



BEECHWOOD JUNIOR SCHOOL

BEHAVIOUR POLICY

Reviewed Sept. 2018

Beechwood Junior School Behaviour Policy

All children have a right to be educated with their peer group. At Beechwood Junior School, we are fully committed to promoting inclusion of all children whatever their age, ability, gender, race, religion, beliefs or background. We believe that the teaching and learning, achievements, attitudes and well-being of every child in the school are important.

AIMS:

- We aim to provide equal opportunities for all groups of children and therefore our main objective is to safeguard the interests of all children and staff and enable them to learn and to teach.
- All pupils should have the opportunity to join in fully with their peers in the curriculum and the life of the school.
- We aim to pay particular attention to the provision for, and the achievement of, different groups within the school, providing extra resources and support where possible.
- We expect all children to behave respectfully.
- We will reward children for expected behaviour.
- We will use sanctions to help children understand when their behaviour is unacceptable.
- We will deliver this policy fairly and consistently for all children, adapting it as necessary to meet the needs of individuals.

RESPONSIBILITIES

All staff will:

- Follow the Behaviour Policy and its guidelines fairly and consistently
- Ensure they are fully aware of the contents of this document and their role in its delivery
- Use stickers, housepoints and positive praise to reward good behaviour in a fair and consistent manner and use sanctions to help children to understand when their behaviour is unacceptable
- Give children a reasonable opportunity to behave appropriately
- Have high expectations that **all** children will behave respectfully regardless of their class, group etc.
- Ensure that only the adult who gave a warning to a child is able to remove that warning during the day it is given
- Ensure that the class teacher is informed of any warning that has been given

Headteacher/Deputy Headteachers/Assistant Head/Teacher in Charge

- Will ensure that all staff are following the Behaviour Policy and its guidelines
- Will help, support and advise staff as and when necessary.
- Will be the only ones with responsibility for excluding a child from school
- Will ensure that all resources are available for the running of this policy
- Will hold regular meetings with parties concerned to review the effectiveness of this policy
- Will fulfil their roles as identified in the Behaviour Policy
- Be involved as necessary with a child's Individual Behaviour Programme

Year Leaders

- Will ensure that any children of concern are discussed at year meetings and appropriate action is taken

Classroom Teachers

The classroom teacher is specifically responsible for the behaviour of the children in their class. They will ensure that they:

- Are fully familiar with the children's needs and have made every effort to establish positive learning behaviours and good working relationships that are proactive rather than reactive in managing the children's behaviour

- Will be involved with any outside agencies working with families in any child's care in consultation with the Head, Deputy Heads or Assistant Head.
- Liaise with parents
- Ensure that if pupils earn back warnings the pupil will not earn a house point for the day.

Pupil Support Team

- Will refer to the Class Teacher if there are any incidents of repeated behaviour issues depending on and as long as teaching is not interrupted
- Will refer to the Headteacher or Deputy Headteachers if incidents continue or of a high level
- Will engage the children in positive behaviour and play

Office Staff

- Will prepare and post all detention letters and send home to parents
- Will keep a copy of all detention letters
- Will collect reply slips and if they are not returned will send a follow up request within one week

Parents

- Will support the school to promote behaviour and progress by praising and celebrating their child's achievements and showing an active interest in what they are doing at school
- Ensure they inform the school of any incidents or issues that may impact on the child's behaviour
- Ensure they will inform the school if there is someone, other than themselves, who will be picking their child up at the end of the school day
- Ensure their child arrives at school on time appropriately dressed in a clean school uniform, well rested and in a calm frame of mind ready to learn
- Ensure they work with the school to improve their child's behaviour where needed, e.g. by responding promptly at the request of the school if there is a behaviour problem; discussing behaviour with their child, their class teacher and (if necessary) the Head Teacher; signing behaviour diaries or home/school diaries and returning these to school as required
- Ensure their child is picked up on time after school and ensure the school is given prior notice if their child needs to be picked up early from the school office
- Ensure they sign and return any detention letters promptly
- Ensure they closely supervise their child during any exclusion from school, not allowing them to come within the vicinity of the school and ensuring any work given during the exclusion is completed and returned to school

