



# **Grange School**

## ***A Culture of Continuous Improvement***

### **Positive Behaviour Policy**

|                                                                                                |                                    |
|------------------------------------------------------------------------------------------------|------------------------------------|
| Compiled by: Primary SLT / HOS                                                                 | Approved by: Richard McMahon       |
| Designation: <b>Head of School</b>                                                             | Designation: <b>Head of School</b> |
| Signature:  |                                    |
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## **Introduction**

The policy principally relates to children but it is important to note that the principles set out here relate to positive relationships and behaviour of all; this includes amongst staff and parents.

This policy has been written with reference to OFSTED's report on twenty outstanding schools with outstanding behavior practices.(October 2009) It is designed to promote good behaviour rather than merely deter anti-social behaviour.

## **Aims, Expectations and Principles**

Please refer to our **Ethos and Mission Statement**.

Relationships and behaviour are integral to a happy, healthy and safe learning community.

It is a primary aim of our school that every member of the school community feels happy, valued and respected, and that each person is treated fairly and well. We are a caring community with mutual trust and respect for all.

The school has three generic school rules for its pupils (see Pupils' Roles, Rights and Responsibilities). However, the primary aim of this policy is to promote good choices which lead to effective relationships so that everyone can support each other, work together and learn well. It aims to promote relationships which are happy, safe and secure. This policy aims to help children to become positive, responsible and increasingly independent members of the school community. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. The policy is designed to promote good behaviour, not merely deter anti-social behaviour.

Central within the policy is **choice**:

We refer to good choices (which lead to good consequences) and choices which are bad (which lead to negative consequences, usually based on our system of sanctions).

There are two key reasons for using the language of 'choice':

1. it promotes self-management of behaviour and enables some reflection of what

- behavioural choices exist(ed) i.e. there are always different behavioural options(we don't accept/expect that some children will always behave in such a way)and;
2. it avoids labelling children - instead, we refer to the choices we all make and that we should always try to make good choices.

Praise is key to nurturing motivated, engaged children who make good choices and consequently build positive relationships. **Throughout school, all stakeholders (not just staff, but pupils, parents and visitors) should aim to 'catch' good behaviour.** If we became complacent, many good choices could be taken for granted and many children who always make good choices could become 'invisible'.

### **Roles, Rights and Responsibilities**

#### **Pupils**

It is the responsibility of pupils to **make good choices** at all times and with all adults and pupils in school. This will lead to pupils behaving well and building up and maintaining good relationships. Pupils should follow three simple rules to avoid bad choices:

1. follow instructions
2. keep hands, feet and objects to themselves
3. use positive language (including body language)

Following instructions can include '3-2-1-Stop'; this means three things:

- ✓ silent voices
- ✓ empty hands
- ✓ eyes on the speaker

Pupils are expected to

- Respect and care for others
- Listen to others
- Learn/work co-operatively
- Obey the school rules
- Resolve disputes positively
- Value and take responsibility for the environment
- When necessary carry out self-monitoring

- Be aware of and understand their rights and responsibilities
- Be aware of their own emotions and actions and take responsibility for these

## **All teachers**

All staff in our school have high expectations of the children in terms of their relationships, choices and behaviour.

A key priority is to reward and praise good choices in order to reinforce good behaviour (including following school rules) and positive relationships; ‘catching’ pupils behaving well is vital, exclaiming about how well a pupil has behaved (and not becoming complacent) is crucial to the successful implementation of this policy.

