



# Coopersale Hall School

## Behaviour Policy

### Main School and EYFS

We believe that the key to high standards of behaviour comes from:

- the quality of the relationships between pupils and staff, which are based on mutual respect;
- the clear expectations we set within and outside the classroom and which we reinforce continuously;
- providing stimulating lessons matched to the needs and learning styles of our individual pupils and generally living out our School aims and mission statement.

We are mindful of the fact that some pupils may have behavioural issues arising from special educational needs or disabilities. All pupils are treated equally in accordance with the Equalities Act 2010. Where behavioural issues give rise to concern that a pupil is, or may be likely to, suffer significant harm these will be considered in the light of the Safeguarding Policies.

Each member of staff is expected to ensure the consistent application of this policy throughout the School and to follow the correct procedures by adhering to the guidance provided.

#### **Aims**

At Coopersale Hall School the pupils, teachers, support staff, volunteers and the Principal aim to create a safe and well-ordered learning environment in which we:

- Recognise and develop our capabilities, talents and gifts to the full
- Are confident, caring and responsible members of our School Family
- Take pride in our own and others' achievements through our affirmative culture
- Aim to be independent learners with a passion for learning
- Recognise that behaviour can be changed and share a genuine desire to improve
- Understand that learning and social development are lifelong experiences

#### **Behaviour Code**

This School defines acceptable behaviour as that which promotes courtesy, co-operation and consideration towards others by all members of the school community in terms of relationships between students, between students and teachers or other school staff or between students and visitors or other persons within the school premises or outside.

The School identified name calling, verbal abuse, anti-social behaviour, vandalism, threatening language or behaviour, extremism, intimidation, physical abuse, bullying and harassment (including racist, sexist and homophobic abuse) as examples of unacceptable behaviour. The school also includes any behaviour that disrupts or hinders learning taking place in the classroom or beyond as unacceptable.

The School communicates regularly the standards of acceptable and unacceptable behaviour to students, parents and carers through newsletters, individual letters, assemblies and PSHE lessons.

The School communicates the standards of acceptable and unacceptable behaviour to staff through the Staff Training Programme.

At Coopersale Hall School the pupils, teachers, support staff, volunteers and the Principal work together and to make our School a safe, pleasant and dynamic place. We will:

- Take seriously our responsibility as members of a community which values each individual
- Value all the learning opportunities provided in school
- Take responsibility for our actions
- Treat people as we would like to be treated by others
- Share concerns, responsibility and be a telling school
- Be polite to all members of the school community
- Respect other people and the school environment
- Behave well in all areas in and around the School
- Be the best that we can
- Be supportive members of the school community
- Take pride in our appearance
- Always place litter in the bins

In addition:

- Correct school uniform should be worn. Jewellery, other than for religious reasons, or trainers should not be worn. Hair attire should be simple and in the school colours.
- 'Circle Time' / PSHE are used to reinforce good behaviour and discuss issues or concerns.
- Classroom rules (appropriate to the age of the children) are displayed in each child's classroom and reinforce the school's Code of Conduct.

### **Smoking, Alcohol and Drugs**

It is forbidden to bring cigarettes, lighters, alcohol or any form of drug (other than prescribed medication and asthma inhalers) onto school property. All medicines must be given to the School Office for safe storage.

Pupils must not possess, purchase or consume alcohol, tobacco or any illegal substance during the school day, whilst on the journey to and from school, or at any time whilst under the school's jurisdiction (eg a school trip).

Any student found to be in possession of alcohol, tobacco or any illegal substance whilst at school shall be subject to action under this Behaviour Policy. This could mean fixed or permanent exclusion from the school. Staff should follow the procedures as set out in the Substance Misuse Policy.

### **Offensive Weapons**

It is illegal to carry knives or other offensive weapons on and around school premises. The School recognises that the presence of weapons, or items that could potentially be offensive weapons, in the School would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes of the school.

The school forbids the possession, custody and use of weapons by unauthorised persons in, on or around the school premises and during school activities.

These rules apply at all times except where an item, which could potentially be an offensive weapon, is issued to a student by a member of staff at the school, or is required by the School, for the purposes of teaching and learning, as necessary, for the delivery of the curriculum. Misuse of such items will be dealt with as though possession is not authorised.

The School interprets a "weapon" as being:

- A firearm of any description, including starting pistols, air guns and any type of replica or toy gun
- Knives, including all variations of bladed objects, such as pocket knives, craft knives, scissors etc
- Explosives, including fireworks, aerosol sprays, lighters, matches.

- Laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use such as keeping or carrying the object for use, or threat of use, as a weapon.

Any student found to be in possession of an offensive weapon shall be subject to action under this Behaviour Policy. This could mean a fixed or permanent exclusion from the school. Staff should contact the Police and follow the procedures as set out in the Offensive Weapons Policy.