- Ensure they provide up to date phone numbers to the school
- Will ensure that if they wish their child to bring a mobile phone into school will complete the appropriate permission form (attached at the end of the policy). They will also ensure their child hands their phone in to the office at the start of the day and collects it at the end of the day. If a phone is found in school it will be taken to the office and the parent will need to collect it from the office
- Will ensure that they promptly pick up their child from Beechwood Buddies and keep them updated if they are running late. They must also ensure that children are booked in for Breakfast Club or Beechwood Buddies and must understand that they maybe refused a place if this does not happen and the club is oversubscribed

REWARDS

The emphasis of this policy is on positive and consistent reward for good behaviour.

Stickers

Stickers may be given by ANY adult working with any pupil at any time. These will be supplied by the school. See Jill Gardner if you require them. Any adult working with the children may give stickers for:

- ✓ Working within the Vision and Heart Values
- ✓ Demonstrating a Growth Mindset attitude towards their learning
- ✓ Co-operating
- ✓ Demonstrating good behaviour
- ✓ Following instructions
- ✓ Working hard
- ✓ Achieving well
- ✓ Improving
- ✓ Meeting a target
- ✓ Showing initiative
- ✓ Demonstrating good manners

House points

House points are given for:

- ✓ Not receiving a warning in any given day
- ✓ Not receiving a warning for a whole week
- ✓ An exceptional piece of work or exceptional progress, including demonstrating a growth mindset
- ✓ Observing the school Heart Values

- ✓ A marked improvement in behaviour
- ✓ An exceptional attitude/activity above and beyond what is expected
- ✓ Housepoints for topic homework
- ✓ 100% weekly attendance and punctuality

Housepoints should only be given out one at a time unless it is an exceptional circumstance and then 2 housepoints can be given.

Once they achieve one award the next one begins. All awards will be presented during Thursday Achievement Assembly.

Award	Prize
150 housepoints	Treasure Chest or Toast vouchers
300 housepoints	Toast vouchers or Treasure Chest
450 housepoints	Afternoon Tea with a friend
600 housepoints	Cinema or Book Voucher

Golden Time

Children will be able to choose a Golden Time Club on a Friday afternoon. The club lasts for 55 minutes and there are a wide range of clubs ranging from Multiskills and Drama to Face Painting and Computer.

If a child receives 5 or more warnings during any one week then they will miss their Golden time session for that week only. They will not be expected to undertake a lunchtime detention as well.

Other Rewards

Headteacher awards are given weekly for 2 children per class and 1 child per week will be also be nominated for a Growth Mindset award. Please make sure each child is identified as having produced a great piece of work or has demonstrated an extra special learning behaviour, so that each child has an award at least once per term.

The Treasure Chest - Every child's name is put in the Golden Chest and if their name is picked out and they have not had any warnings for the week they may pick a prize from the Treasure Chest. If they get picked their name is taken out of the Golden Chest. If they have had a warning their name gets put back in the Golden Chest as they don't get to choose from the Treasure Chest. They do get another chance as long as they do not get any warnings.

There is an Attendance Dog for Years 3 and 4 and an Attendance Chicken for Years 5 and 6. The class with the best attendance gets to keep the chicken or the dog for the week. Each class tracks their attendance on a race track and the class who gets to the finish line first, gets a reward. At the end of the academic year, an award is presented to each child who has achieved 100% attendance over the whole year.

Also, at the end of the year there is an award made to 2 children from each class who have shown outstanding excellence and achievement during the year. Sports awards are also presented at this time to those children who display exceptional sporting achievement.

SANCTIONS

Strategies should be used to avoid a warning having to be given in the first instance e.g. praising the child close to the disruptive one, walking to the disruption and removing an object without saying anything, just stopping and staring or waiting, asking the disruptive child to repeat the question or answer the question or write on the board.

