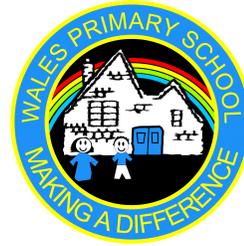


# Wales Primary School Policy for Promoting Positive Behaviour

Date of Policy Approval: February 2024

Date of Policy Review: February 2025



## Aims and expectations

It is a primary aim of our school that every member of the school community feels valued and that each person is treated fairly and respectfully. We are a caring community whose values are built on mutual trust and respect for all. Our school policy for promoting positive behaviour is therefore designed to support all members of Wales Primary school in becoming kind, thoughtful, caring and independent citizens. Promoting positive relationships is at the forefront of our policy in order to maintain a calm, happy and secure environment where children feel safe and supported. Our aim is for all our children to flourish as learners in becoming the best versions of themselves and to leave Wales Primary School as well rounded, confident individuals.

At Wales Primary School, we expect all staff to behave in a considerate and respectful way towards all children - always putting the needs of our children first. This must be applied consistently to support children in behaving in a positive way. Positive behaviours need to be modelled: this includes having a calm voice when speaking to others, displaying positive body language and only reprimanding when necessary in private.

Confrontation must be avoided and there should be no shouting at an individual child or groups of children. Positive interactions with children should by far outweigh negative ones. Praise to children should be specific and meaningful. All staff in school are to look to 'catch' children being good and to be clear and consistent in expectations and rewards and sanctions at all times.

Another of our aims is developing the children's ability to be self-disciplined and to make the right choices in their actions. To support children in this, if a child is engaging in a negative behaviour, they are to be given two choices to keep it simple and clear. The right choice for you to make is... If you don't make the right choice and you continue to...then... Clear consequences for both options need to be given. Every day must be a new start for a child to give them the chance to start afresh.

Our final aim is to involve parents as much as possible in feeding back on their child's behaviour. This includes celebrating positive behaviour with parents and sharing achievements as well as discussing any negative behaviour. With negative behaviours, it is about working together with parents to help improve behaviour and to support each other in the best interests of the child.

## **Legislation, statutory requirements and statutory guidance:**

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

- Behaviour in schools: advice for headteachers and school staff 2022
- The Equality Act 2010
- Keeping Children Safe in Education 2023
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2023

## **The Role of all Staff including Teachers and Teaching Assistants**

It is the responsibility of all staff to ensure that the policy is implemented consistently and fairly across school. All staff must have high expectations of children in terms of behaviour and need to promote a positive climate in school: this includes rewarding positive behaviours and dealing with negative behaviours they may come across straightaway both inside or outside the classroom. If staff are unsure of what reward or sanction is appropriate, they must seek advice from SLT to make sure it has been dealt with consistently and appropriately. Staff to inform SLT if they have any concerns about a child's behaviour. All adults in school must be aware a child's SEND and/or SEMH needs and are to make reasonable adjustments in order to support these pupils with their behaviour.

## **The Role of the Headteacher**

It is the responsibility of the Headteacher to implement and monitor the school behaviour policy consistently throughout the school and to report to the governors - when requested - on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children in the school. The Headteacher supports the staff by implementing the policy, by modelling the standards of behaviour and by supporting staff in any issues or uncertainties which may arise.

The Headteacher keeps updated with all serious incidents of misbehaviour, subsequent actions and how these incidents have been resolved.

The Headteacher has the responsibility for giving fixed-term exclusions to individual children for serious acts of negative behaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child. The decision to permanently exclude is only taken after the chair of governors has been notified.

## **The Role of the SENDCo**

It is the responsibility of the SENDCo to ensure that the behaviour and SEMH policies support pupils with SEND in line with the school's SEND policy. The SENDCo, as part of their role, will collaborate with the governing board and SLT to determine the strategic development of behaviour and SEMH policies and provisions in school. It is also the responsibility of the SENDCo in supporting teachers with managing the behavior of SEND pupils ensuring they make reasonable adjustments where appropriate.

## **The Role of Parents**

The school works collaboratively with parents so children receive consistent messages about how to behave at home and at school. Parents should support the actions of the school in implementing the behaviour policy. Parents are responsible for informing the school of any changes in circumstances which may affect their child's behaviour.