With these principles in mind, the specific responsibilities of the teachers are to:

- Praise children on an individual/group basis (public praise is very powerful), making explicit why: what rule they have followed, or what choice they have made.
- Follow our reward/sanctions system, making explicit why: always state what rule they have followed/broken, and always record the incidents.
- Display in the classroom the consequences of their choices (both positive and negative; see ladders in appendix) - this can help when you explain why you are praising / warning.
- Be consistent with all consequences.
- Treat each child fairly and with respect and understanding
- Apply these principles, roles and responsibilities with their own class and around the school
- Be a positive role model by demonstrating positive relationships with everyone in school
- Keep a record and any relevant notes if a child misbehaves and / or receives a warning.
- Having followed regular procedures and consequences, seek help and advice from a colleague (e.g. member of the Pastoral Team)
- Report to parents about the child’s social and emotional aspects of school life, including behaviour and relationships.
- Help pupils gain the ability to make choices about their behaviour
- Help pupils understand their rights and responsibilities as citizens in our society.

## **Non-teaching Staff**

It is the responsibility of teaching assistants, office staff and all other adults in school to support the Head of School, Head of Primary and teachers in meeting the above objectives. As with teachers, a key priority is to **reward and praise good choices in order to reinforce good behaviour** (including following school rules) and positive relationships. All staff should be proactive in ‘catching’ pupils behaving well and exclaiming about how well a pupil has behaved.

## **Head of School**

In addition to the above, it is the responsibility of the Head of School to:

- Support the staff by implementing the policy, including the above objectives, and by setting the standards of behaviour
- Implement this policy consistently throughout the school, and to report to Governors, when requested, on its effectiveness
- Ensure the health, safety and welfare of all children in the school
- Maintain a record of all reported serious incidents of misbehaviour
- Issue fixed-term suspensions to individual children for serious acts of misbehaviour and for repeated or very serious acts of anti-social behaviour; the head of school may permanently exclude a child; permanent exclusion is only taken after the governors have been notified.
- The Head of School will ensure he or she or a member of the “SLT” is on playground duty during lunch break.

## **Parents**

The school works collaboratively with parents so children receive consistent messages about how to behave. We aim to build a supportive dialogue between the home and the school. We inform parents immediately if we have concerns about their child’s welfare or behaviour - this includes if a child receives several warnings or if there is a pattern of regularly receiving warnings.

We expect parents to:

- Promote positive behaviour at home in order to have continuity between home/school
- Be aware that we have school rules (often communicated to parents) and to

support them

- Be aware of and understand their rights and responsibilities as parents
- Co-operate with the school
- Support their child's learning
- Support the school's decision when applying reasonable sanctions /consequences to deal with any specific incident/issue

If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher or Key Stage Coordinator. If the concern remains, they can contact in the order of communication:

Pastoral Head   Head of Primary  Head of School

If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

### **The Governors/Directors**

The Governors have the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness.

The Governors support the Head of School in carrying out these guidelines.

The Head of School has the day-to-day authority to implement the school behaviour and discipline policy, but Directors may give advice to the Head of School about particular disciplinary issues, if requested.

The Head of School must take this into account when making decisions about matters of behaviour.

### **Complaints and Appeals**

If a parent is unhappy with the way a behaviour management or disciplinary situation has been dealt with they may address their concerns by following the procedures outlined in the communications and complaints policy. Parents whose concerns are unresolved have recourse to the school's formal complaints procedure. Parents who wish to appeal a fixed term or permanent exclusion should do so in writing to the chair of the SRC.

## **Monitoring and Evaluating**

The Head of School monitors the effectiveness of this policy on a regular basis, reporting to the Governing Council on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records of incidents of misbehaviour. In the first instance, the class teacher records incidents with reference to the behaviour ladder and takes the relevant action which could be punitive or counselling.

At the end of each week, the class teachers are required to submit the records to the Key Stage Coordinator.

In the case of a serious incident, the issue is recorded by the class teacher, submitted to the Key Stage Coordinator and the Pastoral Head is informed immediately.

In matters of Safeguarding and Child Protection, the DSL is informed by the Pastoral Head. the DSL would then lead on managing this issue.

The Head of Primary will be informed of all serious incidents including Safeguarding and Child Protection concerns.

The Head of School keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Governing Council to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

The following Key Performance Indicators will be used to monitor the effectiveness of the policy.

