



Behaviour Policy

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Signed:	
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Note: All Grange Farm policies, statements and documents for the 2021/22 academic year need considering in the context of the Covid-19 pandemic. Additional documents exist which should be considered and consulted along with this document – some aspects of this document may be temporarily superseded.



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1 Aims

The aim of this Behaviour Policy is to help to maintain and further develop the excellent learning atmosphere and ethos that is a key and valued characteristic of Grange Farm Primary School.

We strive to create a warm, welcoming, caring environment where relationships are based on respect and positive self-esteem is developed in each child.

We are committed to maintaining high standards of behaviour as an essential contribution to the educational experience of the children and to their happiness and well-being whilst in school.

2 Behaviour Principles

Section 88(2) of the Education and Inspections Act (2006) requires the governing body to:

- a) make, and from time to time review, a written statement of general principles to guide the head teacher in determining measures to promote good behaviour and discipline amongst pupils and;
- b) notify the head teacher and give him/her guidance if the governing body wants the school's behaviour policy to include particular measures or address particular issues.

Our principles are that:

- staff and pupils will be polite and respectful at all times, to each other and to visitors
- any form of discrimination or bullying will be addressed promptly
- staff and the governing body will provide opportunities for pupils to take responsibility and be involved in decision making
- expectations of both staff and pupils will be explicit and consistent
- staff will be fair and consistent and foster a culture in which pupils' achievements are recognised and celebrated
- staff will be empowered to take prompt and effective action when pupils behave inappropriately
- the school will work in partnership with home and external agencies to maximise the chances of every pupil behaving responsibly



3 High Expectations

We have extremely high expectations of children's behaviour at Grange Farm Primary School.

All children have the right to develop their potential and be safe and happy. For their rights to be maintained therefore all children have to take on the responsibility of following our Golden Rules. These Golden Rules have been created in line with the ambitions we have for our children that are laid out in our School Vision.

- Use kind hands, feet and words to everyone
- Be honest
- Look after our equipment, school and grounds
- Listen carefully and follow instructions
- Work hard and help others to work hard too

These rules are on display around the school as a reminder of our expectations. They are referred to in school and group assemblies and explored in our PSHE curriculum.

Each class will agree a code of conduct at the beginning of the year that builds on these golden rules in a way that is appropriate to their age group and helps to guide them in making good learning behaviour choices in the classroom and beyond.

4 Celebrating Positive Behaviour

4.1 Whole School Systems

It is very important that we recognise and reward good behaviour choices on a regular basis and in a consistent way.

We use the Class Dojo website in every classroom from Year 1 to Year 6. Each child has their own dojo character and a running total of dojo points which are added to for demonstrating positive traits in line with our School Vision, our Golden Rules and according to their classroom code of conduct.

For example, dojo points could be awarded for:

- Helping out a classmate or an adult in school or on the playground
- Impressive effort in their work
- Impressive effort in homework
- Commitment in making positive contributions to class discussion

While it is important to recognise and award behaviour that stands out as significant and special, it is also important to reward children where they are maintaining a good standard of behaviour on an ongoing basis that enables their peers and themselves to be safe, happy and learning.

In every classroom, we have a "Good to be Green" display on which every child has a card and an aim to keep it showing "Good to be Green" at all times. This represents meeting behaviour expectations. At the end of each week, 3 dojo points are awarded to every child who has maintained this through the week.



"Stop 'n Think!", "Warning" and "Consequence" cards are a visual reminder to pupils who are not meeting behaviour expectations (see Section 5 for more details).

A child whose card has been changed from "Good to be Green" can still have their card changed and receive dojo points. Children always need to know that they have the opportunity to redeem themselves. However, teachers need to be mindful of not giving children mixed messages and ensuring that children who are making the right choices all of the time are proportionately rewarded for this.



Where a child has gone over and above expectations they receive additional dojo points. Any adult in school can award these either electronically or by adding Dojo tokens to the pockets on the "Good to be Green" display.