### **Code of Conduct for Pupils**

- We look after everyone and everything in our school.
- We behave well, following School Rules.
- We keep ourselves and the School clean and tidy.
- We always do our best.

### **Rewards System**

All children are encouraged to practise good behaviour by operating system of praise and rewards such as:

- Merit certificates and stickers are awarded to individual children in Reception to Year 6 for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour. These are awarded on a weekly basis, and presented by the Headmistress in assembly.
- Headmistress's special awards for exceptional work, progress or behaviour may be awarded.
- Incentive stickers are available for everyone. In addition, each class teacher/key worker gives verbal or written praise as often as possible.
- Children are encouraged to display their achievements in assembly, in concerts and through class and school display areas around the School.
- 'Wow' work and assemblies.

At the School's annual Prize Giving, pupils in Key Stage 2 are presented with awards for achievement and progress in curriculum subjects and for contributions to the School.

### **The House System**

Across the school the pupils are placed in one of four houses. Individual points gained are counted as house points and a trophy is presented termly to the winning house. We promote pride in the House System through a range of house events, e.g. athletics, swimming, house quizzes and competitions.

We aim to enhance the behaviour of our pupils by giving them responsibility and privileges matched to their age. Older children take on the responsibility of team captains and prefects and are in a position of setting an example to the younger children.

### **Good to be Green**

Our 'It's Good to be Green' behaviour scheme provides an effective way to promote positive behaviour in the classroom. It allows for recognition for pupils who behave appropriately while keeping track of pupils who find it harder to meet the school's behaviour code. It is a fair and consistent approach and ensures that pupils know the rules and behaviour expected of them across the school regardless of what classroom they are in and who is teaching or supervising them.

Each case is treated individually. Generally, children are made aware that they are responsible for their own actions and that breaking rules will lead to punishments. Sensitivity will be shown when dealing with children with SEND, where this affects their behaviour and alternative strategies may be used, in consultation with the school SENDCo.

The school uses the Behaviour Consequences Ladder below to ensure clarity and fairness when dealing with instances of poor behaviour.

EXAMPLE OF BEHAVIOUR	ADULT ACTION	CONSEQUENCE
<b>LEVEL 1 EXPECTED EXCELLENT BEHAVIOUR</b> Excellent behaviour Following school rules	Praise and reinforcement	Acknowledgement/reward
<b>LEVEL 2 - 'COULD DO BETTER' BEHAVIOUR</b> Talking/Shouting out Being distracted Distracting others Not following instructions Inappropriate use of equipment/resources Poor learning behaviour and attitude to learning	<b>VERBAL WARNING ISSUED</b> Reminder of rule broken with a verbal warning	Teacher reminds the pupil that 'It is Good to be Green'. The pupil is made aware that if their behaviour continues/does not improve then they will be issued with a yellow warning card.
<b>LEVEL 3 - POOR BEHAVIOUR</b> Repetition of the above <b>OR</b> Deliberate avoidance of learning. Moderate vandalism (equipment, resources, graffiti) Moderate name calling/swearing/being rude. Being rude or answering back to any member of staff	<b>YELLOW CARD ISSUED</b> Behaviour logged in Behaviour Log by CT at the end of the day.	Teacher reminds the pupil that 'It is Good to be Green' and they now have the opportunity to improve their behaviour and revert back to green. The pupil is made aware that if their behaviour continues/does not improve then they will be issued with a red consequence card. If pupil's behaviour improves then they may revert back to green card. If pupil's poor behaviour continues or escalates then they are issued a red consequence card.
<b>LEVEL 4 - UNACCEPTABLE BEHAVIOUR</b> Repetition of the above will result in a red card <b>OR</b> Violence e.g. Deliberate push, trip, kick, punch, slap etc. Theft Assault/Fighting Vandalism (equipment, resources, graffiti) Bullying/Threatening Behaviour Racism/Discrimination	<b>RED CARD ISSUED</b> Pupil misses 10 minute of their break or lunchtime with the teacher who has issued the red card. Behaviour logged by teacher at the end of the day and teacher completes slip for Deputy Head. If more than one red card is issued in a week, pupil is sent to the Sanction room on Friday lunchtime run by Deputy Head. Pupil must bring a slip completed by CT explaining why they are there. Deputy Head will inform parents.	For 1 red card: Pupil to receive 10 minutes playtime or lunchtime sanction, supervised by teacher who has issued the red card.  For more than 1 red card: Pupil to spend Friday lunchtime in the Sanction Room with Deputy Head. Deputy Head to inform parents.
<b>EXTREME BEHAVIOUR OR REPETITION OF RED CARD BEHAVIOUR</b> This is at the discretion of the Headmistress- Report Card /Individual Behaviour Plan/ Fixed Term Lunchtime Exclusion/Fixed Term Exclusion/Permanent Exclusion		

## **Playtime**

We aim to provide an environment in which all children have the opportunity to enjoy playtime without any restrictions imposed by the behaviour of other children. Games equipment such as hoops and soft balls are available. Playground rules have been drawn up in discussion with the pupils and are displayed next to the Playground.