- Number of Permanent Exclusions
- Number of Fixed-Term Exclusions
- Number of Internal Exclusions
- Number of Detentions issued
- Number of removals from lessons
- Results of staff, parent and student questionnaires
- Number of Merit reward points by pupils

These will be published at relevant meetings of the Governing Council.

**Review**

The policy will be promoted and published throughout the school.

The policy will be reviewed annually.

## Appendix 1: The Language of Choice - 3 Steps to Success

### Step 1 - Statement of reality (tell them what you see)

**Emeka, you're climbing over the fence.**

**Never** ask a child **why** they are doing what they are doing.

It is confrontational and you don't actually need to know why they are doing it - they just need to **stop** it!

After hearing you use a statement of reality, many children will quickly do something to change their behaviour without having to move further down the script. Remember: you need to give them **take-up time** to do this rather than stand over them which again can be confrontational. Remember to praise them if they change their behaviour.

Should they not change their behaviour, the next part of your script is:

### Step 2 - Describe the behaviour you want to see, ending the statement with a **thankyou**

**Shola, you need to collect the ball by using the gate - thank you.**

Rather than starting or ending your statement with **please**, use a **thank you** instead. A thank you carries more of an **expectation** that they will do as you have asked them to do.

*Remember to use these scripts with a smile in your voice and on your face as you are more likely to get positive results.*

### Step 3 - Statement of choice

If they still not do as you have requested, you need to use the language of choice.

This gives the child the responsibility for the consequences that you will carry out (and you **must** deliver consequences or the child will learn that you do not follow threats through).

**Shola, if you choose to continue to climb over the fence then you'll lose two minutes off your lunchtime. It's your choice.**

Although it's easier said than done, you should remain calm and assertive rather than aggressive when using these scripts. If you lose your cool, then the child will pick up on your tone and may well be aggressive back which will make the situation worse.

Most importantly, if after using the language of choice the child chooses to do the right thing, then you **must** praise them for making the right choice. This means that the child

learns that it's good to do the right thing and that you are pleased that they have made a good choice. Every child loves to be praised on the inside, even though they might not show it on the outside.

**Well done Shola, you made the right choice.**

Ignore them stomping around or grumbling as they do the right thing - the most important thing is that they have made the right choice!

Should the child choose not to do as you have asked, then it's absolutely simple: **you follow through with the consequences you stated (as contained in the sanctions ladder).**

Don't cave into their protests as you carry out the consequences - if you are consistent, the methods outlined **will** work. You could repeatedly say e.g. 'In our school, we keep hands and feet to ourselves' which reminds them of the rule which never changes; this implies the system is there and is fair, rather than personal 'against' them.

## **Appendix 2: Trips**

Attendance on school trips is a privilege and not an automatic right. If a pupil's behaviour before the trip is consistently unacceptable or they have moved to stage 4 of the sanctions procedures, they will not be accepted on a trip.

The school reserves the right at any time to withdraw any pupil from a trip if they are involved in any behaviour which we deem does not live up to our school code of conduct.

## **Appendix 3: Rules of behaviour for the classroom**

1. To arrive on time for lessons
2. To be prepared to learn in every lesson
3. To have the right equipment for every lesson
4. To have the right attitude (no inappropriate Language)
5. To allow teaching and learning to take place
6. To be considerate towards others and their right to learn
7. To be polite and cooperative in all lessons and around the school
8. Follow instructions the first time - every time.
9. No loud talking, interrupting, teasing or name-calling.
10. Keep feet, hands and objects to yourself.

11. Stay on task and allow others to do so.
12. No mobile phones, iPods or MP3 players in class.
13. Wear the Grange School uniform correctly at all times. No non-uniform items permitted.
14. No eating, including chewing gum or drinking, with the exception of water.