In order to celebrate children's achievements we have an accumulative certificate system throughout school. It works as follows:

Dojo Stage 1	80 points	Certificate
Dojo Stage 2	160 points	Certificate
Dojo Stage 3	240 points	Distinction Certificate
Dojo Stage 4	320 points	Certificate
Dojo Stage 5	400 points	Certificate
Dojo Stage 6	480 points	Distinction Certificate
Dojo Stage 7	560 points	Certificate
Dojo Stage 8	640 points	Certificate
Dojo Stage 9	720 points	Silver Achievement Cup and Certificate
Dojo Stage 10	800 points	Certificate
Dojo Stage 11	880 points	Certificate
Dojo Stage 12	960 points	Distinction Certificate
Dojo Stage 13	1040 points	Certificate
Dojo Stage 14	1120 points	Certificate
Dojo Stage 15	1200 points	Distinction Certificate
Dojo Stage 16	1280 points	Certificate
Dojo Stage 17	1360 points	Certificate
Dojo Stage 18	1440 points	Gold Achievement Cup and Certificate

All certificates are given out at Friday afternoon Achievement Assemblies. All parents are welcome to attend these but invites are issued where children are receiving Distinction Certificates or Achievement Cups. These are also celebrated in the school's weekly newsletter.

After they have received the Gold Achievement Cup, children can continue to collect dojo points and certificates in the same manner, aiming for Dojo Stage 19 and beyond!

There is a display of the certificate system in the school hall so that children can see where they are within it.

4.2 Class Systems

As well as using the Class Dojo whole school approach, teachers may also use additional rewards systems with their class if these provide support in attaining the positive classroom learning environments that we expect.



The Class Dojo system allows for a whole class reward system which could be utilised but teachers also use systems such as “Marbles in a jar” to enable classes to earn collective rewards over time.

4.3 Reception Classes

Children do not begin the Class Dojo system until they start Year 1. In Reception, each class has a sun and a rainbow. Each child has a photograph which begins on the sunshine and this is moved to the rainbow when they have done something over and above the usual good standard of behavioural expectations set by Reception staff.

At the end of each day, teachers record which children are on the rainbow and when children have achieved this ten times, they receive a Rainbow Certificate.

Children not meeting behavioural expectations have time-out and teachers will talk to parents where this is in danger of becoming frequent or where any particularly significant incident has occurred.

5 Managing Challenging Behaviour

As they make progress with their learning behaviour throughout school, sometimes children will make the wrong choice and exhibit challenging behaviour. As a staff, we aim for a fair and consistent approach to managing this so that:

- A child understands why their behaviour has been inappropriate, especially including the impact on others
- Reoccurrences of inappropriate behaviour are less likely
- Other children see that appropriate consequences are put in place

The nature of our response depends on the issue at hand. This policy explains how we structure our responses as we aim for a fair and consistent approach and then what steps we take where children are struggling to make progress with their behaviour within our normal approach.



5.1 Classroom Context

Appropriate classroom behaviour enables staff to teach and everybody to learn. Inappropriate behaviour inhibits learning and/or shows a lack of respect to others in the classroom.

Examples include:

- Lack of effort
- Not following an adult's instructions
- Distracting other children and preventing them from working
- Inappropriate use of equipment
- Using an inappropriately loud tone of voice
- Making other children feel unsafe or unhappy
- Lack of respect shown to adults

Adults will use the following process when managing inappropriate behaviour in the classroom:

1	Verbal and visual reminders	Child has opportunity to amend behaviour
2	Good to be Green card changed to "Stop n' Think"	Child to miss 2 minutes of next break-time (unless they are able to earn it back with good choices)
3	Child given Warning Card	Child moves places within the classroom and to miss 5 minutes of next break-time (unless they are able to earn it back with good choices)
4	Child given Consequence Card	<ul style="list-style-type: none"> ➤ Child to exit classroom* for a fixed period – usually until end of that teaching session ➤ Child to miss 15 minutes of next break-time <ul style="list-style-type: none"> ➤ Child will complete a Behaviour Form to ensure they have understood their actions and the effects of their behaviour ➤ Parents informed

*usually to their phase leader but as appropriate to availability and context

Children who have reached step 2 or 3 will have the opportunity to improve their choices during the lesson and earn break-time back. Children



reaching the Consequence Card do not have this opportunity because enough reminders will have been given.

There are three "Thinking Bays" in school – tables at which children will sit if they are missing break-times as a consequence.

