



WILLOW TREE Academy



THE LEAF CENTRE



Behaviour Policy

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Mission Statement:

Willow Tree Academy: Together anything is possible.

Aims

Our published aims cover not only what we strive to achieve through the curriculum, but also reflect the child that we try to develop. Therefore we aim for both ***the adults and the children to be “tolerant and understanding with respect for the rights, views and property of others”***. ***In short, we aim for all associated with Willow Tree Academy to demonstrate “Care” in all that they do, and in how they relate to all other people at all times using a restorative practice approach.***

Behaviour Code

In our School Prospectus it is made clear that we expect the children to behave well at all times. The emphasis of the Academy focuses on a restorative approach with praise and encouragement rather than criticism and punishment. Children are expected to take responsibility for their own behaviours.

We want our children to:

- Be calm
- Always be polite
- Always be on task
- Walk and play safely
- Respect adults and each other

When discussing behaviour with the children, we feel that it is essential that they understand that it is their behaviour that is not acceptable, not themselves as people.

Encouraging Good Behaviour

If we expect children to behave well, we must provide an environment where it is clear what good behaviour is and how we expect them to do this.

Every year, it is expected that each class will refer to the Academy’s Behaviour Code of Conduct and with the children draw up a simple list of class rules that will contribute towards the code. These will then be prominently displayed in the class.

Our Personal, Social and Health Education programme along with our restorative practice approach are designed to help the children to understand how to make informed choices as to how to behave in a range of situations. The importance of this programme is to help the children in those situations that they find most difficult; that is when they are not under the direct control of the teacher. This also applies to sessions led by any adult in the academy.

As part of the Restorative Practice approach we have “conference circles.” This is where teachers and children discuss issues that occur fully and openly so that, rather than feel part of the problem, they all can feel part of the solution to the problem. “Conference circles” take place in class or in a small group when issues arise.

The examples of positive relationships that the children observe between adults in the academy community are a powerful influence on their behaviour towards each other.

At all stages, we must accept that behaviour can be improved with a consistent approach, the sensitive application of rewards and sanctions, and the support of adults both at home as well as at school. In some cases, improving behaviour is a slow process. Some children will take more time to develop the required skills.

Rewards and Sanctions

In any large community, children must learn to accept that their behaviour has consequences. For the vast majority of children and for the vast majority of the time conforming to the expected norms of behaviour causes no problems. It is important that this good behaviour is rewarded.

Depending on the situation the rewards may be instant and small such as a teacher comment “Well done for sitting so nicely”. When directed at those who find the expectation difficult to achieve this can be highly effective.

Willow Tree Academy uses Class Dojo as an award system with dojos given for specific positive behaviours so that children understand what good behaviour looks like. Rewards in our school include:

- Positive comment from the class teacher
- Award of a positive dojo: the child with the most dojos over the week in each class receives the Golden Shield – this is prominently displayed in the classroom.
- Being sent to the head or deputy or another member of staff for further praise
- A special mention in Friday assembly – a brick is placed in the Golden Wall or a leaf on the tree with the child’s name on.
- A letter or note home to inform parents
- Head Teacher’s Award and Certificate home
- Golden Tickets/Tokens for good behaviour at lunchtimes resulting in the class winning the Golden Table for lunch
- Praise Pod/Golden Chair

Whilst ignoring inappropriate or poor behaviour may be the best course of action in some circumstances, it is generally the case that misbehaviour will result in a sanction. In the classroom, and occasionally in and around the school, an appropriate pause and stern look may be sufficient to check the inappropriate behaviour and remind the child of what is expected. All staff use strategies from the Behaviour Toolkit to encourage positive behaviour.

However, all children need to know that inappropriate behaviour will be dealt with consistently by all teachers and other adults.

Sanctions are applied depending on both the seriousness of the poor/ inappropriate behaviour and whether or not it has been a recurring problem. In Willow Tree Academy these sanctions include:

- A look of disapproval
- A quiet word/ warning about future behaviour
- Negative dojo – these are given following warnings and are specific e.g. swearing, inappropriate play, off task.
- Missing of break and/or lunchtime play each day - This is recorded on the child’s record and may result in a letter/call home.
- Referral to Behaviour for Learning Leader and/or a member of the Senior Leadership Team
- Contact with home via letter or phone call
- Time spent in another class
- Missing privileges – school disco, parties etc
- Home-school behaviour monitoring book (teachers and teaching assistants have an accountability to ensure that the book is written in each day then sent home and then request the book from the child each morning)
- Time Out : this may only be a matter of minutes
- Community payback
- Internal reflective placement
- Reflective placement at one of the other academy schools.
- Suspension or permanent Exclusion
- Managed Move to another school
- Off-site Direction

This list is not a series to be followed in order, but a list of sanctions used within school as and when appropriate.

Internal or Academy reflective placements are used to give reflective time out for children whose behaviour is out of character or as an alternative to suspension should we deem this more appropriate/safe. For minimal impact on their learning time is spent in an alternative class within their year group or in an alternative class (same year group) at one of our other academy schools.

