



ST THOMAS
CE (VC) PRIMARY SCHOOL

Behaviour Policy

2023-2024

NOTICE: (28/02/24)

The current behaviour policy is being updated and reviewed during the Spring term – Feb to Apr 24'.

There will be further changes to this document from May 24' onwards.

Policy Reviewed on:	Sept 2023
Policy approved by Governing Body on:	Sept 2023
Policy to be reviewed on:	Sept 2024

What...

At St Thomas we want our school community to be...

Ready

to be in school and to learn,

to be

Respectful

of others at all times,

and to be

Safe

in all that you do.

How...

This is how we do it.



Relationships...

Effort...



And following our...

ST THOMAS TOP 10

Say *'good morning'*, *'how are you today'* and have *'a nice evening'*.

Say *'please'* and *'thank you'*

Try hard with each piece of school work

Use kind words, hands and feet

Eyes on the speaker

Good listening

Arrive on time

Wear our school uniform

Be proud of our school

Show effort in all that you do



Ready

What this looks like:

Before school I will aim to:

- Have a good night's sleep
- Eat breakfast
- Think positively about the day ahead
- Arrive on time
- Be in school uniform
- Have the resources I need for the day ahead.

In school I will :

- Listen to instruction
- Be ready to learn
- Be ready in the line at the end of break and lunch
- Enter the classroom quietly
- Show determination and effort in all I do.
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Respectful

What this looks like:

In school I will :

- Listen to and respect the thoughts and opinions of others
- Use kind words
- Use kind actions
- Speak respectfully to others
- Use good manners
- Be honest
- Be helpful
- Wait your turn
- Use school equipment correctly and with respect
- Play fairly
- Look after each other, school equipment and school grounds.

Safe

What this looks like:

In school I will :

- Act as a positive role model
- Follow the school rules and routines
- Keep my hands, feet, objects and unkind words to myself
- Walk calmly around school and keep to left down corridors and stairs.
- Play with equipment safely at break and lunch
- Make sure I am always where I am meant to be
- Be sensible in the toilets and wash my hands
- Will tell a grown up if I need help with anything.

What is how we follow our school behaviour mantra at St Thomas- these ideas all came after consultation with staff, pupils and the wider school community.

Our Roles, Responsibilities and Expectation with this policy.

<p style="text-align: center;">Pupils</p> <p>We have appropriate, age-related expectations of our children. We have these so our school feels safe and everyone can learn and continue to grow.</p>	<ul style="list-style-type: none"> ➤ To uphold and follow the 3 school rules ➤ To show effort in all areas of school life ➤ To take and complete any consequences when not following our school rules or showing Level 1 or above behaviour
<p style="text-align: center;">Parents</p> <p>We aim to have positive and engaging relationships with our parents. We have these so you feel a part of your child's education and can support us to keep them safe and continue their growth</p>	<ul style="list-style-type: none"> ➤ To read and reflect on the behaviour policy and how it applies to your child ➤ To ask for support or advice for any of the areas of the policy ➤ To engage and support the class teacher when a behaviour issue is raised ➤ To engage and support the class teacher if behaviour targets or reports are needed ➤ To raise concerns or worries in a productive way that supports the school and your child
<p style="text-align: center;">Staff</p> <p>We have staff working with our children whose job is to keep them safe and learning within school</p>	<ul style="list-style-type: none"> ➤ To read and apply the behaviour policy fairly and consistently ➤ To work with pupils and parents to support the ongoing positive behaviours and support those whose behaviour is not meeting our expectations ➤ To engage with pupils, parents and other staff when working with pupils ➤ To make reasonable adjustments and give support without lowering expectations

We praise effort to promote extrinsic rewards. We share trust to develop intrinsic rewards.

ClassDojo is a digital classroom management tool designed to help our teachers promote positive behavior and log any negative behaviour. Each student gets an avatar, which the child can personalize. In our reception and year one classes we use Class Dojo to acknowledge when a child has completed one of their independent challenge activities, ensuring that our children engage in their own learning when not directly supported by a teacher. Teachers use their iPads or computer in class to give points. Each student's points can be displayed via a smart board and shared with the children and families. Every point earned contributes to the children's house point scores, promoting great teamwork and collaboration across the whole school. We will show you your child's dojo on parent's evening, celebrating their attitude and efforts. Most importantly, the children really like it because it's fun.

