

# Behaviour Policy



## Royston St. John Baptist CE Primary School

*With knowledge we can know, with faith  
and love we can change the world.*

*'Go and do likewise' Luke 10:37*

*As we flourish, others do too.*

### OUR SCHOOL VALUES

LOVE

COMPASSION

FORGIVENESS

## Our Vision



*At Royston St John Baptist CE Primary School, we strive to create a secure and happy environment for all. We are a Christian community who delights in learning, inspires high aspirations and broadens experiences. We learn to love our neighbours as ourselves and stand up for what we believe is right. Through our values and actions, we bring hope into our community and to the future of our world.*

Our theological vision is rooted in the parable of The Good Samaritan in which we should “go and do likewise” Luke 10:37.

This theological vision underpins all that we do and inspires our curriculum drivers of coherence, curiosity, and challenge. Our work is driven by the values of compassion, forgiveness, and love.

Our dedicated team of staff provide a friendly, nurturing learning environment where pupils feel safe, valued, and secure. We work alongside parents, governance, and the wider community to provide a creative, balanced, and inspiring curriculum. Our door is always open. Parents are always welcome. We are keen for parents and carers to be involved in their child’s learning and successes.

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## 1 Vision and values:

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At Royston St John Baptist CE Primary School, we strive to create a secure and happy environment which inspires high aspiration. We pride ourselves on delivering outstanding provision for all our children. Through personalised learning, we deliver an engaging curriculum and provide our children with memorable experiences knowing that when they come to leave our school, they leave with a lifelong love of learning.

Our long-term strategic plan aims to realise the following vision for a calm and purposeful environment:

*We ensure that children experience success so that they are motivated. Kindness and gratitude are the default interactions. Lessons are free from disruption and time is used efficiently. All adults have equal authority and consistently lead behaviour in and out of classrooms. Children take up varied leadership positions. Children have a sense of pride in the school environment.*

## 2 Active ingredients of our behaviour strategy:

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- Consistent, calm adult behaviour
- First attention to the best conduct
- Equality of adult authority
- Reasonable adjustments
- Analyse, don't personalise
- Positive language choice
- Relentless routines, taught and practised
- Enable success because success breeds motivation
- Every child has unlimited potential for us to unlock

### 3 School rules and expected behaviour:

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Exceptional behaviour is at the heart of effective learning.

In order for Royston St. John Baptist Primary to have a calm and purposeful atmosphere, we have five rules:

- **Show respect and be inclusive to all.**
- **Take responsibility for our own actions and choices.**
- **Keep our hands and feet to ourselves.**
- **Engage actively in learning.**
- **Move quietly, calmly and sensibly around school.**

A calm and purposeful atmosphere relies on more than rules though. Adults clearly explain what desirable behaviour looks like and below are examples related to our rules:

<b>Show respect and be inclusive to all:</b>
<ul style="list-style-type: none"><li>• Greet adults politely when we arrive each morning.</li><li>• Thank the adults that we work with at the end of the day when we leave.</li><li>• Look at and listen to the person talking.</li><li>• Use manners.</li><li>• Hold doors open.</li></ul>
<b>Take responsibility for our own actions and choices:</b>
<ul style="list-style-type: none"><li>• Wear the correct uniform.</li><li>• Line up promptly.</li><li>• Come to school on time.</li><li>• Pick up after ourselves and others.</li></ul>
<b>Keep our hands and feet to ourselves:</b>
<ul style="list-style-type: none"><li>• Kind hands and feet.</li><li>• Win and lose gracefully.</li></ul>
<b>Engage actively in learning:</b>
<ul style="list-style-type: none"><li>• Look at and listen to the person talking.</li><li>• Follow instructions the first time.</li><li>• Start work straight away.</li></ul>
<b>Move quietly, calmly and sensibly around school:</b>
<ul style="list-style-type: none"><li>• Move calmly around the school and outside.</li><li>• Move sensibly around the classroom.</li><li>• Use a sensible volume when in the classroom and walking around school.</li></ul>

#### 4 *Setting and maintaining social norms:*

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*Good behaviour is taught, through the use of our behaviour curriculum, not told so adults teach children how to behave. We use routines, rewards and sanctions to encourage children to do the right thing.*

*Adults will:*

- Explain clearly what they expect, provide examples and model it.*
- Tell them why good behaviour is important and get them to explain it to each other and the group.*
- Narrate positive recognition for children doing the right thing.*
- Frame instructions using positive language.*
- Gain attention, pause, then give an instruction.*
- Only talk when the group is silent and looking at you.*
- Explain expectations before they follow an instruction.*
- Break expectations into small chunks and provide lots of practice.*
- Arrange furniture with a clear purpose.*
- Have a lining up order and instruct line leaders to stop at given points.*
- Keep expectations at all times – be consistent.*
- Revisit expectations regularly.*

