



St Francis Catholic Primary School

Behaviour Policy

A] The St Francis Philosophy

At St Francis Catholic Primary School, we believe that positive behaviour is the foundation of outstanding teaching and learning. We strive to create and maintain a positive learning environment in order to deliver the best possible education for pupils.

B] Values

Our mission is to:

- provide an excellent education, within a loving, caring community, based on the life and teachings of Christ and traditions of the Church;
- ensure that each individual, as a reflection of Christ, is enabled to reach his or her full potential;
- help pupils to look to Our Lord for guidance and direction in their lives;
- ensure that the Christian Gospel message supports and sustains everything that happens in the school;
- ensure that the Catholic Christian faith, which is taught explicitly in the classroom, can take root in the hearts and minds of all our pupils.

C] Aims

- To support effective teaching and learning.
- To promote positive attitudes and high expectations.
- To contribute to a healthy school environment based upon mutual respect and consideration.
- To provide a framework of support and a common, consistent approach to managing behaviour for all staff, pupils, parents and other members of our community.
- To encourage appropriate behaviour by teaching key skills and by prompting independence, self-motivation and self-management.
- To work together to ensure that all members of staff play leading roles in promoting outstanding behaviour, motivation, thoughtfulness, and respect for others.
- To ensure that the school environment is safe.

D] Purpose

- To provide a basis for a consistent whole staff approach to managing behaviour.
- To provide clear guidance for staff regarding appropriate and acceptable practice.
- To inform staff of the mechanisms available to support the above.
- To ensure the maintenance of a positive and vibrant learning community.
- To promote a culture of fairness and equality for all.

E] Responsibilities

All members of the school community will respect the rights, values and beliefs of others; and show a rejection of violent, intimidating, threatening or bullying behaviour.

Pupils have a particular responsibility to follow the Golden Rules (please see below); make a positive contribution to the school's Behaviour Policy. The Junior Leadership Team has a remit to promote the highest standards of Behaviour and Safety; and produces its own Anti-Bullying Charter.

All staff will ensure the above.

Parents/carers will support the school's Behaviour Policy and procedures and work constructively with staff to ensure excellent attendance, punctuality, behaviour and safety.

F] The Golden Rules

- At St Francis, there is a set of Golden Rules for behaviour that form the core of the Behaviour Policy.
- The rules and expectations set down in this Behaviour Policy are built around the principle of positive modelling of outstanding behaviour & thoughtfulness.
- The Golden Rules will be displayed in all appropriate areas of the school as a constant reference point for all:
 - ✚ Try to follow in Jesus's footsteps, respecting God's creation. Treat your neighbour as you would like to be treated; and always try your hardest.
 - ✚ Always be kind to other people and respect them.
 - ✚ Everything you say and everything you do matters: always seek to see the good in yourself and everyone else. Let your choices be inspired by kindness and thoughtfulness.

G] Standard Routines for Staff

All staff will:

- establish clearly-explained routines for each class so that the school rules and expectations are applied consistently;
- set high expectations of pupils and ensure that pupils understand these fully;
- model outstanding behaviour and respect for others;
- plan lessons using a variety of teaching & learning styles and resources to inspire, motivate and challenge all pupils.

- St Francis staff use a tiered approach in the issue of sanctions (see below) so that they are always seen to be appropriate, consistent and fair. The sanctions are clearly established with the pupils and are displayed in classrooms. These work in conjunction with the behaviour-tracking sheet which staff complete, as necessary.
- Zone Boards: A zone board is a tool that encourages pupils to aspire to excellent behaviour for learning. It is a visual display of how well pupils behave in class.
- Pupils are encouraged to take full responsibility for their own actions.
- The boards are divided into five coloured sections: gold, silver, green, yellow and red. Every pupil starts the day in the green zone, and, according to their behaviour, moves up or down the board during the day.
- Those who get to Gold receive a reward.
- Zone board-related sanctions for poor behaviour are given in Section 'H', below.
- 'Stars of the Week' Awards reward pupils for good or excellent attainment and/or progress in their work. These are given out in weekly assemblies.
- Exemplary Pupil Awards: Pupils receive bronze, silver or gold awards for good or outstanding behaviour, effort, hard work, excellent homework, and/or 'going the extra mile' at any time throughout the school year.
- Weekly lunchtime awards: Lunch supervisors select lunchtime 'Stars of the week' and these pupils receive a prize and certificate in weekly assemblies.
- End of Year Awards: These are given for achievement and other categories, such as attendance.