If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should then contact the Headteacher. If the outcome is still unsatisfactory, they should contact the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented. (see complaints policy)

## **The Role of Governors**

The governing board has the responsibility of setting down these general guidelines on behaviour and of reviewing their effectiveness. The governors support the Headteacher in carrying out these guidelines. The Headteacher has the day-to-day authority to implement the school behaviour policy but the governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

The governing board has the responsibility to handle complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

## **Rewards and Sanctions System**

The school will recognise that praise is key to making pupils feel valued and ensuring that their work and efforts are celebrated. Our rewards and sanctions are all linked to both our school rules and our Wales Code. They differ in that the Wales Code is linked to our Wales Learning Behaviours whereas the rules are about maintaining a respectful, caring and positive environment. It is vital for the children to understand the rewards and sanctions and the purpose of them. This is to be discussed with the children at every opportunity so they understand why the rules and the code are in place.

## **School Rules**

There are 4 school rules at Wales Primary School which run right through school from FS2 to Y6. They are linked to the acronym CARE. They are broken down with the children so they all understand what each one means and what good examples of following them and breaking them are. These are displayed in each classroom and in shared areas through school.

### CARE

Careful hands and feet  
Always give things a go  
Respect everyone and everything  
Everyone together

The rules and sanctions apply to all children in school. However, reasonable adjustments may be made for children who have significant emotional or behavioural difficulties to support them. The Headteacher retains overall discretion for any reasonable adjustments and this will be discussed with parents. See below for examples of what each rule means and examples of showing them:

### Careful hands and feet

**keeping hands and feet to yourself and thus not hurting anyone else either deliberately or accidentally through rough play.**

### Always give things a go

**being brave and confident enough to always try new things**

### Respect everyone and everything

**showing respect to others in how we speak to people and respecting school property taking good care of our own and other people's belongings.**

### Everyone together

**sticking together and supporting and looking after each other.**

## **Rewards – Learning Time**

As well as tangible rewards detailed below, we believe that the most important reward is first and foremost verbal praise. Verbal praise delivered in the correct way which is specific and meaningful has a huge impact on a child. It boosts a child's self-esteem and confidence as well as reinforcing the behaviours we want to see. It is a big part of our philosophy at Wales Primary School.

### **Purple Cards and stickers**

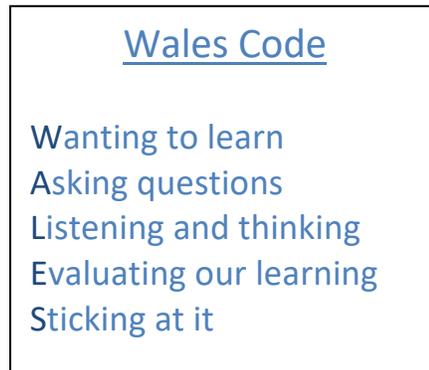
**Purple Cards** are to be given out to children in KS1 and KS2 for positive behaviours which show the children are following the school rules **in learning time**. For example, showing kindness and good manners. The cards are to be put in a box in the classroom and rewards given at the end of each half term to one or two children whose names are pulled out.

A child can also earn a sticker (not WALES sticker) as a reward for following the school rules. These are used more with younger children as an instant reward but can also be used with older children if appropriate.

### **Wales Code – rewarding positive learning behaviours**

The Wales Code is an integral part of Wales Primary School and is unique to us. It was devised in 2010 and it runs through everything that we do. The code promotes positive learning behaviours that we want to instill in all our children so they become inquisitive, enthusiastic, resilient, reflective and independent learners. They are integral to our belief system at Wales Primary School. The Wales Code is prominently displayed in all

classrooms and key areas around school. Successes are celebrated in weekly golden brick assemblies, on the website and through texts sent home to parents. These don't just apply in class based learning but in assemblies, on educational visits and outdoor learning.



Children receive a Wales sticker for following one of the Wales learning behaviours above. Any Wales stickers earned that week are displayed in the classroom.

Children start collecting stickers on their individual charts in FS2 once they have settled in and have gained some understanding of the Wales Code. Once they have achieved 20 stickers, they receive the first Wales Code badge and certificate. They then aim to achieve Bronze Star, Silver Star, Gold Star, Outstanding Learner, Learning Champion, Learning Mentor, Learning Legend, Learning Maestro and Amazing Achiever.