#### **Appendix 4: Rules for behaviour on the Corridor**

1. Obey staff instructions without commenting.
2. Walk on the right in an orderly fashion (KS1 and 2, walk in a line).
3. Wear the Grange School uniform correctly at all times - (no non-uniform items permitted).
4. No running, shouting or excessive noise on the corridor
5. No physical behaviour
6. No mobile phones or other electronic devices
7. No eating or drinking

#### **Appendix 5: Behaviour Outside of the School Premises**

Staff have statutory power to discipline pupils for misbehaving outside of the school premises.

We define outside of the premises as:

- Taking part in any school organised or school related activity
- Travelling to or from school
- When wearing a school uniform
- Misbehaviour that could have repercussions for the orderly running of the school
- Misbehaviour that poses a threat to another pupil or member of the public
- Behaviour that could adversely affect the reputation of the school.

## **Appendix 6: Our Golden Rules**

At Grange School, our goal is to provide a safe environment and positive school climate; within which all students have the right to feel happy, safe and secure, excel academically, socially, and emotionally. We all have a responsibility to follow our Golden Rules.

Our Golden rules are;

1. Respect Yourself
2. Respect Others
3. Respect Our School

Where do we follow the Golden Rules?

- All Settings
- Classroom
- Hallways / Corridors
- Playground / Field
- Lunchroom
- In the public eye

## **Appendix 7: Rewards**

At Grange School, we believe that good behaviour is an essential component of a happy and secure school. Also, we recognise that catching and rewarding good behaviour has better results than a punishment-based system.

This will have all children feeling safe, happy, involved in the school community, and able to perform to their full potential. Happy pupils will integrate well with others and any problems will be spotted and ready to be dealt with.

## **Good Behaviour for Learning & Teaching**

### **The 6P's**

- Punctuality                      - *(Arrive on time always. Don't be late)*
- Preparedness                   - *(Always get your learning tools ready.)*
- Personal conduct            - *(Be attentive and avoid distractions!)*

- Positive Participation - *(Take part “positively” during lessons.)*
- Performance - *(Do your best at All times!!)*
- Praise or Punishment

**Some of these rewards for good behaviour in Key Stage 1 are:**

1. Stickers
2. Stamps
3. Certificates
4. Badges (Handwriting)
5. Verbal praise
6. Star of the week
7. Marbles (This is a whole class reward)
8. Opportunities to share successes with their class and other members of staff.

**Some of these rewards for good behaviour in Key Stage 2 are:**

1. Stamps/Merit (Individual Reward)
2. Marbles (Class or Group Reward)
3. Pastoral Points

### **Pastoral Stamp/Merit Rewards**

| <b>Stamps</b>                                                                                         | <b>Rewards</b>                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40 reward stamps move a pupil to the bronze level.                                                    | <b>A big special Bronze star from the Key Stage Coordinator.</b>                                                                                                       |
| Another 40 reward stamps will move the pupil to the Silver level. That is 80 stamps in total.         | <b>A big special Silver star from the Head of Pastoral Care &amp; Wellbeing.</b>                                                                                       |
| Another 40 reward stamps will move the pupil to the Gold level. That is 120 stamps in total.          | <b>A big special Gold star from the Head of Primary.</b>                                                                                                               |
| Another 40 reward stamps will move the pupil to the Super Granger level. That is 160 stamps in total. | <b>A big special Super Granger star from the Head of School.</b><br><br>A certificate and 3 Pastoral points will be awarded during an assembly at the end of the term. |

## Marbles

This is a class collective effort.

A class is expected to fill their class jar with marbles of good behaviour outside the classroom to earn this reward.

This aims to foster teamwork and collaboration in children.

At the end of the session, the 3 classes with the highest number of marbles will be rewarded with a class party where pizza and ice cream will be served.

