of behaviour that are demonstrated by the student or the class.
- Skilfully re-direct the negative behaviour so that the student re-engages with the task in hand. The teacher must not use the Sanction System as a threat of outcome for the behaviour being displayed by the student. This is not appropriate and will not support the student in modifying their behaviour.
- Always give good firm eye contact and use clear non-verbal signals in an attempt to modify unwarranted behaviour.
- Use physical proximity. Be very aware of the behaviour being displayed, and understand that physical proximity can either be helpful or not depending on the student concerned.

- Tactically ignore selected types of negative behaviour so as not to provide that student with the attention that they may seek, and which allows the teacher to continue to work with the majority of the class. Only deal with the negative behaviour when other options are depleted.
- Give verbal prompts and use praise/positive language on a regular basis.
- We are a 'No Shouting School'. Shouting at students will escalate poor behaviour. Having a clear and concise voice will support positive behaviour
- Remind students what they can achieve if they modify their behaviour. Do not threaten them with sanctions if this behaviour continues. The teacher must always remain positive. This management technique will be recognised by other students in the class, and students will respond favourably to it. They will acknowledge that the teacher is attempting to deal with the situation in a productive manner, rather than escalating the situation by engaging in a 'stand-off' with the student. The use of the schools reward system will only produce a positive learning environment.

## Aylestone Values

Our school vision of 'Achieving Excellence Together' expresses the schools fundamental beliefs which underpin our Positive Behaviour Policy.

Behaviour in classrooms and around the school is the product of a variety of influences both within the school and outside of the school setting. Aylestone School prides itself on the relationships between the staff, it's pupils, and parents/carers. It is the knowledge of these relationships, and the created culture within the school that allows for a positive ethos in learning and behaviour.

Relationships are fundamentally linked to behaviour, both positive and negative. We acknowledge that there are 4 sets of relationships that contribute to a culture of Positive Learning Behaviour. These are:

**Relationships with the Self:** a pupil who does not feel confident as a learner and has developed the view that they will not succeed may engage in behaviour that challenges the teacher, which could then cause that person and/or others not to make progress.

**Relationships with Others:** behaviours displayed must be taken in context. We have a duty to understand why this student may be displaying unwarranted behaviour/or positive behaviour. Behaviour by pupils is triggered by their interactions with others.

**Relationship with the Curriculum:** teachers who promote a sense of meaningful curriculum will more likely create a positive behavioural environment. Pupil behaviour, and curriculum progress are clearly linked.

**Relationship with the school:** a school needs to promote itself as a positive place to be. Opportunities must be plentiful. Students must be provided with a wide range of opportunities both within the curriculum and outside of the curriculum. This 'zest' for school life will undoubtedly improve a student's view of the school and as such will have a positive impact on their behaviour within lessons.

An orderly environment is most important for all schools, but we hope to do more than just maintain order. We promote as an important part of our work, the spiritual, moral, social and cultural development of the children in our care. Aylestone School therefore can play an important part in providing students with a set of values. These values include: **Respect, Hard Work, Self-confidence, Responsibility, Fairness, Honesty, Courage.**

## The Reward System

We aim to create a positive ethos and an environment where students strive to be successful and want to make the most of their abilities. Students who have a positive attitude towards their learning and who show positive behaviour for learning will be rewarded as per the school rewards system (Appendix A).

Positive behaviours are reinforced by the use of rewards, such as the giving of House Points, postcards home, phone calls/emails to parents, letters home, invitations to reward events throughout the year, and at the end of the year. Positive behaviours are also reinforced by the regular verbal praise the teacher gives to the student. This may happen immediately after the event, or could happen later in the day or the week. Verbal praise supports Positive behaviour when given to the student at a time the student is not expecting it, such as when the teacher walks past the student between lessons or during break.

Celebration Assemblies will occur regularly to reward students who make a positive contribution to school life. Students will also be rewarded by positive acknowledgement and through termly rewards assemblies and trips. They will also be rewarded in line with our criteria for the Aylestone Special Achievement Awards (Appendix B).

Our aim is the pursuit of excellence for all. We strive for the development of individual potential in a stimulating and inspiring school that is at the heart of the local community. Aylestone School aims to create a welcoming and exciting learning environment where we:

- Provide a rich, diverse and challenging education through excellent and innovative teaching and learning
- Celebrate success, promote a "can do" attitude and inspire each to achieve their best
- Support personal development, social responsibility and a sense of self-worth
- Develop the attitudes and skills that support a healthy and fulfilled life together with the confidence for a lifetime of learning
- Work as partners in learning with students, parents/carers and the community
- Provide a safe, supportive and well-ordered environment where students and staff are happy and confident as they aspire to achieve.