Particularly serious incidents that would warrant suspension or permanent exclusion are; physical violence, possession of a weapon, foul, aggressive or abusive behaviour towards any child or adult, hate incidents, inappropriate sexualised behaviour, drug or solvent abuse (including smoking and alcohol), stealing or vandalism. A period of suspension from school would be the likely sanction until there is a clear home-school approach to rectify the problem, and ensure the safety and security of the child, other children and staff. All individual circumstances are taken into account when making the decision to suspend or permanently exclude.

The decision to suspend or permanently exclude is at the discretion of the Headteacher in conjunction with the CEO of the Academy. Wherever other sanctions can be used these will apply but there are times, dependent on the seriousness of the incident that suspension or even permanent exclusion is required.

For periods of extended suspension there is a pupil discipline sub committee of the full Governing Body that would be convened to hear any appeal. See Suspension and exclusions policy.

Child Protection Online Management System (CPOMS)

All behaviour incidents of concern are logged on our CPOM recording system and the Headteacher and SLT is alerted to all incidents. All staff members have access and are expected to update where there has been an incident. This system allows for staff to work together to support our children. This is to allow a full picture of behaviour to be ascertained, allowing open and honest conversations with parents and carers and early intervention put in place where needed.

Inclusion

Willow Tree Academy provides education for a very diverse community including those from advantaged as well as disadvantaged homes, children who come from families where English is not the first language, and children who have Special Educational Needs. The needs of these children are all different and are met by a range of physical or learning programmes in order that they make individual progress. Some children have special needs as a result of their emotional or behavioural difficulties. There is an expectation that parents, school and other agencies will work together to support our children and take account of additional needs.

Lunch times

The school lunch time is not a part of the formal school day. However, in order to make this time enjoyable some teachers and other adults run extra curricular activities such as sports practices, class challenges or rehearsals at certain times of the year.

Pupil behaviour is managed at lunch-time by supervisory assistants, many of whom are support staff in the classroom too. They are there to ensure that children are safe and well, and that they are showing appropriate care for themselves, the building and for each other. Members of the senior leadership team are also on duty each lunch time. The lunchtime supervisors are stationed widely, covering the dining halls, the toilets, paths and playground areas. They will address any minor behaviour issues as per our positive behaviour policy. Using a restorative practice approach, responsibility for appropriate behaviour rests with the children themselves who know the expectations around positive behaviour. Class Teachers will be informed of any incidents of poor behaviour either in person or by CPOMs.

As a minimum, we expect that the children will:

- Always follow the requests or instructions of adults.
- Line up appropriately
- Treat their own possessions and those of others with respect (e.g. sandwich boxes and coats)
- Keep to the paths and playground unless taking part in supervised sporting activities on the field
- Talk quietly to others who are on the same table when in the eating areas.

Children who find these simple rules difficult are firstly reminded of our expectations. Children may then be withdrawn from the playground games for a specified reflection time or for more serious incidents or repeated behaviours they may be sent to a member of the SLT and other sanctions may be implemented.

A final sanction is for parents to be informed that their children are not to be allowed to stay at school over the lunch time period and that the parent must make arrangements for their child to be met and

supervised off the school premises. This sanction is likely to be for a short duration initially (probably a week - equivalent to 2.5 days suspension) in order for the parent to instil in the child the importance of appropriate behaviour. However, should the problems recur it is likely that future periods of lunchtime suspension will be extended. See Suspension and exclusions policy.

Confiscation of inappropriate items

There are two sets of legal provisions, which enable academy staff to confiscate items from pupils.

Members of staff are permitted to confiscate, retain or dispose of a pupil's property as a consequence of their behaviour and protects them from liability for damage to, or loss of, any confiscated items.

Staff have the power to search the child and their belongings without consent for "prohibited items" including, but not exclusively:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- e-cigarettes
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- Electronic devices may be searched under this guidance if cyber bullying or inappropriate content is suspected.

Willow Tree Academy reserves the right to exercise these powers when necessary. Any confiscation or search will always be conducted in the presence of at least two members of staff.

Positive Handling

Within Willow Tree Academy we try to avoid intervening physically with a child wherever possible and alternative methods of de-escalating a child who is in crisis are always sought. However, as a last resort, to protect themselves, the child, others or property, staff are permitted to use the minimum possible degree of force to restrain a child. In order to safely facilitate this, Willow Tree Academy ensures that key staff have training in Positive Handling approaches which is updated on a rolling programme. Our separate Positive Handling Policy provides detailed advice and information on the use of force by Willow Tree Academy staff.

Additional Needs and 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. Those children who commonly demonstrate inappropriate or unacceptable behaviour will be regarded as having a Special Educational Need. These children may be drawn to the attention of the SENCo (Refer to SEN policy for details of procedures.) The class teacher will draw up a plan for each child (IBP), in consultation with the SENCo, parents and any outside agency that may be called upon for advice. The plan will be monitored and reviewed at regular intervals and appropriate further action taken.