## Pastoral Point System

| Rewards                         | Pastoral Points |
|---------------------------------|-----------------|
| Opening Balance                 | 60              |
| Good Conduct Award with a star  | 210             |
| Good Conduct Award with 2 stars | 360             |
| Good Conduct Award with 3 stars | 510             |
| Platinum Award (A plaque)       | 660             |

## Appendix 8: Searching Pupils

The Head of School, Head of Primary and members of the SLT, can search pupils with their consent for any item, which is banned by the school.

Prohibited items include:

- Sweet or Chewing gum
- Mobile phones/electronic devices
- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and other related smoking items
- Fireworks
- Pornographic images

- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to school property.

### **Appendix 9: Confiscation of Property**

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider to be harmful or detrimental to school discipline.

Mobile technologies such as phones, iPods and MP3 players are not permitted in school. Hoodies and baseball caps are other examples of things not permitted in school. Pupils who get caught with prohibited items may have the item confiscated. Parents will need to collect the item at the end of the school day.

### **Appendix 10: Use of Reasonable Force**

All school staff have the power to use reasonable force to prevent pupils from committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

### **Appendix 11: Serious Offences**

Grange School acknowledges that young people do make mistakes. However, the actions of the pupils have a major impact on the Head of School's ability to maintain good order within the school. Pupils may, therefore, face consequences in line with the nature of the offence.

Serious offences include:

- Theft;
- Vandalism;
- Premeditated or disproportionate violence towards another;
- Possession of a weapon (permanent exclusion)
- Behaviour that endangers the safety of others
- Persistent bullying
- Cyberbullying and use of abusive language on all apps and platforms.
- Foul and abusive language directed at staff and other children,

- Persistent repetition of minor misbehaviour over a concerted period of time and failure to respond to interventions.
- Smoking on the school site, or to and from school
- Failure to attend detention
- Persistently disrupting the learning of others
- Challenging the authority of the school
- Acting in a manner which causes damage to the school and its pupils' reputation
- Possession, supply or use of a banned substance (permanent exclusion).

**a. The process following the reporting of a serious offence:**

- Gathering of Evidence - statements taken from those involved (staff, pupils and others as relevant. Statements are also collected from witnesses as appropriate)
- Evidence collected will be reviewed by the Key Stage Coordinator and presented to the Pastoral Head. A course of action is recommended and discussed with the Deputy Head/ Head of Primary.
- Final decision made by the Head of school.

**b. The penalties for committing a serious offence may include:**

- Internal exclusion from lessons for a temporary period; arrive at 8am and remain until 3 pm
- The Head of Pastoral supervises pupils.
- They are expected to work in silence, completing all work set.
- Inappropriate behaviour whilst in *internal exclusion* may result in further time in *internal exclusion*,
- The length of time the student spends in inclusion will depend on the severity of the behaviour and their behavioural history.

## Appendix 12: The Internal Exclusion

Pupils will not be permitted to partake of break or lunchtime with their peers. Ideally, they should have a packed lunch with them. Alternatively, they will get the opportunity to go to the lunch room.

Examples of behaviour that could lead to internal exclusion:

- threatening behaviour
- bullying
- repeated disruption to the learning process (disrespect to other pupils)
- behaviour deemed to undermine the good order of the school
- smoking or being in the company of smokers
- vandalism
- swearing in the presence of a member of staff
- rudeness to staff
- fighting
- deliberate disobedience
- refusing to attend detentions
- leaving site without permission

## Appendix 13: Detention System

Detention provides for pupils whose behaviour is persistently unacceptable.

The school operates a regular detention system operated by the Key Stage Coordinators. Pupils will be provided with a detention slip by a member of staff that will highlight the reason(s) and date of the detention. **Detentions can be given for behavioural reasons** - being late to lessons, incorrect uniform, low-level disruption, poor behaviour, incomplete work, lack of work, failure to complete homework etc. The detention will last for 40 minutes. Pupils who arrive late to school (after registration) will receive a further detention. Detentions will take place on a Monday.

