



St Mary's Priory Catholic Infant and Junior Schools

Love one another

Always do our best

Take care of ourselves and the world around us

Positive Behaviour Policy 2023 – 24

Review Autumn 24

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“Never have any grudges against others or lose your temper, or raise your voice to anyone, or call each other names or allow any sort of spitefulness. Be friends with one another and kind, forgiving each other, just as in Christ, God forgave you” Ephesians 4:31-32

Statement of intent

At St Mary’s Priory Catholic Infant and Junior Schools (St Mary’s Priory), we provide a caring environment where high standards of behaviour are expected and encouraged. We are committed to promoting behaviours and relationships, which make the school safe and supportive, allowing children to develop their full potential, and an environment where exemplary behaviour is at the heart of productive learning. This policy is based on promoting the use of praise and celebration of success. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. How we conduct ourselves as adults is a really powerful factor in determining how pupils behave. Our behaviour policy guides staff to teach self-discipline and appropriate behaviours. It echoes our core values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and learners.

At St Mary’s, we are an inclusive school where every individual is valued: children and adults. As such, deliberate personal insults based on race, gender, religion or disability will not be tolerated. Any such incidents will be referred directly to the Senior Leadership Team. The school recognises its legal duties under the Equality Act (2010) in respect of safeguarding and in respect of pupils with Special educational needs and disabilities (SEND).

Reasonable and proportionate sanctions will be used where a pupil’s behaviour falls below the standard that is expected, alongside support to prevent recurring misbehaviour. The school acknowledges that behaviour can sometimes be the result of educational needs, mental health issues, or other needs or vulnerabilities, and will address these needs via an individualised graduated response.

1. Aims

We aim to:

- follow Jesus’ footsteps by: listening to God, making the right choices, valuing and respecting each other, showing forgiveness and being kind, honest and thoughtful;
- to foster a calm, purposeful school community where children and adults are supportive and respectful of each other and the school environment, within a climate of trust;
- to prioritise the most vulnerable;
- to create an environment in which ALL children are happy, safe and learning;
- to encourage a happy, caring and safe atmosphere throughout the school and to develop a sense of empathy, understanding and responsibility amongst the children;
- to enable coherence in response to positive and negative behaviour at whole school level;
- to describe ‘what we do’ and be explicit about ‘how we do it’.

2. Legislation, research, statutory requirements and statutory guidance:

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

- [Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)
- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [The Equality Act 2010](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice](#)
- [Keeping Children Safe in Education](#)
- [Exclusion from maintained schools, academies and pupil referral units in England 2017](#)
- Section 175 of the [Education Act 2002](#), which outlines a school’s duty to safeguard and promote the welfare of its pupils
- Sections 88 to 94 of the [Education and Inspections Act 2006](#), which requires schools to regulate pupils’ behaviour and publish a behaviour policy and written statement of behaviour principles

The Education Endowment Foundation:

- Improving Behaviour in Schools: Guidance Report 2019

3. Bullying

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online. Anti-Bullying Alliance agreed definition.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

| TYPE OF BULLYING | DEFINITION |
|--|---|
| Emotional | Being unfriendly, excluding, tormenting |
| Physical | Hitting, kicking, pushing, taking another's belongings, any use of violence |
| Prejudice-based and discriminatory, including: <ul style="list-style-type: none">• Racial• Faith-based• Gendered (sexist)• Homophobic/biphobic• Transphobic• Disability-based | Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality) |
| Sexual | Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching |
| Direct or indirect verbal | Name-calling, sarcasm, spreading rumours, teasing |
| Cyber-bullying | Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites |

* Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying strategy.

4. Roles and responsibilities

As a school community, we each have a responsibility to work together to implement the St Mary's Positive Behaviour Policy and embed its principles.