Points

We award points for our three school rules:

- Being Ready
- Being Respectful
- Being Safe

These points are added for pupils that are using these school rules and getting good outcomes.



We award negative points for actions that go against our three school rules:

- Not Being Ready
- Not Being Respectful
- Not Being Safe

These negatives are added when a pupil isn't following the school rules. Pupils will always get a reminder of the expectations before negatives are applied expect in cases of Level 3 and 4 behaviour.

Monitoring

We use the points gathered through Class Dojo to monitoring how your child is behaving in school. Positive points are seen and praised. Negative points can lead to pupils being set behaviour targets and being put on report for their behaviour. See the Classroom Behaviour chart for more details.

Celebrating: Every classroom has a recognition board. The contents of which is managed by individual teachers and is appropriate for age and stage but should include:

Stand-out Dojo scorer

Staff Shout Outs

Personal Achievements

We also have prizes and certificates for regular scores on the dojo that are shared school wide.

Steps for managing inappropriate or challenging behaviour

Definition: Behaviour which shows pupil(s) are not meeting our expectations of being Ready, Safe, Respectful

The behaviour management system has 4 Level, detailed as below. The first two relate to managing children within class.

These stages will not always be linear and can adapted and adjusted to suit the needs of individual students.

Positive behaviour is rewarded at St Thomas	Unacceptable behaviour is challenged at St Thomas			
Teacher / ETA This is the essential part. It's building strong foundations, creating relationships and nurturing each pupil	Teacher		Pastoral Team Supported by SLT	SLT
	This is where a pupil has crossed a line and we put the needs of the majority first.			
School Council Voice	Level 1	Level 2	Level 3	Level 4
Choices	Choices	Choices	Choices	Choices
<ul style="list-style-type: none"> • Be ready, Be respectful, Be safe • Show effort in work • Being polite • Being helpful • Being a kind friend • Walking sensibly around school • St Thomas Top 10 	<ul style="list-style-type: none"> • Interrupting the lesson • Not on task • Distracting other children • Unsafe movement around the classroom • Minor deliberate damage to another child's or school property • Disrespectful attitude to another child or adult • Not ready, respectful or safe 	<ul style="list-style-type: none"> • Persistent Level 1 behaviour • Not following reasonable requests • Deliberately not completing task set • Behaviour that causes others distress (first instance reported) • Bullying type behaviour (first instance reported) • Disrespectful language and attitude to another child or adult that causes distress 	<ul style="list-style-type: none"> • Persistent Level 2 behaviour • Leaving the learning environment without permission • Verbal abuse including racism • Physical violence • Loss of temper • Significant deliberate damage to another child's or school property • Vandalism 	<ul style="list-style-type: none"> • Persistent Level 3 behaviour • Physical violence resulting in actual physical harm • Leaving the school premises without consent • Vandalism • Defiant behaviour • Putting others and themselves at risk in any way

Rewards	Consequences	Consequences	Consequences	Consequences
<ul style="list-style-type: none"> Dojo points Raffle tickets Merits Stickers An award in Good Work Assembly (Good work/ #teamthomas) Show work to another member of staff (subject leader) Parents/carers text/discussion 	<ul style="list-style-type: none"> Rule reminder Redirection Move to another area Time out Loss of privileges Loss of playtime or part of play time 	<ul style="list-style-type: none"> As level 1 Loss of break/lunch time to speak with an adult and finish any work 	<ul style="list-style-type: none"> As level 1 & 2 Extended timeout period in RSG room or Roots and Shoots A class report for behaviour if a pattern of behaviour is occurring 	<ul style="list-style-type: none"> As level 3 HT/DHT will formally meet with parent/carer to discuss pupil's actions and how best to support pupil's needs Educational Psychologist involvement Behaviour Support Service support school to support pupil Outside agency referrals Fixed term exclusion Permanent exclusion Behaviour logged on CPOMS
<i>Led, managed and followed up by class teacher but supported where needed by inclusion team and SLT</i>				
Follow up actions for staff	Teacher	Teacher	Teacher/Pastoral Team	Teacher/Pastoral Team/SLT
*CPOMS incident tags will include level 1,2,3 tags	<ul style="list-style-type: none"> 1:1 chat with teacher Logged on Class Dojo Behaviour logged on CPOMS weekly if 3 + incidents 	<ul style="list-style-type: none"> Notify parents advising of incident (pre-worded text) Behaviour logged on CPOMS (Level 2) Teacher will meet informally with parent/carer to discuss supporting pupil's needs if repeated incidents (x3 week) or issues ongoing Meeting to be recorded on CPOMS Daily communication agreed Inclusion team informed/referred to for advice 	<ul style="list-style-type: none"> Behaviour logged on CPOMS (level 3) Senior Leadership Team /Inclusion to interview pupil Information meeting with parent/carer Meeting and incident are logged Increased support from Inclusion Team Outside agency involvement Pastoral Support Plan put in place Risk assessment undertaken 	<ul style="list-style-type: none"> Formal letter to parent/carer requesting a formal meeting should behaviour continue

