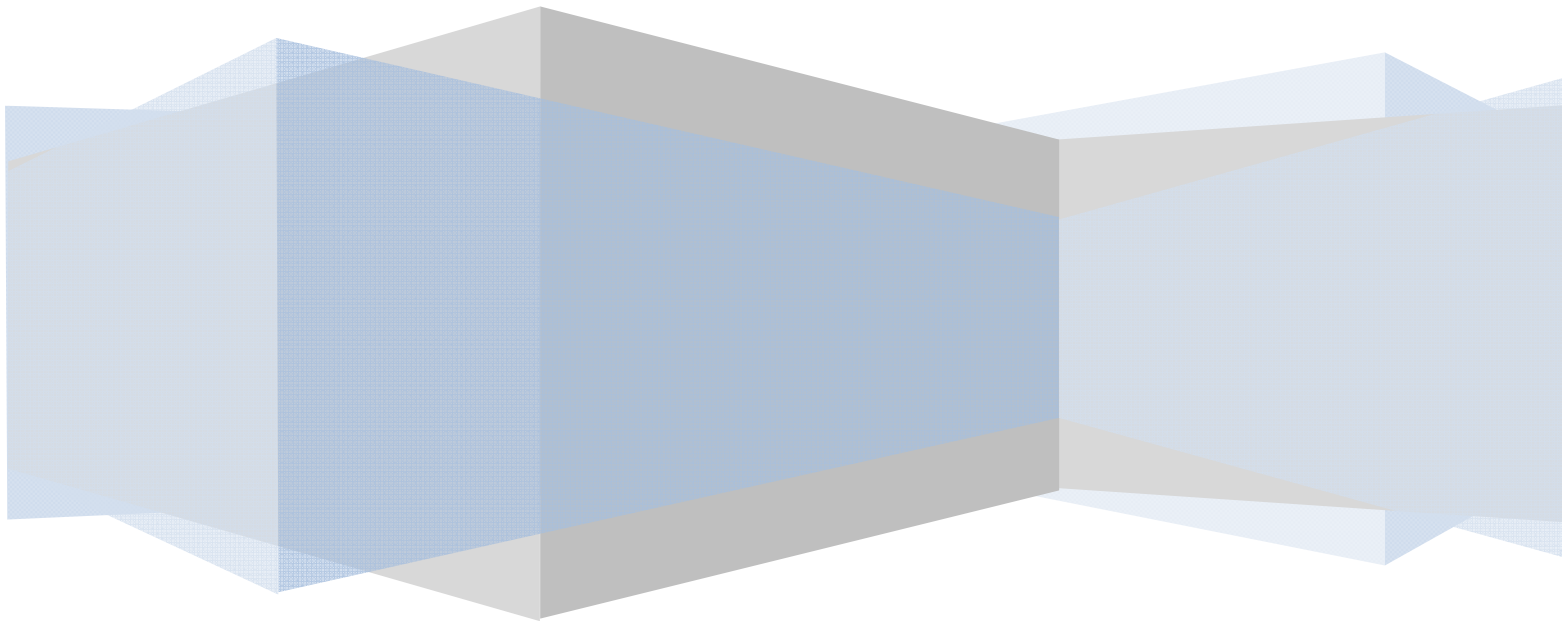


Mount Pleasant Primary School

Behaviour and Discipline Policy

Revised: Spring Term 2015
Consultation Period: ended Feb 2015
Approved by Governors: February 2015

Date of Next review: Spring Term 2017



Behaviour Policy – Reviewed Spring Term 2014 (DFE – Behaviour and Discipline in Schools – February 2014. To be read in conjunction with the ‘Anti-Bullying’ Policy and ‘Use of Reasonable Force’ Policy)

At Mount Pleasant we expect and encourage good behaviour and self discipline from all pupils in order to achieve an environment which enables emotional development, effective learning, high standards and the smooth functioning of the school as an orderly community. We acknowledge our legal duties under the Equality Act 2010, in respect of Safeguarding, and in respect of pupils with Special Educational Needs.

