



NEWBOLD SCHOOL BEHAVIOUR POLICY

Reviewed by Mrs J Crissey September 2020

To be ratified by Newbold School Board of Governors by Autumn Half Term 2, 2020

This policy complies with Section 89 of the Education and Inspections Act, 2006. The policy includes every child from F1 (Nursery) to Year 6. It involves all adults within the school and the parents/carers of every child.

[This policy has been updated in accordance with COVID-19 government guidance August 28th 2020](#)

We believe that children need to make the most of their education in a safe and secure environment and in order for this to happen, all staff in school must work closely with parents to:

- Encourage a positive, calm and purposeful atmosphere where children can learn to the best of their ability.
- Adhere to class and school rules, identifying expected standards to the children, both in class and in the playground.
- Create an atmosphere where all children feel valued. Newbold children are expected to treat the following with respect:
 1. self
 2. peers
 3. teachers
 4. others
 5. the environment (school, local and world wide)

Our equation to represent this expectation is

Newbold School = Respect x 5.

We teach the children that all of these five areas of respect are underpinned by God, who gives us the strength to adhere to them. Through 'Respect X Five we encourage children to:

- Encourage children to take responsibility for their behaviour, using questioning techniques to help them rationalise their actions and guide them towards the right choices. Self-regulation is our goal rather than dependency on constant close supervision;
- Encourage pupils to sort out difficulties in peaceful ways through dialogue and mediation, when necessary.

In order to help the children internalise respectful behaviour we:

- Praise and reward them when they are doing well and demonstrating good growth mindset;
- Identify examples of exemplary behaviour so children can use these as model templates for their own behaviour (e.g. in our weekly achievement assemblies, through our class and whole-school rewards system);
- Help and support children who are experiencing behaviour problems and teach to find a better way of expressing frustrations;
- Link spiritual growth with good behaviour - i.e. God underpins Respect Times Five

This code of behaviour is designed to ensure that all children can feel safe and know what is expected from them in school.

AIMS

- 1 To treat everyone with respect and consideration, including all staff.
- 2 To follow instructions from members of staff promptly without arguing.
- 3 To take turns at speaking and listen to others when it is their turn to speak.
- 4 To be polite when talking to members of staff and peers.
- 5 To look after equipment and the school environment generally.
- 6 To observe health and safety rules in school (e.g. never run inside the school building and keep to the class bubble system for COVID-19 control).
- 7 To be on time in the morning to avoid lessons starting late (and to avoid unnecessary contact with parents/children arriving at/departing from school).
- 8 To ask for help when needed and allow others to learn through refraining from distracting behaviour.

IMPORTANT THINGS FOR CHILDREN TO REMEMBER IN THE CLASSROOM

Each class is encouraged to prepare their own class rules to help daily class life run as smoothly as possible however, due to COVID-19 the school has been given specific guidance on what is/is not permissible to prevent the spread of the virus. Any behaviour contracts between pupils and teachers will have to include this guidance. Adherence to COVID-19 prevention measures will not be negotiable and children must strictly adhere to these without question. The children should know and follow class rules, which should be displayed in classrooms. They should know the consequences of actions that do not follow the rules, and know the school policy on rewards and sanctions.

If children are sent to school wearing masks, they must store them in a ziplock-type of plastic bag in their desks and accept that they are not to be worn in school.

Generally, children should be encouraged to think and consider rules for their class that follow these guidelines, e.g.,

- Follow instructions the first time
- Put up your hand for attention
- Keep hands, feet and objects to yourself
- Let others work in peace
- Be kind and considerate to each other
- (No teasing, swearing or threatening by word or deed).

- Cough/sneeze into a tissue and immediately throw it in the class bin that has a lid (never cough/sneeze on anyone else).
- Do not touch anyone else, including teachers
- KS2 - clean their own desks at key times during the day, as instructed by teachers.
- Leave prohibited items (listed on the parent contract) at home (e.g. pencil cases, toys)

NEWBOLD SCHOOL

CODE OF CONDUCT FOR PUPILS

Important things for children to remember around the school.

In the Corridor

Walk whilst inside school

If someone is coming down the corridor, wait until they turn off to their class before walking on.

Children must be supervised by adults to walk to bathrooms (due to narrow corridor)

Move quietly round the school (other classes are working)

In Assembly

Always walk quietly in and out of assembly

Look, listen and reflect quietly whilst in assembly

Sit still and keep hands and feet to self.

Assemblies will be viewed online in class from Autumn 2020 indefinitely but Mrs Crissey will hold a live assembly per bubble once every 3 weeks (there are 3 bubbles so all classes will get a turn).