H] Consequences:

- Computerised systems: Please see Section 'I', below, for procedures around the use of the computerised system for logging, reporting, and acting on poor pupil behaviour.
- Appropriate action must be taken to deal with negative behaviours, up to the point of fixed-term or permanent exclusion, where necessary & appropriate.
- Pupils are encouraged to behave in exemplary ways at all times.
- Zone board consequences: Inappropriate behaviour results in a warning, followed by a move to yellow on the zone board, and, if there is no improvement, to red.
- Intentionally hurting someone, either verbally or physically, swearing or fighting results in an immediate move to red.
- Pupils on yellow or red may move back up the zone board if they resume acceptable behaviour, and this is to be encouraged.

Sanctions

Sanctions work as follows:

- Step One - Verbal reminder
- Step Two – Pupil changes to yellow: formal warning; lose 10 minutes' play

- Step Three – Pupil changes card to red: time out from the classroom with a Think Sheet; pupil referred to SLT.
- Step Four - Parents contacted and met by teacher/DHT.
- Step Five – Head Teacher to meet parents as soon as possible.
 - For very serious incidents it may be necessary to utilise additional sanctions such as temporary movement to another class, fixed-term exclusion, or permanent exclusion. Whatever has happened on the previous day, all pupils start on 'Green' every day.
 - If a pupil receives yellow or red cards regularly, they may require an 'Individual Behaviour Plan'. The computerised reporting process will feed into this process, too (please see above).

I] Recording and Monitoring

- The school introduced a computer-based behaviour monitoring system in April 2014. This system records instances of poor behaviour both in and outside the classroom, for on-going analysis and action.
- This system involves the use of a Behaviour Incident Report Form to record incidents of negative behaviour in the classroom or around school. If a pupil reaches any stage of the negative consequences on display in classrooms a Behaviour Incident Report Form will be completed. Only one form needs to be filled out if a pupil has reached Step Four, for example – this does not require four separate forms.
- Completed data capture forms will form a profile of school behaviour and allow ease of monitoring, tracking and analysing patterns of behaviour. The information gleaned from the behaviour monitoring data can inform parental meetings, be used in phase meetings, be used at Parents' Evenings, and can help to target individual intervention.
- The data capture form should be completed containing brief details of the incident of concern and the action taken to address or correct the behaviour.
- Completed data capture forms should be taken to the staffroom pigeonhole as soon as possible by the member of staff completing the form.
- If behaviour is so serious that it cannot be managed by the class teacher and/or teaching assistant a responsible pupil should be sent with a completed Behaviour Incident Report Form to request the support of a member of SLT.
- More serious incidents of negative behaviour may require a more detailed incident report and, where this is necessary, a member of SLT will request these details from staff.
- The Parent Support Adviser/Mentor will monitor lunchtime behaviour and complete any Sleuth referrals as appropriate.
- Behaviour monitoring forms will not be used for pupils in Nursery unless their stage of development deems it appropriate. Pupils in Reception will have behaviour incidents recorded after the first term when ground rules have been established clearly.

J] Basic principles when using sanctions and consequences

- At St Francis, positive and responsible behaviour is to be taught and reinforced in order for the desired standard of conduct to be understood and demonstrated by pupils.

- A positive and patient approach is necessary and will be adopted by all staff in order to achieve the above and to develop positive working relationships with pupils that lead to positive responses.