**Headteacher Stickers** – children can receive a headteacher sticker if a child does a particularly good piece of work/learning. A Proud Alert text message will be sent home to parents.

**Golden Bricks** - two to be written per class for assembly each week linked to following the Wales Code. These are displayed outside the classroom after assembly and the children take home a certificate that day showing which part of the Wales Code they received their award for.

**Child of the Week** - one person per week to be chosen by the class teacher who has been an 'always' child that week. An always child is defined as someone who has shown an excellent attitude to all their learning that week. They are someone who has followed the WALES code in every lesson and whose behaviour has been excellent. They have done everything which has been asked of them and thus have been a model pupil. They will receive the reward that week of having a hot chocolate and a treat with the headteacher. Their teacher will make a phone call home to let parents know or speak to them face to face.

**Child of the Term/Year** – two children chosen per term and then for the year who follow the Wales Code consistently to a high standard and who also follow the school rules consistently. These achievements are celebrated in whole school assemblies and rewarded with certificates and a treat. For the child of the year, parents are also invited along with the Chair of Governors and the children receive a prize. Other awards for the greatest improvements in learning made are also given out in this assembly.

## Sanctions

At Wales Primary School, we have high expectations for not just children's behaviour but their attitudes to learning. If a child doesn't meet those expectations and doesn't follow one of the school rules, then all staff will follow a series of steps to ensure that a safe and positive environment is maintained and that any low level disruption is dealt with straightaway. In learning time, the following steps are followed:

1.	Children are reminded of the behaviour which is expected with the question, 'What should you be doing?' or 'I'd like you to focus back this way thank you'
2.	If a child still isn't doing what is expected, then it is made clear that they have been given a verbal warning.
3.	The next step after a verbal warning is a time away to another part of the learning space which is seen as appropriate for the class and the child to carry on with their learning/work for a short period of time. If the child refocuses and corrects their behaviour, then they can move back and start afresh.
4.	If a child continues to display the negative behaviours on time away, then the next step is to go to time out. This involves being sent to another class. Once a child has reached this step, then this is formally recorded by the HT in the behaviour log book. This should be no more than 5 minutes for FS2, 10 minutes for KS1 and time deemed as appropriate by the class teacher in KS2. The child is to be spoken to by an adult in the class they go to privately to express disappointment. The child is expected to complete the work they were expected to do in their own class.
5.	If a child completes their work on a time out and turns their behaviour and attitude around, then the sanction is finished with and the child starts afresh. However, this is formally recorded for the class teacher and the headteacher. If the child still hasn't done the work and the behaviour and their attitude is still poor, then this leads to a missed playtime/lunchtime either finishing the work in class, sitting at the wall outside or walking round with an adult depending on what is appropriate for that child and the situation. Parents to be informed if a child gets to a time out.
6.	If a child is involved in serious incidents either inside or outside learning time, then it will lead straight to a lunchtime detention. These behaviours include: swearing, fighting, vandalism, purposefully hurting others or refusal to do what has been asked. The child will be expected to talk this through with either the headteacher or assistant headteacher and parents will be spoken to. These will be formally logged in the 'serious behaviour' section of the behaviour log. If incidents are deemed as very serious, then it may be that the child has to miss a series of playtimes/lunchtimes. This is up to the discretion of the HT or AHT.
7.	A suspension may be given. (see below for details)

No sanctions are to be displayed in the classroom where others can see. It is important that reprimands and sanctions are private and that the child can start afresh once the sanction has been carried out.

## De-escalation strategies

Where negative behaviour is present both inside and outside of the classroom, as well as following the steps in this plan, members of staff will always try to diffuse situations by using strategies such as the following:

- Appearing calm and using a low tone of voice
- Using simple, direct language.
- Avoiding being defensive, e.g. if comments or insults are directed at the staff member.

