

Positive Behaviour Policy and Statement of Behaviour Principles

Winterbourne Junior Girls' School

Aspirations, Expectations, No Excuses



'Vincam' - Together we Conquer

Behaviour Statement in draft appendix 1

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1. 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**

To ensure that all persons within the school take responsibility for their own actions.

To create a safe, orderly school where everyone is respected, regardless of age, disability, gender reassignment, pregnancy and maternity, race, sex, sexual orientation, religion or belief.

To be consistent when dealing with all incidents and to be fair in all interactions.

To reward people for 'getting things right' and to minimise the use of sanctions.

To ensure that when sanctions are used, they are applicable to the misdemeanor wherever possible.

2. Legislation and statutory requirements

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

- › [Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)
- › [Behaviour in schools: advice for headteachers and school staff 2022](#)
- › [Searching, screening and confiscation at school 2018](#)
- › [Searching, screening and confiscation: advice for schools 2022](#)
- › [The Equality Act 2010](#)
- › [Keeping Children Safe in Education](#)
- › [Exclusion from maintained schools, academies and pupil referral units in England 2017](#)
- › [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - 2022](#)
- › [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:

- › Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- › Sections 88 to 94 of the [Education and Inspections Act 2006](#), which requires schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- › [DfE guidance](#) explaining that maintained schools must publish their behaviour policy online

3. Definitions

This section aims to clarify what we mean by terms as used in this behaviour policy.

Unacceptable behaviour (YELLOW CARD behaviour) is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

Serious unacceptable behaviour (RED CARD behaviour) is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Vandalism
- Theft
- Fighting
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items (section 8.3).

Discipline

Being capable of acting within clear expectations, rules, routines and responsibilities without direct supervision. This needs a degree of self-management that will enable the maintenance of a supportive and purposeful community atmosphere.

Behaviour Management

Knowing one's strengths and weaknesses in terms of behaviour, and developing the strategies to build upon these strengths whilst improving the weaknesses.

Rights

The needs of each person, balanced with a notion of responsibility to assist others in their needs too.

Responsibilities

The need to care about oneself, others, belongings, equipment and our school

Reward

A strategy employed to encourage

Consequence

The result of an action, behaviour or conduct

Sanction

A strategy employed to encourage reflection on unacceptable actions. The aim is to lead to a change in behaviour when a similar situation is encountered in the future.

Respect

The action that comes with responsibility. It is intrinsically linked to patience, thinking ahead, turn taking and fairness, listening and communicating, self-management and the treatment of property.

Unacceptable

Any behaviour that does not comply with the ethos of the school. This can also be applied with the non-conformity of the school or classroom rules.

4. 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
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"> • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic Disability-based	Taunts, graffiti, gestures or physical abuse focused on a particular characteristic
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	<p>Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites</p> <p>excluding a child from online games, activities or friendship groups</p> <p>sending threatening, upsetting or abusive messages</p> <p>creating and sharing embarrassing or malicious images or videos</p> <p>'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games</p> <p>voting for or against someone in an abusive poll</p> <p>setting up hate sites or groups about a particular child</p> <p>encouraging young people to self-harm</p> <p>creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name</p>

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

5. Roles and responsibilities

5.1 The governing board

The governing board is responsible for reviewing and approving the written statement of behaviour principles (appendix 1).

The governing board will also review this behaviour policy in conjunction with the headteacher and monitor the policy's effectiveness, holding the headteacher to account for its implementation.

5.2 The headteacher

The headteacher is responsible for reviewing this behaviour policy in conjunction with the governing board, giving due consideration to the school's statement of behaviour principles (appendix 1). The headteacher will also approve this 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.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour and attitudes
- Using positive recognition to motivate pupils to choose responsible behaviour
- Promoting positive behaviour through our Values, R.E., PHSE and Citizenship curriculum
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents (see appendix 3 for a behaviour log)

5.4 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 promptly

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child's behaviour and the school's policy, and working in collaboration with them to tackle behavioural issues.

