

BEHAVIOUR POLICY

Behaviour Management

All pupils at Berkhamstead should have the right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Any sanctions or rewards used should be part of the *behaviour policy*

The use of corporal punishment is not acceptable and is unlawful in schools.

Where children display difficult or challenging behaviour adults must follow the behaviour policy. The use of physical intervention can only be justified in exceptional circumstances. *Please see the Physical Restraint Policy.*

Discipline - Class & General

- All members of staff are responsible for maintaining good standards of behaviour within the school.
- All members of staff should familiarise themselves with the Behaviour policy and ensure it is followed at all times.
- Pupils are expected to respond appropriately to all instructions concerning either their general conduct, or learning behaviours and all pupils should be made fully aware of what is expected of them.
- Children are expected to abide by the school code of conduct as listed below.

CODE OF CONDUCT

We encourage:

- Good manners
- Honesty
- Consideration for others
- Orderly behaviour
- Tidiness
- Patience
- Common sense

Behaviour Policy

The children must definitely not:

- Cross the road on their own
- Climb, hang or sit on fences or trees
- Touch others' property without permission
- Use bad language or anti social behaviour

Our routine requires the children to:

- Move around corridors and stairways on the right
- Walk quietly at all times
- Stay inside the outside play boundaries, unless accompanied by a member of staff
- Cross the road silently in pairs, only under staff supervision at the crossing

Periodically, teachers should explain in an appropriate manner, exactly what is expected of them and what is meant by each of the items in the code of conduct.

REWARDS, BEHAVIOUR AND CARE

The Head of Department assumes overall responsibility for the care, discipline and welfare of the children. He/she is responsible for ensuring any serious problems are brought to the Head's attention and that parents are made aware of any concerns we may have.

Children's problems and difficulties are discussed in open forum on a weekly basis if needed with the staff.

In lessons the teacher assumes total responsibility for the care and discipline of the children. If any problems arise he/she should handle the situation appropriately. If necessary the Head of Prep/Pre-Prep can be called upon for assistance.

At break time the Duty Staff assume total responsibility for the care and discipline of the children. If any problems arise he/she should handle the situation appropriately and communicate with the Form Teacher as soon as possible.

Any major problems should be referred to the Head of Pre-Prep and also to the parents. It should be recorded in the Incident file.

If a child's behaviour is of sufficient concern that the child needs to leave the classroom, or if a child is unwell or distressed, the teacher will ask the child in the first instance to sit quietly in the classroom under supervision. In the Prep Department, if the child continues to misbehave, to be unwell or is upset, the teacher will send another child in the class for the form teacher to collect the child. The form teacher will then be able to deal with the situation as needed. If the Form teacher is not available the Head of Prep/Pre-Prep will deputise.

Pre-Prep Specific

Rewards

Stickers and Stars

- All teachers have a supply of stickers to award to children for any positive behaviour, academic or otherwise. Children may have individual sticker charts or class charts on which to put these awards or they may choose to wear them.
- In Nursery and Reception, teachers and parents work in partnership to celebrate the achievements of the children by awarding 'Wow!' certificates alongside stickers for rewarding positive behaviour and achievement.
- Each Friday lunchtime in the KS1 dining room, a child on each table is chosen to receive a 'Lunchtime Award' sticker; the teacher explains to everyone why that particular child has been chosen.
- In Year 2, children may be awarded a 'Sparkle Statement' for a piece of especially good work or behaviour; these are awarded during the weekly Circle Time session and are displayed in the classroom for a week before being sent home.
- As an incentive to improve the general standard of behaviour in a class, a 'Class Star' system may be used; when ten stars have been gained for good behaviour by the whole class, there is a reward such as additional choosing time.

Awards and Birthdays Assembly

- Each week in the 'Awards and Birthdays' Assembly, a child from each class is selected to receive a special award; any criteria can be used by the class teacher for this award. In KS1, this is a 'Special Achievement' Certificate, in Reception a 'Wow!' Certificate and in Nursery, there are two special cuddly toys that are awarded to children who can take them home for the weekend.
- The P.E. teacher awards 'P.E. Star of the Week' Certificates which are also given out at this time having been on display in the small hall for the previous week.
- Other certificates and awards can be brought in and shown during this assembly.
- Teachers should keep a record of which children receive the Achievement or Wow Certificates.