In a few cases, children may be sent straight to the Head, a Deputy Head or the Head of Standards and will be excluded as and when necessary. The behaviour system may not work for these children and other methods will need to be used. The Head, a Deputy Head or the Assistant Head will contact parents immediately if children are giving any cause for concern so that they are made fully aware of the problems and arrange a meeting to discuss the next appropriate steps to take. In some cases, where it has not happened previously, a multi-agency meeting will be called in order to ensure appropriate action is taken and that everyone is aware of the problems and can set targets for improvements in behaviour.

WARNINGS

When a child behaves disruptively, 2 verbal pre-warnings may be given that they are about to be given a warning unless they modify their behaviour. **All warnings MUST** be explained to the child as to **why** they have been given. The warning or explanation may be given after a calming down period. We must be consistent in our approach.

All classes must record the warnings for each child in their class. A child may earn warnings back with good behaviour from the member of staff who has given the warning. If they earn back warnings they still are not permitted to have

house points for receiving no warnings or to have a turn in the treasure chest if their name is picked on a Friday celebration assembly.

Children with persistently poor behaviour need to be referred to the Head and the Pupil Support Team Leader. They will be given a Behaviour Target card and additional support will be put in place to help them modify their behaviour. Their behaviour will continue to be monitored and they may require an Individual Behaviour Plan (IBP)

Behaviour Target Card

These are to be set up by the class teacher if a child's behaviour causes concerns. The targets are agreed with the child and a tick/token will be recorded/given on the card for each lesson when the target/token has been achieved. The teacher will agree with the child the number of ticks/tokens that they are aiming to get each day. If the required number of ticks/tokens are achieved by the end of the day the child will receive a short period of reward time. A record of the number of ticks/tokens achieved will be kept in school and parents will be kept informed.

Strikes

For those children who require further support with their behaviour, a Strike System may be implemented. They will be given 3 strikes before a warning is given to ensure that they have the time needed to modify their behaviour.

Detention

A child may be given a detention for any of the below actions. If a detention is given the child's name must be entered into the Detention Book that is kept in the office. The office will then send a letter home to the parents. Detentions are from 12.05 p.m. until 12.30p.m. and will be supervised by a member of staff.

If a child receives 1 or 2 warnings in any one week they will receive a 10 minute detention on a Friday lunchtime in class. If a child receives between 3 and 4 warnings during any one week they will have a 25 minute detention on a Friday lunchtime. If they receive 5 or more warnings during any one week they will miss their Golden Time Club. They are not expected to do a Friday lunchtime detention in addition to missing their Golden Time Club.

Children will go straight to a detention for:

1. Spitting
2. Fighting
3. Theft
4. Abusive/threatening language
5. Deliberately putting themselves or others in danger

6. Leaving/refusing to leave the classroom without permission (unless other arrangements have been put into place e.g. IBP)
7. Tearing or defacing work
8. Damaging property including electronic files
9. Swearing
10. Purposefully hurting another child

If a detention is given for any of the above it must have been observed or investigated by an adult. The following categories would result in the child being sent home immediately:

- Serious physical assault causing injury e.g. punching, biting, scratching, kicking
- Deliberate destruction of property
- Total refusal to follow an instruction given by an adult to the extent that they are putting themselves or others in danger

If a child's behaviour continues to be unacceptable the parents will be contacted and the behaviour may result in the child being sent home. Parents need to be aware of the fact that they need to be contactable at all times. If necessary, a meeting will be conducted between the Head and/or one of the Deputy Heads to review a term of exclusion. This must be the decision of the Head and/or Deputy Head. If a child is excluded for any time a meeting will take place with the Head and/or Deputy Head and the parent to discuss the situation and decide on future appropriate action. The parent must accompany their child to a reintegration meeting following any term of exclusion.

Lunchtimes

All members of the Pupil Support Team will refer to a member of SLT if there are any significant incidences of poor lunchtime behaviour. If the behaviour warrants a detention it must be entered in the detention book which is kept in the office. The office will then send a detention letter to the parent. The class teacher should, if possible, be told verbally, as soon as possible after the event or by email the fact that a detention/warning has been given and the reasons for this.