6. School behaviour curriculum

Pupils are expected to:

- Develop values that will resonate with them their whole life
- Be tolerant and understanding, with consideration for the rights, views and property of others;
- Develop a responsible and co-operative attitude towards work and towards their roles in society;
- Take a pride and responsible interest in caring for their environment.
- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other

- Make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Be aware of the pastoral support available to them to help them meet the behavioural standards
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

To this end we employ a set of school rules and identify rewards and sanctions:

1

Be kind

be friendly, generous and considerate

2

Listen

take notice of and act on what someone says; respond to advice or a request

3

Be honest

speak the truth and act truthfully

4

Look after property

be responsible for your own possessions and take care of the property around you

5

Be Safe

Do not put yourself or others in danger

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7. Responding to behaviour

7.1 Safeguarding

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection.

We will consider whether a pupil’s misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.

Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children’s social care is appropriate.

Please refer to our child protection and safeguarding policy for more information.

7.2 Off-site behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip, whilst wearing the school uniform, on the bus on the way to or from school or in any other way identifiable as a pupil of our school.

Sanctions may also be applied where a pupil has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member (e.g. on a school-organised trip).

7.3 Online misbehaviour

The school can issue behaviour sanctions to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil
- It could have repercussions for the orderly running of the school
- It adversely affects the reputation of the school
- The pupil is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

7.4 Suspected criminal behaviour

If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police.

When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police.

If a decision is made to report the matter to the police, the headteacher/deputy headteacher will make the report.

The school will always ensure that an appropriate adult is with the pupil and that the role of this appropriate adult is to “support, advise and assist” the young person, and also “observe whether the police are acting properly and fairly to respect [the young person’s] rights and entitlements, and inform an officer of the rank of inspector or above if they consider that they are not”.

If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children’s social care, if appropriate.

7.5 Zero-tolerance approach to sexual harassment and sexual violence

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how ‘small’ they feel it might be.

The school’s response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The school has procedures in place to respond to any allegations or concerns regarding a child’s safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:

- Manage the incident internally
- Refer to early help
- Refer to children's social care
- Report to the police

Please refer to our child protection and safeguarding policy for more information

7.6 Searching

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

7.7 Malicious allegations

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse against staff or other pupils.

8. Behaviour management

8.1 List of rewards and sanctions – Rewards/Sanctions (see Appendix 2 – Behaviour Ladder)

Staff give rewards to students who behave consistently well, and to those who have made a special effort to do so. Staff will praise a student/class immediately upon their good behaviour and say why they are pleased.

Rewards are consistently applied and not taken away as a sanction.

Positive behaviour will be rewarded with:

- Verbal praise, smiles
- Team/House Points
- Individual, group and class reward systems, teacher led e.g table points
- Reward stickers
- Sharing work and positive behaviour with other adults and children
- Headteacher's/Deputy headteacher's awards
- Punctuality and attendance cups with extra playtime
- Certificates
- Winterbourne awards

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

Unacceptable Behaviour

Students will always be given a chance to consider their behaviour. They will be encouraged and helped to make apologies to other students or staff they may have offended; show they can keep to the school rules; or make suitable reparation. The staff always tackle the behaviour and not the student and provide opportunities for students to correct their own behaviour.

The school operates a 'traffic light behaviour scheme' – where cards are used to ward off inappropriate behaviour – each day the children start on 'green', if a misdemeanour occurs the child is given a warning by means of a yellow card – if the behaviour continues a red consequence card is given – this behaviour will be noted in the class behaviour folder and parents will be notified. The aim is for all pupils to stay on 'green'.

Pupils who have been accused of behaviours that go beyond the 'every day situation' i.e. where outside agencies could become involved due to the nature of the incident will be interviewed in the first instance with a parent/guardian present.