*Adults will also:*

- Avoid asking 'why' questions when dealing with misbehaviour.*
- Use partial agreement (maybe, but) to stop conversations going off on a tangent.*
- Draw attention to the majority meeting expectations rather than the minority not doing so.*
- Give conditional permission when children ask to do something: 'When you have started your work, then I can come over and help you.'*
- Narrate the reason for actions where possible.*

## 5 *Creating a feeling of belonging:*

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All staff regularly show children that they belong to our school community. What adults say to children and about children makes them feel like they belong:

- *'I'm telling you this because I have very high expectations and I know that you can reach them.'*
- *Highlight interests and experiences you and children have in common.*
- *Show kindness as the default in every situation.*
- *Show a genuine interest in children's lives.*
- *Emphasise the similarities, shared values and common identity between children.*
- *Narrate what makes Royston St. John Baptist Primary special regularly.*
- *Narrate a child's value to the group.*
- *Tell children that they belong to the group.*

Adults teach children important social interactions which make a group more cohesive:

- *Teach children to notice when someone has done something for them.*
- *Encourage new friendships.*
- *Involve children in choosing awards for their peers.*
- *Encourage children to take joy in the success of others and to appreciate their hard work.*
- *Encourage humility in success.*
- *Encourage children to see their peers' points of view.*

Adults set tasks for children that bring a group together as a team:

- *Children greet teachers politely each morning / first time they see them.*
- *Children thank teachers at the end of each day.*
- *Show kindness as the default in every situation.*
- *Involve children in choosing awards for their peers.*
- *Get children to think / write / talk about values important to them.*
- *Develop a collective activity e.g., song / dance / game.*

## 6 *Enabling success:*

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*Success breeds motivation so children need to feel successful if they are going to commit to working hard and taking risks. To enable success, adults:*

- Give positive recognition.*
- Provide lots of practice.*
- Explain why the work is important.*
- Understand that different children are motivated by different things (pleasing adults, wanting to be the best etc).*
- Explain that they were successful because of their own efforts.*
- Provide clear explanations and modelling.*
- Give short, clear instructions (consider pictorial prompts).*
- Have a clear outcome in mind.*
- Show an example of what excellence looks like.*
- Give timely and useful feedback.*
- Provide scaffolds.*
- Prevent disruption.*
- Break tasks into small steps.*

## 7 *Expectations of adults:*

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*Positive adult / child relationships are crucial. We understand that to change children's behaviour or mood, we may need to change our own. We're pleased when they get it right and calm if they get it wrong. Behaviour is functional, predictable and changeable, so:*

- we influence children's moods to be more positive.*
- we invest time in building trust and relationships with all children.*

*We operate a clear approach to how we can gather a class back together/ larger groups together quickly. The following process is to be used by all staff.*

*Raise your hand and say the words 'stop, mouths closed'  
Then say 'everything down'  
Finally say 'eyes on me'*



Consistency is key. All adults in school use the following phrases when speaking to children:

- That behaviour is not acceptable, I am asking you to...
- I have answered that, my response is final.
- If you are noticing that you aren't doing what you are supposed to be.

And when entering and sitting in the hall for Collective Worship:

- Remember the expectations of Collective Worship.

## **8 Recognising positive behaviour:**

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Adults acknowledge the meeting of expectations and praise children for exceeding expectations. We use intrinsic rewards such as attention, praise, informing parents or granting privileges and are aware that extrinsic rewards can distract from learning and use them sparingly and with professional judgement.

We may:

- tell parents.
- send the child to other staff to celebrate success.
- a values award certificate in collective worship.
- being recognised with our Royston Award.
- receiving a postcard from senior staff.
- Stickers.
- Dip in a 'dip box.'

