



Holy Trinity Church of England Academy

Behaviour Policy

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| To be reviewed | Headteacher, Staff and Governors |
| Authorised by | Headteacher and Governors |

The academy has a positive behaviour policy based on praise, encouragement and fostering self-esteem. It encourages children to take responsibility for their actions and behaviour. We aim to work alongside parents to encourage pupils to achieve their potential. We recognise that good behaviour is a requisite if we expect children to achieve personally, socially, academically and spiritually.

Good behaviour is essential to achieving our mission statement:

Nurturing – we feel safe, valued and able to take risks

Inspiring – we all explore learning in fun and exciting ways

Achieving – we celebrate our successes and look forward to new challenges.

And our ethos statement:

We are all special and we all matter

Jesus helps us make the right choices

God looks after us and we look after each other

It is important for all staff members, children, parents and governors to be aware of the expectations regarding behaviour and for there to be a common agreed policy which is regularly monitored and reviewed.

To ensure that the behaviour policy works it is essential that there is good communication between staff, children, parents and governors. Everyone needs to know what is expected and to take appropriate action to enable the policy to be carried out. Holy Trinity values the support of parents in implementing the behaviour policy, and this is sought through a home-school agreement.

Holy Trinity Academy can be justly proud of its positive ethos and atmosphere which is achieved through the calm, caring attitude of staff, and the respect shown for each child. If children are treated with respect, then they in turn will respect others. Our daily worship provides a platform for discussion about values, attitudes and feelings. Children learn to live and work happily together. If they are able to do this at an early age, then it is invaluable training for life.

Statement of Equal Opportunities

This policy shall apply to all pupils attending Holy Trinity Church of England Primary Academy, Calne, regardless of gender, cultural/ethnic, social background, special educational needs or physical disability.

Developing good relationships

All adults in the academy are deserving of respect and courtesy by children, and in return they should expect good manners.

We believe that good relationships between staff and pupils are essential in establishing an environment where learning and good behaviour are of the highest quality. Our ability to behave and learn well is affected by how we feel about ourselves – our self-esteem. Our feeling of worth or self-esteem develop from relationships with each other. Children model themselves on adults in the school, therefore it is vital that we are aware of the importance of good quality relationships; adult to adult; adult to child, to set the best possible example to children. Modelled relationships may include: -

- Smile, show warmth
- Know the name of the person we are communicating with, and use it
- Listen carefully
- Give positive attention
- Show basic courtesy
- Ask questions gently
- Make sure we do not interrupt
- Ensure we do not put down the other person
- Be honest
- Share feelings
- Take action where necessary
- Be seen to be fair

Encouraging Good Behaviour

We aim to be positive in outlook and constructive in our comments to children. The whole ethos of the school is central to establishing and maintaining high standards of behaviour. An HMI report ‘Good behaviour and discipline in school’ emphasises this:-

“Where teachers are seen by pupils to work hard, to put themselves out in the interest of pupils, to have high standards, to co-operate successfully and to treat each other courteously, these same attitudes flourish more readily among pupils themselves...where teachers insist firmly but fairly, on hard work and commitment from pupils, and on high standards of behaviour, they are more likely to obtain them”.

To encourage good behaviour we use a Positive Discipline Strategy, which has clear rules, backed up by a system of rewards and sanctions.

The academy has never had to search a child (where there have been reasonable grounds for suspecting that they may have a prohibited item), in the unlikely event of this happening, the academy will follow the DFE guidance: Searching, Screening and Confiscation advice (February 2014) DFE-00034-2014.

All staff will refer to the Code of Conduct for Safer Practice Policy in any of these situations.

Assertive Discipline has at its heart the adoption of a positive approach at all times for all aspects of good behaviour, and therefore the system of rewards for keeping to the rules are the most important part of the policy.

Children are constantly given positive reinforcement to encourage them to adhere to the rules through praise, stickers and certificates, and contacting parents to give positive news.

However, if the rules are not abided by, then a system of stepped sanctions comes into force. A separate classroom discipline procedure defines this. (see below)

When a problem persists, it may be necessary to refer to outside agencies such as the Educational Psychological Service or the Learning Support team.

In very rare cases children may be excluded at lunchtime or excluded on a fixed term or permanent basis following Wiltshire's policy as adopted by the school, and national legislation on exclusions.

Bullying

'Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

This was taken from Preventing and Tackling Bullying 2017: DFE advice. We aim to minimise the effects of bullying, by identifying early signs and discussing them with children and parents/carers. Holy Trinity has a zero tolerance policy towards all kinds of bullying. We take all such incidents seriously and will arrange a meeting with parents, class teacher and member of the SMT as soon as practicable.