Extremely poor behaviour must be reported to the headteacher or deputy headteacher immediately. A letter will be sent home or a phone call made to the parents. For continual unacceptable behaviour or in the case of serious incidents including verbal or physical violence the child may be excluded from school. This could take the form of suspension, or on rare occasions, may take the form of a permanent exclusion.

Only the headteacher (or acting headteacher) has the power to exclude a child from school. The headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The headteacher may also exclude a pupil permanently. It is also possible for the headteacher to convert a fixed term exclusion into a permanent exclusion if the circumstances warrant this.

If the headteacher excludes a child she informs the parents immediately, giving reasons for the exclusion. At the same time the headteacher makes it clear to the parents that they can appeal against the decision to the governing body. The school informs the parents how to make any such appeal.

The headteacher informs the Local Education Authority(LA) and the governing body about any permanent exclusion and about any fixed term exclusions beyond five days in any one term.

The governing body itself cannot exclude a child or extend the exclusion period made by the headteacher.

8.2 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 school rules
- Develop a positive relationship with pupils, which will include:
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally
 - Highlighting and promoting good behaviour
 - Concluding the day positively and starting the next day afresh
 - Using positive reinforcement

8.3 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
- Committing an offence

Incidents of physical restraint must:

- **Always be used as a last resort**
- 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

When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs or medical conditions.

8.4 Confiscation

Any prohibited items found in pupils' possession will be confiscated and will not be returned to pupils. e.g. 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).

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](#).

8.5 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.

When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of pupils with SEND (Children and Families Act 2014)
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the pupil concerned

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.

When considering a behavioural sanction for a pupil with SEND, the school will take into account:

- Whether the pupil was unable to understand the rule or instruction?
- Whether the pupil was unable to act differently at the time as a result of their SEND?
- Whether the pupil is likely to behave aggressively due to their particular SEND?

If the answer to any of these questions is yes, it may be unlawful for the school to sanction the pupil for the behaviour.

The school will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will make contact with the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

9. Pupil transition

Inducting incoming pupils

The school will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture.

Preparing for outgoing 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.

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.

10. Extra Guidelines

Around the School

Playtimes - Good Weather/Inclement Weather

In the Classroom

Educational Visits - On The Coach/ Walking/On the Educational Visit

AROUND THE SCHOOL

1. In the corridors the children should walk in a quiet fashion on the left hand side of the corridor.
2. Children should greet staff, visitors and other children when appropriate, using names if known.
3. When going into a classroom knock and then enter.
4. The front door is for staff, visitors, parents and children who arrive after school has begun. For security reasons, when unaccompanied, children are not allowed to open any door leading to the outside.
5. No child is allowed unaccompanied in the staff car park.
6. Children should always be properly dressed in the correct school uniform - as stated in the current school brochure.
7. Children are allowed to wear small stud earrings as the only form of jewellery to be worn at school.
8. Teachers may discuss with pupils any misdemeanours on the way to and from school.

PLAYTIMES

Good Weather

1. Children should arrive between 8.45am and 9 am and proceed directly into school to prepare for the start of the day.
2. Children may play only on the designated girl's playground area.
3. Equipment is provided for playtimes. Children should not bring their own play equipment to school.
4. Fruit is allowed at breaktime.
5. All litter is to be placed in the bins provided.
6. At the end of play the bell is rung, the children go to their lines. Pupils file into the school building a class at a time accompanied by an adult. The last adult to enter the building is to secure the doors.
7. No child may leave the playground, or enter the school, (e.g. going to the toilet, visiting the library or attending clubs) without the permission of the duty teacher or midday supervisor.

8. Once the external door has been opened by a member of staff, children should make their way out promptly at playtime.
9. Pupils who stay in at break time must be under the supervision of an adult.
10. Children are expected to play in a safe manner.

