



PRESTFELDE

Positive Behaviour Management Policy

Positive Behaviour management policy applies to the whole school management of pupils.

Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management.
- **Define** what we consider to be unacceptable behaviour, including bullying.
- Outline **how pupils are expected to behave**.
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**.

School Behaviour Manager is - Deputy Head Pastoral - Mike Haswell

Senior School Manager is - Head of Senior School - Mike Haswell supported by the respective heads of year:-

- Head of Year 6 = Mrs Holly Keogh-Jones
- Head of Year 7 = Mr Tony Anstey
- Head of Year 8 = Mrs Helen Allen

These form our 'Pastoral team' with Senco Kate Staton and Wellbeing officer Ann Williams

Middle School Manager is - Head of Middle School- Cath Morgan

Little Prestfelde Behaviour manager is - Head of Little Prestfelde - Emma Thelwell

Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy.

Definitions

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or prep
- Poor attitude/ being rude.
- Incorrect uniform

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Rough physical contact which could cause harm.
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation.
- Vandalism
- Theft
- Fighting
- Protected characteristics
 - Racist, sexist, homophobic, disability or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or weapons
 - Stolen items
 - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
<ul style="list-style-type: none"> • Prejudice against Protected characteristics 	<p>Prejudice- based language will not be tolerated. This may include:</p> <p>Racist: racial taunts, graffiti, gestures.</p> <p>Sexual: Unwanted physical contact or sexually abusive comments</p> <p>Homophobic: because of, or focussing on the issue of sexuality. Homophobic, biphobic and transphobic (HBT) bullying is unacceptable.</p>
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing

Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites
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Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying strategy.

Roles and responsibilities

The governing board

The governing board is responsible for monitoring this behaviour policy's effectiveness and holding the headteacher to account for its implementation.

The headteacher

The headteacher is responsible for reviewing and approving this behaviour policy.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents via Class Charts
- Collating the chronology of events which includes children's statements and accounts.
- Following up on interventions and their impact within Form time, to ensure the circle is completed and the child is supported.
- monitoring of the impact of interventions is not only supported by senior staff but also overseen by them.

The pastoral team and the senior leadership team will support staff in responding to behaviour incidents.

Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct.
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher - form tutor promptly.

Pupil code of conduct- Pupils are expected to display the characteristics of a Prestfeldian by:

- Show respect for every pupil and adult.
- Use words that compliment, help and support people.
- Settle differences peacefully together.
- Take care of the school, your belongings and the belongings of others.
- Always be where you are supposed to be.
- Remember your 3 C's Common Sense, Courtesy, Consideration.
- Make sure your behaviour enables all children to learn positively in class.
- Move quietly around the school demonstrating a respect for others.
- Line up and wait quietly outside the classroom to be greeted by your teacher.

- Always wear the correct uniform.
- Learn from your behaviours at all times.

Behaviour Statement

Our central aim is to celebrate the uniqueness of every child and facilitate each child's well-being and active learning, in a happy, friendly, secure and enriching environment in which children feel cared for and can develop to their full potential in all areas.

We believe that everyone has a right to feel valued, respected and safe. For this to happen in practice, we have a responsibility to behave in ways that enable all of us to feel free to explore and learn without fear of being hindered or hurt.

This policy provides guidelines on how to support this vision; it recognises that learning self-regulation and socially appropriate behaviour is a developmental process. By modelling positive behaviour and managing challenging behaviour appropriately and competently, we can provide for the needs of the individual as well as ensuring the safety and well-being of everyone.

We aim to build relationships where all involved in the school are working together in an atmosphere of respect, sensitivity and trust where all individuals support, listen to and value each other with an understanding and a respect for our British Values.

Children must have an understanding of the fundamental British Values which underpin our society.

- democracy.
- the rule of law.
- individual liberty.
- mutual respect for and tolerance of those with protected characteristics including different faiths and beliefs or those without beliefs.

Link to our School Values and [SMDCS policy](#)

Statement of Intent

For all children to achieve their potential, they need to feel safe and secure, valued and able to engage in activities with confidence. They also need to develop an understanding and respect for the feelings of others and the basis for determining appropriate behaviour, and be supported according to age and development in managing feelings and behaviour

This policy aims to outline the principles of how we promote positive behaviour with in our setting. It clearly details expectations of behaviour and interactions, support for positive behaviour, and strategies for managing challenging behaviour or conflict.

Prestfelde recognises parents as the main educators of their children and the importance of parents' involvement in the process of promoting positive behaviour. All parents are informed about the approach to behaviour, which is initially discussed during the induction process, and parents are consulted at an early stage should any issues regarding behaviour arise.

The policy is shared with all staff and provides a basis for a consistent approach across the School 3 -13 years, whilst appreciating adaptations the age and stage of development for each child.