On rare occasions, children may exhibit behaviour which accelerates faster through the sequence above. More serious inappropriate behaviours include:

- Any behaviour which puts others at risk of harm
- Deliberately hurting others
- Wilful destruction of property
- Refusal to follow an adult's instructions

In the event of any of these behaviours, children will immediately be given a Consequence Card with all associated actions applied.

If a child is issued Consequence Cards, this is escalated through staff according to the following process:

First instance:	Child completes Behaviour log to be discussed with class teacher	Class teacher contacts parents
Second instance:	Child completes Behaviour log to be discussed with Phase Leader	Face-to-face meeting with class teacher
Third instance:	Child completes Behaviour log to be discussed with Deputy Headteacher	Face-to-face meeting including Deputy Headteacher
Fourth instance:	Child completes Behaviour log to be discussed with Headteacher	Face-to-face meeting including Headteacher to be followed by a Headteacher Report Process.

Warning cards given will be recorded in a class record book. In the event of three warning cards being given within one week, the class teacher will contact parents to inform them. If this is repeated multiple times, the escalation system described in the table above will be applied.



5.2 Out of Classroom Context

All children have the right to feel safe and be happy during break-times and as they move around school so that they are ready to go back into lessons ready to learn.

All staff take responsibility for ensuring children follow school rules and will give visual and verbal reminders where necessary.

At times, inappropriate behaviour outside of the classroom may be more serious. For example:

- Not following an adult's instructions or agreed rules
- Overly physical play
- Inappropriate language
- Damaging school equipment
- Behaviour that shows a lack of respect to adults or other pupils

This behaviour is treated in line with "Warning Card" behaviour in the classroom. The member of staff dealing with any instances of such behaviour will alert the child's class teacher and this will be recorded in the class warning book and the child will miss 5 minutes of the subsequent break-time.

More serious instances of inappropriate behaviour outside of the classroom are rare at Grange Farm but could include:

- Physical aggression to another pupil
- Behaviour that ostracises or isolates others
- Derogatory or abusive language

This behaviour is treated in line with "Consequence Card" behaviour in the classroom. The child will miss 15 minutes of their next break-time, they will complete a behaviour form and their parents will be informed of the incident.

There are three "Thinking Bays" in school – tables at which children will sit if they are missing break-times as a consequence.



If a child is issued Consequence Cards, this is escalated through staff according to the following process:

First instance:	Child completes Behaviour log to be discussed with class teacher	Class teacher contacts parents
Second instance:	Child completes Behaviour log to be discussed with Phase Leader	Face-to-face meeting with class teacher
Third instance:	Child completes Behaviour log to be discussed with Deputy Headteacher	Face-to-face meeting including Deputy Headteacher
Fourth instance:	Child completes Behaviour log to be discussed with Headteacher	Face-to-face meeting including Headteacher to be followed by a Headteacher Report Process.

If a child receives three “warning card” records from outside of classroom behaviour in a three week period, parents will be contacted by school staff according to the escalation described in the table above.

It may be necessary for incidents at break-time to be further investigated during or following the conclusion of that break-time period. This would be usually be undertaken by either the teacher on duty, the class teacher or the Learning Mentor. Following an investigation, appropriate consequences will be applied as explained above.

5.3 Escalation systems for significant, repeated and/or inappropriate behaviour

Where children make inappropriate behaviour choices, they need to have clear consequences in place.

The systems described above are appropriate and sufficient for a very large majority of incidents and situations at Grange Farm.

However, on occasions pupils may exhibit behaviour that requires a greater level of intervention. This can be because behavioural incidents are more significant or are taking place over a sustained period or because children are not responding to the school’s typical system of rewards and consequences.



Staff in school are mindful that this could be the result of:

- the child being subject to provocation
- the child having a Special Educational Need
- the child suffering from low self-esteem or anxiety issues
- the child having challenging circumstances beyond school (short or longer term)

However, while there may sometimes be a reason for inappropriate behaviour these should never be used as an excuse. Inappropriate behaviour is never accepted and consequences and actions will always need to be put in place to help the child understand their responsibilities and to help decrease the likelihood of a reoccurrence.