Aims of the policy

- To develop a moral framework within which children can mature emotionally and in which sound relationships can flourish.
- To enable children to develop a sense of self worth, respect and tolerance for others.
- To produce an environment in which children feel safe, secure and respected.

Objectives

For children to show

- Self confidence
- Self control
- Respect, courtesy and tolerance towards teachers, other staff and towards each other
- Pride in their achievements
- Interest in their activities
- Empathy with others feelings
- Respect for their environment and community

Teachers and all staff are expected to be good at managing and improving children’s behaviour.

It is expected that parents will support the school in encouraging their children to show respect and support the school’s authority when disciplining its pupils.

A whole school approach of positive reinforcement is taken to the management of behaviour and it is essential that this is followed consistently. In this way we can create a secure climate of mutual respect where children are aware of expectations and receive

positive guidance whilst learning to play a responsible role both within the school and its wider community.

A variety of methods are used to encourage and support pupils to behave appropriately:

- PSHE/Citizenship/Assemblies
- School Council
- Code of Conduct
- Sanctions
- Rewards
- Areas of Responsibility/good role models
- Mutual respect expected of all adults and children
- Anti-Bullying policy
- Anti-Bullying Team
- A range of visitors into school and a variety of visits offsite
- Rights Respecting School

School Council.

The purpose of the School Council is to encourage mutual respect between members of the school community, to help develop strong values and attitudes and to enable all pupils to feel that their views and opinions are important within the context of the whole school.

Each year group, from Year 1 to Year 6, elects one boy and one girl to represent them on the council. This representative is presented with a stripy tie to show that they are on the school council. The communication from each year group, via their representative, leads to discussions which reflect group feelings and opinions. Meetings are held monthly and minutes are distributed to year groups for reflection and discussion.

The School Council are responsible for making decisions about certain aspects of school life which affect all pupils - e.g. School Code of Conduct. Having contributed to the decision making process through their representative, each pupil has some degree of possession of the outcome.

The discussions, feedback and decision making contribute to pupils own awareness of the need for individual and group discipline. This in turn contributes to improving behaviour, helps to prevent bullying and encourages trust, caring and teamwork.

Anti-Bullying Team

At the beginning of each year, children are selected to be 'anti-bullying' monitors. Their role is to be a contact for children who feel that they have no one to play with or feel that some-one is being unkind to them. They are asked to report any concerns to their class teacher or the Headteacher.

Anti-Bullying Week (November)

Mount Pleasant takes part in the national anti-bullying week. This is done through assemblies, poster competitions and discussions/debates in classrooms.

School Code of Conduct

Each year group has a copy of the Code of Conduct which is on display in the classroom to remind all children of the expectations of behaviour within school.

When Things Go Right:

Rewards

Rewards are used throughout the school. They range from awards to the whole class, to groups, to individuals and are given by all adults in the school.

• Pupil Of The Month Award

Children from each year group [R– 6] are chosen by their class teachers for particular mention in whole school assembly. This may relate to work, attitude, behaviour etc. Each of the winners is presented with a certificate including their photograph and a prize. A letter is sent home by the Headteacher telling the child's parents of their success. All certificates are displayed for one month and parents are encouraged to come and visit the display with their child.

• House Points

From Reception onwards, each pupil at Mount Pleasant becomes a member of a House. They are: Brierley, Stuart, Stevens and Webb. Children can be given house points for a variety of reasons such as good work, kindness, listening carefully, tidying without having to be asked etc. The house points are totalled before each whole school

assembly and the house with the most points is announced and congratulated. The colours of that house are then tied around the house trophy which is put on display.

- **Get Set – Nursery**

Certificates and awards for achieving early learning goals and a positive attitude to learning.

- **Traffic Light – Rec – Y2**

A pre-award to Owls based on the acquisition of basic skills and demonstrating a good attitude to school life (Red, Orange, Green)

- **Owl Awards**

Following the 'Green' traffic light, children can work to achieve bronze, silver, gold and platinum owls. The criteria for the awarding of these owls is linked to behaviour and attitude to learning within school and at home. The criteria for each owl forms part of the children's merit cards. Owls are awarded in whole school assembly.