		<ul style="list-style-type: none"> Set small step targets to support positive behaviour 		
<ul style="list-style-type: none"> CPOMS incident tags will include level 1,2,3 tags 				
<ul style="list-style-type: none"> Behaviour logs on CPOMS will be monitored fortnightly by LM team to look for trends, patterns, concerns. This will be supported by SLT 				

Key Terms and Guidance

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Behaviour Monitoring Flow Chart

Good Behaviour is expected. Taking part in lessons is expected. Effort is expected.

Lower Level behaviour is tracked on Class Dojo.

Patterns spotted by teacher, SLT, Inclusion Team



Follow up with sanctions. Be consistent with reward.

Persistent behaviour levels being seen requires parent engagement:

- What are you seeing?
- - Why is it a problem?
- What are we doing about it?

Pupil to have up to 2 age-appropriate behaviour targets. These will be reviewed regularly and part of the conversation that is had with the parents.

What support is needed to meet this?

Behaviour improves – return to monitoring on Class Dojo and CPOMs.

Behaviour does not improve.
The pupil will be on report.

Behaviour Report Card

5 day report card: 1) Breaks and Lunch or 2) Across the whole day.

Clearly articulate and discuss this report with the child and the parents. This can be monitored by our pastoral team SLT. This is their final chance to turn around behaviour. They need to engage and follow our school rules.

Behaviour improves – return to monitoring on Class Dojo and CPOMs

Behaviour does not improve. Next steps to be discussed with Head Teacher and SEND Co.