Positive Behaviour

All adults in the Prestfelde community set a positive example at all times, in accordance with the statement of intent (above). Staff are expected to support parents by modelling a positive approach and displaying understanding and knowledge of child development and so encourage parents to use positive behaviour strategies.

We recognise the role of the planned provision in encouraging and promoting positive behaviour and are committed to providing appropriately for the needs of the child. The physical environment is stimulating and of high quality, while offering opportunities for rest and withdrawal to suit children's needs. Adequate resources are available to minimise the likelihood of conflicts.

Children are aware of routines within the school, and boundaries regarding responsible behaviour are clear and consistent. Children are encouraged to feel a sense of ownership and pride in their Prestfelde community and are consulted and involved in discussion about rules and routines as appropriate to their age and development. Contributing in a positive way to tasks within the School routines enables children to feel involved and to accept responsibility.

In interacting with others, mutual respect and concern for the feelings of others is a cornerstone, that is always modelled by adults in all interactions with children and other adults. Children are encouraged to be aware of their own feelings and the feelings of others, and as appropriate to recognise and take responsibility for the impact of their actions on others.

The role of the adult

When addressing any behaviour, whether positive or negative, the behaviour is separated from the child. Children need to know that whatever their behaviour, they are always cared for and valued, whatever their behaviour. Through adults' positive comments about children's appropriate behaviour, they learn that we notice and value behaviour which is helpful, responsible and kind.

Rewards and sanctions

List of rewards and sanctions

Positive behaviour will be rewarded with:

- Little P- super student, good to be green, dragon's tears, golden time, special mentions.
- Middle School – bucket fillers, e-praise points, golden time, star pupil, special mentions, Middle School Awards, Head's Special Mention, Buddies, Golden Ticket.
- Senior School – Head's Special Mention, e –praise points, subject specific special mentions.

Unacceptable behaviour is dealt with in a clear and consistent manner, maintaining respect and care for the feelings of the child. The teacher's discretion will be used to determine the type of sanction/behavioural management needed and this will be logged on the child's file within ISAMS and Class Charts. Depending on the stage of the behaviour, parents may be requested to a meeting to discuss the behaviour and work together to support the child. (see behaviour communication system)

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the pupil out of the class
- Expecting work to be completed at home, or at break or lunchtime.
- Detention at break or lunchtime, or after school

- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Putting a pupil 'on a report card'
- Interventions such as SUMO, 1:1 pastoral support with a focus upon restorative justice.
- Additional and responsive PSHE Values teaching to enforce school expectations and behaviours across the school.

With the youngest children, where the age and stage of development may prevent understanding of an explanation of why any negative behaviour is inappropriate, staff would redirect the child's play at an early stage by using distraction. Any dangerous behaviour will be stopped immediately. Usually, children will be given a brief explanation about the effect of their behaviour, and encouraged to become aware of the feelings of other children or adults. Conflicts between children will be managed as problem solving situations, involving children in considering the feelings and opinions of the people concerned and helping to suggest solutions.

Where challenging behaviour occurs, parents/carers will be informed and consulted about the strategies used within school to manage and support improved behaviour with positive targets to support improved behavioural outcomes.

Partnership between parents and the school are vital to ensure a consistent approach to support expectations of all children at home and school.

As part of the confidentiality policy children's behaviour will only be discussed in a confidential environment, by parents/carers of the child, the staff concerned and the managers or deputy managers.

Malicious allegations

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the pupil in accordance with this policy.

Please refer to our safeguarding policy and procedures for dealing with allegations of abuse against staff, for more information on responding to allegations of abuse.

The headteacher will also consider the pastoral needs of staff accused of misconduct.

Behaviour management

Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged.
- Display the pupil code of conduct or their own classroom rules.
- Develop a positive relationship with pupils, which may include:
 - o Always be prompt in your own attendance to all lessons and duties.
 - o Greeting pupils in the morning/at the start of lessons
 - o Establishing clear routines
 - o Communicating expectations of behaviour in ways other than verbally
 - o Noticing and acknowledging positive behaviours. Highlighting and promoting good behaviour at every opportunity

- o Concluding the day positively and starting the next day afresh
- o Having a plan for dealing with low-level disruption
- o Using positive reinforcement
- o Explaining the consequences of some behaviours and offering choices.
- o Providing strategies to support children's problem solving and understanding of the situation.
- o Communicating and modelling positive behaviour, using a variety of strategies and props e.g. makaton, gestures, visual timetables and puppets
- o Recognising and acknowledging feelings to encourage empathy.
- o Creating an environment that minimises conflict e.g. ensuring there are sufficient resources.
- o Providing planned opportunities to discuss behaviour and feelings.