- **Class Rewards**

Each year group uses a wide range of rewards. Teachers discuss with children what the rewards will be within the class and how children can achieve them. The rewards may alter and be adapted due to the needs and maturity of a particular cohort.

- **Attendance**

Those children with 100% attendance each term are presented with a special certificate. At the end of the year children who have 100% attendance for the whole year receive a certificate and a prize. Children achieving attendance of 98% or higher are also given a certificate.

- **Steady Good Learners**

Each term, in whole school assembly, children are nominated by class teachers to receive a certificate to show that they are steady, good learners. This is to reward and celebrate those children who are conscientious and demonstrate a good attitude to school life as a whole.

Areas of Responsibility

Pupils throughout the school are offered opportunities to take responsibility, to show initiative and to extend their social and cultural experiences. These roles include:

Classroom monitors

School Council Representatives (The Stripy Tie Team)

Head Boy and Head Girl

Deputy Head Boy and Deputy Head Girl
House Captains
Anti-Bullying Team
Prefects/Monitors
Organisation Team
Environment Team
Librarians
Playground Pals
Fundraising Team

Mutual Respect

At Mount Pleasant we believe that in order to implement a policy of behaviour management effectively, it is essential that there is an ethos of mutual respect. Everyone has the right to their own opinion and to express that opinion but consideration must be given to how and when that opinion is expressed to show sensitivity and regard for others. Children need to be encouraged to do this by being reminded and prompted, by discussion in circle time, by role play and by good role modelling. Respect needs to be apparent between adults, between children and adults and between children. In this way every member of the school is valued and feels valued.

Implementation

1. **Parents** - At the start of each school year, parents are asked to sign a home-school agreement that outlines the responsibilities of the parent and school with regards to behaviour and attendance. Parents have a clear role in making sure that their child is well behaved at school.
2. **Staff** -
 - Treat all children equally, irrespective of gender, sexuality, race, religion or disability.
 - Be alert to signs of all forms of bullying and racial harassment and deal firmly with it in line with school policy.
 - Model the type of behaviour felt to be acceptable.
 - Play an active part in building a sense of community.
 - Deal sensitively with children in distress.
 - Support each other in maintaining good classroom management and be sensitive to each others needs.

- apply the agreed standards of behaviour consistently.

3. Children

- Should treat others as they would like to be treated, ie with tolerance and respect for other's views and rights.
- Should accept responsibility for their own choices and actions.
- Should dress appropriately in the agreed school uniform. Haircuts and the wearing of jewellery should also be in line with school policy.
- Respond appropriately and immediately to any reasonable request or instruction made to them by any adult in school.
- Complete all assigned work within an agreed timescale.

Employed Staff Powers to Discipline Pupils

Teachers, and all paid employees, have the statutory authority to discipline pupils whose behaviour is unacceptable; who break school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspection Act 2006).

- The power applies to all paid staff with responsibility for pupils, eg including Teaching Assistants.
- Staff can discipline pupils at any time that the pupil is in school or offsite eg, visits and residential visits.
- Staff can also discipline pupils when a pupil's misbehaviour occurs off school premises.
- Staff can confiscate pupils' property.
- Staff can impose an agreed sanction (see this policy)
- Staff have the power to impose a detention; during the school day eg lunchtimes and playtimes (allowing for reasonable access for the child to be able to eat, drink and use the toilet), or preventing a child from taking part in an activity after-school eg representing the school, or whilst on a residential visit.

The power to discipline pupils applies to behaviour both in school, and out (in certain circumstances – eg bringing the school's reputation into disrepute or incidents of bullying or harassment that affect children in school.)

The Headteacher should consider whether a child's behaviour gives cause to suspect that the child may be suffering, or is likely to suffer significant harm. Where this may be the case, staff should be directed to follow the school's safeguarding procedure.

Schools should also consider whether continuing disruptive behaviour, might be as the result of unmet educational or other needs, and whether a CAF would be suitable.