Cyber-Bullying

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside the academy. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the headteacher, that staff member can examine data or files, and delete these, where there is good

reason to do so. This power applies to all schools/academies and there is no need to have parental consent to search through a young person's mobile phone. If an electronic device that is prohibited by the academy's Mobile Phone Policy, Online Safety Policy or Acceptable Use Policy has been seized and the member of staff has reasonable ground to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police. If a staff member finds material that they do not suspect contains evidence in relation to an offence, they can decide whether it is appropriate to delete or retain the material as evidence of a breach of academy discipline.

Playtimes / Lunchtimes

All staff on duty on the playground (i.e. teachers, TAs and MDSAs) are expected to use positive behaviour management strategies. As in the classroom we use a rewards and warning system (using yellow and red cards) which allow children to reflect upon and change undesirable behaviour. Should the behaviour persist, then the child will be removed from the playground and asked to speak to the Headteacher and reflect on their behaviour. They will miss two break times. Yellow and red card offences are recorded in the Behaviour Book which is located in the staffroom. Parents will be informed every time a child receives a red card. When they have received three red cards during a term, the Headteacher will telephone the parents personally.

Monitoring Behaviour

The Senior Management Team monitors the effectiveness of this policy on a regular basis. The Headteacher reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

Our function as a school is to develop fully the potential of all our pupils. Good conduct assists us in fulfilling this function. Through our Behaviour Policy and high expectations, we aim to instil in our pupils a high standard of behaviour based on self respect and respect for all others.

Parents, staff, pupils and Governors all enjoy and value the happy community at Holy Trinity Academy and wish to maintain this through the help and support of all concerned.

Classroom Discipline Procedure

This procedure begins again each day.

1. First warning, which is recorded on paper.
2. Second warning (recorded). The child may be asked to sit away from their group for 2 minutes to think about their behaviour.
3. Third warning (recorded). The child will sit away from their group for 5 minutes to think about their behaviour.
4. Fourth warning (recorded). Go to the headteacher. Parents will be contacted by the headteacher. In the absence of the headteacher the child may be sent to the assistant head or other senior member of staff.

If the child has received ten warnings over the course of the week, they will be sent to the headteacher to reflect on their behaviour, who will then contact the child's parents.

Warnings are given for behaviour that is dangerous, disrespectful or interrupts teaching and learning. Some stages of this process may be skipped when necessary. Severe misbehaviour, such as fighting, vandalism or verbal abuse will be dealt with immediately by the Headteacher without going through the first four stages.

In implementing this procedure staff will use the language of 'good choices' – as per the school ethos statement.

A few children with particular difficulties may be outside this system or have additional strategies in place. This will be part of a My Support Plan drawn up in consultation with the child's teacher, child's parents, the school's special needs coordinator and, often, outside agencies such as the local authority's behaviour support service.

Examples of poor behaviour/choices leading to exclusions:

- Behaviour jeopardises the safety of other children or adults
- Behaviour jeopardises the safety of the individual
- Behaviour persistently prevents other pupils having the right to learn in a safe and stimulating environment
- Unacceptable behaviour that undermines the authority of staff members, placing into jeopardy the schooling experience for other pupils

(This is not an exhaustive list – some incidents may warrant exclusion immediately at the Headteacher's discretion)

Exclusions

The school endeavours to minimise using the sanction of exclusion through the use of the strategies listed. As a final sanction, or if the situation warrants, the Head Teacher may implement a fixed term exclusion (see current regulations for

maximum periods), or a permanent exclusion. The school will follow the current Department for Children, Schools and Families (DCSF) and Local Authority (LA) agreed procedures. The Education Welfare Office (EWO) will be contacted for advice.

The decision to exclude must be lawful, rational, reasonable, fair and proportionate.

The child's name remains on the register until either the appeals procedure is complete, or the time for the appeal has passed, or the parents give notice in writing that they do not intend to appeal. The class teacher will set work as appropriate.

Following return after exclusion, a meeting with the Head Teacher (or his representative) the child and the parents/carers should take place. In some cases a 'Back to School' plan may be written and a phased return can be discussed.

Only the Headteacher (or the acting Headteacher) has the power to exclude a pupil from School. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a pupil, he informs the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Governing Body.

The academy will inform the parents how to make any such appeal. The Headteacher will then inform the local authority and the Governing Body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. The School adheres to any LA policies regarding the education of children who have been excluded.

Transition

Towards the end of the school year, teachers and support staff meet to ensure effective transfer between classes. In Y6, teachers have specific transfer meetings with relevant key staff and children with additional needs may also have extra familiarisation opportunities before starting at secondary school.

Staff training and support

Weekly pupil updates are discussed at staff meetings. Individual staff can seek advice from other members of their team, their team leader or other staff members in leadership team.