Sanctions

- In Nursery, children are given choices and are praised for choosing the appropriate choice. Children are given "Thinking Time" (2 minutes) if appropriate. It is discussed with the child why s/he has been given this time and how it can be avoided in future.

Behaviour Policy

- Staff are encouraged to use the 'Proximity Praise' idea which encourages children to behave well by seeing someone near them get positive attention and feedback for good behaviour.
- For the Reception and KS1 children, a 'Behaviour Ladder' with designated degrees of sanction can be used should it be necessary to punish bad behaviour. This consists of:
 1. Verbal warning
 2. Name on board
 3. Sent to Head of Department and name entered in the 'Red Book'
 4. Parents told
 5. Headteacher notified
- Depending on the severity of the offence, steps of the ladder can be omitted.
- Persistent offenders are sometimes given a 'Behaviour Card' as an incentive to improve their behaviour; this is marked by the teacher to show whether they have behaved each day/part of the day.
- In the playground, persistent bad or dangerous behaviour can result in a child sitting on the bench to reflect on their actions for part of playtime or, if deemed necessary, the child being put outside the staffroom. Their name may be entered into the 'Red Book.'
- Persistent appearances in the 'Red Book' result in parents being contacted and involved.

Incident Folder (kept in each staff room):

- Every child has their own page in this folder.
- Any significant incidents are recorded in the folder so that each pupil's behaviour is monitored constantly; this sheet goes with them throughout the school so this is an effective way of uncovering any significant behaviour patterns or problems.
- Records are also kept of the victim in such incidents as there may be a significant pattern to be found there too.

Prep Specific

The aim of the policy is to lay solid procedure to reward children and deliver sanctions, if required. The school has a policy of praising good work and behaviour and rewarding whenever possible. The following paragraphs outline the procedure

Rewards

BONUS	A bonus can be awarded to a child for a piece of good work, remembering forms, good manners or helpfulness. They are given to the child as colour coded pieces of card (house dependent) and they are subsequently handed to form teachers to be recorded. They are worth 1 point.
Commendation	A commendation is a certificate that is presented to the child in assembly. They are for exceptional work or behaviour. They are also given to the form teacher for recording but can be kept by the child as a record of achievement. They are worth 3 points.
Once a week in assembly the commendations are presented to individual children and the house totals for the week are announced. The children with the most points in each year are presented with a certificate as well as any child who passes 100 house points. At the end of each term the winning house is presented with a trophy and a small prize for each child.	
Class Bonus	A class bonus can be awarded to a whole class for a number of reasons such as a good working ethic, the whole class has remembered something (such as reply slips or reading books) or great behaviour. These are forms that should be passed from the class to the form teachers for recording.
Once the class have reached a desired total the class may be rewarded with an edible treat or a free break. (a session when the class can use the playground).	

Sanctions

Verbal Warning	The first phase of discipline is to remind the child that the action they have taken is wrong and offer alternative ideas (Education)
Minus	If a child repeats the offence or displays behaviour that is inappropriate then a minus card is given. This card should be handed to the form teacher and the child must explain the reason. The offence should also be written on the staff room board. The minus is worth -1 pt.
Detention	If a child received more than 2 minuses in a week, produces very poor work after warnings or commits completely inappropriate behaviour then the child is given a detention. This is run on Friday lunchtime. The child may be asked to fill in an appropriate detention paper or re-do work in this time. A detention is worth -3 pts. Parents may be informed.

Report Cards

For some children an alternative course of action is to give them a report card. These can be for specific targets and should be signed by class teachers at the end of each lesson and parents each night.

If there is no improvement or a reoccurrence of behaviour then the parents should be asked to come into school to discuss the matter with the form teacher. It is good policy to keep parents in the loop from the outset. Such Incidents should be recorded in the Incident File.

Incident Form

This is a **confidential** file to record any incidents involving individual children. An incident should be defined as behaviour which has cause for concern. All information should be dated and initialled by MoS and HoD. Any significant incidents should be discussed in staff meetings.