The governing board

The governing board is responsible for:

- Reviewing and approving the written statement of behaviour principles
- Reviewing this behaviour policy in conjunction with the headteacher
- Monitoring the policy's effectiveness
- Holding the headteacher to account for its implementation

The headteacher

The headteacher is responsible for:

- Reviewing this policy in conjunction with the governing board.
- Giving due consideration to the school's statement of behaviour principles
- Approving this policy
- Ensuring that the school environment encourages positive behaviour
- Ensuring that staff deal effectively with poor behaviour
- Monitoring that the policy is implemented by staff consistently with all groups of pupils
- Ensuring that all staff understand the behavioural expectations and the importance of maintaining them

- Providing new staff with a clear induction into the school's behavioural culture to ensure they understand its rules and routines, and how best to support all pupils to participate fully
- Offering appropriate training in behaviour management, and the impact of special educational needs and disabilities (SEND) and mental health needs on behaviour, to any staff who require it, so they can fulfil their duties set out in this policy
- Ensuring this policy works alongside the safeguarding policy to offer pupils both sanctions and support when necessary
- Ensuring that the data from the behaviour log 'My Concern' is reviewed regularly, to make sure that no groups of pupils are being disproportionately impacted by this policy (see section 13.1)

Teachers and staff

Staff are responsible for:

- Creating a calm and safe environment for pupils
- Establishing and maintaining clear boundaries of acceptable pupil behaviour
- Implementing the behaviour policy consistently
- Communicating the school's expectations, routines, values and standards through teaching behaviour and in every interaction with pupils
- Modelling expected behaviour and positive relationships
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Considering their own behaviour on the school culture and how they can uphold school rules and expectations
- Recording behaviour incidents promptly
- Challenging pupils to meet the school's expectations

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

Parents and carers

Parents and carers, where possible, should:

- Get to know the school's behaviour policy and reinforce it at home where appropriate
- Support their child in adhering to the school's behaviour policy
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly
- Take part in any pastoral work following misbehaviour (for example: attending reviews of specific behaviour interventions)
- Raise any concerns about the management of behaviour with the school directly, whilst continuing to work in partnership with the school
- Take part in the life of the school and its culture

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child's behaviour and the school's policy, and working in collaboration with them to tackle behavioural issues.

Pupils

Pupils will be made aware of the following during their induction into the behaviour culture:

- That they have a duty to follow the behaviour policy
- **The behaviour curriculum 'The St Mary's Priory Way'**: the school's key rules and routines
- **Pupil expectations**: the expected standard of behaviour they should be displaying at school
- **The 'Good to be Green' behaviour system**: the rewards they can earn for meeting the behaviour standard, and the consequences they will face if they don't meet the standard
- The pastoral support that is available to them to help them meet the behavioural standards

Pupils will be supported to meet the behaviour standards and will be provided with repeated induction sessions wherever appropriate.

Pupils will be supported to develop an understanding of the school's behaviour policy and wider culture.

Pupils will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

Extra support and induction will be provided for pupils who are mid-phase arrivals.

5. School behaviour curriculum

‘St Mary’s Priory Way’ Curriculum

At St Mary’s Priory, we create a culture that promotes excellent behaviour through the ‘St Mary’s Priory Way’ curriculum - our agreed understanding of expected behaviours. The curriculum defines the behaviours and habits that we expect our pupils to demonstrate. The St Mary’s Priory Way curriculum is used as a teaching tool by all members of our school community and is taught explicitly to pupils alongside the traditional National Curriculum subjects (See curriculum overview below). As the DfE ‘Behaviour in Schools’ advice states, “Creating a culture that promotes excellent behaviour requires a clear vision of what good behaviour looks like.” (Sept 2022) We believe that through the explicit teaching of behaviour and the practice of these behaviours, pupils know how to thrive at St Mary’s Priory and will grow to be kind and hard working adults.

‘The St Mary’s Priory Way’ Behaviour Curriculum Content Overview

| | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
|---------------------------------------|--|--|---|--|--|---|
| All Year Groups from Year 1 to Year 6 | Explicit teaching of the full ‘St Marys Priory Way’ curriculum content | On-going revision of content Assessment Task Teacher focus | Explicit teaching/ recap of the full ‘St Marys Priory Way’ curriculum content | On-going revision of content Assessment Task Teacher focus | Explicit teaching / recap of the full ‘St Marys Priory Way’ curriculum content | On-going revision of content Assessment Task Target setting for new academic year |

* Details of our school’s behaviour curriculum are set out in our St Mary’s Priory Way Behaviour Curriculum document (see links to other policies)

Consistency of Approach

Staff at St Mary’s Priory are trained and supported in using ‘preferred practices’ for behaviour management. These preferred practices include:

- positive framing
- giving wait time
- expecting compliance
- indirect correction
- responding to poor behaviour with calm
- taking a restorative approach
- use of scripts

Staff meet at least every half term to discuss and review the use of preferred practices, sharing successes, offering and accepting help and support where needed. Behaviour is a standing item at staff meetings. We understand that in order to achieve high standards of behaviour and consistency, all staff need continued training, coaching and support. With a consistent, positive approach to behaviour management, adults are empowered and children feel safe.