All staff employed by the school are responsible for creating a positive Values based ethos through praise and rewards for good work and in promoting desirable behaviour.

Many factors have a part to play, including ensuring that unacceptable behaviour does not arise from inappropriate levels of work; good classroom organisation and structures help to support children who have difficulty managing their own work; clearly defined guidelines and boundaries; high expectations; quick response to acceptable behaviour; make at least three positive comments to a class/individual before making a negative comment.


Within Prestfelde, we encourage all children in becoming increasingly responsible for their own behaviour by having a differentiated visual stimulus within each room to support the children's understanding of cause and effect.


Weekly, each class teacher will choose two pupils from their class to receive a 'Special Mention award at the Friday celebration chapel. This can be given in response to demonstrating good behaviour, Values, Learning behaviours and attainment.

We support our children to develop effective learning behaviours through our learning behaviour characters. These characters help to support the children in identifying positive learning behaviours throughout their school day. This is rewarded positively through our celebration assemblies and the characters are referred to within our special mention certificates.

Learning Behaviours

Children will explore learning behaviour characters linked to the whole school 'SECRET to success' learning how to become learners for life and become part of a school community.

Hello I am Tough Tortoise  (***I am Resilient***)
 I don't give up easily and I like to be challenged
 I just try, try, try, again
 I use my shell to build up my 'ignore muscles', so I don't get distracted when I am learning
 I talk to myself and say 'I can do it'
 I also say 'Hocus Pocus Let Us Focus'
 I keep going even when the learning gets 'tough'

Hello I am Sensible Squirrel  (***I am Ready and Resourceful***)
 I am good at finding the things I need to do a job
 I like to use my 'imagining' eye

I try to find out things for myself and I think a lot about what things I might need
I also know where to go to find the things that help me with my learning
I make links with what I have learnt before to help me learn new things and I use a step by step way of learning
I ask questions and I am curious to find out more



Hello I am Wise Owl! (***I am Reflective***)

I think back to the learning I have done before
I think about ways to get around 'being stuck' with my learning
I am good at planning my learning and know how I learn best
I like to think about things I already know so this will help with my new learning
I can review and change what I do to get better
I like to talk about the progress I am making and how I am getting better at learning



Hello we are Team Ant (***We show Reciprocity and Respect***)

We are good listeners
We can work well together in a team.
We help each other with tasks and we remember to take turns
We try to imagine what it might be like to be each other and to understand one another's feelings
We are also good at working on our own
Sometimes we learn by watching how others do something.

As the children move through Little Prestfelde these learning behaviour characters are linked into the school SECRET.

We want to enable all boys and girls to develop their love of learning, academic potential and individual talents in a caring Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

Overarching manners and learning behaviours	Learning power link	EYFS	KS1-2	KS2-3	Prestfeldian
Courtesy	Resilience	Tough Tortoise 1. Self manager	1. Self-manager	1. Self-manager	I am self-assured and proactive. I can articulate my own thoughts succinctly.
	Absorption Managing distractions Noticing Perseverance	- I find out by exploring and playing with what I know. I am willing to have a go.	- I can manage distractions and show perseverance to see a task through to its completion.	- I can become absorbed in my learning by managing my environment. I can notice patterns and details and I am able to channel the energy of frustration into effective learning.	
Consideration	Reciprocity	Team Ant 2. Effective Participator	2. Effective Participator	2. Effective Participator	I am a well-motivated and 'rounded' student, capable of achieving the best academic results possible. I am judicious in research and have the ability to question, and to challenge, to form my own opinions.
	Interdependence Collaboration Empathy and listening Imitation	- I am keen to share my work with my teacher and my class.	- I listen to and value the ideas and suggestions of my classmates.	- I can collaborate effectively by showing empathy , adopting others methods and ideas.	
	Resourcefulness	Sensible squirrel 3. Creative Thinker	3. Creative Thinker	3. Creative Thinker	
Common sense	Questioning Making links Imagining Capitalising	- I have my own ideas, make links to what I already know and choose ways to do things.	- I can ask questions , starting to see links and patterns and imagining 'what if?'	- I can use reasoning and work methodically to construct arguments, drawing upon resources from the wider world, capitalising upon future opportunities.	I can take on new challenges tenaciously, without fear of failure.
	Reflectiveness	Wise Owl 4. Reflective Learner	4. Reflective Learner	4. Reflective Learner	I am an effective communicator.
	Planning Revising Distilling Meta-learning	- I enjoy achieving what I set out to do and I am motivated to keep on trying.	I can plan activities considering action, time and obstacles. I can be flexible and revise plans responding to what you know.	- I can distil my learning, by pulling out essential features. I have a grasp of my own Meta-learning and can talk about the learning process.	I can relate to people from all backgrounds.
	Resourcefulness	Sensible squirrel 5. Enquiring Mind	5. Enquiring Mind	5. Enquiring Mind	I recognise my own potential and place within the community.
	Questioning Making links Imagining Capitalising	- I can plan and carry out a project.	- I can use my imagination to explore by asking questions showing curiosity to explore new possibilities.	- I can make links between events and experiences, weaving a web of understanding, being able to reason and capitalise upon a full range of resources.	I understand my strengths and areas of less strength. I am self-aware.
	Reciprocity	Team ant 6. Team Worker	6. Team Worker	6. Team Worker	I have a life-long ambition to better myself and to make a positive difference.
Interdependence Collaboration Empathy and listening Imitation	- I can work with others to achieve a common goal.	- I can recognise interdependence and understand the value and the strengths of everyone in my team, to be able to work collaboratively .	- I understand interdependence , being able to stand my ground in a debate, showing empathy and understanding of others' opinions, and at times, imitating by adopting others' methods, habits or values from whom I observe.		

