



# Behaviour Policy

Additional information held at the Academies

- individual Academy procedures

<b>Description</b>	<b>By Whom</b>	<b>Date</b>
Established	Greenhill / TM	9/3/15
Reviewed	TM	10/8/16
Approved	D of S	15/9/16

## **Aim**

At The Harmony Trust we want all our schools to have a calm and caring atmosphere where everyone feels safe and happy. We aim for all our children to achieve to their highest potential and excellent behaviour is fundamental to ensure every child succeeds. We believe that we all have a part to play in building a positive foundation for behaviours and attitudes to learning and that positive relationships are the root of this.

This policy reflects the values and principles that we collectively consider to be important to our schools. It is a live document and should be referred back to whenever necessary.

## **Rewards**

Rewards and sanctions need to be consistent throughout each school, so that children have continuity from class to class and have a better understanding of acceptable behaviour.

We fully recognise and reward helpful and cooperative behaviour, good work and achievement.

<b>Smile</b> The most common reward used is “the smile” to recognise that the child is making the right choices.
<b>Verbal – well done</b> Public recognition for correct behaviour choices and / or good work
<b>Written feedback – in books</b> Comments made on super work
<b>Stickers</b> A whole school approach meaning that all staff including middays can give stickers which pupils then stick on their reward cards
<b>Table points</b> Each table group can earn table points and at the end of the week the winning group is then rewarded by the class teacher
<b>Sharing good work – public acknowledgement in class</b> Sharing an exceptional piece of work with the class and displaying a copy of it on a good work wall for the remainder of the week
<b>Star of the day</b> A certificate / postcard sent home to inform parents of a super day at school
<b>Responsibilities for pupils</b> <b>Monitors include:-</b> Year 6 Prefects, Golden Squad, Friendship monitors, Class monitors, Dinner helpers, Sports Leaders, Healthy Action team, Eco council and School council
<b>Star of the week</b> Certificates are given in an end of reward assembly and their name is added to the Principal’s newsletter
<b>Star worker workshop</b> Up to two children are selected from each class and are taken on Friday afternoon by a Learning Mentor for golden time

### **Celebration assemblies weekly**

Every week a trophy is presented to the “**Golden Class**”. The best class overall keeps the trophy (KS2) / toy box (KS1/ EYS) in their classroom for the whole week.

**Lining up trophy (KS1):** A trophy is given for the best class.

**EYFS/ KS1 & 2 attendance:** A certificate is given to the class with the best attendance in EYFS/ KS1 & 2.

**Birthdays (KS1 / EYFS):** Birthdays for the week will be celebrated during the assembly.

### **End of year awards (prizes)**

Achievement certificates are presented in a special assembly and many children receive special prizes

### **Sending to other staff members with work**

Children who have produced exceptional work can be sent to other staff members (including the Principal) for further recognition

### **Celebrate success with parents**

Informal comments at the end of the day or celebration postcards or phone calls to reward exceptional work and achievement.

## **Our school rules:**

Pupils follow 6 golden rules GHLLWK not FLIDWHf:

- Be **g**entle with each other
- Be **h**onest
- **L**isten
- **L**ook after property
- **W**ork hard
- Be **k**ind and helpful
- Don't **f**ight
- Don't **l**ie
- Don't **i**nterrupt
- Don't **d**amage
- Don't **w**aste time
- Don't **h**urt **f**eelings

But we also expect children to:

- Come to school every day, on time
- Wear their school uniform
- Have their PE kit in school
- Move around the school building calmly and quietly
- Play sensibly, safely and co-operatively
- Use manners
- And smile!

## **Sanctions**

If a child breaks the rules we use the language of Choice and Consequence.

Pupils choose their behaviour and choices always bring consequences. We understand that mistakes are normal and therefore consequences should be supportive.

The following table shows the sanctions used at our academies, starting with the most minor and growing in severity.

ALL Teachers need to keep a class behaviour file

### **“The Look”**

Minimal eye contact and a stern look given for routine misbehaviour

### **Praise others for making the appropriate choice**

A reminder of expectations by identifying and praising a child doing the right thing – e.g. “Thank you... for putting your hand up”.