At St Mary’s Priory, we follow two golden rules:



We are kind
We work hard

Pupil expectations

At St Mary's Priory, pupils are expected to:

- Conduct themselves around the school premises in a safe, sensible and respectful manner;
- Follow instructions given by adult;
- Behave in a reasonable and polite manner towards all staff and pupils;
- Show respect for the opinions and beliefs of others;
- Complete classwork as requested;
- Hand in homework at the time requested;
- Report unacceptable behaviour;
- Show respect for the school environment.

Where appropriate and reasonable, adjustments may be made to routines within the curriculum to ensure all pupils can meet behavioural expectations in the curriculum.

Mobile Phones

We recognise the need for use of mobile phones as a safety measure for our children in Year 5 and 6, who walk to and from school alone. To ensure safe management of these devices, these practices are in place:

- Mobile phones are prohibited in classes.
- Mobile phones are seen as a safety measure only for children, in Year 5 and 6, who walk to and from school alone.
- Only children in Year 5 and 6 children who walk to and from school alone can bring a mobile phone into school.
- Mobile phones are kept in a locked cupboard in the classroom.
- Mobile phones are distributed to 'home alone' children, as they leave the school premises.

6. Responding to behaviour

Safeguarding

We recognise that changes in behaviour may be an indicator that a pupil is in need of help or protection. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate. Please refer to our child protection and safeguarding policy for more information (Section 14).

Classroom management

Carefully planned lessons and good classroom management are conducive to good behaviour. Routines are taught and practised regularly – nothing is left to chance. Each child is individual and has their own individual needs. Staff will use their professional judgment at all times.

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

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Create regulation zones where appropriate within the classroom for SEND pupils
- Display in classrooms the behaviour curriculum, the 'Good to be Green' behaviour system and golden rules and refer to when managing behaviour and apply consistently (See resources and systems 7.3)
- Communicate expectations clearly, visually and refer to these frequently - routines are regularly rehearsed (see St Marys Priory Way 6.1)
- Clearly communicate behaviour expectations to set up ALL to be successful (staff and students) – both in the short & long term through explicit teaching of 'The St Mary's Priory Way' curriculum.
- Explain to the children what we do want e.g 'We listen in silence to others' rather than 'I don't want to hear any talking'
- Promote a 'Going for Gold' attitude and praise/reward pupils who are displaying positive behaviours
- Lead by example - positive relationships between staff and children encourages better behaviour and learning for ALL.

Resources and systems

Good to be Green Behaviour System

The 'Good to be Green' behaviour system has been allocated to staff to manage behaviour. This is a behaviour tool used within Year 1 to 6. All children begin the day with a green card displayed on the class "Good to be Green" behaviour chart. If a child is not following the rules they receive a 'stop and think card', this is placed in front of their green card. If that same child continues to not follow the rules, they receive a warning card. If a child receives 2 warnings then a consequence card is given. The consequence is 10 minutes (per consequence card) of playtime missed. A child can earn their way back up to a green card, but the consequence will remain. The card remains at the back of their wallet on the display chart until the end of the school day. If a child is on a warning and improves their behaviour they can earn their green card back, the warning card remains behind the green card on the display chart until the end of the school day.



Going for Gold

To encourage children in making good behaviour choices, we have a 'going for gold' approach. Every child who is green at the end of the day (without having received a warning or consequence) is eligible for a golden ticket (**maximum of up to 3 tickets per class per day**). Class teachers will award golden tickets to children who show exemplary behaviour at all times. When a child is awarded a golden ticket, they have the opportunity to write their name in the class 'Golden Book'.

Should a child achieve:

- 10 golds - a congratulatory postcard from the Headteacher will be sent home to parents/carers
- 25 golds - a golden lunch
- 50 golds - afternoon tea with the Headteacher

Certificates will be awarded to children who have remained "green" throughout the half term (having never received more than 2 consequence cards) during the last Celebration Assembly of each half term.

