

OAKLANDS SCHOOL BEHAVIOUR MANAGEMENT POLICY

Aims

- To maintain a whole school behaviour policy supported and followed by the whole school community, parents, teachers and children, based on a sense of community and shared values.
- By applying positive policies, to create a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment.
- To teach, through the School curriculum, values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, encourage self-discipline and encourage in children a respect for themselves, for other people and for property.)
- To encourage good behaviour, rather than to simply punish bad behaviour, by providing a range of rewards for the children.
- To make clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
- To make reasonable adjustments for children with LDD.SEN.
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.
- To encourage collaborative and co-operative behaviour between and across year groups.

Code of Conduct

- All members of the School community are asked to respect each other.
- All children are expected to respect their teachers, other adults and fellow pupils.
- All children are expected to respect their own and other people's property and to take care of books and equipment and the school environment.
- Litter should be put in the bins provided.
- Children are asked to be well-behaved, well mannered and attentive.
- Children must walk (not run) and be quiet when moving around school.
- If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter.
- Physical violence is not acceptable, neither is retaliation.
- Children should be polite, kind and helpful at all times.
- Children are expected to be punctual.
- Children must not bring sharp or dangerous instruments to school, or any item that might cause a problem.
- Children must not bring mobile phones into school.

- Correct school uniform should be worn. Jewellery, other than for religious reasons, or trainers should not be worn. Hair attire should be simple and in the school colours.
- This code of conduct has been formulated with the safety and well-being of the children in mind, and to enable the School to function efficiently as a place of learning.

Code of Conduct for Pupils

1. We look after everyone and everything in our school.
2. We behave well, following School Rules.
3. We keep ourselves and the School clean and tidy.
4. We always do our best.

Oaklands is a safe happy school where we enjoy learning.

Incentive Scheme to Promote Good Behaviour

A major aim of the school policy is to encourage children to practise good behaviour by operating a system of praise and reward. This is for all children.

Merit badges are awarded to individual children in Transition to Year 6 for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour. These are awarded on a weekly basis, and presented by the Headmistress in assembly. Certificates are awarded for good behaviour.

Headmistress's special awards for exceptional work, progress or behaviour may be awarded. Staff should inform the Headmistress who will write recommendations for these awards in the book in her office.

Incentive stickers are available for everyone. In addition, each class teacher gives verbal or written praise as often as possible.

Children are encouraged to display their achievements in assembly, in concerts and through class and school display areas around the School.

Most children respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and, where necessary, their behaviour.

The House System

From Year 3 to Year 6 the pupils are placed in one of four houses:

RED	BLUE
GREEN	YELLOW

Individual stars gained are counted as house points and a shield is presented termly to the winning house. We promote pride in the House System through a range of house events, e.g. netball and swimming.

We aim to enhance the behaviour of our pupils by giving them responsibility and privileges matched to their age. Older children take on the responsibility of team captains and prefects and are in a position of setting an example to the younger children.

Table Points

In Key Stage 1, pupils compete for table points and superstar awards. Teachers may also give pupils 'golden time'.

Prize Giving

Awards are given for achievement and progress in curriculum subjects and for contributions to the School (e.g. citizenship shield).

Sanctions

Sadly, there will be times when children will be badly behaved. Children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up.

Minor breaches of discipline are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned.

Each case is treated individually. Generally children are made aware that they are responsible for their own actions and that breaking rules will lead to punishments. Sensitivity will be shown when dealing with children with SEN/LDD, where this affects their behaviour and alternative strategies may be used, in consultation with the School SENCo.

Normal sanctions include:

- a verbal reprimand and reminder of expected behaviour;
- moving to sit somewhere else in the classroom;
- other age appropriate sanctions such as or loss of house or table points;
- name on the board.

If inappropriate behaviour continues, the child may be sent to a member of the Senior Leadership Team (SLT), with an explanation of the bad behaviour concerned. The member of the SLT will then:

- supervise the child in their own classroom (for an age appropriate amount of time);
- if appropriate, keep the child in at break or lunchtime (for an age appropriate amount of time).

Either the class teacher or the member of the SLT will explain to the child what he/she has done wrong and remind them of expected behaviour.

A chart is displayed in each classroom and in the School Hall. If a child misbehaves, their name will be put on the chart. If the child continues to misbehave, their name will be moved up the chart.

Step 1	Reminder of good behaviour
Step 2	Move for time out
Step 3	Sent to another class and teacher
Step 4	Go to office to see Headmistress. Parents called.

If they subsequently revert to good behaviour, their name will be removed from the chart.

CORPORAL PUNISHMENT MAY NOT BE USED AT OAKLANDS SCHOOL.

Further Sanctions

If the sanctions above still do not have the desired effect, the child should be taken to the School Office to arrange a time to see the Headmistress. The child's name will be entered in the School Discipline Book and parents will be contacted.

Serious misconduct such as bullying or behaviour, which is dangerous or can affect the well being of others, should always be reported to the Headmistress as soon as possible.

Prolonged misbehaviour, which does not improve after various degrees of in-house sanctions have been applied, could possible lead to suspension or exclusion.