We feel that in meeting the above criteria, we will provide opportunities to deliver a rich and diverse Enrichment offer which stimulates personal development, and supports the overarching values of the school. Rewards will follow when student;

- demonstrates any of our values
- attends or takes part in Enrichment Activities
- applies effort over and above the standard
- produces excellent pieces of work
- supports other students in their work
- supports other students who may encounter difficulties

## **The Sanction System**

Every student at Aylestone School is responsible for their own actions. We expect students to take pride in their school and display appropriate behaviour for learning. Students who do not show the key elements of positive behaviour for learning may have a sanction for their action. One of the sanctions of such action is one in which a student attends the department for a restorative meeting. It is the student's responsibility to ensure that they attend it. This will allow for the student and the teacher/faculty to discuss the behaviour, with the objective to be that on the next occasion the student attends the lesson or the department, they are attending in the knowledge that the positive behaviour must return, and the inappropriate behaviour has been addressed.

The sanctions system operates through a grading system (Appendix C). The different levels are S1, S2, S3, S4, S5. Sanctions should be issued fairly, timely and within the context of promoting a positive climate for learning. S1 – S2

incidents are managed by the classroom teacher/faculty in order to establish and maintain caring relationships based on mutual respect, with appropriate restoration where necessary. S3 incidents are authorised by middle leaders and SLT, whilst S4 and S5 incidents are authorised by SLT. Staff who have applied the Sanction System at an S3 level (whole school detention), are invited to see the student when they are sitting that detention.

## The Role of the Parent

Parents and carers will be expected to take responsibility for the behaviour of their child both inside and outside school grounds. They will be encouraged to work in partnership with the federation to assist in maintaining the high standards of behaviour and will have the opportunity to raise with the federation any issues arising from the operation of the positive behaviour policy. Parents are expected to notify the school of any change in circumstance at home that may have an impact on demonstrated behaviours.

## Aylestone School - Behaviour Tracking

Behaviour tracking will take place on a regular basis. It starts with the member of staff inputting either an incident log or BRASH incident log, a Sanction or a Reward on the Schools SIMS system. In 2018 the school introduced a new Parent SIMS App, in which a parent can be notified of the entry at 1800 on the day of the sanction/reward. For the outcome to be positive, it is fully expected that the parent has the relevant conversation with their child about either the sanction (Restorative Justice Meeting/Detention) or the reward.

Teaching staff within the school have different roles when it comes to tracking the behaviour of students. The tracking takes the following pathways:

**1. SLT Analysis** - Regular reports will be produced and presented to the SLT to enable patterns and trends to be investigated and acted upon. Specific areas for investigation will include: Incident type, staffing, subject and year group.

**2. Head of Faculty/Achievement Co-ordinator Tracking** - Daily reports are produced for HOFs and ACs to consider and take action if necessary. Trends in the behaviour of specific students may become apparent, as will trends in flashpoints around the school, and in particular lessons. Any concerns about behaviour will be discussed between the HOF and the Link Senior Leader, and between the relevant AC and Form tutor. Individual actions plans can be initiated along with the monitoring processes, explained below.

**Wave 1 monitoring** – all students will be monitored at Wave 1 by their class teacher and form tutor. It is when negative behaviour presents itself on a regular basis, that the tutor or class teacher will begin a Wave 1 Intervention file. The student may be on report to their Subject Teacher or Form Tutor for an agreed period of time, working on targets agreed between the student, the teacher, and the parent if appropriate.

**Wave 2 monitoring** – if there has not been any improvement at Wave 1, then a Wave 2 file will be opened. This is where the student will be monitored by their Achievement Co-ordinator or Assistant Achievement Co-ordinator for an agreed period of time, working on targets agreed between the student, the teacher, and the parent if appropriate.

**Wave 3 monitoring** – if a student reaches this level, it will have been clear that any previous interventions have not worked, and the student will now be monitored by a Senior Leader. A Pastoral Support Plan will be initiated, with targets being regularly reviewed between the student, the teacher, and the parent. It is likely that at this stage, other agencies will be involved in the pastoral care of the student.