Teachers, including PPA teachers, will use this behaviour system. Support staff can recommend children for a gold, a warning or a consequence. Supply staff do not use this system.

Rainbow Chart

This is a behaviour tool used in Early Years Foundation Stage. The chart consists of weather symbols - a rainbow, a sunshine and rain. All children begin the day with their name on the rainbow. During the course of the day, children's names may move up to the sunshine or down to the rain depending upon the behavioural choices made. Teachers will decide upon the consequences if a child's name is on the rain.

Reasons for a child moving their name up can include:

- being kind to others (e.g sharing resources, taking care of someone when they are feeling sad)
- helping others (e.g. picking things up from the floor, holding doors open for others)
- following instructions straight away (line up, coat on, eyes on me etc)
- having a positive attitude when things are difficult (not giving up)

Reasons for a child moving their name down can include:

- being unkind to others (e.g saying mean things, hitting, pushing etc)
- persistently not following the class rules (e.g. calling out during teaching time, not keeping hands to themselves, arguing over resources)
- distracting others during teaching sessions

Children are given a verbal reminder before their name is moved down, so that they have an opportunity to change their behaviour. If the behaviour does not change, they move to the warning cloud and if it still

continues then it is moved again and the child will have 5 minutes reflection time.

Responding to good behaviour

All adults aim to create a positive, inclusive climate with realistic expectations. Our behaviour policy is based on the reinforcement of good behaviour. A consistent approach to behaviour management is vital. When a pupil's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

Positive behaviour will be rewarded with:

The following are examples of rewards used through the school:

- Verbal praise
- Child sent to other adults in the school for praise
- Informing parents/carers about good behaviour
- Celebrating achievements through stars, stickers etc
- Stars awarded at weekly star assembly*
- Saints' house points**
- Postcards sent home
- Good to be Green certificates
- 'Golden' Lunches and 'Tea' with the head teacher

*Celebration Assembly. Each Friday stars are awarded at assembly by class teachers. These stars can be for any achievement the child has made including exemplary behaviour and kindness.

** House Points. There are four houses, each with a Saint figurehead: St Terese; St Vincent; St Josephine; St Francis. Each child belongs to a team. Year 6 Team captains are voted for at the start of the school year. House points are given out by all members of staff at any time. Each week the total is announced at star assembly. Each half term the winning team receive a treat (e.g. extra playtime). At the end of the year the team with the most house points have a special team treat.

Responding to misbehaviour

Although we believe it right to adopt a positive approach to promoting good behaviour, children should be taught what is unacceptable behaviour and be aware of sanctions which may be said. If a child behaves inappropriately, **it is the act that he or she does which is unacceptable and not the child.**

When a pupil's behaviour falls below the standard that can reasonably be expected of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

Staff will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards, and by responding in a consistent, fair and proportionate manner, so pupils know with certainty that misbehaviour will always be addressed.




De-escalation techniques can be used to help prevent further behaviour issues arising, such as the use of pre-arranged scripts and phrases. (See Appendix 3)

All pupils will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and taken into account.

When giving behaviour sanctions, staff will also consider what support could be offered to a pupil to help them to meet behaviour standards in the future.

Staff may use the listed sanctions in response to unacceptable behaviour (see table below). These are to be used as guidelines – Staff will make a professional decision based upon individual circumstances and context. The 'types' of behaviour and associated sanctions are to be linked with our 'Good to be Green' behaviour system to aid communication with our pupils and uphold our established behaviour culture.