Whole school or individual staff training is accessed as required eg. Team Teach – The school will de-escalate situations as quickly as possible however, in the rare occasion that restraint needs to be used all key staff are trained.

The Use of Restraint

Holy Trinity Academy recognises that there may be a variety of situations in which the use of reasonable force might be appropriate, for example when:

- A child attacks a member of staff or another child, or if children are fighting
- A child is engaged in, or about to commit, deliberate damage or vandalism to property
- A child is causing, or at risk of causing, injury or damage by accident (e.g. by rough play or the misuse of dangerous materials or objects)
- A child is running in a way which might cause an accident or injury; a child persistently refuses to obey an order to leave the classroom; a child is behaving in a way that is seriously disrupting a lesson
- A child absconds from a class or tries to leave the school and could be at risk if not kept there.

At Holy Trinity, some staff have been trained in the use of restraint (positive handling) using 'Team TEACH'. When circumstances allow, it is always recommended that a trained member of staff should be present when reasonable force might be required. However, the safety of all children is the primary factor when decisions need to be made and it is recognised that it will not always be practical or safe to wait for another member of staff before a situation is dealt with.

In cases where there is a known risk that the use of force may be required with a particular child, a 'Positive Handling Plan' will be drawn up and shared with all staff. Planning should address: managing the child e.g. re-active strategies to de-escalate a conflict, which restraint holds are likely to be the most effective, involving the parents (so that they are clear about what action the school may need to take); briefing staff (to ensure they know what action they should be taking); ensuring that additional support can be summoned if appropriate; and the need to take medical advice about the safest way to hold children with specific health needs (particularly in SEN settings). Where possible, staff will attempt to communicate with the child throughout the incident and make it clear that physical restraint if used will stop as soon as it ceases to be necessary. Staff will take a calm, measured approach to a situation, and never give the impression that they have lost their temper, or are acting out of anger, frustration or to punish the child. Physical intervention can take many forms such as: physically interposing between children or blocking a child's path; touching, holding, pushing, pulling or leading a child by the arm; shepherding a child away by placing a hand in the centre of the back; (in extreme circumstances) using more restrictive holds. Teachers must not touch or hold a child in a way that might be considered indecent.

In other unexpected exceptional circumstances, when there is an immediate risk of injury, (e.g. to prevent a child running onto a busy road, hitting someone or throwing something) staff may need to take any necessary action that is consistent with the concept of 'reasonable force'. In other circumstances, staff must not act in a way that might reasonably be expected to cause injury, for example by: holding a child around the neck or in any way that might restrict breathing; slapping, punching, kicking, tripping or forcing limbs against a joint; holding or pulling a child by the hair; or holding a child face down on the ground. Where the risk is not so urgent, the member of staff will:

- Consider carefully whether- and if so when- physical intervention is appropriate
- Always attempt to deal with the situation through strategies other than force
- Use force only when other methods have failed.

The key issue is establishing good order, and so any action which could exacerbate the situation must be avoided. The age and level of understanding of the child is very relevant in these circumstances. Physical intervention to enforce compliance with staff instructions is likely to be increasingly inappropriate with older children; it must never be used as a substitute for good behavioural management

Immediately following an incident where force is used (except for minor or trivial ones), the teacher will tell the Head Teacher or senior member of staff, and then provide a written report in the Restraint Book, held in the School Office, as soon as possible. This may help to prevent any misunderstanding, and will be helpful should there be a complaint. These reports should be photocopied and a copy filed in the Head Teacher's Day Book.

The written report should include: the name(s) of the child/children involved; when and where the incident took place; the names of any staff or child who witnessed the incident; the reason that force was necessary; how the incident began and progressed, including details of the child's behaviour and what was said by each of the parties; the steps taken to calm/defuse the situation; the degree of force used, how it was applied and for how long; the child's response and the outcome of the incident; details of any injury suffered by the child, another child or member of staff; and details of any damage to property. When compiling the report, staff may find it helpful to seek advice from a senior colleague or representative of their professional association. They must keep a copy of the report.

Parents will be informed of the incident, and given the opportunity to discuss it. The Head Teacher will need to consider whether parents should be told immediately, or at the end of the school day, and whether they are to be informed orally or in writing.

Please also refer to the following policies and advice:

- Acceptable Use Policy
- Anti-Bullying Policy

- Exclusion from maintained schools, academies and pupil referral units in England -statutory guidance for those with legal responsibilities in relation to exclusion (September 2017)
- Image Use Policy
- Mobile Phone Policy
- Online Safety Policy
- 'Use of Reasonable Force' – advice for headteachers, staff and governing bodies (July 2013).