Children's Roles and Responsibilities

Within each class children are given/apply for a number of roles. This helps to develop their sense of community within school and develop personal/life skills. This forms part of the restorative practice approach in schools. This may include cloakroom monitors, Heads of House, Sports Leaders and Science Ambassadors.

The role of teachers

Class teachers, supported by a number of support staff, are primarily responsible for ensuring that the school experience feels both happy and secure for all of our children. Our children usually understand the expectations of the classroom very well with behaviour difficulties largely confined to the "social"

times when the children are expected to demonstrate their growing independence and behave responsibly.

We expect that teachers and their teaching assistants will be vigilant at all times, particularly at “social” times and when children are moving around the school. Essential parts of this supervision include:

- Ensuring that children are met and escorted from the playground/ hall etc without having to wait for prolonged periods in lines.
- Ensuring that break times are supervised, and that incidents that may become inflamed are defused before there is a problem using the lowest level of intervention that is appropriate – this is preferable to having to invoke serious sanctions later
- Recording and reporting incidents on the CPOMS system to enable a picture to be built

Teachers have the responsibility for ensuring that Restorative Practice* and the Personal Social and Health Education programme are taught and followed each day and monitored to ensure that they are having a positive impact on the way that the children behave.

Staff with responsibility at the scene of an incident, are the first investigators. The response has to be proportionate to the incident in line with the Restorative Practice Policy. Class teachers are informed of incidents involving their pupils and respond appropriately.

The role of parents

It is hoped that all parents will accept that in a large community like Willow Tree Academy there have to be behaviour expectations. This is likely to work best when there is consistency in the expectations of both home and school. The school would wish to work closely with all parents;

- In understanding the reasons why children may misbehave
- In consulting with parents in cases of either serious or continuous misbehaviour
- In supporting parents/carers who may be having behaviour management problems at home
- In maintaining home/school behaviour records e.g. home school diary or dialogue may be shared in the child’s PSHE diary
- In enlisting the advice and support of external agencies if appropriate
- By offering parents evenings three times a year and an interim behaviour profile every half term.

In return, Willow Tree Academy expects that parents/carers will support the school in trying to ensure that its Positive Behaviour Policy is followed. The Academy expects that parents will check the circumstances of any incident with the school before drawing conclusions. Any concerns should be discussed with the child’s Class Teacher in the first instance. For more serious issues, the Headteacher or a member of the Senior Leadership Team or the Behaviour for Learning Leader will be available by appointment.

Academy staff recognise that many parents live very busy and demanding lives and sometimes consistency can be hard to manage. At times like this the expectations of the school can sometimes be at odds with those from home. Children may be quick to rise to silly provocation resulting in a disproportionate over-reaction, then say that they have been told, by parents, to stand up for themselves by responding physically or with a serious threat. For example; the “winding –up” comment or the nudge in the corridor or cloakroom can result in a serious overreaction, with children confused when their overreaction is regarded as more serious than the winding up or the initial nudge.

As a whole school community with staff and parents working together we have to make it clear that both verbal and physical aggression will not be tolerated. It is the physical outbursts that are most likely to have been seen and therefore dealt with, and these must be seen as the more serious. The children often tell us that name calling or insulting comments have been made to them, this may only have been heard by the aggressor or their close friend(s) who make unreliable witnesses at such a time. In this situation it is often difficult to get to the root of the problem. By using the Restorative Practice approach these situations are more easily resolved.

The academy therefore hopes that parents will not accept verbal provocation as a justification for any physical action or threat of physical action. If there is an allegation of verbal provocation this should preferably be ignored as the provoker will not then have succeeded in getting a reaction, or told to an adult in school so that it can be sorted out. We expect that it is the child who is concerned about the comment that reports this to the adult.

The academy will try to help parents with the often difficult and challenging task of managing behaviour in and out of school by providing advice and support, and if necessary helping parents to gain the support of other agencies.

Conduct outside the school gates

Subject to this policy staff may use sanctions to address pupils misbehaviour when the child is taking part in any school-organised or school-related activity travelling to or from school, wearing school uniform, in some other way identifiable as a pupil at the school

The law states that Headteachers have statutory powers to regulate pupils' behaviour outside of school "to such an extent as is reasonable". If a pupil is witnessed in person or through social media behaving in a manner which contravenes the Behaviour Policy, sanctions will be put in place in accordance with the policy, according to the Headteacher's discretion. Any member of staff who is witness to such behaviour (within the community, out of school hours), or has it reported to them, will report it to the Headteacher. All incidents will be recorded on CPOMS. If the incidents are deemed to be bullying, they will be recorded and dealt with in accordance with the Anti-Bullying Policy.

This policy has been developed in line and with reference to: Behaviour and discipline in schools

Advice for headteachers and school staff January 2016

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf