



Houghton Primary School

Working hard to achieve our best

Behaviour Management Policy

Date reviewed and adopted:	28.03.2017
Reviewed and adopted by:	Governors: Teaching, Achievement and Standards Committee
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Spring 2020 or sooner as necessary.



Golden School Philosophy

At Houghton Primary School we are committed to a **Golden School** ethos as a basis for our approach to managing behaviour. We believe that a 'Golden School' is a place where:

People care for each other	People work together	Children have high aspirations	There is personal responsibility	It is safe
People respect one another	It is creative and dynamic	Everyone belongs to the community	There is team work	The children are cared for and nurtured
There is a love of learning	Relationships are positive	There are good listeners	People have fun together and are confident	Decisions are made
	People feel good about themselves	People communicate well	It is a very positive place to be	

We use 6 **Golden Rules** which are in place to secure our Golden School:

We are gentle	We are kind and helpful	We listen
We are honest, respect others and remember our manners	We work hard	We look after property

We spend time teaching the children about the Golden Rules so that they understand what each rule means, what it looks like when people keep it and why it is important to keep it.

We also make links to the **School Games Values** which are intrinsic to our work in school and underpin good behaviour:



<p>Determination Keep going no matter what. Determination is about the journey you go on to push yourself and achieve your dreams. Have the mental strength and self discipline to overcome obstacles, commit to you goals and keep working every day to become the very best you can be. Don't hold back!</p>	<p>Honesty With others and yourself. Have the courage to do the right thing. Be truthful and promote fairness in every situation.</p>	<p>Respect Treating others politely and with understanding. Accepting life's 'ups and downs' with grace. Respect every day, in everything you do and for everyone around you.</p>	<p>Passion Giving it 100%, putting your heart and soul into whatever you are doing and never giving up. Care about what you do and the people around you, and approach each opportunity with enthusiasm and positivity.</p>	<p>Teamwork Treat everyone equally, support each other and work together to have fun and achieve. Celebrate each others' success/ Be a good friend and positive team player in school, sport and life.</p>	<p>Self Belief You've got to believe to achieve. Have the self belief and confidence to succeed and reach your personal best.</p>
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The values were introduced across the school in January 2016 when we introduced the House system. They are also taught, displayed and referred to when we are working with children. They link well with the Golden Rules.

Rewards

We have high expectations for behaviour for all children. We recognise and value good behaviour by using praise and we reward children who consistently keep the Golden Rules by awarding House Points. House Points are given to children at any time of the school day by any member of staff. They are recorded and class totals are shared and celebrated in our assemblies on Fridays.

Sanctions

Staff in school consistently use clear and stepped sanctions for children who break the Golden Rules.

The main sanction used in our school is 'time out'. This is time out of an activity or time out of children's free time (playtime or lunchtime) according to the age of the child. Sanctions are applied following a reminder relating to the Golden Rules. Reminders are not used if a child is physically aggressive or is bullying another child. In these cases the 15+ minutes sanction is applied immediately (see below).

Staff working with children use the following sanctions for children across the school day and when they attend after-school clubs which are run by school staff (not Phoenix Club or clubs run by external providers).