In the Lunch Room

Use good table manners

Always walk

Speak quietly

Take uneaten food home

Be polite to all adults and also to each other

Put hands up for attention

Line up sensibly when finished eating

KS2 - will eat in the church cafe area and should clean the table/chair where they have eaten

In the Playground

Always play safely

never play-fight

Share games with others

Be a friend to others who want to join in

Always listen carefully to staff and follow their instructions

Line up promptly and quietly (at the classroom door) when the bell rings

Being Positive About Behaviour

Rewards and Praise

Whole School Reward System

ACHIEVEMENT TREE

The Achievement Tree is displayed in the hall. Each leaf represents:

1. Acts of kindness, thoughtfulness or other good deeds
2. A notable piece of work done in class.

3. A good piece of homework
4. Exemplary effort made towards work or behaviour.
5. Work or deeds above and beyond what is required

Children receiving leaf awards are chosen by members of staff and are presented with a certificate to take home. Awards are given in our weekly Friday assemblies (which will be online and in class this year). The leaves will remain on the tree for one academic year.

Each cohort is assigned a colour when they enter Newbold School and achievement leaves are colour-coded to each cohort. The names of those receiving awards are recorded in the school Achievement Book, with the reasons why they have been given an award.

Sanctions

At Newbold School we believe that children have a right to learn without being distracted from their work. They in turn have a responsibility to ensure that they are not distracting anyone else. Sanctions used within class follow the pattern outlined below:

Classroom behaviour KS2

Step 1: A reminder of rules and verbal warning is given

Step 2: Name on 'sad side' of whiteboard

Step 3: If poor behaviour continues beyond Step 2, the child gets a tick by his/her name and consequently misses part of their break (number of minutes at teacher's discretion).

Step 4: Miss all of play (sometimes including a behaviour conference with the teacher, where appropriate).

Step 5: Sent to headteacher and parents informed - verbally or by a note.

Step 6: For some serious misdemeanours it may be necessary for a child to be either excluded from school temporarily or expelled from school permanently. The headteacher will need to consult with the Chair of Newbold Board of Governors or the SEC Education Director in his/her absence, to instigate a suspension. A decision should be taken by a full School Board should it be necessary to expel a child from the school due to a severe behaviour misdemeanour.

Serious behaviour incidents will be logged in the behaviour book and will be filed in the school office.

It is intended that children will take notice of their teacher long before the serious incident step.

~~If it is appropriate, a child can be sent to another class for some 'time out' at the teacher's discretion.~~

KS1

KS1 uses a 'traffic-light system'. Children start off in the morning with their names on the green circle.

Step 1: A verbal warning.

Step 2: Persistent disruption results in their name being moved to the amber circle.

Step 3: If poor behaviour continues, the child's name is moved to the red circle and they will miss part of their break.

Step 4: Sent to headteacher and parents informed.

Step 5: For some serious misdemeanours it may be necessary for a child to be either suspended from school temporarily or expelled from school permanently. The headteacher will need to consult with the Chair of the Board of Governors, or the SEC Education Director in his/her absence, to instigate a suspension. A decision should be taken by a full School Board should it be necessary to expel a child from the school due to a severe behaviour misdemeanour.

Early Years - A 'thinking chair' system is used. Verbal warnings will be given but if a child chooses to continue to repeat the behaviour or purposefully hurts another child, then they are sat on the class 'thinking chair' for 3 minutes. A 3 minute sand timer indicates the time to discuss good and poor behavioural choices with the member of staff.

Serious behaviour incidents will be logged in the behaviour book and will be filed in the school office.

It is intended that children will take notice of their teacher long before the serious incident step.

If it is appropriate, a child can be sent to another class for some 'time-out' at the teacher's discretion.

If these sanctions do not work, the parents will be asked to meet with the class teacher and Headteacher/Special Educational Needs Co-ordinator. The child's behaviour will be monitored daily for the following two weeks and parents will be kept informed of progress. If progress is not made it may be necessary to prepare an individual behaviour programme for the child.

Newbold School teachers do not take the above-outlined steps lightly or without valid reasons and we expect parents to support us to help their child in matters of behaviour.

Playtime behaviour

Step 1: Verbal warning

Step 2: Name taken by playground supervisor and time out of play

Step 3: Report to teacher

Step 4: Report to headteacher

Severely Unacceptable Behaviour

At Newbold School, severely unacceptable behaviour is as follows: disruptive to learning, dangerous to self or others, hurtful physically or emotionally, a serious risk to the health and safety of the school community. For example,

- swearing

- causing serious damage to property
- threatening behaviour
- verbal abuse
- bullying
- racial/sexual harassment
- theft
- violent behaviour (e.g. fighting)
- consistently disrespectful behaviour (to peers and/or staff)
- running off whilst on a trip, at a club or from school.
- deliberately coughing or sneezing on anyone else

When a child engages in these types of behaviour, the child will be referred to the Headteacher. The incident will be recorded and investigated. The parent may be contacted and asked to come to school, if the headteacher deems it necessary. Serious misdemeanours will result in fast tracking through these steps. The headteacher will consult with the Chair of Newbold School Board to decide on further actions to be taken (see Step 6 above).