In order to make best use of the space available class teachers may choose to spend some PSHE time teaching children to play new Playground Games. Pupils may from time to time take on the role of "Playground Buddies" and help organise games for younger children and organise a 'Friendship Bench' in the playground.

### *Rewards*

- A class or individual child who has behaved well on a particular day may be awarded stickers, table points or house points.

*Sanctions are in line with the 'Good to be Green' behaviour scheme outlined above.*

The Headmistress or Deputy Head will supervise children kept in at lunchtime and their parents will be informed. A 'Link Book' between lunchtime staff and Deputy Head is kept and is used to note behaviour and inform Deputy Head/class teachers.

Any serious behaviour incidents are recorded in the Behaviour Log, which is kept in the Headmistress' office.

The Curriculum Coordinator will provide liaison between lunchtime staff and teaching staff.

## **Early Years**

Promoting positive behaviour in our children is very important and we promote this by:

- Giving lots of praise for good behaviour
- Building the children's self-esteem and ensuring they feel valued
- Listening and respecting what the children have to say
- Discussing with children their behaviour and helping them understand the consequences
- Being consistent with our department rules and behaviour management
- Being as good role model
- Offering a safe and secure environment where every child matters
- Developing an awareness that there are similarities and differences amongst all groups of people but that all groups are equally important.

To manage the children's behaviour successfully and in order not to confuse the children, it is important that we work in partnership with parents and carers. Therefore we ask that within our setting we work together to create an atmosphere and environment that reflects this behaviour policy.

The Physical Restraint log book is kept by the Headmistress. A record is kept of any incidents where physical restraint has been used and parents are automatically informed at the time.

The member of staff responsible for behaviour in the Early Years is Miss Charlotte Gowland, Head of EYFS.

### **Role of the Teacher:**

- Always try, first, to diffuse a situation and encourage the pupil back on task
- Remind pupils of the classroom expectations
- If required, move the pupil within the classroom or enable the pupil a short time-out period
- Detain the pupil as required
- Ensure that any serious incidents are recorded on the correct forms and copied to the Deputy Head.

## **Role of the Parents**

Parents can help:

- By recognising that an effective school Behaviour Policy requires close partnership between parents, teachers and children
- By discussing the School Rules with their child, emphasising their support of them and assisting when possible with their enforcement
- By attending Parents' Evenings, parents' functions and by developing informal contacts with school
- By knowing that learning and teaching cannot take place without sound discipline
- By remembering that staff deal with behaviour problems patiently and positively

## **Encounter Record**

This form is filled in when staff and parents hold a discussion or conversation regarding details of a child's progress, behaviour or background necessary to the well-being of the child. It is placed in the child's file in the school office, having been circulated to the Headmistress and Deputy Head. Sometimes it is advisable to have another member of staff present when such an interview takes place. Blank forms can be obtained from the School Office.

## **Corporal Punishment**

Coopersale Hall School does not use corporal punishment on a child in any circumstances. The school takes all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person working in the premises where care is provided.

Members of staff must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being.

## **Restraint**

The legal provisions on school discipline provide members of staff with the power to use reasonable force or restraint to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

The Headmistress and SLT may also use reasonable force when conducting a search without consent.

Restraint can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. Restraint can be either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Any incidents when a member of staff is required to retrain a pupil who is either causing or is about to cause harm to themselves or another person will be recorded in the Physical Restraint Log, kept by the Headmistress.

## **Searching pupils**

The Headmistress or members of SLT may search a pupil without consent if they have reasonable grounds for suspecting a pupil is in possession of a prohibited item.

Schools are not required to have formal written consent for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil’s bag or desk/drawer and for the pupil to agree.

Prohibited items include: knives or weapons, alcohol, illegal drugs and stolen items. The person conducting the search must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same gender as the pupil being searched.

### **Malicious Allegations against Staff by Pupils**

Any malicious allegations made against staff by pupils will be dealt with under the school’s disciplinary procedures.

### **Mobile telephones at school**

The School does not permit mobile phones to be brought onto site or used at school during normal school hours. If a pupil is found to have a mobile phone during the school day, or if a mobile phone is heard to ring or beep, it will be confiscated by the member of staff concerned and handed to the School Office for safe keeping for the rest of the day. A parent will be required to collect it in person.