School Trips/After School Clubs/Breakfast Club/Golden Time Clubs

If a child is deemed to be at risk of putting themselves or another child in danger or is assessed as having behaviour likely to cause problems then they may be excluded from trips or after school clubs. In the case of school trips, it is the responsibility of the class teacher to assess any possible risks and to consult with either the Head or Deputy to make the decision. On occasion a parent may be asked to accompany their child on a school trip so that the child is not excluded from the trip. In extreme circumstances a parent of a child causing concern may be asked to collect their child from a trip. They must therefore ensure they are contactable for the time of the trip.

Beechwood Junior School

Mobile Phone Policy

Purpose:

The widespread ownership of mobile phones among young people requires that school administrators, teachers, pupils and parents take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our pupils. Mobile phones are considered banned items unless used in accordance with this policy and as such can be searched for and confiscated.

Beechwood Junior School has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

Pupils, their parents and guardians must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to pupils during school excursions, residential, day trips and extra-curricular activities.

Use of mobile phones presents a number of problems, including:

- Mobile phones can be valuable items and might render a pupil vulnerable to theft;
- Mobile phones (and their costs and level of sophistication - or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
- Use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

Rationale:

Beechwood Junior School accepts that parents give their children mobile phones to protect them from everyday risk involving personal security and safety. There is also an increasing concern about children walking to school alone or travelling alone on public transport. It is recognised that providing a child with a mobile phone doesn't make them safe but rather gives parents and pupils reassurance that they can contact each other if they need to speak urgently.

Responsibility:

Mobile phones should not be brought to school. School advises all parents to discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

Permission to have a mobile phone at school while the child is under the school's supervision is dependent on the Headteacher and parent/guardian permission in the form

of a signed copy of this policy. The school or parent/guardian may revoke approval at any time.

During school hours, the phone must remain switched off and kept in the school office. It may not be used for any purpose on school premises, grounds or during off-site school activities, unless agreed by the Headteacher or other senior teacher i.e. for emergency use only.

Parents should be aware if their child takes a mobile phone to school.

Where a child is found, by a member of staff, to be in unauthorised possession of a mobile phone, the phone will be confiscated from the pupil and returned to the parent or guardian.

The teaching staff reserve the right to view the content of any child's mobile phone at any time in respect of issues regarding the safeguarding of children.

This policy is linked into the school's behaviour policy. The school will treat breaches as they would treat any other breach of school rules and discipline accordingly.

Acceptable Uses:

Mobile phones should be switched off and kept in the school office when on school premises.

Pupils should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the pupil's number from unwanted messages and calls.

Pupils are advised not to use their mobile phones as they walk to school, unless there is an emergency, so that they are paying full attention to crossing roads and to avoid any potential theft.

Unacceptable Uses:

Unless express permission is granted by the Headteacher, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school time.

Using mobile phones to bully and threaten other student is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

Using mobile phones to photograph or film any child is unacceptable.

Use of social media sites to harass or bully pupils is unacceptable.

Theft or Damage:

Parents/guardians should mark the pupil's mobile phone clearly with their names.

Pupils who bring a mobile phone to school should NEVER leave it in their coat/bag when they arrive at school. Mobile phones will be kept in the school office.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones whilst on the school premises.

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

Parents and other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.
- Mobile phones are turned off or to silent (but not to vibrate) during Open Week sessions. Phones are not to be used at any time whilst attending an Open Week session.

We do however recognise that there may be parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. At all such events the school will point out that images taken must be for personal use and that no image should be used inappropriately nor placed on-line on social networking sites or personal websites.

Mobile Phone Policy Consent Letter

I request permission for my child

.....

..... (Class) to bring a mobile phone into school.

The reason for this request is:

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I have read and understood the School's Mobile Phone Policy and accept that the school accepts **NO** responsibility for loss or damage to the phone whilst on school premises. I understand that the phone will be turned off and kept in the school office during the day and my child is responsible for taking it to/collecting it from the school office.

My child's phone is:

Make:

Colour:

Signed:(child)

Signed:..... (parent)

Dated:

Authorised by Headteacher:

Signed:

Dated:.....