# Withington and Broadlands

## Introduction

One of the main aims of this behaviour policy is to ensure that children are safe and happy in school and when they are representing the school in any way. We want children to be able to learn in a secure, positive environment.

Children are given clear guidelines as to the way in which they should behave towards adults and each other in and around school. The rules of good behaviour are based upon clear expectations of what the children will do in and around school.

This behaviour policy recognises that all children are individuals and come from different backgrounds, and that within the communities of both primary schools the expectations are high and are based on the school's core values.

The core values of Withington are: **Cooperation, Responsibility, Courage, Patience, Friendship, Trust, Happiness, Understanding, Respect and Thoughtfulness**. These values are agreed by parents, pupils and staff; they are reviewed regularly and displayed throughout the school.

The core values of Broadlands are: **Love, Respect, Friendship, Trust, Helping and Responsibility**. These values are agreed by parents, pupils and staff; they are reviewed regularly and displayed throughout the school.

The policy is based on five rules, which cover the behaviour that the schools expect at all times. These rules apply not only in lessons, but also in play, lunch, assembly...in fact at any time in school or when representing the school e.g. school visits.

The ethos of both schools is one of praise and rewards, where children are treated as individuals and where each child is given every opportunity to develop high self-esteem. Pupils will be given praise through positive marking of work and for showing good attitudes and desirable behaviour. Children who abide by the rules will receive a range of rewards.

The five rules that apply throughout the school are as follows:

1. Follow instructions first time.
2. Be kind in your words and actions.
3. Respect one another and your surroundings.
4. Use correct voice levels.
5. Be positive and smile.

These rules should be displayed throughout the school and discussed regularly e.g. in assembly and circle time.

## Rewards

We promote success and achievement with the children by recognising, rewarding and celebrating good behaviour. Our aim is to recognise and reward good behaviour at least twice as often as warning children about inappropriate behaviour. Teachers will endeavour to praise each child in their class every day for something good. This might mean teachers looking to catch children behaving well if only for a limited time initially.

If the children follow the rules and demonstrate good behaviour, then the rewards are as follows:

- Adult attention ( Proximity, Smile, Thumbs up, Verbal )
- Stickers
- Dojo points (children decide on what they receive dojo points for with the teacher)

- Certificates
- Celebration assemblies - Pupils who have worked well, or who have demonstrated good attitudes and behaviour will be identified from each class for a weekly celebration assembly.
- House points
- Additional responsibilities (Y6 prefects, milk monitors, taking registers etc.)

Teachers may agree extra strategies with their pupils that enhance a climate of positive behaviour e.g. star of the day, extra stickers and stars.

Star of the Week and House Point charts are displayed in every classroom for children to clearly see when they have received awards.

### **House Points**

House point totals are recorded and displayed in the classroom for children to see. Each week in assembly the House with the most House Points is recognised.

### **Reward Raffle (Withington only)**

Pupils who reach gold on the behaviour chart throughout the week receive a raffle ticket for each accomplishment. A winner is then drawn in the celebration assembly each Friday.

### **Consequences**

We aim to build upon the good behaviour by implementing a discipline system consistently across the schools so that every child learns to respect all adults and other children equally and to expect the same actions from all staff in any given situation.

The schools adopt a Positive Discipline Policy called The 6 Step Behaviour Programme.

### **The Programme aims to achieve the following:**

- For children to be respectful, courteous, trustworthy to staff and their peers.
- To make managing pupil behaviour more effective.
- To ensure a fair and consistent approach in dealing with incidents.
- Adoption of rules, correctives and positive reinforcements which are effective.
- Teach children strategies and social skills to help them manage their behaviour.
- Support parents/carers with managing their child's behaviour.

### **If a child displays unacceptable behaviour the staff member will instigate the behaviour system.**

- Try to re-direct the child's behaviour;
- Give the child eye contact to make them aware that their behaviour has been noticed and is unacceptable;
- Use physical proximity e.g. stand near the pupil, go over to mark their work etc.
- Give the pupil a verbal prompt e.g. "John, I'd like you to listen so you'll know what to do for the next task. Good boy."
- Use proximity praise – by recognising the good behaviour of children near to those displaying unacceptable behaviour
- Use teaching and learning strategies appropriate to individual needs including planning and use of resources
- Use of Individual Behaviour Plan for high level concerns in discussion with the SENCo.