Sanctions	Curriculum Time	Lunch/Playtime
Reminder	<p>If a child breaks a Golden Rule: Staff...</p> <ul style="list-style-type: none"> Ask the child which Golden Rule they are breaking. Explain which rule if the child does not know. Politely ask them to stop. Move them to another seat/place if this will help the child to keep the Golden Rules. <p>Reminders are recorded.</p> <p>Reminders are not given if a child is hurting or bullying another child. 15+ minute sanction is immediately applied in these incidences.</p>	<p>If a child breaks a Golden Rule: Staff on duty...</p> <ul style="list-style-type: none"> Ask the child which Golden Rule they are breaking. Explain which rule if the child does not know. Politely ask them to stop. Move them to another part of playground/space or ask them to play with someone else if this will help the child to keep the Golden Rules. <p>Duty staff inform the class teacher if a child has had a reminder. This is recorded.</p> <p>Reminders are not given if a child is hurting or bullying another child. Sanctions are applied immediately in these incidences.</p>
5 minutes	<p>If a child in Y2 – Y6 continues to break Golden Rules following a reminder/warning they have time out for 5 minutes during the next lunch/playtime. During next lunch/playtime child will stay in for 5 minutes within a supervised area.</p> <p>This is recorded. Parents will be informed in writing at the end of the week.</p>	<p>If a child continues to break Golden Rules following a reminder/warning they will have 5 minutes time out if there is time left within the playtime/lunchtime.</p> <p>The child will spend 5 minutes time-out at side of play area near a member of staff.</p> <p>Duty staff inform the class teacher if a child has had a time out or needs to lose 5 minutes of the next break. This is recorded. Parents will be informed in writing at the end of the week.</p>
10 minutes	<p>If a child in Y2 – Y6 continues to break Golden Rules on the same day they have time out for 10 minutes during the next lunch/playtime. During next lunch/playtime child will stay in for 10 minutes within a supervised area.</p> <p>This is recorded. Parents will be informed in writing at the end of the week.</p>	<p>If a child continues to break Golden Rules following a reminder/warning they will have 10 minutes time out if there is time left within the playtime/lunchtime.</p> <p>The child will spend 10 minutes time-out at side of play area near a member of staff.</p> <p>Duty staff inform the class teacher if a child has had a time out or needs to lose 10 minutes of the next break. This is recorded. Parents will be informed in writing at the end of the week.</p>
15 minutes +	<p>If a child argues at any point or refuses to stay in or continues to break the Golden Rules they will;</p> <ul style="list-style-type: none"> work outside the school office for the remainder of the session and stay in for 15 minutes during the next lunch/play time. <p>They will also meet with the class teacher and either the inclusion worker or a senior member of staff to discuss their behaviour.</p> <p>This will also happen immediately, without following the stepped sanctions, if a child is physically aggressive or if they are bullying another child.</p> <p>This is recorded. Parents will be informed on the same day.</p>	<p>If a child argues at any point or refuses to take 'time out' or continues to break the Golden Rules they will be sent inside immediately to:</p> <ul style="list-style-type: none"> stay in for 15 minutes during the next lunch/play time. <p>They will also meet with the class teacher and either the inclusion worker or a senior member of staff to discuss their behaviour.</p> <p>This will also happen immediately, without following the stepped sanctions, if a child is physically aggressive or if they are bullying another child.</p> <p>This is recorded. Parents will be informed in writing on the same day.</p>

For our younger children in Reception and Year 1, staff use reminders followed by immediate time out in the classroom if necessary. Time out will be for 5 minutes each time they break a Golden Rule after a reminder.

The vast majority of our children keep the Golden Rules and behave well. Of those children that do break a Golden Rule, the vast majority change their behaviour following a reminder.

Most children who reach the stage of having time out will be able to change their behaviour following the 5 minute stage; some may do so after the 10 minutes stage. It is rare for children to need the 15 minutes sanction.

Children with identified additional needs

Some children with identified additional needs may have conditions which make it more difficult for them to understand and/or keep the Golden Rules e.g. ASD, ADHD etc. Children with these needs are still taught the Golden Rules and are praised and rewarded when they keep them. However, we recognise that the sanctions in place may not be the most appropriate or effective way to help children with these needs to change their behaviour if they are breaking the Golden Rules. In these cases staff meet together with parents and the SENDCo in order to identify how that child will be best supported in terms of behaviour within their Pupil Individual Plan.

Individual Behaviour Plans

If a child without identified additional needs continues to break the Golden Rules over time and/or is clearly struggling with behaving well staff will contact parents/carers and arrange to meet with them to consider how we can work together to help the child to improve. This will include considering a range of factors, both in-school and outside of school. For some children we may consider implementing an individualised behaviour plan if appropriate.

Parents and Carers

We appreciate and value support from parents and carers regarding all concerns about behaviour. In the vast majority of cases where parents and carers work in partnership with the school we find that their child's behaviour improves.

We will keep parents and carers informed if their child is not keeping the Golden Rules and has reached the 5, 10 or 15 minute stage. Letters are sent home at the end of each week for children who have reached the 5 and 10 minute stage during the week. If a child reaches the 15 minute stage parent/carers will be informed by letter on the same day. There is an acknowledgement slip on each letter which parents/carers should return to the class teacher within 2 working days so that we know they have received the letter. If we don't receive the slip we will get in touch.

Sometimes parents and carers struggle with their child's behaviour outside of school. We are here to support parents and carers and will always offer help and advice when we can.

We work hard to foster positive, open and honest relationships with parents and carers. We ask them to get in touch and let us know if there is anything happening outside of school which may impact on their child's behaviour in school. We recognise that there may be circumstances outside of school which are having an impact on a child's behaviour at home and/or school and that parents/carers may appreciate any support they can be given by the school.

September 2016

Adopted by governors March 2017.

This policy is reviewed every 3 years or in accordance with changes in national policy.

The policy is monitored by the Teaching, Achievement, Behaviour and Safety Committee on the Governing Body.