<b>Highlight choices</b> Verbal caution- remind the child of the 'right thing' to do
<b>Warning – link to traffic lights / behaviour tree</b> Moving pupil down the tree (KS 1) or from green to amber to red (KS 2)
<b>Adult support</b> Teacher / TA to support the pupil in their work
<b>Time out in own class</b> Sitting in class away from the other pupils but still with a focus on the teacher
<b>Time out in partner class</b> Sitting in another class (often a member of SLT), away from the other pupils but still with a focus on the teacher
<b>Informal contact with parent</b> To make them aware of a slip in behaviour through face to face conversation at the end of the day
<b>Behaviour workshop</b> Run by Learning Mentors, for persistent behaviours

<b>Sent to SLT</b> - For serious incidents / persistent behaviour, child to be seen by Principal or Deputy and incidents logged in Principal's behaviour log
<b>Use of behaviour contract</b> Parents are involved in this process
<b>Use of Learning Mentors</b> Daily contact and use of charts or meetings to keep the child on track
<b>Speak to parents</b> - Formal contact made and parents asked to come and see Principal and class teacher, agree parental contract to ensure they accept and support our work
<b>Exclusion – internal</b> Pupil will be excluded in school for a period of time
<b>External agency support</b>
<b>Exclusion – external</b> - Formal disciplinary procedure involving LGB, CEO and LA

As previously stated consistency across school is of the upmost importance. Every member of staff must ensure that they have high expectations of the pupils and take a collective responsibility both in class and around school.

We expect an apology from the pupil.

### **Children leaving school premises without permission**

Children are not given permission to leave the school premises.

Every effort will be made to

- Find the child
- Contact the family

If the child is not found within 25 minutes, the police will be informed.

## **Racism**

### **Definition of a racist incident**

A racist incident occurs when people are abused because of their racial difference. Incidents are investigated as potentially racist if the victim experiences it as racially motivated or others involved see it as such.

Racism is on a continuum that includes bullying and other personal abuse.

**It is crucial therefore:**

- For the victim to feel supported by the school
- For the perpetrator to be dealt with

### **Responding to racist incidents**

Racist incidents are serious, however trivial they may seem in isolation. In personal terms they are extremely offensive.

- All incidents are dealt with sensitively
- The Principal/Deputy Principal is responsible for dealing with racist incidents.
- All staff need to be confident to know what is expected of them and be given support in dealing with racist incidents.
- Time is needed to investigate an incident thoroughly, to ensure that justice is done and is seen to be done.
- Support needs to be given to victims.
- Perpetrators need to be counselled and dealt with appropriately and fairly.
- Staff, pupils, and parents need to be kept informed of progress and outcomes.

### **Data collection and monitoring**

All racist incidents are logged. The log includes other kinds of personal abuse like bullying. Incidents are reported to the Local authority.

At Harmony Trust schools, we:

- Encourage pupils to talk about themselves positively and regard themselves as achievers.
- Provide additional support and security for pupils who need it before and after school
- Pupils' experiences and backgrounds are utilised in planning and gathering teaching materials.
- Pupils share in discussions dealing with racism in circle time activities
- Use the skills of bilingual support staff fully and effectively in school.
- Provide explicit information for pupils (on what to do if they are victims of a racist incident)
- Develop positive relationships between staff and pupils in order to ensure children can tell about their experiences and share incidents of abuse

## **Bullying**

### **Rationale**

Bullying is a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. It can range from name calling, racist comments, teasing, threats and extortion through to physical assault on persons and/or their property, in or out of school.

School will not tolerate any form of bullying including that which is linked to racism, homophobia, gender, disability or social background.

### **Purposes**

- Every student in our schools has the right to enjoy learning and play, free from intimidation, both in school and in the community.
- Our schools do not tolerate any unkind actions or remarks, even if they were not intended to hurt. Bullying is dealt with seriously.

The Harmony Trust Ltd

Registered Number: 8840373

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- Pupils should help each other by reporting all instances of bullying. Information is treated in confidence.

### **Procedure**

#### **Reporting**

Pupils should be encouraged to report bullying to any trusted adult. Pupils are taken seriously at all times. Any information is regarded as confidential, as far as possible.

#### **Recording**

Incidents of bullying are recorded in the worrying behaviour file held by the Principal.

#### **Investigation**

The situation is investigated and the outcome communicated to those involved, parents of bullies and victims will be involved and informed of the outcomes.

#### **Staff action**

Bullies should not be bullied.

Victims should be provided with a “safe refuge”

Bullies and victims may be counselled together.

All involved must see something is being done.

**Incidents** are: Recorded in behaviour file (Principal) and dealt with by the Principal alongside the class teacher and learning mentor. Sanctions follow our Behaviour Policy

#### **Learning**

There are frequent opportunities for pupils to discuss all forms of bullying in many curricular areas / PSHE / assemblies/ school council. Pupils learn about the different kinds of bullying – racist, homophobic and social networking / cyber-bullying.