## **9 Responding to inappropriate behaviour:**

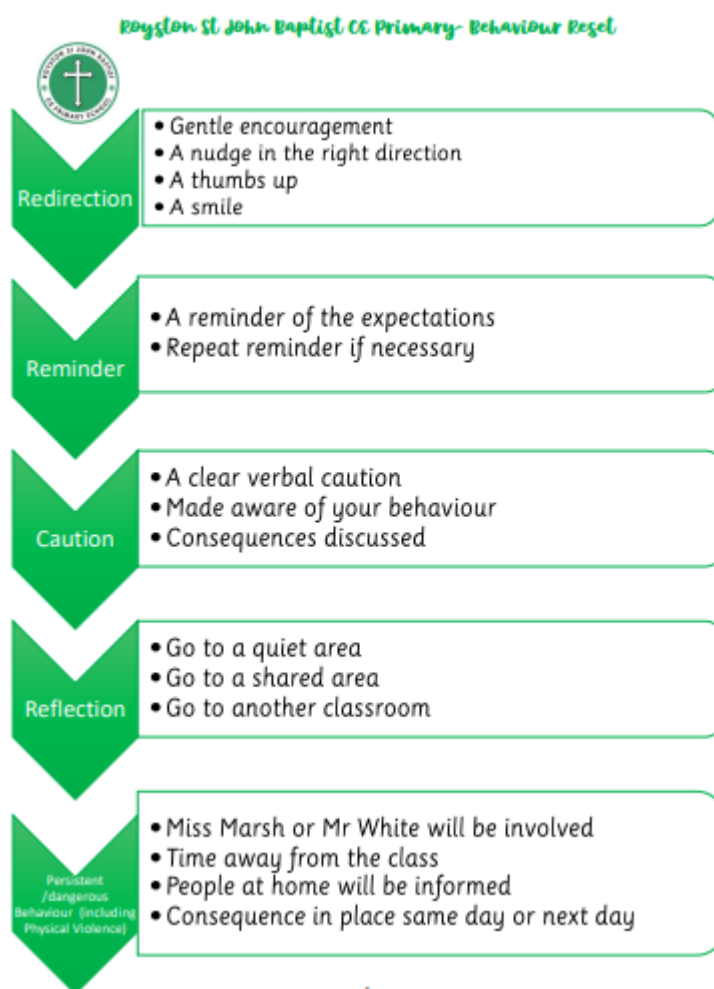
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Adults expect that instructions are followed the first time. At Royston SJB we expect equality of adult authority. Inappropriate behaviour can be classified as low level or serious:

<i>Low level</i>	<i>Serious</i>
<i>Not listening to the speaker</i> <i>Interrupting others</i> <i>Distracting others from working</i> <i>Slow to line up</i>	<i>Swearing</i> <i>Insulting others</i> <i>Bullying</i> <i>Defiance</i> <i>Violence</i>

Any sanction that is applied by adults are done so with the goal that it will make the inappropriate behaviour less likely to recur.

When dealing with behaviour at Royston St John Baptist CE Primary we use the following model:



We accept that there will be times when the behaviour of our children does not meet our expectations. When this is the case, we will explore the negative behaviour with each child and ensure that the behaviour is discussed and

remedied using a restorative approach and a suitable sanction. The restorative approach encourages children to take responsibility for their own behaviour and 'put right' their wrongs.

In some cases, a child's behaviour might warrant them being removed from their class to another class and they will lose their playtime. In the first instance, children will be removed to the following classes:

Red removal classes		
Year 6	↔	Year 5
Year 4	↔	Year 3
Year 2	↔	Year 1
Foundation 2	→	Year 1

If a child is removed from their class more than once in a week then this behaviour will be discussed with Mr Spencer (HT) or Miss Marsh (AHT) and Mr White (AHT).

The child will be asked to discuss their behaviour and why it has been inappropriate with the HT/AHT. The HT/AHT will then call the child's parent (with the child present) to outline what has happened and to seek their further support in moderating the child's inappropriate behaviour. It is made clear to both the parents and the child that any further inappropriate behaviour may result in a fixed term suspension. Fixed term and permanent suspension are at the discretion of the Headteacher only. All negative behaviour is logged using CPOMS.

**10 Reasonable adjustments:**

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Where needed we will make reasonable adjustments to our policies, the physical environment, and the support we offer and how we respond in particular situations. This may be different dependent on the situation.

## 11 Right to search a pupil:

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The Headteacher and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

The Headteacher and authorised staff will also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for. A search may be conducted with the consent of the pupil but can also be conducted without consent if there are reasonable grounds to suspect a child is carrying a prohibited item. A search should be conducted by a same sex member of staff unless there is serious risk that someone will come to harm if the search is not conducted immediately. Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:

- cause harm
- disrupt teaching
- break school rules
- commit an offence
- cause personal injury
- damage property.

For further detail, please refer to Searching, screening and confiscation at school (DfE, January 2018).