If after applying the above strategies a child is still not responding, then the 6 step Behaviour Programme in Years N to 6 will be instigated.

In addition to the 6 step Behaviour Programme, staff will use the behaviour tracking sheets, and this will then be transferred on to the SIMS system used by the school.

To support the students in acknowledging and understanding the behaviour system, the visual behaviour tracker which has been developed by the staff and the school council will be displayed in all classrooms.

### **The steps in Years 1 to 6 are (Broadlands)**

1. Warning – Sanction 1 (Chance to change)
2. Time out 1 – Sanction 2
3. Time out 2 – Sanction 3
4. BASS – Behaviour and Social Skills Programme – Sanction 4
5. Inclusion – Sanction 5
6. Fixed term exclusion – Sanction 6

### **The steps in Years 1 to 6 are (Withington)**

1. Reminder – Sanction 1 (Chance to change)
2. Warning – Sanction 2
3. Time out 1 – Sanction 3
4. Time out 2 – Sanction 4
5. Working with the Head of Learning – Sanction 5
6. Fixed term exclusion – Sanction 6

### **Fast Track Behaviour**

Pupils could be removed to the Head of Learning or they may be excluded if they display fast track behaviour. Fast Track Behaviour is age dependent as older children will have developed a greater awareness of the actions they are taking. Also the needs of SEN pupils e.g. BESD pupils must be considered.

- Physical Assault
- Fighting
- Hitting
- Kicking
- Spitting
- Swearing
- Bullying
- Verbal abuse
- Stealing
- Inappropriate use of ICT
- Damage to school Property
- Racist comments/gestures
- Leaving the school building without permission
- Leaving the school grounds without permission
- Refusing a member of staff after three requests
- Compromising health and safety

Depending on the nature of any incidents referrals to other agencies may be required e.g. Police, Social Care. Racist incidents are recorded on a LA form.

The leadership team will continue to carry out risk assessments and decide whether or not a pupil is safe to take part in an event/ visit. This will depend upon their long-term behaviour. Parents are requested to remind their child of the activities they will miss due to poor behaviour. Pupils may be upset at missing a special event but it is essential that parents and pupils understand that the policy will be applied consistently to ensure that the policy is effective in improving behaviour.

### **Challenging Behaviour within the 6 step programme**

If a pupil is given a “warning” during the sanctions, the staff taking the session will decide whether to:

- Give an extra session
- Give 1:1 supervision away from their peers for the remainder of the sessions
- Telephone their parents
- Consider alternative/additional interventions
- Contact the head teacher re. exclusion (this may take the form of lunchtime exclusion or exclusion for sessions, 1 day = 2 sessions.)

**Extra sessions** can also be given to a pupil who receives a “reminder” or “warning” from any member of staff. A record will be kept of the reason for the additional session and parents will be informed.

### **Continued Challenging behaviour**

If a pupil is continuing with challenging behaviour in one academic year:

- The parent/carer is requested to attend a meeting to discuss their child’s behaviour and ways in which by working together it can be improved.
- The pupil’s behaviour will also be discussed with the school’s Special Educational Needs Coordinator (SENCo) and a decision made regarding whether the pupil needs an Individual Behaviour Plan or Personal Support Plan.
- The pupil’s behaviour will be recorded on a chronology record.

### **BASS (Broadlands)**

If a pupil displays unwanted behaviour for the fifth time during the same day, the child will be informed that their behaviour **could** result in them being placed on the Behaviour and Social Skills Programme (BASS). The Head of Learning will be consulted to discuss the behaviour of the pupil. A joint decision between the class teacher and the Head of Learning will be made as to whether the child should be placed on the BASS programme. This will ensure a consistent approach, in line with school policies. **The SENCo may need to be consulted if any pupils with Special or Additional Needs are being considered for BASS.** This will ensure that the level of corrective is appropriate and meets their needs in accordance with Statements, Provision Maps etc.

**The following questions will be asked before a decision is made:**

- What exactly happened and were there any witnesses?
- Who was involved?
- Have any changes taken place in the life of the child?
- How is the child communicating his/ her behaviour?
- Does the child have special or additional needs?
- Has the teacher implemented earlier sanctions on the behaviour policy?