Where the school has significant concerns over a child's behaviour, the Headteacher and/or Deputy Headteacher will be in communication with parents (as per the escalation strategy described above in Section 5.1 and 5.2).

In these instances, the school will seek to support pupils appropriately as per Section 6 of this policy. However, further consequences may also be applied including internal exclusion (from sequences of lessons, particular lessons or from break-times) for a fixed period. Children may also lose privileges (e.g. to be involved in additional activities that are not a part of the curriculum), particularly where these involve them having a role representing the school.

Exclusion from school is the final sanction/consequence within the school's approach to managing behaviour. Our approach is explained further in Section 7 of this policy.

5.4 Raising Concerns

Sometimes visible incidents occur during the school day and these are dealt with in accordance with this policy. Also, incidents and issues can be reported that are dealt with in the same way.

However, sometimes concerns arise that can be less tangible in their nature but have just as great an, if not greater, effect on the children we work with.



Sometimes children's behaviour can change over time with possible indicators including:

- Change in a child's behaviour
- Reticence to go to a particular place
- Not wanting to come to school
- Becoming withdrawn
- Bed-wetting
- Loss of appetite
- Feigning illness
- Becoming unusually shy or nervous

Such things could be explained by a wide range of factors, including bullying. For information on the school's approach to raising awareness of, and tackling, bullying, please see our Anti-Bullying Policy.

A central tenet of our approach to children's well-being in school is that our starting point is the concerned child. Different people all have different thresholds for the things that cause them concerns and worries. Whenever anyone is aware that a child is concerned about something, we want to know as soon as possible so that we can act to take this concern away as quickly as possible.

5.5 "Closing the Loop"

A key part of our behaviour strategy is to ensure that we "close the loop" where somebody has raised a concern.

Schools are busy places and, although it is rare for a concern to be raised and not dealt with, it can sometimes be the case that the person raising the concern (whether that be a child, parent or a member of staff) does not get the feedback that it has been dealt with.

The danger of this is that someone could form the impression that they are not listened to or taken seriously when they raise concerns and this could lead to an unsafe culture in school.

When we do "close the loop", we have to be mindful that we must not share sensitive information inappropriately and must be careful not to cause humiliation to anyone involved. However, all staff (see section on consistency of approach below) are given this key message about the importance of "closing the loop".



6 Support Systems

The high expectations we have of children are not easy to achieve which is why it is important for us to praise them when they are getting it right (using the systems described above).

Our ambition is for children to be making these positive behaviour choices independently and with integrity – not needing adult intervention to ensure they are doing the right thing. However, as with all learning in school, we recognise that children need support towards this as they progress throughout school.

When we teach children to swim, we do not just throw them into the deep end of the pool and expect them to get on with it. We start in the shallow end, using floats and arm-bands to support them whilst they learn the basics. As they get better, we take away more and more support until they can do it all alone.

Equally, expecting children to just behave perfectly, independently, without any support is not realistic. We know that children respond well to clear structures, rules and boundaries. They will not always have these in life but, to begin with, they are the support strategies (floats and arm-bands) that help children to learn.

Consistency and fairness is hugely important when dealing with behaviour but we also have to acknowledge that children have different start-points with their learning in this area.

We identify children who may benefit from additional support by monitoring incidents over time. High level incidents or repetition of incidents can indicate support is needed. Our Learning Mentor monitors patterns in behaviour over time and raises any potential concerns with class teachers and senior leaders as appropriate. Also, we may put support in place where children have identified a concern for themselves or where parents have raised a concern with us.

Where children need it, we have a range of strategies we can put into place to support improving behaviour over time. These include:

- Home/School Communication System / Message Book
- Individualised Reward System
- Adaptation to learning environment (e.g. own work station)
- Setting up a structured plan for break-times
- Support and intervention on social interaction (either with school staff including our Learning Mentor or external professionals)



- Support from the School Counsellor
- Assessment of social interaction needs from external professionals (e.g. specialist teacher, Educational Psychologist, referral to CAMHS)
- Setting up an Early Help Support Plan (especially if the child also exhibits challenging behaviour at home)
- Creating a Positive Behaviour Plan

Positive Behaviour Plans are created in partnership between school and home and can also include input from external professionals and, where appropriate, the child themselves. They describe the nature of challenge a child has, de-escalation strategies that work and strategies that do not work. The aim of a Positive Behaviour Plan is to ensure as much consistency as possible between the various staff who work with a child through their school day. Positive Behaviour Plans are reviewed at regular intervals (with a review date agreed each time one is initiated or reviewed) or in light of any further incident or new information.