- Providing adequate personal space and not blocking a pupil's escape route.
- Showing open, accepting body language, e.g. not standing with their arms crossed.
- Reassuring the pupil and creating an outcome goal.
- Identifying any points of agreement to build a rapport.
- Offering the pupil a face-saving route out of confrontation, e.g. that if they stop the behaviour, then the consequences will be lessened.
- Rephrasing requests made up of negative words with positive phrases, e.g. "if you don't return to your seat, I won't help you with your work" becomes "if you return to your seat, I can help you with your work".

## **Behaviour Log**

### **Time Outs and Detentions**

After a child has completed a time out or a detention, they are to be spoken to about what they did that wasn't acceptable and what could they do next time if they were in that same situation so the child can learn from it. A member of SLT meets with any child who has received a time out or detention that week to discuss how they can improve their behaviour and to reflect on the incident. This is recorded in a paper folder with the child writing down what they will try and do in future.

If a child's behaviour is persistently being recorded in the paper folder for time outs, then a phone call will be made home to parents to discuss their child's behaviour and ways forward.

### **Repeated Low Level Disruption**

If a pupil has been persistently disruptive on a low level that week but it hasn't gone as far along the steps as reaching a time out then an action will take place to bring it to the attention of SLT. For example, if the child has had several warnings and time aways that week for actions such as persistent shouting out, poor manners, not getting on with their work then on a Friday their name - along with a reason - will be logged and kept in a section of the behaviour folder. This will then lead to a conversation with a member of SLT about ways forward with this pupil especially if the pupil's name is regularly being written down. The headteacher will speak to the pupil and if and when appropriate, a conversation will take place with parents.

### **Out of Learning Time**

If the negative behaviours occur at break and lunchtimes, then the steps of giving the child a warning and then time away sitting on the wall or staying with an adult still apply. The language used by staff is to be consistent across school to reinforce positive behaviours. For example, 'What should you be doing?' 'What could you do next time if you are in the same situation again?' Incidents at break and lunchtimes leading to time away from the play are recorded in the behaviour folder. If a child has seriously breached the code of conduct, they will be sent in to discuss this with a member of SLT. Parents will be informed if playtime behaviour is consistently negative.

Incidents at lunchtimes are reflected on and analysed regularly by SLT to look at context. For example, what types of play/areas of the playground are leading to the most incidents and the playtime and lunchtime provision. Changes to be made when needed to minimize negative behaviours.

### **Behaviour Support Plan**

*If the child's behaviour hasn't improved in spite of the logging of behaviour and communication with parents and SLT or there have been one-off serious incidents then a behaviour support plan for the child will be considered. The process of the behaviour plan will be as follows:*

- An individual behaviour support plan consisting of clear realistic behaviour targets will be set and implemented (maximum of 3)
- Discussions as to whether the child needs a timetable variation involving a bespoke curriculum that better meets a child's individual needs
- Possible external agency involvement e.g Early Help, Educational Psychologist
- Clear rewards/consequences identified (including possible suspension)
- Continued daily verbal feedback to pupil and parents.
- The individual behaviour support plan (IBSP) to last a minimum of six weeks/maximum of a term. This plan will be reviewed at the half way point and at the end by the class teacher along with parents and a member of the SLT.

### **Suspensions and Permanent Exclusions**

The following breaches may lead to a suspension and in exceptional circumstances could lead to a permanent exclusion:

- Serious violence towards another member of the school community (children, staff members or visitors to school)
- Persistent bullying behaviours eg verbal abuse and threatening behaviours (including cyberbullying)
- The persistent use of excessive foul and abusive language
- Possession of weapons
- Incidents involving racism, abuse relating to disability or sexual misconduct
- Repetitious or escalating poor behaviour where sanctions and a behaviour plan have not impacted
- In such a case as when allowing a pupil to remain in school would seriously harm the education or welfare of the pupils or others in the school

*The examples of inappropriate behaviour above are for guidelines only; they are not a prescriptive list. Whilst we endeavour to consider all situations and circumstances within this policy, some pupils or isolated incidents will need to be handled differently and demand individual responses which require some variation of the policy.*

When the decision is taken to suspend a pupil from Wales Primary School, the parent or carer will be informed immediately and they will receive a letter informing them of this decision, what the period of time will be for the suspension and why the decision has been taken to proceed to this stage. Information is also provided which outlines support and offers guidance on how to appeal against a student's suspension. The period of suspension can last from half a day up to 15 days per term. This course of action will be taken by the Head. The Chair of the governing body will be informed at the time of the suspension as will the LA. Legislative

changes means that this must be done regardless of the length of the suspension. The school will make arrangements for work to be sent home during the period of the suspension.