Classroom Behaviour						
Stage	Overview	Student Behaviours	Staff Actions	Dojo	Examples of possible...	
					Outcomes	Reasonable adjustment
Reward	I have impressed with my behaviour, effort and attitude	<ul style="list-style-type: none"> Excellent Behaviour Great attitude and work Supporting others Kindness and encouragement Excellent questions and answers 	<ul style="list-style-type: none"> You have shown you are 'Ready, Respectful, Safe' You have been a role model with your effort, behaviour and attitude 	+1 For Being Ready +1 For Being Respectful +1 For Being Safe	Open and clear recognition of the behaviour having led to positive outcomes. <ul style="list-style-type: none"> Verbal recognition Work onto the Recognition board Merit given 	Private praise for those who require it.
Expected	I am following instructions and am getting on with the task	<ul style="list-style-type: none"> Completing work to a good standard Looking after equipment Being respectful to others 	<ul style="list-style-type: none"> Positive praise Praise attitude and effort Link the praise to your expectations that they are meeting 	No extra dojos for expected behaviour. Expected behaviour leads to positive outcomes that are then praised.	Praise and encouragement Link to the Ready, Respectful and Safe rules	Positive interaction that is suitable – thumbs up, gentle smile, quiet word or recognition Use the Hierarchy of Need grids
Remind	I am disturbing my own or others learning and not following the 3 rules.	<ul style="list-style-type: none"> Talking in class Not paying attention Distracting others Not using equipment responsibly Shouting out 	<ul style="list-style-type: none"> Eye contact No verbal cues to re-focus – use as needed Verbal reminder to the child Verbal cue is the last chance 		Child re-focussed, praise for turning the behaviour around	Support to meet expectations in place. Additional reminders Time-out card Time-out with an adult to regulate Sensory breaks Pastoral Chat to refocus
Record	I am continuing to disturb my own / other's learning and not following the 3 rules.	<ul style="list-style-type: none"> Continuing to talk after a reminder Not completing enough work Off task and disturbing Continuing to shout out Misusing resources 	<ul style="list-style-type: none"> Your behaviour is at Level 1 Follow Level 1 consequences You need to refocus and turn it around 	-1 for Not being ready, respectful and/or safe.	Class Teacher to monitor the negative dojos Record on class sheet	Support to meet expectations in place. Additional reminders Time-out card Time-out with an adult to regulate Sensory breaks Pastoral Chat to refocus
Reflect	I am continuing to disturb my own and other's learning. I need time to reflect on my behaviour	<ul style="list-style-type: none"> Persistent Talking Persistently off task Not following instructions Refusing to complete appropriate work Damaging resources 	<ul style="list-style-type: none"> Your behaviour is at Level 2 Follow Level 2 consequences 	-2 for Not being ready, respectful and/or safe.	Link to Outcomes from Behaviour Level 2 Pupil to complete work during a break or lunchtime or have a discussion with a member of staff Pastoral Staff to be informed and monitoring	Adjusted time-out based on pupil's need Consider, is a sensory break needed if break/lunch was lost? Social story to help with reflection. Is it appropriate to expect work to be completed?
Remove	I am disrupting the learning of the whole class.	<ul style="list-style-type: none"> Defiance directed at a member of staff Racist or homophobic incidents Violence or aggression Bullying Any unsafe or wholly disruptive behaviour Swearing at staff / pupils 	<ul style="list-style-type: none"> Level 3 or 4 behaviour is being seen Pastoral team called for Work to be completed: RSG and Roots and shoots Record behaviour on CPOMs 	-3 for Not being ready, respectful and/or safe. -4 for Not being ready, respectful and/or safe	Level 3 and 4 behaviour follows the guidance Pupil to be removed for a period of time alongside the pastoral and SLT staff. Contact with parent/carer is required by the end of the day.	Time-out adjusted based on the pupil's need. Area and staff used may need considering Pastoral work with the child to rebuild relationship. Is it appropriate to expect work to be completed once ready or sent home?
Behaviour Report Cards						
		'10 negatives' in the week	'15 negatives' in a week or following a target card	Behaviour is not improving follow targets and report with pastoral team		
Parents Informed. Teacher to use the class target card for behaviour at age appropriate level.		Parents meeting with class teacher Pastoral behaviour card for up to 3 weeks		Parent meeting with class teacher. Behaviour report card monitored alongside SLT.		

Stage	Overview	Dojo	Outcomes
Reward	I have impressed with my behaviour, effort and attitude	+1 For Being Ready +1 For Being Respectful +1 For Being Safe	You will get: <ul style="list-style-type: none"> - Lots of praise - Work onto the Recognition board - Merit given - Dojo points awarded – leading to rewards
Expected	I am following instructions and am getting on with the task	Expected behaviour leads to positive outcomes that are then praised.	You will get: <ul style="list-style-type: none"> - Your effort recognised - The time to be ready for the next instruction - A feeling that you are doing the right things
Remind	I am disturbing my own or others learning and not following the 3 rules.		You will get: <ul style="list-style-type: none"> - A reminder of what we expect - An adult checking in on you - The chance to get back on track
Record	I am continuing to disturb my own / other's learning and not following the 3 rules.	-1 for Not being ready, respectful and/or safe.	You will get: <ul style="list-style-type: none"> - A negative dojo - The action recorded - An adult checking in on you
Reflect	I am continuing to disturb my own and other's learning. I need time to reflect on my behaviour	-2 for Not being ready, respectful and/or safe.	You will get: <ul style="list-style-type: none"> - Negative dojos - The action recorded - Time to complete your work at break - Time to speak to an adult at break - A new seat within the classroom
Remove	I am disrupting the learning of the whole class.	-3 for Not being ready, respectful and/or safe.	You will get: <ul style="list-style-type: none"> - Removed from the class to complete work somewhere else - Your next break or lunch will be missed