Inclement Weather

1. At 8.45am, on wet mornings, children enter the school as normal.
2. The decision for indoor play is made by the teachers on duty and communicated to classes. The duty teachers and TAs patrol the classes and corridors.
3. Each classroom has a set of wet weather play rules clearly displayed in the room.
4. Children should be appropriately occupied in seated activities.
5. No scissors, compasses, or other unauthorised equipment is allowed.
6. ICT units may be used if the class teacher has given permission.
7. Children may eat their fruit at wet playtimes but all waste must be disposed of appropriately.

IN THE CLASSROOM

1. A copy of the school rules is displayed in each class.
2. Children answering the register should use the teacher's name.
3. The school's Staff Handbook and Positive Behaviour policy are on display in each classroom for information.

SCHOOL OUTINGS

A risk assessment is carried out for each trip which must be approved by the Headteacher prior to that trip..

On The Coach

1. Children sit quietly with seat belts strapped.
2. If possible children should not sit in either of the front seats or the centre of the rear seats.
3. No child is to stand up or attempt to change places while the coach is in motion.
4. Eating or drinking is not allowed on coaches.
5. No litter may be left on coaches.
6. Children must never distract the coach driver or other drivers on the road.
7. Teachers and helpers must position themselves throughout the coach.
8. Head counts are taken at each stage of the journey.
9. Teachers should read the school safeguarding policy and adhere to all of its regulations.
10. Sick bags, First Aid and emergency bags are carried at all times, along with the designated mobile phone as stated in risk assessment.
11. Emergency First Aid bags must also contain a full class list/s with telephone numbers in a sealed envelope in case of an emergency.

Walking to and from...

1. Supervising adults will all wear high visibility jackets.
2. Wherever possible, pupils walk in pairs, communicating only to their partner.
3. Pupils walk in single file if appropriate.
4. When crossing the road – 2 adults must be either side of the crossing space.

5. Only when instructed to do so, the children step out onto the road and cross in between the two adults.
6. Children should be reminded that they are representing our school and are therefore in the public eye.
7. Children should be reminded to **BE SAFE**, this includes discussions with strangers etc...

The Educational Visit

1. Before setting out on a trip, pupils should be reminded to:
 - Thank any adult who has helped
 - Be aware of other groups and visitors and respect their needs
 - Be sensible, quiet and polite
 - Move in a calm, orderly manner at all times
 - Keep to their group and do as their leader asks them
2. Good behaviour, as outlined by the teacher, is expected at all times and in all public places.
3. Pupils are expected to behave in a manner that reflects the school's values and ethos.
4. Full school uniform must be worn unless it is inappropriate for a particular outing.
5. Drinks must be in cartons or plastic containers. No cans or glass bottles are allowed.
6. Parents and helpers accompanying children on the outing report to the school office on arrival and will be given guidelines and a group list by the teacher in charge of the outing.
7. If cameras are allowed on a trip, pupils must be reminded NEVER to post these pictures on the internet/social networking sites etc...
8. Children can only bring the recommended amount of spending money with them, which must be in a named purse or wallet. The school will not take responsibility for loss.
9. Where a child's behaviour is deemed to be such that it jeopardises the health and safety of the other pupils, the school leadership team will decide upon a course of action. This could lead to the child being excluded from the outing and future events.

11. Repair and Rebuild – supporting pupils following a sanction

All pupils will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and taken into account.

Repair and rebuild is the process by which problems are addressed, and strategies are put into place to prevent similar occurrences from taking place. The following items are to be exercised under the premise of professional judgement:

Repair and Rebuild forms

- Pupils fill in a repair and rebuild form – so that they have time to reflect on their behaviour

Pupil Conference

- Stop and find out how people are feeling.
- Talk about what happened
- Listen to all sides of the problem, each child being able to give an account without interruption.
- Consider the causes and effects of behaviour.
- Decide on how to move forward.

Time-out

- Children can be removed from the classroom/playground for a period of calming down/reflection
- Wet play time-out can be in a corridor, outside the classroom.