In cases where all the school's consequences have failed to significantly change a pupil's behaviour or where an isolated incident is so serious, a pupil may be permanently excluded. This ultimate sanction is rarely exercised and only concerns pupils who are deemed to be a serious risk to the safety and/or education of others.

Further details on suspensions and permanent exclusions can be found at [suspensions and permanent exclusion guidance](#)

### **At Risk of a Suspension or a Permanent Exclusion**

If a child is at risk of a suspension or a permanent exclusion due to deteriorating behaviours, school must put steps in place to do their utmost to prevent this from happening. This includes the following when appropriate:

- Ensure that STAR charts are being filled in to look at triggers for certain behaviours
- Ensure that parents are communicated with regularly and that they are accessing the school mental health team's support through identifying need
- If appropriate, create an individual risk assessment for the pupil in order to keep them and others safe in school
- Complete the local authority's internal audit (new from 2023-2024).
- Involve as many external agencies as possible for advice and support eg early help, educational psychologist support, aspire outreach, CAMHS referral (if appropriate), MASH advice (if home concerns)
- Access the aspire outreach service
- Attend one of the Primary Inclusion Referral Panels which take place for further advice

### **Pupils with SEND**

Behaviour will always be considered in relation to a pupil's SEND. If it is deemed that a pupil's SEND has contributed to their negative behaviour, the school will consider whether it is appropriate to sanction the pupil following this policy or rather that reasonable adjustments need to take place. STAR charts may be used for pupils with SEND whose behaviour is a cause for concern (SETTING, TRIGGER, ACTION, RESULT). These charts can help staff to analyse behavioural incidents and take action to help prevent them reoccurring. The SENDco will always be consulted in the decision whether to impose a serious sanction on a pupil with SEND.

### **Focus Weeks/Behaviour Hotspots.**

Every half term, school will have a week when there will be a focus on one particular type of behaviour which staff have identified as being an area across school which needs to be more consistent or needs reinforcing. For example, assembly conduct, behaviour in the dinner hall, manners, listening skills in lessons etc This will be positively reinforced by all staff naming and acknowledging children who demonstrate that behaviour.

Rewards will be given out that week in relation to this including one of the golden bricks and a headteacher proud alert text and sticker.

### **Behaviour outside of School Premises**

When there is a case of poor pupil behaviour beyond the school gate, the school may enforce its right to apply a sanction to a pupil in school following a conversation with a parent. Examples of this may include:

- continued bullying of a pupil outside of school.
- use of cyber bullying outside of school
- inappropriate behaviour taking place close to the start/end of day when pupils are in school uniform.
- behaviour that poses a threat to another pupil or member of the public
- behaviour that could adversely affect the reputation of the school.

### **Staff induction, development and support**

New staff will have a clear induction into the school's behavioural culture to ensure they understand its rules and routines and how best to support all pupils.

All staff to be provided with regular training on the needs of the pupils at Wales Primary School so behaviour can be managed consistently. SLT to ensure adequate training is provided for staff on pupils with SEND and SEMH needs which may at times affect a pupil's behaviour and where reasonable adjustments may have to be made. Ongoing collaboration with external professionals such as Educational Psychologists and Learning Support Service via the SENDco to provide advice to support staff.

### **Monitoring**

- The headteacher monitors the effectiveness of this policy on a regular basis. They also make reports to the governing board on the effectiveness of the policy through analysing records and, if necessary, makes recommendations for further improvements.
- The headteacher keeps records of incidents of poor behaviour in a folder regarding both inside and outside of the classroom behaviour. The class teacher informally records minor and major classroom incidents where a child is giving cause for concern. STAR charts are used where appropriate.
- The headteacher keeps a record of any pupil who is internally excluded, suspended or permanently excluded.
- It is the responsibility of the governing board to monitor the rate of exclusions and to ensure that the school policy is administered fairly and consistently.
- The governing board reviews the policy every year. However, the governing board may review the policy earlier than this, if the government introduces new regulations, or if they receive recommendations on how the policy might be improved.

