



Respect Responsibility Relationships

Hollydale School Behaviour and Motivation Policy

October 2017

Review date October 2018

Hollydale Behaviour and Motivation Policy

Table of Contents

Aims

Ethos

Promoting Positive Behaviour: in the classroom

Promoting Positive Behaviour: around school and the playground

Maintaining Discipline

Motivating and Rewarding

Management of Inappropriate Behaviour

Exclusions

Parents

Racism

Bullying

Related Policies

Appendices

1. Aims

- 1) To promote our three core values of Respect, Responsibility and Relationships
- 2) To ensure a consistent, positive approach to behaviour management throughout the school.
- 3) To provide children and staff with a safe and stimulating environment, that is conducive to focused learning for all members of our school community.
- 4) To promote acceptance of and respect for individual differences within the school community and ensure that the needs of individual pupils are addressed appropriately.
- 5) To set out procedures for dealing with and managing unacceptable/inappropriate behaviour.

2. Ethos

This policy promotes and supports the aims set out in the Hollydale Primary School Mission Statement. It promotes and supports Positive Behaviour.

The Policy was developed in consultation with school staff, children and governors and reflects research about the benefits of positive behaviour management.

We actively encourage our school community to build on the positive behaviours and practices currently being demonstrated throughout Hollydale by:

- Treating children fairly and sensitively, listening to them, hearing all sides of disputes and helping children sort out their problems in a supportive way.
- Understanding that children will test the boundaries of acceptable behaviour as they grow and learn and it is our role to deal with situations in a calm and constructive manner.
- Understanding that it is the responsibility of all of us to set positive examples of behaviour, work and respect.
- Promoting a positive approach to parental support in helping to assist with behaviour management.
- Celebrating children's achievements and success.
- Ensuring children have the right to a safe, stimulating learning environment.
- Ensuring staff establish a positive working relationship with children.
- Agreeing procedures to be followed in a systematic way.

3. Promoting Positive Behaviour in the Classroom

High standards of behaviour in the classroom are dependent on the culture the teacher establishes and maintains. Well-prepared and stimulating lessons generate good behaviour. High standards of classroom organisation will support children's learning and subsequent behaviour (see policy for the organisation of teaching and learning).

Teachers are expected to:

- 1) Establish a class code of conduct at the beginning of the academic year, the language of which is always positive, for example 'We respect other people', 'We do our best at all times'. This should be displayed in the classroom/learning environment.
- 2) Be on time to collect their children and ensure that children are calm and quiet before entering the building.
- 3) Be fully prepared for the lesson.
- 4) Begin each lesson with the learning intention – set within a meaningful context and make explicit what the children are expected to achieve (success criteria).
- 5) Establish a clear method of getting the attention of the class and sustain this throughout the year.
- 6) Insist on eye contact when addressing the class, e.g. 'All tools down' while you are talking. Teachers should not proceed until this has happened.
- 7) Use praise for good work, appropriate behaviour, skills and effort.
- 8) Give more attention to positive behaviour than to inappropriate behaviour e.g. by writing positive lists of names and doing promoting the importance of getting on the list.
- 9) Follow whole school systems of motivation and reward (see below), which should be linked to their classroom code of conduct.
- 10) Establish routines, so that at the end of each lesson children are led down to the class in an organised and calm manner.
- 11) Ensure that at the end of the school day children are led down to the playground calmly, safely and supervised until collected.
- 12) Deal with all bullying, name-calling and inappropriate comments seriously, following the steps set out in the anti-bullying policy.
- 13) Ensure that if children insist on disturbing other children, they understand it is not acceptable to take other children's learning time, and that agreed sanctions (see management of inappropriate behaviour VIII), will be followed.
- 14) Set up an atmosphere of trust so children know who they can and should talk to.

4. Promoting Positive Behaviour around the school and in the Playground

It is expected that high standards of behaviour are actively encouraged across the school and that all staff follow policy guidelines, to ensure that good behaviour around the school and in the playground are maintained.