## 12 Behaviour outside of school:

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Children are expected to uphold the reputation of the school whenever they are out of school whether they are taking part in an official school trip/outing or wearing their uniform to and from school. Children may be subject to disciplinary sanctions if their behaviour brings the school into disrepute or has repercussions for the orderly running of the school.

**Internal suspension:**

It may be necessary for a child to be separate from their class for a period of time as a sanction for persistent low-level behaviour or a serious incident. SLT will take responsibility for supervision of the child while the teacher will provide work. The teacher or teaching assistant will check in with the child regularly to repair relationships and prepare for reintegration. All internal exclusions are recorded, including the date, duration and reason.

**Fixed term suspension:**

Suspension from school for a fixed time period is a formal step taken when the Headteacher considers it necessary for a child to stay away from school for disciplinary reasons. The power of suspension rests in law with the Headteacher.

We use the latest guidance 'Exclusion from mainstream Schools, Academies and Pupil Referral Units in England – A guide for those with legal responsibilities in relation to exclusion' (2015).

The decision to suspend a pupil must be lawful, reasonable and fair. Schools have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race. Schools should give particular consideration to the fair treatment of pupils from groups who are vulnerable to suspension.

Headteachers and governing bodies must take account of their statutory duties in relation to special educational needs and disabilities (SEND) when administering the suspension process. This includes having regard to the SEN Code of Practice.

Good discipline in schools is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports head teachers in using suspension as a sanction where it is warranted.

The purpose:

- time for thought and discussion,
- the school to function satisfactorily for the remainder of the pupils or
- an opportunity for discussion between school staff and parent[s]/carer[s].

A pupil may be excluded for a maximum of 45 days in a school year.

Parents / carers / governors need to know the length of the suspension and their rights to have their views taken into account. They will receive a letter containing all the information they need when a child is suspended. In addition, parents/carers may require information about their child's records and the provision of school work. That will usually be provided if the suspension lasts for more than 5 days. An early meeting with the Headteacher may be requested, if that is not already proposed. Parents / carers have further rights to make representations to the school governors and to the Local Authority.

#### **Permanent suspension:**

Permanent suspension should only be used as a last resort. A decision to suspend a pupil permanently should only be taken:

- in response to a serious breach, or persistent breaches, of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Parents / carers may attend the meeting with a friend. Those involved will usually be the parents/carers, Headteacher, Chair of the Governors or the Vice-chair, other teachers, such as the class teacher. Parents also have the right to request a meeting with the school governors. If they wish to do that, they must make a written request within 7 days of the case conference, sending the letter to the Clerk to school governors. The letter should give reasons for the request.

At the Headteacher's discretion, a case conference may be organised. The purpose is to:

- allow parents/carers and child to hear the reasons for the suspension and to ask questions;

- enable parents/carers to provide information and express their views; or
- consider the circumstances and reach agreement, if possible, about what is to be done.

**Notifying appropriate bodies regarding suspensions:**

The Headteacher must, without delay, notify the governing body and the local authority of:

- a permanent suspension (including where a fixed period suspension is made permanent);
- suspensions which would result in the pupil being suspended for more than five school days (or more than ten lunchtimes) in a term; and
- suspensions which would result in the pupil missing a public examination or national curriculum test.

The governing body has a duty to consider parents' representations about an suspension. The requirements on a governing body to consider an exclusion depend upon a number of factors. The governing body must consider the reinstatement of an suspended pupil within 15 school days of receiving notice of the suspension if:

- the suspension is permanent;
- it is a fixed period suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term; or
- it would result in a pupil missing a public examination or national curriculum test.

**14 Record keeping:**

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Persistent low-level misbehaviour and serious incidents are recorded on CPOMS. Senior leaders maintain records of internal, fixed term and permanent suspensions to analyse patterns.

**15 Home-school agreement:**

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We believe in an effective and meaningful partnership between home and school. To this end, Royston St. John Baptist will:

- explain our behaviour policy and home-school agreement to parents and children when they first come to our school and at parent interviews when necessary.
- make contact with parents before serious situations develop whenever possible.
- at appropriate times involve parents in managing children's behaviour and
- reaffirm the home-school agreements annually.

We believe that for a home-school partnership to be successful, parents need to:

- be aware of the school rules and policies,
- co-operate with the school in maintaining good behaviour and
- be prepared to act in support of the school.

We understand that parents may have difficulty managing their own child's behaviour and that this can be the case for a variety of reasons. Our leadership team is available to support parents with difficulties that they may be experiencing, and the school is able to suggest local parenting courses to parents.

Last reviewed on 16<sup>th</sup> January 2024

Next Review due by January 2024