Other methods

- Involve senior teachers.
- Inform parents
- Pupil writes a letter of apology
- In extreme cases a child might need more support to conform to the rules of our school. We then use a Behaviour Target Book to help. How long this sanction is used for will vary from child to child.

Parental Involvement

When agreed action has not worked, the problem is discussed with the parents and the child. This discussion is between the class teacher and parent, a pastoral leader may be present.

Conference

Where action involving pupil and parent has not resulted in a cessation of the problem, a conference takes place between the parent(s) and pupil, with class teacher and senior teachers (this may include headteacher) as to the next action that needs to take place.

The Behaviour Folder

The purpose of the behaviour folder is as a record. All yellow card and red card incidents are recorded as are any repair/rebuild strategies logged. The additional purpose of this folder is to record any parental contacts including acknowledgment letters and any other behaviour related information.

CPOMs should be used in addition to the behaviour folder to record racist behaviour, bullying, behaviour incidents involving groups of pupils and serious incidents.

Lunchtime Behaviour

Any behaviour issues at lunchtimes should be referred to the class teacher first.

Pastoral Responsibility

The teachers with pastoral/behaviour responsibility are:

- All Class Teachers
- Ms Sholay – Pastoral Support
- Mrs Scott Cree – Deputy Headteacher
- Mrs Berkeley-Agyepong - Headteacher

12. Roles and Responsibilities

ALL MEMBERS OF THE SCHOOL COMMUNITY (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims

We do this by:

- esteeming children and adults as individuals and respecting their rights, values and beliefs
- modelling and promoting good relationships and a sense of belonging to the school community
- providing a well ordered environment in which all are fully aware of behavioural expectations
- offering equal opportunities in all aspects of school life and recognising the importance of different cultures
- encouraging, praising and positively reinforcing good relationships, behaviours and work
- rejecting all conduct involving bullying or harassment
- helping pupils to develop strategies to eliminate undesirable behaviour both within and outside the classroom, and applying these consistently and for a prolonged period of time
- caring for, and taking a pride in, the physical environment of the school
- working as a team, supporting and encouraging one another.
- following safeguarding procedures in place.

Lunchtime Supervisors

Lunchtime supervisors are treated with the same degree of respect as that given to teachers. This role forms a key part of the school's pastoral supervision that is recognised by all members of Winterbourne Junior Girls' School.

We acknowledge that time for conferencing and record keeping is limited on the playground. With this in mind we expect lunchtime supervisors to:

- Intervene positively when behaviour is unacceptable.
- Talk calmly and rationally to children displaying or reported to be displaying inappropriate behaviour.
- Help children to find an interest in the playground – individually or in groups, playing a game or talking.
- Use yellow and red cards as directed in the behaviour ladder and inform class teachers of these cards.
- Use notebook to record incidents of inappropriate behaviour.
- Use mediation strategies.
- Report any allegations of bullying behaviour to the child's class teacher at the first opportunity.
- More serious and persistent allegations must be reported immediately to the HT or DHT in order for the relevant investigation to be carried out and recorded.
- Give permission to every child who enters the building (except for lunch).
- Lunchtime supervisors liaise with the senior staff, they note down and discuss any incidents that may have occurred with the class teacher each day. All supervisors are rotated during the lunchtime period and should supervise in all areas of the school.
- Note down any concerns regarding children using CPOMs.
- There is a termly meeting between the Headteacher, Deputy Headteacher, and the lunchtime team to share business, good practice and air concerns.

13. Review and Procedures

To ensure efficiency in behaviour management and therefore the upkeep of standards:

- ✚ the Positive Behaviour Policy is reviewed annually
- ✚ there are regular meetings of teaching and non-teaching staff to review behaviour issues/outstanding incidents
- ✚ the governors are kept informed and updated of any initiatives
- ✚ the school council (Headteacher and pupil reps) meet regularly throughout the term and feedback is given to staff and pupils
- ✚ The headteacher is responsible for monitoring the policy and procedures within the school

Information and feedback regarding the effectiveness of our policy across the school comes from a variety of sources including:

- Informal reports from staff / parents / pupils
- Feedback from classroom observations
- Questionnaires for parents / staff / pupils
- Number of pupils sent to the headteacher
- Number of individual behaviour plans set up in school
- Number of 'Red Cards' given.