All staff are expected to:

- 1) Arrive on time to collect classes.
- 2) Praise children modelling high standards of behaviour as they move around the school.
- 3) Walk children around the school calmly and quietly so they arrive at their class ready to learn.
- 4) Greet children and show them that they are respected.

- 5) Deal calmly with inappropriate behaviour – to ignore it is to condone it.
- 6) Take every opportunity to praise good behaviour to parents.
- 7) Follow the motivation and reward system (see motivation and rewarding VII).

All children need to understand that they are expected to:

1. Line up calmly and appropriately in the playground.
2. Walk up and down the stairs correctly on the left hand side. Walk inside the school building.
3. Open and close doors for others politely
4. Use a calm voice while in the school building. Treat all members of staff with respect.
5. Ensure that the activity rotas in the playgrounds are followed appropriately.

5. Maintaining Discipline

We actively encourage high standards of behaviour, work and politeness.

All staff are expected to:

- 1) Establish authority calmly and firmly, without having to shout.
- 2) Consistently follow appropriate procedures for promoting and rewarding good behaviour.
- 3) Consistently follow the correct procedure for dealing with unacceptable behaviour.
- 4) Ensure that children are never left outside rooms – problems are complicated by this.
- 5) Get to know children as individuals and build working relationships with them.
- 6) Do all they can to avoid:

Humiliating – it breeds resentment

Shouting

Over reacting

Blanket punishment – the innocent will resent this

Over punishment – children stop caring

Sarcasm

Labelling children

6. Motivating and rewarding

At Hollydale we follow the ‘Stay on Green’ system to encourage positive behaviour within our school environment. This system acknowledges all children’s positive behaviour and rewards appropriate behaviour. Rewards are made at class level and on a whole-school level. Team spirit and a willingness to work together are encouraged by the use of the reward system which operates at individual, group, class and whole school level.

7. Management of Inappropriate Behaviour

Inappropriate behaviour in this policy refers to behaviours that are of an anti-social nature, that are detrimental to learning or that inhibit staff from carrying out their duties effectively. It may include any of the following: hitting, pinching, fighting, name-calling or throwing objects.

The following steps are to be used if such incidences occur:

Using the **Stay on Green** system

Step 1

If a child is behaving in an inappropriate manner clearly state the behaviour you expect from the child, using class code of conduct as a reference. Allow take up time if possible so that the child does not feel confronted.

Remind the child in non-threatening terms of their choices and consequences for their behaviour.

From this point staffs look for ways to praise the child and support them to '**get back to green**'.

Step 2

If the behaviour continues (and the child does not respond to reminders warnings e.g. 'If you choose to continue to do...then I will have to move your name...') then the child's name will **move to yellow**. Once again from this point the emphasis is placed on positive behaviour and getting back to green.

Step 3

If the behaviour issues persist (and again the child does not respond to reminders, warnings etc.) the child is moved **from yellow to red**. The child will then be excluded within the classroom (or situation in which the incident occurred i.e. playground).

Classroom: child asked to sit away from the rest of the class/group – think about behaviour and how to put this right. After 5 minutes child asked to re-join the event. Allow the child to get on with the learning at hand.

Step 4

If the child continues with unwanted behaviour a **TIME OUT SHEET** is filled in. No fuss or discussion. Child is taken by an adult or sent (depending on the age) to a parallel class (of same year group). Child remains in this class completing the reflection sheet. At the end of session or after set time, the child returns to own class.

If the child returns to their class and continues with the inappropriate behaviour, they are taken directly to the phase leader.

Playground: child is escorted to foyer, where Time out sheet is completed and filed. Child completes the reflection sheet.

Step 5

Where the above strategies have failed to bring results for the child or teacher:

SENCO will begin to collate information towards possible referral to outside agencies (SEN code of practice).

Behaviour Improvement team will become involved (educational psychologist, clinical psychologist, family support worker, educational social worker).