Table showing types of behaviour at each level and sanctions

| Level. | Type of Behaviour | Sanction |
|---------|--|---|
| Level 1 | <p>Calling Out Distracting others-muttering, fidgeting, fiddling Pushing in line (playground, assembly, lunch queue) Making inappropriate noises Dropping litter Entering school building without permission Eating in places not permitted.</p> | <p>Verbal warning by adult.</p> <p>Links to 'Good to be Green': STOP and THINK</p>  |
| Level 2 | <p>Persistent/repetition of level 1 behaviours Being disrespectful to an adult e.g. answering back – if this is persistent over time this will lead to level 3 sanctions Drawing on tables and chairs (school property) Throwing equipment in anger Very poor sportsmanship Misbehaving in toilets</p> | <p>Time Out - 5 minutes Class teacher will be made aware of this if behaviour is repeated Links to 'Good to be Green': 1st & 2nd WARNING</p>  |
| Level 3 | <p>Being extremely disrespectful to an adult (also see level 2) Ignoring instructions Fighting Swearing-offensive language or gestures Physical violence Damaging property intentionally Spitting deliberately Throwing equipment at others Stealing Confrontational behaviour Inappropriate use of technology</p> | <p>Involvement of a member of the senior leadership team (SLT). Parents/carers will be informed Lunchtime will be missed and a reflection sheet completed with a member of SLT. If this type of behaviour is repeated parents/carers will be invited to a meeting with the class teacher, SLT member and class teacher. (Appendix 4)</p> <p>Links to 'Good to be Green': Consequence</p>  <p>10 minutes reflection – using reflection sheet (Appendix 5)</p> |
| Level 4 | <p>Premeditated physical violence.</p> | <p>Head Teacher to inform parent/carer of incident supported by letter. If situation warrants the Head Teacher will take necessary steps to exclude.</p> |

All significant incidences of unacceptable behaviour including racism will be recorded on the child's individual class behaviour record via 'My Concern' and/or the SLT behaviour record. If a child is a victim of extreme behaviour i.e. physical violence or racism, the parents/carers of those children will be informed. The records will be retained in the school until the child transfers to another school. These records will not be passed on to another school.

If a child's behaviour causes concern over a period of time, it may be deemed necessary to follow an individual behaviour plan which meets the needs of the individual, parents will be fully consulted in this process. (Appendix – behaviour plan template – to be added)

Guidelines for Using Sanctions Effectively

- Make clear distinctions between minor and more serious incidents;
- Indicate which sanctions are likely to be appropriate to a particular behaviour;
- be clear about the precise behaviour being sanctioned;
- apply sanctions calmly and consistently;
- respect pupils' self-esteem.

Persistent Low Level Disruptive Behaviour

If a child continues to disrupt the learning of others, he/she may be asked to work in another classroom for a short period of time. The child should be accompanied by another child to the class if an adult is not available.

If, over time, a child's behaviour continues to be disruptive, the class teacher, the parent/carer and child (if appropriate) will meet to discuss the behaviour and work in partnership to discuss strategies to move forward. Examples of strategies which may be introduced could include the introduction of a behaviour record, behaviour support plan or a home-school communication book.

Following this, if improvements in behaviour are not made it will be necessary to refer the matter to a senior member of staff. Where appropriate, external agencies may be involved to assess the needs of pupils who display continuous disruptive behaviour.

It is important to note that *persistent* low level disruptive behaviour, which continually impacts upon the learning of the other children, may ultimately lead to exclusion.

Behaviour Record

A Behaviour Record is a tool used to document a child's behaviour throughout their time at school. It serves as a valuable resource for teachers, parents, and school leaders to track patterns, identify trends, and make informed decisions regarding the child's well-being. Behaviour records are based on factual, objective observations rather than assumptions or judgments. This ensures accuracy and fairness in documenting a child's conduct. To make this system clear and accessible for our pupils, we use a rating system that aligns with our 'Good to be Green' behaviour system. This rating system provides a consistent and easy-to-understand framework for assessing behaviour at different times.

Rating Scale:

5 (Gold) - Outstanding Behaviour: This rating reflects exceptional behaviour. Pupils receiving a 'Gold' rating consistently go above and beyond in displaying positive conduct. It is recognition of exemplary behaviour that sets a commendable example for others.

4 (Green) - Good Behaviour: A 'Green' rating indicates good behaviour. Pupils receiving this rating consistently meet behavioural expectations and contribute positively to the learning environment. It is recognition of consistently good conduct.

3 (Blue) - Behaviour Needs Improving: This rating signals that there is room for improvement in behaviour. Pupils receiving a 'Blue' rating are encouraged to reflect on their actions and work towards consistently meeting the expected standards.

2 (Yellow) - Poor Behaviour: A 'Yellow' rating indicates behaviour that falls below the expected standards. Pupils receiving this rating are prompted to reflect on their actions and make efforts to improve their conduct.