The feedback from monitoring procedures will be used to evaluate the success of our strategies, to help us to make adjustments when necessary. It will also be used to identify good practice and to provide support and staff development where necessary.

14. Protocol for Parents and Carers

We want all of our children to feel safe and secure at all times throughout their school day. Therefore we would ask all parents to support our school ethos, procedures and rules, which are there to benefit and protect all children.

Sometimes a child may come home upset particularly when an established friendship has broken down or when others are being unkind. This can be as upsetting to a parent as it is to the child. Please however, keep an open mind remembering you are only hearing one side, or version, of the story. Respond by making sure your child knows the importance of telling an adult at the school when such an incident occurs e.g. teacher, learning support assistant or dinner supervisor. Reassure your child that telling is the proper thing to do. Retaliating or hitting out is only going to get them into trouble and won't resolve their problems so please do not advise them to do this. Remember it is much easier for the school to sort out problems as they occur rather than days later.

If this strategy does not work or parents continue to have concerns then it is important they approach the class teacher to discuss the matter.

Parents should never approach another child to discuss an incident that may have occurred in school. The matter should always be investigated through the proper school channels and procedures.

If a parent wishes to discuss the matter with a member of staff then an appointment can be made by contacting the school office.

Parents are made aware of the 'Parent Code of Conduct' on entrance to the school - Appendix 3

Security

In the interests of everyone's safety and for the security of our school's resources it is important that every parent, carer and visitor enters the school via the school office entrance. This also includes at the beginning and end of the school day when parents should not enter the building at any other entrance - even when they have an appointment with the class teacher.

The only exceptions to the above are assemblies, and concerts when the hall door is open.

Similarly children who are waiting for sisters should be under supervision at all times.

15. Training

Our staff are provided with training on managing behaviour, including proper use of restraint, as part of ongoing professional development.

Behaviour management also forms part of continuing professional development.

16. Monitoring arrangements

This behaviour policy will be reviewed by the headteacher and full governing board every year. At each review, the policy will be approved by the headteacher.

The written statement of behaviour principles (appendix 1) will be reviewed and approved by the full governing board every year.

17. Links with other policies

This behaviour policy is linked to the following policies:

- Safeguarding policy
- Teaching and Learning

- Special Educational Needs
- Medical Conditions
- Anti-bullying
- Equal Opportunities
- Assessment
- Parent Code of Conduct
- Health and Safety

Written Statement of Behaviour Principles

- Every child has the right to learn but no child has the right to disrupt the learning of others
- Everyone has a right to be listened to, to be valued, to feel and be safe. Everyone must be protected from disruption or abuse
- All members of the school community should be free from discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- It is expected that all adults – staff, volunteers and governors – will set excellent examples to the children at all times
- We seek to give every child a sense of personal responsibility for her own actions
- The school's Positive Behaviour Policy will ensure that there are measures to encourage good behaviour, self-discipline and respect, and prevent all forms of bullying amongst pupils;
- Where there are significant concerns over a pupil's behaviour, the school will work with parents to strive for common strategies between home and school
- The school will seek advice and support from appropriate outside agencies where concerns arise over a child's behaviour
- The school's Positive Behaviour Policy will clearly reflect the school's approach to exclusions
- The school will fulfil its legal duties under the Equality Act 2010 in respect of safeguarding, children with special educational needs and all vulnerable children
- The school will keep abreast of current issues and initiatives with regard to Health and Safety at Work Act 1974 and related regulations

Our priority is to encourage good behaviour by:

- Providing a relevant and appropriate curriculum which is tailored to meet the individual needs and preferred learning styles of the pupil
- Teaching pupils the skills required to moderate and modify inappropriate behaviours
- Helping pupils to take responsibility for their own actions and develop a level of accountability
- Providing an environment where social and collective norms are the accepted benchmark
- Dealing with unacceptable behaviour promptly and fairly with minimum fuss and in a consistent and logical manner
- Promoting a consistent approach to sanctions from all staff
- Working closely with families and their child to develop healthier communication strategies which foster improved relationships

Appendix 2 - Behaviour Ladder - *N.B.* All behaviour from level 1 onwards will be recorded in the Class Behaviour Folder

Rewards for Appropriate Behaviour	Graded Incidences of Behaviour		Order of Sanctions (linked to the specific incident)		
<p><i>e.g</i></p> <ul style="list-style-type: none"> -Staying on green -Verbal praise -body language -signs, (a smile, thumbs-up, a nod etc.) -rewards often personal to the class teacher -whole class rewards -Headteachers award -showing good work to Headteacher -sent to the Headteacher/Deputy -giving a special responsibility -celebration assembly Winterbourne award - class award -informing parents -end of year report with good comments on behaviour and attitude -reward time -postcards home <p>To be revisited as a class every half term. Behaviours are age appropriate and are to be dealt with accordingly</p>	0	Children on task		0	Green Card
	1	Inappropriate Learning Behaviours including:- <ul style="list-style-type: none"> - deliberate time wasting - swinging on chair - not informing teacher when experiencing problems with work - resulting in poor behaviour - constantly talking when should be working - h/w regularly not handed in on time - fidgeting - not looking after equipment 		1	verbal warning – clear explanation of consequence (choices) <ul style="list-style-type: none"> - eye contact - body language - stop and wait Repeated behaviour at this level – YELLOW CARD
	2	Behaviours including:- <ul style="list-style-type: none"> - repeated incidents at Stage 1 - getting someone into trouble - speaking when an adult is speaking - calling out - squabbling- making rude noises on purpose - defacing school property - constantly distracting others - continuous low level disruption - silly behaviour 		2	- YELLOW CARD <ul style="list-style-type: none"> - Short loss of playtime/lunchtime (under supervision) - Cause and Effect Map - Informal contact with parents as appropriate - Complete unfinished work during playtime
	3	Behaviours including:- <ul style="list-style-type: none"> - insolence - smirking - lack of respect to adults - maliciousness (elements of bullying) – swearing (not aimed specifically) 	Bullying <ul style="list-style-type: none"> - making fun of ... - selective friendships - deliberate exclusion 	3	<ul style="list-style-type: none"> - Longer loss of playtime/lunchtime (under supervision) - Cause and Effect Map - If more than two incidents of level 3 behaviour then -RED CARD and make formal contact with parents – speak after school or telephone call - Continuous persistent = Behaviour Target Book
	4	Behaviours including:- <ul style="list-style-type: none"> - refusal to comply (ignoring an adult) - answering back - spitting - swearing at another person - fighting 	Bullying <ul style="list-style-type: none"> - name calling - passing threatening notes - unkind remarks - bystander activity 	4	-RED CARD <ul style="list-style-type: none"> - Incidences are to be reported to the DHT and to be dealt with – report back to class teacher how it was dealt with. -Cause and Effect Map - Regular display of level 4 behaviour requires contact with parents to be made by class teacher /DHT/HT – minutes of meeting to be recorded -Loss of privilege tie (fixed term 1 week)
	5	Behaviours including:- <ul style="list-style-type: none"> - deliberate vandalism - racism - stealing - unprovoked violence - premeditated violence 	Bullying <ul style="list-style-type: none"> - picking on characteristics perceived as weaknesses - physical violence - racism 	5	-RED CARD <ul style="list-style-type: none"> - Headteacher contacts parents - Meet with child/parents and class teacher - Exclusion at lunchtimes - Fixed term exclusions - Permanent exclusions

Winterbourne Junior Girls' School – Parent/Visitor Code of Conduct

1. Purpose and scope

At Winterbourne Junior Girls' School we are very fortunate to have supportive and friendly parents. Our parents recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

We believe it is important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

The purpose of this policy is to provide a reminder to all parents and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our positive behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern
- Reinforcing the school's policy on Behaviour;
- Parking with consideration and respect for others when delivering and collecting children from school.