Phase co-ordinator, Deputy Head and parents will meet to outline next steps and agree targets.

Intervention will begin and a monitoring period agreed

Please note

All TIME OUT SHEETS and REFLECTION SHEETS are returned to the children's class teacher by Friday each week.

Each teacher to stick TIME OUT SHEETS AND REFLECTION SHEETS in their class **INCIDENT BOOK**, as well as recording in this book any other behaviour records (for example of a child who is under monitoring over a period of time – this will also involve the Inclusion Team).

INCIDENT BOOKS from each class will be collected by the SLT every Friday by lunchtime and behaviour monitored.

If a child has been issued with a TIME OUT SHEET for more than 3 times within a half term, the SLT will contact parents and will arrange a meeting to discuss persistent/inappropriate behaviour and targets may be set to address this.

Serious incidents

Serious incidents are recorded on an **INCIDENT REPORT SHEET** (see [Green Form](#))

Extreme serious incidents including: extreme physical aggression (causing another child or staff serious injuries), racist, homophobic or bullying incidents, damage to property, will be recorded on an **EXTREME INCIDENT REPORT SHEET** (see [Red Form](#)).

Those records forms are filed centrally. The SLT will need to look, record actions and sign/date the Incident report and extreme incident report sheets, before they are filed

away.

The phase leader will begin the process of supporting the child and the teacher with one or a number of the following strategies:

- Setting up of behaviour monitoring.
- Auditing the learning environment and curriculum to ensure child's needs are being fully met.
- Supportive observation of teaching, in order to give help on interactions. Meet the child, parent and teacher
- Take advice from head of learning support.

The outcome from the meeting will aim to be solution focussed, in order to determine what strategies and referrals are to be put into place e.g. Individual Education Plan (IEP), SENCO and appropriate outside agencies such as EP.

All referrals will from this point forward be collated centrally – both playground and class referrals will be recorded in the same format.

DOJOS SYSTEM

At the beginning of each half term all children start afresh with a clean record.

All time-out record sheets are to be collated by the Inclusion manager to provide a framework and history to help monitor individual patterns of behaviour and to identify areas of concern. This will allow for early intervention and forward planning.

It is imperative that the teacher rebuilds the relationship with the child after any time-out period, and other staff who are relevant to help with this process.

As an integral part of these steps the class teacher needs to reflect upon their classroom organisation, management, timings of lessons and seating arrangements.

Exclusions

Hollydale is an inclusive school. Exclusion is always seen as a last resort. However, the head teacher has the right to exclude children instantly on health and safety grounds if they bring to school any of the following items:

- Offensive weapon
- Drugs (including tobacco) Alcohol
- Matches or lighters or similar

The head teacher may to her discretion (refer to red card), also exclude immediately:

- Any child, who physically attacks another child or member of staff.
- Any child whose failure to follow instructions from an adult causes risk of injury to himself or others.

For all exclusions, the school will then follow LEA guidelines.

Children with specific behavioural needs (SEN, BESN):

We recognise that some children have specific needs with regards to their behaviour. For those identified with SEN, the system may be altered and adapted to meet their needs. They stand outside the policy according to their EHCP which will indicate the actions planned to address and support their needs.

Internal exclusion

Internal exclusion will be at the discretion of SLT and will be in response to a culmination of behaviour incidents or extreme and serious single incident. Internal exclusions will be decided and coordinated by a member of SLT.

Outside Class & Playground Positive behaviour management:

The principles of the 'Stay on Green' system will continue outside class and playground contexts.

Outside Class:

- Coaches and tutors will support positive behaviour.
- Adults will have high expectations of learning and behaviour.
- Children will be praised for showing positive behaviour
- Warnings and 'consequences' for negative behaviour given.
- If children continue to choose to ignore adult can send for a member of the SLT, who will decide how to proceed.