Playtime

We aim to provide an environment in which all children have the opportunity to enjoy playtime without any restrictions imposed by the behaviour of other children. Children may bring small toys into school to play with at playtime and Games equipment hoops and soft balls are available in the playground to play with. With this aim in mind, playground rules have been drawn up in discussion with the pupils and are displayed next to the Playground. We recognise that the space available on the Playground is restricted

which in itself causes some problems. In order to make best use of the space available class teachers may choose to spend some PSHE time teaching children to play new Playground Games. Pupils may from time to time take on the role of "Playground Buddies" and help organise Games for younger children and organise a 'Friendship Bench' in the playground. The "Playground Buddies" are made aware that any issues relating to Child Protection or Bullying must be reported to a member of staff.

In order to encourage all children to follow the Playground Rules, the following system of Rewards and Sanctions has been agreed by the staff:

Rewards

- A class or individual child who has behaved well on a particular day may be awarded stickers, table points or house points.

Sanctions

1. A verbal warning from a member of staff/lunchtime staff/time out on a playground bench.
2. An order mark (Year 3 to Year 6 only).
3. If, following a warning and time out on the playground bench/order mark, the child continues to misbehave, he/she will be kept in at lunchtime on the following day for between 10 and 20 minutes. Parents will be informed and the child's name will be entered in the School Discipline Book (available in the Headmistress's Office).
4. Privileges such as playing football or, for Year 6, playing outside the playground, may be removed.

The Deputy Head will supervise Lower School children kept in at lunchtime and their parents will be informed.

The Headmistress will supervise Upper School children kept in at lunchtime and their parents will be informed.

A member of the SLT can deputise for the Headmistress/deputy Head.

The Assessment Co-ordinator will provide liaison between lunchtime staff and teaching staff.

Lunchtime Supervision

At lunchtime, supervision is carried out by midday supervisors and a team of staff members. The senior midday supervisor can refer to the Assessment Co-ordinator or teacher, if necessary. The midday supervisors are expected to maintain order. Usually this consists of reminding children of the standard of behaviour expected or time out on a playground bench. Repeated minor problems may result in the child being asked to complete a task. This usually takes the heat out of the situation. The midday supervisors and staff members keep note of children who continually misbehave. The Assessment Co-ordinator will meet with the mid-day supervisors regularly to discuss any problems occurring in the playground.

The midday supervisor and staff members must be treated with the respect expected by all adults at Oaklands School. Verbal or physical abuse will not be tolerated. Staff should insist on good manners from all children. In particular the noise level in the dining hall should be acceptable and children should avoid dropping food on the floor.

Persistent or serious misbehaviour at lunchtime is brought to the attention of the Assessment Co-ordinator or Headmistress. This results in loss of privileges and playtimes. Parents will be informed if there is no improvement in behaviour.

Staff are kept informed of any friendship/personal problems or playtime incidents via Staff Briefing on Monday mornings. Issues arising from play time may be discussed during circle time and expectations of behaviour made clear.

Parents

Parents can help:

- By recognising that an effective school behaviour policy requires close partnership between parents, teachers and children
- By discussing the School Rules with their child, emphasising their support of them and assisting when possible with their enforcement
- By attending Parents' Evenings, parents' functions and by developing informal contacts with school
- By knowing that learning and teaching cannot take place without sound discipline
- By remembering that staff deal with behaviour problems patiently and positively

Care and Control of Children

At all times staff should encourage good behaviour through praise and rewards. No member of staff must in any way physically chastise a child.

If there is a need for sanctions then the following may be used, depending on each child's needs:

- Redirect to another activity
- Talk to the child – discuss what has happened
- Discussion in groups or whole class

Discipline Book

This is to be used to record any acts of bad behaviour which result in

1. personal injury
2. loss, theft or damage to property
3. any other matter of a serious nature. (e.g. bullying)

These incidents are ones which may give rise to disciplinary or legal action or become a matter of public interest.

Details should be recorded in the "Discipline Book", kept in the Headmistress's Office.

Encounter Record

This form is filled in when staff and parents hold a discussion or conversation regarding details of a child's progress, behaviour or background necessary to the well-being of the child. It is placed in the child's green folder, in the office having been circulated to the Headmistress, Deputy Head and Pastoral Welfare Co-ordinator. Sometimes it is advisable to have another member of staff present when such an interview takes place. Blank forms can be obtained from the School Office.

Classroom Rules

Everyday discipline is carried out by individual class teachers and is part of their classroom management. To help children behave with decency towards others the children should help to plan their own classroom rules which describe the system or code of good conduct towards each other. From Upper II to IVth Form, pupils are awarded team points for good work, attitude and behaviour both from school and home. These stars are added to house points totals. Order marks, given for incomplete work or inappropriate behaviour within class or school, subtract three stars/points from their team.

Behaviour Modification Policy

At Oaklands School most children are well behaved. There are, however, occasions when individual children exhibit behaviour which is unacceptable. As part of the approach within our discipline policy of rewards and sanctions we use behaviour modification strategies to change individual children's behaviour. These are used by all staff.

Each child is different, so it is important that the cause of the behaviour is investigated and plans made to meet individual needs.

Wide ranging strategies are used to reinforce positive behaviour. These can include:

- change in classroom organisation;
- using different resources;
- rewards – stars/smiley faces on work;
- use of special stickers for listening, being kind, helpful, etc.;
- behaviour modification programme – setting targets;
- remove child from class – place with Headmistress or in another class;
- parental involvement;
- daily report;
- sanctions as mentioned already;
- PSHE and assemblies are used to remind children about good behaviour and address such issues as bullying;
- opportunities are also used in other curriculum areas to talk about behaviour and bullying.

Serious incidents are recorded in the Discipline Book.

This policy links with our anti-bullying policy.