Physical Restraint of a pupil:

In very rare situations, where a child is refusing to follow a reasonable instruction to stop their behaviour, which may;

- be causing harm to themselves or another person
- involve damaging property

The law allows staff to physically restrain a pupil using 'reasonable' force. Mrs Hartill (Headteacher) and Mrs Woodhall (SENDCO) have both undergone Team-Teach Training and are therefore most likely to be called upon to physically restrain a pupil should this ever be necessary. However, this does not remove the same power to any paid employee, should an occasion arise where physical restraint would be deemed necessary. Should a child ever be physically restrained, then the parent of the child would be notified immediately. Any parent who requires further information regarding physical restraint can request further details from the school office.

When Things Go Wrong:

Unacceptable behaviour includes

Please note that the following list is not exhaustive. Behaviour considered 'unacceptable' may be determined by the Governing Body where the Headteacher feels it necessary to bring to their attention any behaviour that does not fit into an already listed category.

- Disobedience to a reasonable instruction.
- Non-completion of school work that could be reasonably expected.
- Inappropriate dress [e.g. trainers] extreme hair styles [e.g. Mohican, tram lines, 'extreme' will be determined by the Headteacher] body piercing [e.g. navel, more than one piercing to the ear, facial piercing]
- Biting, spitting, hitting and/or kicking.

- Foul language and swearing.
- Making unkind remarks.
- Damaging property, including defacing property eg graffiti
- Answering back, rudeness or aggression to adults or others.
- Stealing, including hiding another person's property.
- Carrying knives, drugs, alcohol or any offensive weapon into school.
- Truancy, including non or poor attendance, and a regular pattern of late attendance
- Racist or derogatory comments eg use of the word 'gay' or behaviour that causes offence eg all forms of bullying (see Anti-Bullying Policy)
- Fighting or encouraging others to fight.
- Forming gangs for the purpose of intimidating others.
- Bullying, in any form, eg cyberbullying (including from home), homophobic bullying.
- Wearing of any symbols that could cause offence to individuals and or groups, either by gender, sexuality, race, colour, culture, disability or religion.
- Putting themselves, other children or adults at risk.
- Moving around school in a way that falls below the expected standards of general behaviour, eg running, shouting, pushing.
- Creating or spreading malicious 'gossip' about adults who work or volunteer in school, about other children and families, and including the use of social media.

Pupil's Conduct Outside the School Gates

Staff have the power to discipline pupils for misbehaving outside the school gates, "to such an extent as is reasonable." This includes behaviour witnessed by a member of staff or reported to the school by another person. This could include misbehaviour when:

- Taking part in school organised activities, eg offsite visits, residential visits, when representing the school
- Travelling to and from school,
- Misbehaviour when wearing school uniform

- Or any misbehaviour at any time that could have repercussions for the orderly running of the school, poses a threat to another pupil or member of the public, could adversely affect the reputation of the school and includes misbehaviour on-line.
- Poor Attendance*

In all cases, the child will be disciplined when they are on school premises or when the pupil is under the lawful control of a member of staff (offsite visits and residential visits).

*** Penalty Fines**

Leave of absence – Under the Education (Pupil Registration) (England) (Amendment) Regulations 2013 a Headteacher MAY NOT authorise a leave of absence in term time for a holiday. A head teacher MAY (at his or her own discretion) authorise absence for exceptional circumstances. An application for a leave of absence must be made in writing to the school.

If you take a leave of absence which **is not authorised** by the school **you may be issued with a fixed penalty fine** via the Education Investigation Service. A penalty fine can also be issued for:

- Unauthorised absence from school
- Being identified out of school on a truancy sweep

Exclusion – If your child is excluded from school and during the first six days of exclusion, and he or she is identified in a public place **you may be issued with a fixed penalty fine** via the Education Investigation Service.

Details of fines can be found on the Education Investigation Service website.

Parenting orders

Parenting orders may be issued by magistrates following the conviction of parents or carers or on the application of the local authority for failing to send their child to school regularly. As part of the parenting order, you will be required to:

- fulfill certain tasks such as taking your child to school each day
- attend parenting guidance sessions

If you fail to do this, you will be in breach of a court order. This matter will return to court and further fines could be imposed.