Review Arrangements

- This policy will be formally reviewed annually.
- The headteacher or deputy headteacher will monitor the success of the strategies outlined in this policy within the school environment.

APPENDAGE IN RESPONSE TO COVID-19 AND THE RETURN OF SOME PUPILS TO NEWBOLD SCHOOL IN JUNE 2020.

Government guidelines for the phased return of schools have stated : *'Ahead of opening for more pupils, schools will need to update their behaviour policy to reflect the new rules and routines, and communicate these changes to staff, pupils and parents.'*

Some school rules have had to change in light of the need for children to behave differently when they return to school. Any revised rules will be referenced in this revised behaviour policy. The new rules and routines will be communicated to pupils and parents/carers. Best practice means we will be:

- *proactively teaching new rules to staff, pupils and parents*
- *regularly and rigorously reinforcing behaviour throughout every day*
- *consistently imposing sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards*

Behaviour policy changes / new systems:

Arrival/departure times have temporarily changed. Staggered drop offs and pick ups are recommended by the Government to aid with social distancing and safety. In light of this advice, the amended time slots for each year group are:

- 8.45-8.50am to 12.30 year 6
- 8.50-8.55am to 12.25pm year 1
- 8.55-9.05 to 12.20pm F2 and F1

We have also incorporated a one-way system for parents to drop off/pick up their child from their classrooms. Please refer to our COVID-19 Risk Assessment (August 2020).

School instructions on hygiene and sanitising have been updated to reduce the spread of Coronavirus.

- Children should be supported in developmentally appropriate ways, throughout all eligible groups, to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- Hand washing will be more frequent for both staff and children: as soon as entering the classroom, before going home, after coming in from outside, after using the toilet, after any personal hygiene and before eating.
- Children in Years 1-6 will be given hand sanitiser, or will be allowed to bring their own sanitizer into school to keep with them and use as appropriate in conjunction with hand washing.
- Cleaning of surfaces, touch points, toilets and resources will be done regularly.
- The slogan 'catch it, bin it, kill it' will be used for staff and children - to remind all to cough or sneeze in a tissue, to throw it in the class lidded foot-lever bin then wash their hands for 20 seconds using soap.
- Children will be reminded not to touch their face (mouth, nose and eyes using their hands). Staff too.
- No sharing of equipment or water bottles.
- Relevant PPE equipment will be worn by staff members at relevant times, such as when supervising a sick child, doing first aid, cleaning, handling books etc.
- Increase air circulation - classroom windows and preferably doors to be open

Social distancing.

- There will be social distancing markers, posters and reminders around the school to ensure parents and children remain at least 1m apart while waiting to drop off/pick up their child.
- Children in Early Years cannot social distance. F1 and F2 will form one bubble and will not mix with anyone outside their bubble. They can socialise freely together within the bubble.

- Year 1 children will find it difficult to social distance so will stay in their cohort bubble.
- New children can join existing cohort bubbles only after they have self-isolated for 14 days - to try to contain the potential spreading of the virus.
- Playground breaks will be staggered so cohort bubbles do not mix.
- Older pupils will be constantly reminded, verbally and through posters, to remember to socially distance, where possible.
- Year 6 children will be escorted around the school building by the allocated staff member to enter their toilets, rather than use the narrow corridor (weather dependant).
- One child at a time to use the toilet areas, if possible.
- There will be out of bound areas (including play equipment in the playground and the Early Years garden, certain resources which cannot be easily cleaned, soft furnishings etc). These will either be removed or taped off.
- All children will be supervised.
- Staff members are socially distance from each other.

Expectations. Children will be expected to follow our strict new rules on health and safety. The reasons will be explained in an age-appropriate way, and sanctions will be introduced if children choose to disobey them - putting others health and safety at risk.

- Every staff member and child must tell an adult if they are experiencing any symptoms of COVID-19 or feel unwell. The guidelines detailed in our COVID-19 Risk Assessment and in the Government documents ('**Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**' (Published 27 March 2020 - Last updated August 2020) and '**Coronavirus (COVID-19): Implementing protective measures in education and childcare settings**' (updated August 2020) will be strictly followed.
- Any person that chooses to ignore our rules by not social distancing, spitting or accessing out of bound areas/resources will be referred to Mrs Crissey who will inform the parents. Mrs Crissey has the right to refuse entry into school for any child that either blatantly and seriously breaks our rules or who repeatedly chooses to break the rules. The health and safety of every child is of paramount concern.
- Principles for staff/Parents. The COVID-19 risk assessment outlines these in detail.
 - Do not come to school if you have coronavirus symptoms.
 - Go home, if they develop symptoms

Written by J.Crissey and M.Jennings. 27 May 2020 (updated August 2020 and September 2020).