1 (Red) - Unacceptable Behaviour: This rating is reserved for behaviour that is deemed unacceptable. Pupils receiving a 'Red' rating are required to reflect on their actions and work closely with teachers and support staff to address and rectify their behaviour.

Teachers communicate regularly with parents about the contents of the behaviour record. This open dialogue fosters a collaborative approach in addressing behaviour concerns and ensures that parents are actively involved in their child's development.

Behaviour Support Plan

We are committed to creating a positive and nurturing learning environment where every child can thrive. In instances where a child may face challenges in their behaviour, we implement a Behaviour Support Plan (BSP) to provide personalised assistance. A Behaviour Support Plan is a tailored approach designed to understand and address the specific needs of a child, promoting positive behaviour and enhancing their overall well-being. (Appendix 6)

How it Works:

The process begins with a thorough assessment of the child's behaviour, considering factors such as triggers, patterns, and individual strengths and challenges. Teachers, parents, and relevant school staff work together to create a Behaviour Support Plan. This collaborative effort ensures a holistic understanding of the child's needs and allows for a unified approach in supporting positive behaviour. The plan outlines strategies that focus on reinforcing positive behaviour while addressing any underlying issues contributing to challenging behaviour. These strategies may include targeted interventions, rewards for positive actions, and consistent communication between home and school. Progress is continuously monitored, and the Behaviour Support Plan is adjusted as needed. Regular reviews involve discussions with the child, parents, and educators to ensure the effectiveness of the plan and make any necessary modifications.

Offensive Weapons

The school does not condone the possession of offensive weapons on the school site by members of the school. Consequently, severe action will be taken in all cases.

Our policy is as follows:

- Any student found carrying what is considered an offensive weapon on the school site will be excluded for a minimum period of 5 days, and could face permanent exclusion.
- Any student using or threatening to use an offensive weapon in a threatening manner to others will be permanently excluded and the police will be involved.

Searching, Screening and Confiscation

Should the school identify the need to screen or search a pupil, the September 22 DFE advice as outlined in the document '[Searching, screening and confiscation guidance: advice for schools 2022](#)' will be followed.

Off-site misbehaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member (e.g. on a school-organised trip).

Online misbehaviour

The school can issue behaviour sanctions to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil
- It could have repercussions for the orderly running of the school
- It adversely affects the reputation of the school
- The pupil is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

* Details of our school's Online Safety procedures can be found in our Online Safety policy (see links to other policies)

Child on Child Abuse

All staff are aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence and sexual harassment;
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals.

Any incidents of abuse by children or young people should be taken as seriously as abuse perpetrated by an adult, and reported to the designated safeguarding lead or other nominated designated safeguarding staff immediately.

7. Serious sanctions

Removal from classrooms

In response to serious or persistent breaches of this policy, the pupil may be removed from the classroom for a limited time.

Pupils who have been removed will continue to receive education under the supervision of a member of staff that is meaningful, but it may differ from the mainstream curriculum.

Removal is a serious sanction and will only be used in response to serious misbehaviour. Staff will only remove pupils from the classroom once other behavioural strategies have been attempted, unless the behaviour is so extreme as to warrant immediate removal.

Pupils will not be removed from classrooms for prolonged periods of time without the explicit agreement of the headteacher.

Pupils should be reintegrated into the classroom as soon as appropriate and safe to do so. The school will consider what support is needed to help a pupil successfully reintegrate into the classroom and meet the expected standards of behaviour.

Parents will be informed on the same day that their child is removed from the classroom.

Suspension and Exclusions

Suspension and/or exclusion are a last resort at St Mary's Priory. We do not wish to exclude any child from school, but sometimes this may be necessary. The DfE has published Exclusions Guidance (2008, updated September 2021) and the school will refer to this guidance in any decision to exclude a child from school. The decision to suspend or exclude a child from St Mary's Priory School can only be made by the Headteacher.

When establishing the facts in relation to a suspension or an exclusion the Headteacher will apply the civil standard of proof, ie. 'on the balance of probabilities' it is more likely than not that the fact is true, rather than the criminal standard of 'beyond reasonable doubt.'

In an ever-changing environment, it is not possible to produce an exhaustive list of offences that warrant a fixed-term or permanent exclusion; however, we can be clear that any threatening behaviour, persistent bullying or harassment, possession of an offensive weapon, misuse of alcohol/solvents/drugs, theft, swearing and physical assault could result in an exclusion.