7 Exclusion

We work hard at Grange Farm to ensure that all children can be included and successful. We have a range of nurturing early interventions to support children at the point they most need it.

However, there are times when children make choices or behave in certain ways such that exclusion is appropriate to either:

- Ensure they understand the seriousness of their behavior
- Remove them from the school until a safe reintegration is facilitated
- Remove them from school permanently

Exclusion is a sanction within the School's Behaviour Policy and permanent exclusion is the final sanction within that policy.

Fixed-term exclusions can be an appropriate measure where there are incidents of extreme behaviour. A fixed-term exclusion can refer to a fixed number days of exclusion from the entirety of the school day or from a particular phase of the day (e.g. lunch-time breaks). Following a fixed-term exclusion, a child will have a Reintegration Plan to support their return back to school.

A decision to permanently exclude a pupil is a serious one and will usually be the final step in the process of dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all



available strategies for dealing with the child and will normally be used as a last resort.

There may, however, be exceptional circumstances where, in the Headteachers' judgment, it is appropriate to exclude permanently a child for a first or one-off offence.

The Department for Education has comprehensive guidelines covering the exclusion process ([link](#)). These guidelines bring together the relevant legislative framework and give support and practical advice to schools about how to work within the framework.

It is important that our school works in partnership with the Local Authority to ensure a consistency of approach and, as such, we adhere to Coventry City Council guidelines concerning exclusion.

8 Parental Partnership

We aim to work closely with parents and guardians in all aspects of school life and this includes in our approach to behaviour.

We share the many successes of our pupils with parents in a variety of ways – for example, by inviting them to Friday's Achievement assemblies when they are receiving a certificate and publicising their achievement on the school newsletter.

We also keep in regular touch with parents through formal occasions like Parents' Consultation evenings and also informally, by being available at the beginning and the end of the school day. We make a point of sharing positive messages.

If we do have any incidents in school that we feel parents would want to be aware of, we get in touch. The threshold of "when to call" depends on a number of factors but we use the following to help guide us:

- If we are wondering whether a phone call (or other contact) is a good idea, we call. We always err on the side of communication.
- We put ourselves in the shoes of the parent. If it were our child coming home talking about an incident or a situation, would we want to know it was known about by adults in school and had been dealt with? If so, we get in touch.

There are times when children talk to parents about things that they will not talk to school staff about. Also, parents know their children best and



can sometimes spot when something is wrong when other people cannot. If a parent has a worry, we encourage them to come and talk to us. We will always listen, take things seriously and investigate or observe as necessary. We ask parents not to wait until a "small worry" has turned into a "big worry" – "small worries" are easier to deal with. Even if a child's worry is not something that seems to be a big concern to a parent, we would still want to know about it.

Developing a partnership of mutual trust with parents is very important within the school community. However, there are times when our statutory duties supersede this. For example, all of our staff are Child Protection trained. If children disclose particular information or if staff observe certain behaviours or signs, we are legally obliged to inform Children's Services. We understand that this can be challenging for parents but it is about our duty, first and foremost, to ensure children's safety. It does not mean we are making a judgement about who we believe – it is not our role to make that judgement.

9 Accountability

We have a named governor for Safeguarding who conducts a review of procedures and incidents in school each term, including significant behavioural incidents. Levels of reportable incidents (including those involving racism and/or bullying) are included in the Headteacher's Report to Governors each term so that these can be monitored over time.

Further to this, governors also regularly meet with a sample of children to discuss behaviour and safety in school. Other governors also regularly conduct pupil interviews on topics such as "Lunch-time Experience" and "Spiritual, Moral, Social and Cultural Development" which include questions pertinent to how safe and secure children feel in school.

Governors are also a regular presence in school, both informally (e.g. when attending meetings) and formally (e.g. when completing lesson observations or visiting their linked class).

10 Policy Review

This policy is reviewed at least annually and earlier if the need is identified through a rise in significant behavioural incidents.