Prosecution

If you fail to meet all of the above, you may be prosecuted. This could result in each parent or carer receiving a fine of up to £2,500 and / or three months imprisonment for failing to ensure your child regularly attends school.

Sanctions/Punishments

When children's behaviour does fall below the acceptable standards (see above), the Headteacher, or delegated person is likely to carry out an investigation into the incident.

Any investigation will be recorded in a Behaviour Log, the extent and details of which will vary with the appropriateness of the investigation.

During the investigation the Headteacher, or delegated person can:

- Speak to a child or group of children without the parents' consent
- Speak to the child or group of children without parents being present

The outcome of the investigation is to determine what is likely to have happened. The Headteacher, or delegated person can use their previous knowledge of the children involved in order to come to their final conclusions. The Headteacher, or delegated person will then determine the sanction to be used.

The punishment used must be reasonable and must not breach any other legislation (disability, SEN, race and other equality acts).

A firm reprimand from a member of staff is expected to be sufficient to correct most misbehaviour. However, if this fails, then the following procedures are likely to be adopted:

- 'Zone/behaviour board'
- Time out
- Completing extra work or repeating work until it meets the expected standard.
- Short term loss of privileges eg withdrawal from a visit or to represent the school – used once
- Loss of free/ play time
- During play time a pupil may be taken indoors for a five minute cooling off period.
- Removing graffiti or tidying an area disrupted by the child, including picking up litter (age appropriate).

If the above sanctions do not lead to an immediate modification of behaviour, the following actions are likely to be considered.

- Exclusion from a favoured activity – long term or permanently; not including mandatory curriculum sessions but for non-mandatory curriculum activities eg after-school clubs and may also be used on residential visits.
- Exclusion from the right to represent the school.
- The establishment of a behaviour record/log or home school report book.
- A verbal disciplining from a senior member of staff.

- A requirement for a written apology.
- A regular behaviour report/log to be given to the Headteacher.
- A letter/telephone call to a parent from the Headteacher or Deputy.
- A meeting with parents.
- Other sanctions following discussion between parents, class teacher and head teacher.
- PSP pastoral support programme.
- Exclusion from school [LA guidelines to be followed for either temporary or fixed term, or permanent exclusions]

This school will not use detentions imposed outside the normal school hours as a sanction or punishment.

Confiscation of Inappropriate Items:

The general power to discipline, enables a member of staff to confiscate, retain or dispose of a pupils' property as a punishment, so long as it is reasonable in the circumstances. The law protects staff from liability of damage to, or loss of confiscated items, provided they acted lawfully.

Once an item is confiscated, the member of staff must make an effort to keep the property safe. The confiscated item must then be returned to the child's parent, at which time, the member of staff will explain to the parent why the property was confiscated.

Staff also have the power to search without consent for prohibited items, including:

- Knives, weapons
- Stolen items
- Cigarettes, lighters, matches (incl lighter fuel and propellants)
- Drugs, alcohol
- Fireworks
- Pornographic material
- Any article that could be used to commit an offence, damage property or cause injury to self or another person
- Any item banned by the school rules (eg mobile phones)

Where appropriate, items may be handed to the police. The Headteacher will decide whether it is appropriate to involve other outside agencies eg Social care Team.

Racist remarks:

Any words or actions that cause offence to another person and are considered racist by the offended person will be deemed as a racist remark. In this case;

- The pupil will be reprimanded, the Headteacher is informed and a record of the incident is kept.
- The LA, governors and parents are informed.
- In persistent cases, parents may be asked to discuss the matter with the head teacher and a referral made to police in line with the school Equality Policy.

Allegations of Abuse Against Staff/ Malicious Accusations Against Staff

All allegations of abuse will be taken seriously; the Chair of the Governing Body will be informed and the allegation will be fully investigated as soon as possible in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. The suspension of the member of staff involved must not be used as an automatic response when the allegation has been reported. The school and Local Authority disciplinary measures will be followed where the allegation is found by the Governing Body to be true.