A decision to exclude a pupil permanently will only be taken:

In response to a serious breach, or persistent breaches, of the school's behaviour policy; and
Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

8. Responding to misbehaviour from pupils with SEND

Recognising the impact of SEND on behaviour

We recognise that pupils' behaviour may be impacted by a special educational need or disability (SEND). When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis. When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices ([Equality Act 2010](#))
- Using our best endeavours to meet the needs of pupils with SEND ([Children and Families Act 2014](#))
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, we will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the pupil concerned.

Social, emotional and mental health (SEMH) needs

To help reduce the likelihood of behavioural issues related to SEMH needs, the school will create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The school will promote resilience as part of a whole-school approach using the following methods:

- Culture, ethos and environment – the health and wellbeing of pupils and staff is promoted throughout the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment;
- Teaching – the 'St Mary's Priory Way' behaviour curriculum is explicitly taught and used to develop pupils' knowledge about school behaviour expectations. Regular PSHE lessons are delivered to develop pupils' knowledge about health and wellbeing;
- Zones of Regulation – implemented school-wide to foster positive mental health, contributing to the establishment of a health school climate and culture;
- Community engagement – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing.

All staff will be made aware of how potentially traumatic adverse childhood experiences, including abuse and neglect, can impact on a pupil's mental health, behaviour and education. Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health.

Adapting sanctions for pupils with SEND

When considering a behavioural sanction for a pupil with SEND, we will take into account:

- Whether the pupil was unable to understand the rule or instruction?
- Whether the pupil was unable to act differently at the time as a result of their SEND?
- Whether the pupil is likely to behave aggressively due to their particular SEND?

If the answer to any of these questions is yes, it may be unlawful for the school to sanction the pupil for the behaviour.

We will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

Considering whether a pupil displaying challenging behaviour may have unidentified SEND

The school's special educational needs co-ordinator (SENCO) may 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.

Pupils with an education, health and care (EHC) plan

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will make contact with the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

SEND Haringey Local Offer Support and Services

Address:

Special Educational Needs and Disabilities Team
5th Floor, 48 Station Road
Wood Green
London, N22 7TY

Telephone: 02084891913

* Details of our school's support for SEND pupils are set out in our SEND policy (see links to other policies)

9. Supporting pupils following a sanction

Following a sanction, we will consider strategies to help pupils to understand how to improve their behaviour and meet the expectations of the school.

This could include measures like:

- Reflection time (10 mins)
- Regular /daily communication with parents to include written communication
- Reintegration meetings to involve parents and relevant staff
- Daily contact with member of SLT or other assigned member of staff
- Use of behaviour resources for example visual reminders, behaviour chart
- Behaviour contract
- Team around the child meeting including SENCo and Lead Behaviour Professional
- Referral to external support
- Structured timetable for Lunchtimes
- Rag rated hierarchy of behaviour shared with all staff to ensure consistent behaviour management

10 . Pupil transition

Inducting incoming pupils

We will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture. At this point, pupils are introduced to our behaviour systems (see Resources and systems 7.3)

Preparing outgoing pupils for transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s) and are provided with a transition leaflet or booklet (SEND pupils only) to review over the summer holiday. In addition, staff members hold transition meetings to hand over key information to aid pupil transition.

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.

11. Training

As part of their induction process, our staff are provided with regular training on managing behaviour, including training on:

- Our behaviour curriculum 'The St Mary's Priory Way'
- Our behavior system 'Good to be Green'
- The SEND and SEMH needs of pupils at the school

Behaviour management will also form part of continuing professional development.

12. Monitoring arrangements

Monitoring and evaluating school behaviour

The school will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Attendance, permanent exclusion and suspension
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Anonymous surveys for staff, pupils, governors, trustees and other stakeholders on their perceptions and experiences of the school behaviour culture

The data will be analysed every half term by Lead Behaviour Professional.

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of pupils are identified by this analysis, the school will review its policies to tackle it.

Monitoring this policy

This behaviour policy will be reviewed by the headteacher and governing board at least annually, or more frequently, if needed, to address findings from the regular monitoring of the behaviour data (as per section 12.1). At each review, the policy will be approved by the the headteacher.