Playtime

- At morning playtime, all adults are responsible for engaging with children through play and conversation.
- All adults must be vigilant to address 'tensions' before they result in incidences.
- All adults must deal with incidents appropriately following the principles discussed here.
- Children must approach staff outside and not come into school.
- There will be a Senior teacher on duty every playtime (see rota and whiteboard in staff room)
- In discussion with senior teacher on duty, staff will inform member of SLT on duty of serious incidences.
- If behaviour poses serious health and safety risk a child is sent to SLT
- All significant incidents must be recorded on a Green Report Form or Red Report Form and must be reported to class teacher.

Lunchtime

- A member of SLT will be on duty and outside (see SLT rota). They have ultimate responsibility for lunchtime.
- All adults are responsible for engaging with children through play and conversation.
- All adults must be vigilant to address 'tensions' before they result in incidences.
- All adults must deal with incidents appropriately following the principles discussed here.
- Children must approach staff outside and not come into school.

- Serious incidences must be recorded on a Green Report Form or Red Report Form will be referred to SLT on duty.

9. Parents

At Hollydale we value the high level of support offered by our parents/guardians, in helping to deal with the management of children's behaviour. Inviting parents/guardians to our assemblies and celebrations encourages us to share all children's achievements and successes. We actively seek to work with parents if there are difficulties, in order to help solve the child's problems together. Similarly parents might ask us for support over issues at home regarding behaviour or homework. We make ourselves readily available to discuss issues and help in setting targets. Getting parents involved with target setting helps to maintain a consistent approach at home and at school (Home School Agreement).

10. Racism

Racism will not be tolerated at Hollydale School in any form. Please see our Mission Statement, Values and Vision document and our Equalities Policy for more details. Children, staff or parents should report any racist incidents immediately to the head teacher or deputy head. Racist incidents are monitored, recorded separately and reported to Southwark LEA.

11. Bullying

Bullying will not be tolerated at Hollydale School in any form. Please see our Mission Statement, Values and Vision document and our Anti-Bullying Policy for more details. Bullying incidents are monitored, recorded separately and reported to Southwark LEA.

12. Abusive Language

Abusive language (including racist, homophobic, sexist language) or swearing will not be tolerated at Hollydale School. All incidents will be recorded and incidents of racist, homophobic or sexist language will be reported to Southwark LEA.

13. Related Policies

Mission Statement
Teaching and Learning
Home School Agreement
Equalities
Anti-Bullying
Positive handling
Attendance
Safeguarding

APPENDIX 1

Dojos to be given for:

- Good work in class
- Being a good role model
- Helping other children
- Acts of kindness
- Meeting the school's high expectations and values
- Exceptionally good work
- Achieving a Learning Mentor or IEP target
- Trying very hard in the playground or in class
- Tidying up

APPENDIX 2

Hollydale School: Good to be Green

Behaviour system, that focuses on positives.

Every two weeks child starts on a green card.

Rewards

- POSTCARDS- Should a child stay on green (or should it be end the day on green, having had no reds?) for the whole week they will take home a postcard.
- CERTIFICATES- Should a child stay on green for a half term they will receive a certificate. This will be celebrated in assembly.
- GOLD STAR- Each day the children have to chance to work up to getting on the gold star. By doing so they will earn house points.

Sanctions

If a child has been given a warning but continues with a behaviour, their green card will be swapped for a yellow. Upon changing their behaviour this can go back to being green.