## Appendix 14: Exclusions

Only the Head of School has the power to exclude a pupil from school. The Head of School may exclude a pupil for one or more fixed periods, for up to **45** days in any one

school year and may also exclude a pupil permanently. It is also possible for the Head of School to convert fixed-term exclusion into a permanent exclusion, if the circumstances warrant this. The Head of School informs the Governing Council about any permanent exclusion, and about any fixed-term exclusions beyond three days in any one term.

If the Head of School excludes a pupil, he /she informs the parents immediately, giving reasons for the exclusion. At the same time, the Head of school makes it clear to the parents that they can, if they wish, appeal against the decision to the Governing Council. The school informs the parents how to make any such appeal. A committee, made up of between three and five Governors, considers any exclusion appeals on behalf of the Council. When an appeals panel meets to consider an exclusion case, they consider the circumstances in which the pupil was excluded, consider any representation by parents and consider whether the pupil should be reinstated. If the Governors' appeals panel decides that a pupil should be reinstated, the Head of School must comply with this ruling. The Governing Council itself cannot either exclude a pupil or extend the exclusion period made by the Head of School.

A less extreme form of exclusion may also be considered: this may, for example, involve lunchtime exclusion or learning exclusion, where a pupil learns away from the class. School staff would consult with parents but do not need to report this.

#### **a. Fixed-Term Exclusion (Suspension)**

- The decision to exclude a student for a fixed period of time is taken by the Head of School following a serious offence or persistent misbehaviour.
- The length of the exclusion will depend on the severity of the offence and the student's behavioural history.
- The school will provide appropriate work for the student during the period of exclusion.
- The work should be returned and will be marked by the relevant staff.

All pupils excluded for a fixed term will be re-admitted only following a meeting between the parents and the Head of Primary

## **b. Permanent Exclusion**

Permanent Exclusion may be necessary as a means of maintaining high standards of behavior and discipline within the school.

We feel that it is important to uphold the principles of natural justice.

- 1) the right to present a case (the defence)
  - 2) the right to be represented and
  - 3) the right of appeal. Our permanent exclusion procedures are as follows - the procedures will be coordinated by the Head Primary / Head of School.
- After an investigation is conducted and witness statements collected a written report is submitted to the Head of School.
  - The HOS reviews the evidence and recommendations in line with the policy.
  - Parents are called to a meeting with the HOS and informed of the decision.
  - Exclusion letter is issued to the parents.
  - Parents have the right of appeal which is outlined in the Communications and complaints policy. Appeals need to be directed to the Head of the SRC.

## **Appendix 15: Sanctions and Consequences**

To ensure pupils meet our expectations in classrooms staff uses our behaviour ladder which provides a consistent approach to dealing with unacceptable behaviour.

Grange School also has high expectations of student behaviour in other spaces outside the classroom, for example: corridors, dining and play facilities. These expectations include the behaviour of pupils travelling to and from the school. All staff follow the behaviour ladder to ensure a calm, purposeful environment.

Sanctions provide public recognition that certain behaviour is unacceptable, and help pupils to develop a sense of right and wrong. They should be applied consistently to reinforce our high expectations.

Below are examples of sanctions used by the school:

- Temporary reseating to a different location, within the classroom;
- Repeating work of an unacceptable standard;
- Temporary removal from the classroom (be it for part, a whole or a number of lessons);

- Detention/community service within the school;
- Losing of Pastoral Point;
- Losing of Playtime (be it part of the playtime or a whole playtime)
- Meeting between Class Teacher, Key Stage Coordinator and Parents; engaging parental sanctions through parental contact or meeting;
- Counselling session

## **Appendix 16: Data**

The school collects a range of behaviour data including attendance and punctuality, exclusions, referrals, progress data, bullying and racist incidents. This data is collated and analysed.

Incidents of inappropriate behaviour, bullying and racist incident are recorded in class behaviour logs which are regularly monitored and analysed so key patterns and trends are acknowledged and can be addressed.