### **A pupil can be placed on the BASS if they have:**

- Engaged in a Fast Track behaviour (See below)
- Reached the BASS letters on the tracker in one day
- Reached 3 Time Out sessions in one week

### **N.B Pupils on the BASS will not be able to take part in the following: (Broadlands)**

- Having special responsibilities e.g. prefect
- Representing the school e.g. football, netball matches
- School run enrichment events

N.B. The behaviour team will continue to carry out risk assessments and decide whether or not a pupil is safe to take part in an event/ visit. This will depend upon their long term behaviour not just whether or not they are on BASS.

Parents are requested to remind their child of the activities they will miss if they are placed on the BASS by the Behaviour Management Team due to fast track behaviour or 3 Time Outs in a week.

Pupils may be upset at missing a special event but it is essential that parents and pupils understand that the policy will be applied consistently to ensure that the policy is effective in improving behaviour.

### **Challenging Behaviour within BASS**

If a pupil is given a “warning” during a BASS session the staff taking the session will decide whether to:

- Give an extra session
- Give 1:1 supervision away from their peers for the remainder of the sessions
- Telephone their parents
- Consider alternative/additional interventions
- Contact the Deputy head teacher re. exclusion (this may take the form of lunchtime exclusion or exclusion for sessions, 1 day = 2 sessions.)

**Extra BASS sessions** can also be given to a pupil who receives a “reminder” or “warning” from any member of staff while on the BASS. A record will be kept of the reason for the additional session and parents will be informed.

### **Third Time on the BASS**

If a pupil is placed on the Behaviour and Social Skills Programme for the third time or more in one academic year:

- The parent/carer is requested to attend a meeting to discuss their child’s behaviour and ways in which by working together it can be improved.
- The pupil’s behaviour will also be discussed with the school’s Special Educational Needs Coordinator (SENCo) and a decision made regarding whether the pupil needs an Individual Behaviour Plan or Personal Support Plan.
- The pupil’s behaviour will be recorded on a chronology record.

Depending on the nature of any incidents referrals to other agencies may be required e.g. Police, Social Care. Racist incidents are recorded on a LA form.

### **EYFS - Nursery and Reception Classes**

In EYFS the Behaviour Programme has been adapted a version with age appropriate sanctions.

### **The 4 steps in Nursery and Reception are:**

1. Reminder – Sanction 1 (verbal reminder, no further sanction)

2. Warning – Sanction 2 (2 minutes time out)
3. Time out – Sanction 3 (5 minutes time out)
4. Parental Conversation – Sanction 4 (Class teacher to invite parents in to discuss the incident with him/ her and the Head of Learning)

Steps 1 – 4 will be recorded on a tracking sheet.

### **Review**

The behaviour management team will monitor the data collected and analyse the effectiveness of the programme. All members of the school community will be invited to take part in reviews of the policy as appropriate.

### **Records**

Accurate records will be kept each week of use of the BASS programme (and the rewards) and use of the Inclusion Area. These will be analysed at half termly intervals. The information collected will be used to monitor patterns in difficult behaviour, effectiveness of BASS in improving behaviour, behaviour patterns of vulnerable groups such as SEN and pupil premium. Results of this analysis will be reported to the Senior Leadership Team and Governors at regular intervals throughout the year.

### **Federation Training**

The Governing Body will ensure that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the policy.

### **Links with other policies**

In order for the behaviour policy to be effective, a clear relationship is established with the other federation policies, particularly equal opportunities, special educational needs, anti-bullying, whole school homework detention policy, and the positive handling policy

### **Involvement with outside agencies**

The federation works positively with outside agencies. It seeks appropriate support from them to ensure that the needs of all the students are met by utilising the range of external support available.

## **Review**

The Head Teacher, in consultation with the whole federation community, will undertake systematic monitoring and conduct regular reviews of the behaviour management policy and procedures in order to evaluate them to ensure that the operation is effective, fair, and consistent. The Head Teacher will keep the Governing Body informed.

The Governing Body will regularly review this policy and associated procedures to ensure its continuing appropriateness and effectiveness. The review will take place in consultation with all members of the federation community. The outcome of the review will be communicated to all those involved, as appropriate.

## **Summary**

Within the federation, we have a clear and consistent approach to the management of the behaviour of the students in our care. We believe that all students and teachers have the right to work and learn in a calm and ordered environment. Positive discipline helps students to make correct choices and prepares them for life beyond school. This document is freely available to the school community. Information about it will be made available via the student planners, school website, school council, assemblies, form time and via the prospectus.