<p>OUTDOOR PLAY</p>	<p>For low level incidents pupils can be guided in their choices and directed to a different area of the yard or choice of activity. Pupils demonstrating unkind or inconsiderate behaviour will receive 'time out' during playtime. A rolling record of incident will be maintained to monitor. If further misdemeanours or a pattern of negative behaviour emerges, then a range of intervention can follow. This may include sanctions, nurture and parental notification and involvement.</p> <p>As a follow, up to a significant number of low-level incidents or single more serious incident pupils may be guided to a specific activity with a specific group of children and single adult. An additional adult on duty may be required for this. It may be appropriate for a child to miss a playtime. Careful consideration should be given to supervision and alternative activity. Support staff who supervise pupils during playtimes should be given an alternative time for a break.</p> <p>See Follow up Section</p>
	<p>EXTREME BEHAVIOURS Violence and Aggression</p> <p>The pupil needs guiding to a calm space ideally and RSG room but this may need to be in stages.</p> <p>An additional adult may be required to support Any injury needs first aid Avoid jumping to conclusions - nurture first - discussion/consequences will follow when calm and appropriate.</p>

EYFS Behaviour Charter

At St Thomas, we recognise that our youngest children, who are just beginning their school journey, need slightly behaviour systems, to ensure their needs are met. This section of the policy was written to reflect this.

Ready

Respectful

Safe

In the EYFS, we still follow the main principles of the whole school behaviour policy, and being Ready, Respectful and Safe is still the main behaviour Mantra, alongside the St Thomas Top 10. However, to ensure this is in a clear and pictorial form, each early years class, displays a 'Class Charter' where behaviours that we expect to see from the children in our environment are displayed. Throughout the academic year practitioners refer to this charter and explore the meaning embedded within these principles during PSED sessions. Staff will refer children to pictures on our class charter to remind them of what they need to do to follow agreed behaviours.

The EYFS staff, model, support and provide opportunities for children to practise social skills. We provide positive interest for children and recognise and help them to express their feelings, without judgement. On a daily basis we support the development of sharing and encourage children to work together and include others in their play.

We support choices and autonomy and provide challenges for thinking and scaffold learning.

We recognise the consistency of language as crucial in supporting children's decisions and personal, social and emotional development. EYFS staff aim to use positive language such as:

- You need to think about the choices that you are making
- You need to stop and think
- At school we use kind hands
- We agree in our class charter that we will keep everyone safe and play together
- Good listening
- Walking feet

Praise, Praise, Praise!

In line with the rest of the school, we promote, celebrate and recognise children who following the Class Charter and are Ready, Respectful and Safe.

- We have a class recognition board where we display 'Star of the day' and 'Stars of the Week'
- Dojos
- Treasure pot- adult to put treasures in a pot to gain a whole class reward (treasures to not go directly to children as small and might go in their mouth).
- Stickers to recognise effort in subjects