13. Links to other policies

This behaviour policy is linked to the following policies and documents:

Anti-bullying policy

Good to be Green procedures for parents and children

Safeguarding and Safeguarding policy

SEND policy

Online Safety policy

SEMH policy

Suspension and permanent exclusion policy

Appendices:

1. Level 3 behaviour incident letter
2. Behaviour management script
3. Pupil reflection sheet
4. Behaviour record
5. Behaviour support plan

Appendix 1: Level 3 behaviour incident letter

'Where great lives begin...'



St. Mary's Priory Catholic Infant & Junior Schools

<https://www.stmaryspriory.co.uk>

Level 3 behaviour incident letter

Date:

Dear parent/carer,

Today, your child _____ received a lunchtime detention (Level 3 behaviour sanction) for _____.

Please speak to your child about their behaviour choices today.
Kind regards

Senior Leadership team

.....
Please sign and return this to your child's class teacher:

I confirm I am aware of my child's lunchtime detention sanction, and have spoken to them about their behaviour choices.

Name: _____

Signature: _____

Date: _____

Appendix 2: Behaviour management script

Directions are given in a calm, firm, quiet voice

- Give instructions and walk away to show expectation of compliance - 'I need you to move to the chair over there. Thank you'
- Name ... direction Thanks - 'Liam...baseball cap off...thanks'
- End instructions with 'thank you' or 'thanks' not please - "Caitlin, (two second pause) if you have an answer to a question then put up your hand, thanks!"
- Use **Yes and And** to divert from the secondary behaviour, focus on the primary behaviour and avoid conflict - 'Yes, you were just asking for a rubber and I need you to work on your own because I want your own ideas.'
- Use **When and Then** - "Trevor, when you've put up your hand then I will answer your question."
- Use positive **do's rather than don't** "Amy, I'd like you to choose to sit back in your seat. Thank you." rather than "Amy don't get out your seat"

Appendix 3: Pupil Reflection Sheet

Reflection Sheet

Name

Date

| |
|---|
| What happened? |
| |
| What did I do? |
| |
| What did other people do? |
| |
| How did I feel? |
| |
| What could I have done differently? |
| |
| What did I achieve by acting in this way? |
| |
| What could have gone better? |
| |
| What have I learned? |
| |

Appendix 4 Behaviour Record



Pupil Name:

Date/WC:

Behaviour Record

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------|---------|-----------|----------|--------|
| Lesson 1 | | | | | |
| Lesson 2 | | | | | |
| Break | | | | | |
| Lesson 3 | | | | | |
| Lunch | | | | | |
| Lesson 4 | | | | | |
| Lesson 5 | | | | | |
| Home time | | | | | |

5 – GOLD Outstanding behaviour / **4 – GREEN** Good behaviour / **3 – BLUE** Behaviour needs improving / **2 - YELLOW** Poor behaviour / **1- RED** Unacceptable behaviour

Targets:

- 1)
- 2)
- 3)

Notes, comments and next steps:

Appendix 5 – Behaviour Support Plan

| | | |
|--|---|--|
| Pupil Name: | | Class: |
| Date plan starts: | Medical conditions/ needs: | |
| Date of Review: | Staff working with pupil: | |
| Challenging Behaviour | | Targets: |
| What does it look like? | What are we working towards? | |
| What triggers it? | | |
| Strategies for positive behaviour | | Regulation/ Calming down strategies |
| | | |
| Agreement : | | |
| Parent signature | Senior Leader | |
| Date | Date | |
| Pupil Commitment: | | |
| Pupil Signature: | | |
| Behaviour | Response | Who |
| | <ul style="list-style-type: none"> Calm reminders of rules (visual cues) | CT/TA |

| | | |
|--|---|--|
| <p><i>Example:</i></p> <p>Showing signs of disruption</p> | <ul style="list-style-type: none"> • Offer 'break card' (1x per lesson) 5 mins in safe space (book corner and timer) • Tell 'Child A' what to do <u>not</u> what not to do • Reminder of reward chart/choosing time if task completed • Offer reward/praise when 'Child A' has made the right choice. | |
| | | |
| | | |
| | | |
| | | |
| | | |

BSP evaluation and next steps:

How effective is the plan? Record suggestions to be considered when this plan is reviewed.