Interventions

Physical punishments or the threat of them are never used. Interventions usually involve distraction or a problem-solving approach.

Stages of behaviour management

All support staff work and act within the expectations of this policy but need to refer to relevant teaching colleagues any pastoral/behavioural concerns they may have.

All teachers/ key person colleagues complete a Behaviour Report proforma via Class Charts, which records the number of children at each behaviour stage. See Appendix. This is discussed weekly as part of the pastoral team meeting.

The conversation with the child is key to ascertaining understanding, intent and sanctions to be given.

The adult involved in the conversation must speak to each child individually, ensuring that they have a witness to the conversation.

The conversation must support the reflection of the actions following the SUMO approach of Event

Response

Outcome

1. Where is the issue on a scale of 1-10?
2. How important will this be in 6 months' time?
3. Is my response appropriate and effective?
4. How can I influence or improve the situation?
5. What can I learn from this?
6. What will I do differently next time?
7. What can I find that's positive in this situation?

www.SUMO4Schools.com

Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort. See restraint procedure within safeguarding policy.**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents within Class Charts.

Confiscation

Any prohibited items found in pupils' possession will be confiscated. These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

Pupil transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings internally but also involving parents and pupils identifying with specific behavioural and emotional needs of each child.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

Training

Our staff are provided with training on managing behaviour.

Behaviour management will also form part of continuing professional development and or INSET e.g. using external providers such as Pivotal to ensure a consistent cohesive approach across the school and address changes in national recommendations and guidance.


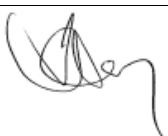
Monitoring arrangements

This behaviour policy will be reviewed by the headteacher and Education Committee annually or responsively when it has been updated. At each review, the policy will be approved by the headteacher.





Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Anti Bullying policy

APPROVED DATE	September 2020	Reviewed+ updated 31.3.21	
REVIEW DATE	September 2021		
SIGNED HEAD		PRINT NAME	Fiona Orchard
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Stuart Hay

Lines of Communication to support the management of Positive Behaviour management.

Meetings and lines of communication	Procedure and expectations
 <p>Pastoral Meeting</p>	<ul style="list-style-type: none"> • All year group concerns are discussed within the pastoral meeting weekly to agree a way forward abiding by the whole school behaviour policy, procedures and sanctions to be implemented to ensure consistency and transparency. • The minutes of these meetings are shared within the Little P, Middle School and Senior School wider meetings to ensure communication and consistency in approach.
 <p>Head of Year</p>	<ul style="list-style-type: none"> • Daily and weekly overview review of class charts – ascertaining a chronology to share at the weekly pastoral meeting. • Communicate with parents as per our communications policy – upholding the professionalism of Prestfelde. • All communications to be logged and recorded within Class Charts.
 <p>Form Tutor</p>	<ul style="list-style-type: none"> • To monitor class chart information (daily/weekly) • To talk with child concerned to acknowledge and understand both sides. • Children to write account/statement of what happened. This account is to be saved as part of the evidence. • Communicate with parents as per our communications policy – upholding the professionalism of Prestfelde. • All communications to be logged and recorded within Class Charts.
 <p>Staff</p>	<ul style="list-style-type: none"> • Incident recorded and/or observed • Record incident on Class Charts. • Ensure that Form Tutor is informed both via Class Charts electronically and verbally/email.
Incident	

Behaviour Principals of Prestfelde School

- Every pupil understands they have the right to feel safe, valued and respected, and learn freely without the disruption of others.
- All pupils, staff and visitors are free from any form of discrimination.
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy.
- The behaviour policy is understood by pupils and staff.
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions.
- Pupils are helped to take responsibility for their actions.
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life.

The governing body also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

Prestfelde Behaviour Response System