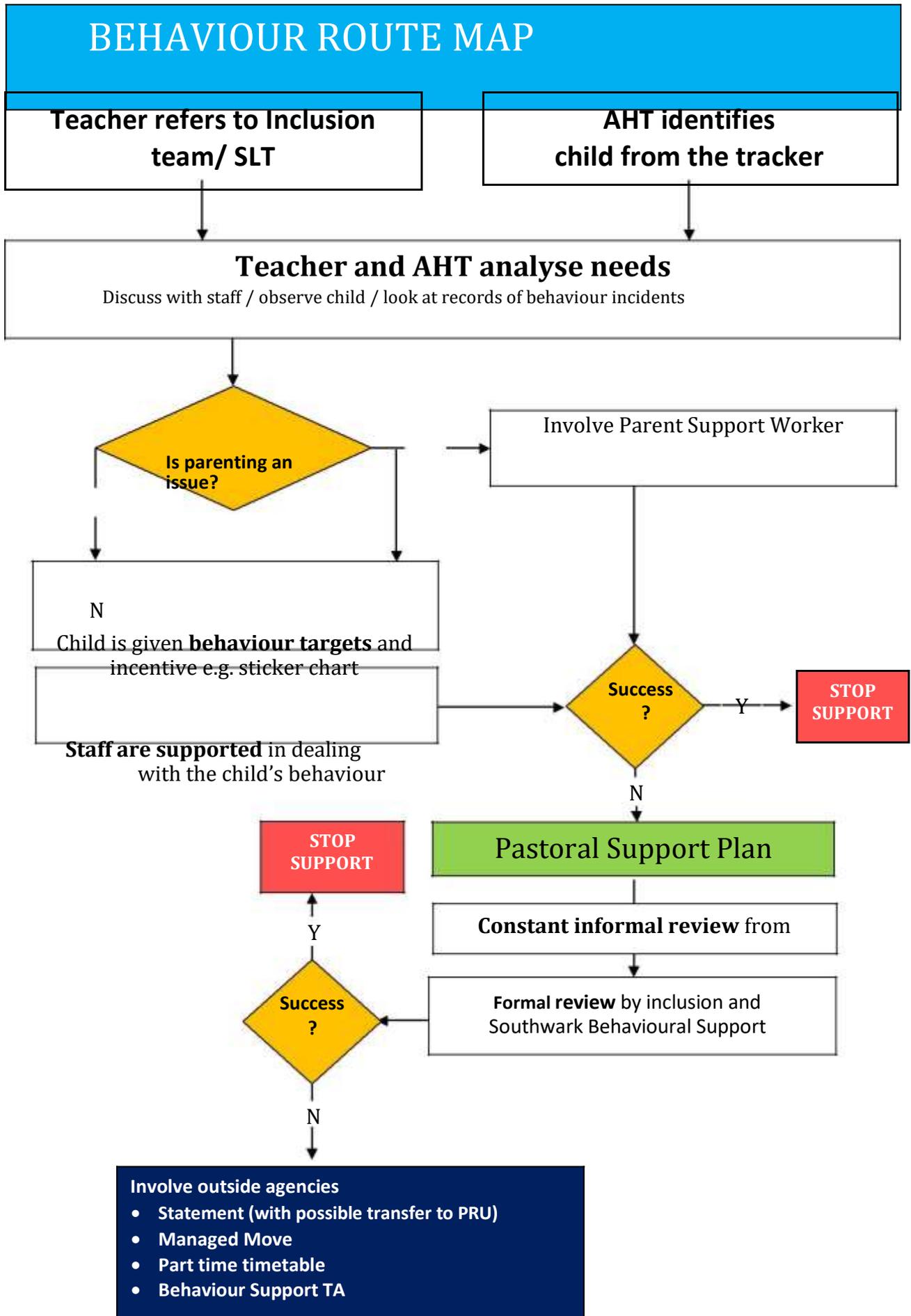
RED CARD – If a child is on a yellow card and continues with an unwanted behaviour this can be swapped for a red card. This means that the child will be given a time out. A timeout can happen in the class by removing the child from the activity they were doing/ missing some of their playtime or by sending them to a partner class.

TIMEOUT – A 'Time Out Sheet' and a 'Reflection Sheet' should be completed whilst in timeout to another class.

PARTNER CLASS TIMEOUT – Please send all Time Out Sheets and Reflections sheets back to the class teacher.

Parallel classes for time out

Class	Sent to
Cherry	Oak
Oak	Cherry
Elm	Cedar
Cedar	Elm
Birch	Hazel
Hazel	Birch
Maple	Willow
Willow	Maple



RED CARD ROUTE MAP