Steps for managing inappropriate or challenging behaviour

In class provision	<p>For low level behaviours (e.g. shouting, running inside etc)</p> <ul style="list-style-type: none"> • Remind them of the class charter and how we expect them to behave- also refer to Ready, Respectful and Safe • Guide to another area • Direct to a different activity • Give positive, but direct instruction- e.g. thank you for sitting so nicely on the carpet, I like the fact you are showing me kind hands now. <p>From there...</p> <p>First chance- Address the behaviour clearly. E.g. <i>'Our charter says we tidy away our toys, this is your first chance to get it right...'</i></p> <p>Last Chance- Make it clear there will be a consequence to not following the final warning. E.g. <i>'This is now your last chance to tidy up. You will have to sit on the thinking chair if you don't.'</i></p> <p>Thinking Chair- This is a chair somewhere quiet in the class, but in view of the staff where a child can sit if they have gone through the above system. In nursery it is for between 1-2 minutes, in Reception it is for 2-3 minutes.</p> <p>If you have to put a child on the thinking chair, it has to be made clear why to the child. <i>'You are sitting on the thinking chair, because I asked you to tidy up and you didn't.'</i></p> <p>The child sits, with a timer, for the time and then the adult addresses the child on their level and explains. E.g. <i>'I sat you on the thinking chair because you were asked and didn't tidy up. Next time you need to help everyone else tidy up'.</i></p> <p>The child then joins back in with the class.</p> <p>These systems need to be clear, followed with fidelity and consistent.</p>
Carpet/ Direct Teaching time	<p>The class charter should clearly state and show how we expect the children to sit on the carpet. E.g. In your place, hands folded or on your lap, legs crossed, eyes on speaker, voices put away.</p> <p>If a child is not following this- Go back to First Chance, Last Chance, Thinking chair.</p> <p>If a child is disrupting the class at this point, an adult may direct them to sit with them outside the class with a timer so the others can learn. Again, the adult should clearly address why. E.g. <i>'I have taken you out because you were stopping the other children learning.'</i> Once the time is up, the adult should address the child again and explain, why they were sat</p>
Outside Play/Provision	<p>The class charter should clearly state and show how we expect the children to behave in the outdoor areas. Each area will have specific rules on how to play with the equipment safely. This should be explained and rules displayed.</p> <p>If a child is not following this- Go back to First Chance, Last Chance, Thinking Area (could be a chair, hoop, spot).</p> <p>If a child is being unsafe, or continuing to no follow the outside part of the class charter, an adult may direct them to sit with them inside the class with a timer. Again, the adult should clearly address why. E.g. <i>'I have taken you inside because you were not following my instructions.'</i></p>

	<p>Where there is a consequence to a child's challenging behaviour and a sanction is given by an adult it should be relevant and introduced soon after the event e.g. poor behaviour outside will result in the removal of playtime for a session.</p>
<p>Extreme Behaviour</p>	<p>Any form of violent or aggressive behaviour:</p> <p>If a child is throwing toys, kicking or hitting others the area should be removed of children and a member of staff should stay to ensure that the distressed child remains as safe as possible.</p> <p>Six steps to conflict resolution</p> <ul style="list-style-type: none"> • Step 1: approach calmly stopping any hurtful actions • Step 2: acknowledge children's feelings • Step 3: gather information • Step 4: re-state the problem • Step 5: ask for solutions and choose one • Step 6: be prepared to follow up <p>(Highscope 2014)</p> <p>Very occasionally, it is appropriate to remove the child from the classroom/ area and to a space away from other children. E.g. RSG room TIME IN OUR RSG ROOM WILL BE FLEXIBLE AND DEPENDENT ON AGE AND CIRCUMSTANCES</p> <p>Step one: nurture Step two: discussion Step three: consequences</p> <p>Nurture: Time to read, play a game, bounce a ball – give a limited choice and work with the pupil to reach a state of calm Discussion: Age appropriate, use the 'What Happened' laminated booklets to structure Consequences: Natural appropriate to age and circumstances - ideally agreed with consensus from pupil</p> <p>ALL RSG visits should be recorded on CPOMS with class teacher and year group learning mentor alerted. For extreme behaviour please also alert SLT</p> <p>Matters of a more extreme nature: Will result in an extended time in RSG but the above process should still be worked through.</p>

	<p>If it becomes necessary to restrain a child a written record of the incident should be made and reported via CPOMS and a member of SLT alerted.</p>
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<p>Staff conduct</p>	<p>In times of distress, practitioners need to remain positive and respectful and give attention and care directly to the children through warm, supportive interactions.</p> <p>It is entirely appropriate to adapt the EYFS environment to meet the needs of any individual child. It can also be appropriate to modify planned teaching to ensure behavioural successes.</p> <p>It is very important that we as practitioners avoid situations of confrontation. Using terms such as “I am sad about that” and then walking away can be helpful strategies.</p> <p>We should be aware at all times that children entering our setting need time to develop relationships with us and encouragement to want to conform within a large group setting. This can be particularly evident during the autumn term.</p>
<p>Parental Involvement</p>	<p>In line with the EYFS policy, decisions made by practitioners should be shared with parents/carers and a plan for future action made collaboratively to ensure a successful school experience for all families. It is important to remember that young children may have undiagnosed learning needs and it is never easy for a parent/carer to learn that their child has been distressed.</p>