3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents

- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent in to school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The above behaviours on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

We trust that parents, carers and visitors will fully support this Code of Conduct.

Note 1: Social Media

Social media websites are being used increasingly to fuel campaigns and complaints against schools, headteachers, school staff, and in some cases other parents/pupils. Winterbourne Junior Girls' School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the Class Teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated at Winterbourne Junior Girls is found to be posting libellous or defamatory comments on Facebook, X, or other social network sites, they will be reported to the 'appropriate report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

Note 2

Note 2: DFE advice November 2018

Barring individuals from school premises

Trespassing is a civil offence. This means that schools can ask someone to leave and take civil action in the courts if someone trespasses regularly. The school may want to write to regular trespassers to tell them that they are potentially committing an offence.

Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.

The school should tell an individual that they've been barred or they intend to bar them, in writing. Letters should usually be signed by the headteacher, though in some cases the local authority, academy trust or proprietor may wish to write instead. The individual must be allowed to present their side. A school can either:

- bar them temporarily, until the individual has had the opportunity to formally present their side
- tell them they intend to bar them and invite them to present their side by a set deadline

After the individual's side has been heard, the school can decide whether to continue with barring them. The decision should be reviewed within a reasonable time, decided by the school.

The Department for Education (DfE) does not get involved in individual cases.

Note 3

3. Removing individuals from school premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.

To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their 'implied licence', then also have caused a nuisance or disturbance.

If a school has reasonable grounds to suspect that someone has committed an offence, then they can be removed from the school by a police officer or a person authorised by the appropriate authority such as the:

- governing board
- local authority
- proprietor of that school

Appendix 4 Infection Prevention

Follow the altered routines for arrival or departure

- Pupils will only ENTER through WJGS entrance gate
- ENTER the playground and queue in class groups
- Pupils to be given hand sanitiser
- ENTER the building through DHT entrance yr 4 and 6
- ENTER the building from TR2 entrance yr 3 and 5
- At the end of the day pupils will be dismissed the playground. Pupils will EXIT through the door outside Tutor Room 2

Follow school instructions on hygiene

- Use hand sanitiser stations provided in every classroom
- When you cough or sneeze - 'Catch it, Bin it, Kill it' in a tissue and dispose of the tissue in the closed topped pedal bins supplied in the classrooms and around the school
- Avoid touching your mouth, nose and eyes with hands
- Adhere to the handwashing regime in conjunction with the use of hand sanitisers i.e. the girls wash their hands with soap for at least 20 seconds per wash when they come into school, before and after breaktime, before they eat their lunch and after lunchtime (classroom sinks as well as toilet sinks can be used for handwashing).
- Wipe down the surfaces you have used e.g. table where you have sat using the antibacterial spray provided.
- Follow school etiquette in corridors i.e. walk on the left in silence. Queue in silence (aerosols)
- Bring tissues and pocket sized hand sanitisers with you daily for your personal use only.
- Bring a bottle of water to school
- The use of toilets will be limited to a maximum number of pupils at a time i.e. 4 pupils (upstairs) and 9 pupils (downstairs).

Expectations for Attendance

Attendance is mandatory. Winterbourne Junior Girls' School will therefore be reverting back to our normal expectations for attendance – with a whole school target of 97% +.

Monitoring arrangements

We will review this appendix as guidance from the local authority or Department for Education is updated.