K] Inappropriate Sanctions

- Corporal punishment or any form of physical reprimand.
- A consequence that is not related to the negative behaviour displayed.
- Moving to more severe consequences before lower level sanctions have been explored and issued.
- Sending a pupil who is deemed to have misbehaved from a classroom, unaccompanied.
- Whole class punishment unless every pupil has behaved unacceptably.
- Inappropriate use of the curriculum as a punishment. For example, extra Mathematics for talking in class.
- Issuing inappropriate statements/threats.

L] Monitoring Forms

- When a pupil returns from an exclusion, or where a meeting with parents has been necessary, the pupil will be given a Progress Monitoring Form to encourage improvement in their behaviour and attitude to learning.
- This will be monitored by the Phase Leader, the Deputy Head Teacher, or the Head Teacher.
- Lunchtime supervisors will follow all school systems, including writing and passing on the appropriate monitoring (behaviour referral) forms. They will make sure that issues are communicated for further action, as appropriate.

M] Use of Reasonable Force

- St Francis does not have a no-contact policy. At times it may be necessary for a member of staff to use 'reasonable force' to control or restrain a pupil.
- Control means 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 the 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.
- All members of staff at St Francis have the legal power to use reasonable force. This includes volunteers and others, such as parents.
- Reasonable force will be used at St Francis if it is deemed 'reasonable in the circumstances'. Examples of incidents where this might be the case include:
 - removing disruptive pupils from the class where they have refused to follow an instruction to do so;
 - preventing a pupil behaving in a way that disrupts a school event or a school trip or visit;
 - preventing a pupil from leaving the classroom, where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
 - preventing a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
 - restraining a pupil at risk of harming themselves through physical outbursts, where the pupil concerned has a disability or SEN, staff at

St Francis will be expected to make reasonable adjustments in their use of force.

- Force will never be used as a punishment at St Francis. This is unlawful.
- Where force has had to be used, a member of staff will complete a Behaviour Incident Report Form so that the incident can be logged. Where a serious incident has occurred and force has been used, the school will report what has happened to parents.
- On occasions, there are perfectly legitimate reasons for a member of staff at St Francis to touch a pupil. Indeed, such action is often necessary. Examples include:
 - holding the hand of a pupil when walking somewhere together;
 - when comforting a distressed pupil;
 - when a pupil is being congratulated/praised;
 - to demonstrate how to use a musical instrument;
 - to demonstrate techniques in a PE lesson;
 - to administer first aid.
- For further advice, staff at St Francis will refer to the latest government advice entitled – “Use of reasonable force in schools – a summary for head teachers, staff and governing bodies.”

N] Screening, Searching and Confiscation

- The following guidance has been issued by the government and has been adopted at St Francis.
- School staff can search a pupil for any banned item under the school rules, if the pupil agrees.
- Head teachers, and staff authorised by them, have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.
- St Francis staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to school discipline.
- Where a staff member is searching a pupil without their consent they must be the same sex as the pupil being searched. There must be a witness to the search, and, if at all possible, they should be the same sex as the pupil too, although this is not essential.
- There is no legal requirement for a head teacher or authorised member of staff to be trained before undertaking a ‘without consent’ search.
- St Francis is not required to inform parents before a search takes place or to seek consent from a parent to search their pupil.
- For further guidance, staff at St Francis will refer to the government advice entitled, “Screening, searching and confiscation in schools – advice for head teachers, staff and governing bodies”.

Previous policy adoption date:	September 2000 (review dates: as below)
Latest review date:	May 2011
New policy taken to staff:	October 2014
Approved by Governing Body:	3rd December 2014
Review date:	December 2017

Adopted = Sept. 2000. Revisited = Sept. 2001. Reviewed = Jan. 2003. Reviewed = Sept. 2005.
Reviewed = Oct 2008. Reviewed = May 2011. **Re-written, October 2014.**