Where the allegation made by a child or parents is found to be false, the Chair of the Governing Body will:

- Write to the parent/parent of child to explain the outcome of the investigation and to make clear the seriousness of the false allegation. The parent will be informed that the incident will be formally recorded and subject to data protection and that it may be shared with other appropriate parties. (Eg Police if the child is 10yrs old and above)
- Meet with the parent/ parent and child to discuss the matter and possible consequences; in the case of a child, the parent will be asked to support the school with an appropriate sanction being applied. In the case of a parent, the governing body will seek a written apology in the first instance.
- Exclusion of a child who continues to make false allegations about staff.
- In more serious cases, or where a member of staff feels aggrieved, it is their right to contact their union for further support and advice.

Exclusion

The Headteacher (or Deputy Head in the Headteacher's absence) will decide whether to exclude a pupil, for a fixed term or permanently (to be approved by the Governing Body within 15 days of the exclusion being announced), taking into account all the circumstances, the evidence available and the need to balance the interests of the pupil against those of the whole school community.

The Headteacher may consider the following questions:

1. Is the behaviour in breach of the school Behaviour Policy? If so, have any other sanctions described in the policy been used and to what effect? Could any other sanctions be used as an alternative with the parents' agreement?
2. Has the school previously supported the child (what/when/what level of impact did this have?)

Does the child have any recognised behaviour problems? Have reasonable adjustments already been made or could they now be made? (Evidence could be SEN documentation eg Statement, IEP, Risk Assessments) Even if the child does have a recognised behaviour problem the Headteacher has a duty of care to **all** children. If the risk to others cannot be controlled, then exclusion should be considered.

3. Would allowing the child to remain in school seriously harm the education or welfare of other children or adults?

Once all other considerations have been made, and the answer to this final question is 'yes' then an exclusion must be applied. In this case, the school will follow Local Authority guidelines.

Dealing with Inappropriate behaviour of parents, visitors and other adults in school:

Legal Duty (DMBC Law and Governance Department):

The school has a duty to ensure that its premises are a safe place to work and visit and must therefore deal effectively with any rude or aggressive visitors to the school, including parents.

Schools sit on land that belongs to the Local Authority, so only persons with the 'right' to be there, are allowed on the school premises. That 'right' is determined by the Headteacher and Governing Body. This can be extended to pupils, parents, staff,

contractors and other workers and visitors, however, all persons on site are expected to behave appropriately and, if they do not, the school must take action that it considers necessary to prevent a repeat of that behaviour.

Inappropriate behaviour:

This includes causing any kind of nuisance or disturbance, such as:

- Refusing to follow the reasonable instructions of staff; eg refusing to move from a specified location, to cease behaving in a certain manner, refusing to leave the site when reasonably asked to do so, causing an obstruction or health and safety hazard.
- Being verbally aggressive, eg swearing, threatening or shouting at others on the premises, including other visitors to the site
- Being physically abusive, eg taking an aggressive stance, threatening to strike someone or assaulting another person, including other visitors.

How the school can respond:

1. Verbal warning – a senior member of the school staff can ask the person to stop behaving inappropriately or to leave the premises. Though this warning is given verbally, the information will be recorded.
2. The Police – can be asked to attend school to ask the person to leave, to remove them from the premises or, if their behaviour warrants it, to arrest them.
3. Warning letter – serious incidents should be followed by a letter from the school advising the perpetrator of the consequences of any repetition of the behaviour previously displayed.
4. Banning letter – if the incident is sufficiently serious or it is one of a series of incidents, the Headteacher can ban the person from the premises.
5. Legal proceedings –
 - a. Civil proceedings, compensation claims can be made by the school for compensation against any individual who has caused damage to the premises or any items owned by the school.
 - b. Injunction; if a person persistently enters the school premises without permission or authority, the school may seek an injunction from the courts prohibiting them from coming onto the premises.
 - c. Criminal proceedings via the Crown Prosecution Service.