Behaviour policy: coronavirus addendum

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the headteacher, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

Add or update the details of the rules you'll have in place, as set out in any planning documents you've put together and in line with the [latest government guidance for full opening of schools](#)

Cover any reasonable adjustments that you'll make for pupils with more challenging behaviour. This policy should be read in conjunction with Holy Trinity's Covid-19 Risk Assessment.

- › Altered routines for arriving or leaving the school (see the sub-section on 'measures for arriving at and leaving school' in the government guidance linked to above)
- › Hygiene, such as handwashing and sanitising
- › Who pupils can socialise with at school, including at lunch and break times
- › Moving around the school (e.g. one-way systems, out of bounds areas, queuing)
- › Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- › Telling an adult if they are experiencing symptoms of coronavirus
- › Sharing any school equipment or frequently used items such as pencils or pens
- › Breaks or play times, including where children may or may not play
- › Use of toilets
- › Not to cough or spit at or towards any other person

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will continue to use praise and use class rewards.

However, if pupils fail to follow these rules, we will:

2.3 Changed rules

Until further notice, we will alter the following school rules:

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. We will be reverting back to your normal expectations for attendance - please refer here to our attendance policy.
- From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in our behaviour policy.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact school if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

- Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

Cover any reasonable adjustments that you'll make for pupils with more challenging behaviour.

If pupils are using the government-funded [National Tutoring Programme](#) to access tutoring, add:

Pupils using the National Tutoring Programme to access tutoring are also expected to follow proper online conduct as described above during tutoring sessions.

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

We will contact parents and see if there's any issues we can help them address.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Attendance Policy
- Behaviour policy
- Health and safety policy
- Staff etiquette policy
- Code of conduct
- Online Safety Policy
- Dress Code Policy



Behaviour, Discipline and Exclusions Policy

Covid-19 Addendum

Parents and carers must not send their children to school with any symptoms of illness, however mild, including fever, diarrhoea, nausea, sore throat, cough, loss of smell/taste, rashes etc. The school reserves the right to refuse entry to any student where there are legitimate concerns regarding the health of a student. It will be the parent's responsibility to collect the child within a 30-minute period where the child becomes unwell or appears unwell.

We recognise that following rules is a learnt skill which children need to be systematically taught and revised frequently. To reduce the risk of spreading the coronavirus and to keep children and staff safe we are adapting some of our rules. These are detailed below.

Behaviour and Discipline

Our aim is to provide a safe learning environment for pupils and staff during the Covid-19 pandemic.

We wish pupils to understand the importance of keeping themselves, their peers, staff and their families safe.

We believe that pupils respond best in an environment where they understand the rules and staff explain new routines explicitly

School Rules

We have therefore adapted our school rules to support us with new routines and behaviour expectations during the pandemic.

Expected School Rules during the school opening during the Covid 19 Pandemic

| in class | theme | around the school |
|---|--------------------|---|
| <p>We follow adult direction We take off face masks before we enter school We wash our hands before entering school, after playtime, before eating and before we go home We use hand sanitiser in the classroom whenever the adult asks We keep our hands away from our mouth We use a tissue or an elbow to cover our mouths when we cough or sneeze Tissues go in the bin (catch it, bin it, kill it)</p> | <p>Be Safe</p> | <p>We follow adult direction We keep our hands and feet to ourselves We line up keeping 2 metres from our classmates We only use the equipment that has been provided outside the classroom We use equipment safely We move calmly around the school</p> |
| <p>We speak kindly and respectfully to each other We listen to the teacher and follow instructions We use good manners We are honest</p> | <p>Be Kind</p> | <p>We do not push or pull We are kind in the playground We talk to each other and try to work problems out</p> |
| <p>We do not move around the classroom without permission from the adult We keep a distance from others when we line up in the classroom We sit at our own desks We never leave the classroom without permission</p> | <p>Be a Bubble</p> | <p>We are not allowed to move around the school without the permission of an adult We remain in our chosen playground (we cannot move between playgrounds) We play non-contact games within our bubble</p> |

Helping children to behave well

Staff are explicit about what good behaviour looks like when pupils return to school and consistently throughout the day through teaching new routines for:

Lining up

Travelling through school

Taking the register

Working in class

Asking to speak

Leaving to go to the loo

Illness

Starting the lesson

Carpet time

Lunch

Entering the classroom

Exiting the classroom

Leaving school

Waiting for parent collection

Fire Drills

Teachers will explicitly teach the behaviours they want to see and the new routines that will support this. This will require practice and rehearsal of new skills and visual stimuli which will be reinforced and referred to regularly to reinforce expected behaviours in a positive way

Children will be explicitly told the consequences for behaviour that threatens the safety of others such as malicious or deliberate acts of transmission (e.g spitting or coughing.)