

Pot Kiln School



Behaviour Policy

Review Date: [September 2018](#)

Next Review Date: *Spring 2019*

Pot Kiln's School Behaviour Policy

At Pot Kiln Primary School we have high expectations for all. We promote consistency and fairness in our approach to rewarding positive choices and responding to poor choices. Our key to success is wholly dependent on each and every one of us applying consistency in our responses.



All stakeholders, staff, pupils, governors and parents at our school are expected to sign up to the [Pot Kiln Promise](#):

We promise to **learn** together, **smile** often, keep **safe** and **respect** everybody on our **Pot Kiln** journey to success.

Our aim is that all pupils are 'green' and remain 'green' for as long as possible. Being green is an individual expectation of all pupils and is a direct result of adhering to our **Pot Kiln** promise. The **Pot Kiln** promise is signed by all families and forms part of our home/school agreement. A copy is kept in every child's Talk to Learn folder. There are seven elements which are expected to be met when remaining green.

1. **School** Learning
2. **Home** Learning
3. **Good** Manners
4. **Positive** attitude
5. Good **relationships**
6. **Punctuality/Uniform**
7. **Attendance**

These elements are tracked on pupil's individual tracking grids which are discussed during one to one talk to learn sessions. They are sent home, along with attainment and achievement trackers on a termly basis. They also form part of parent/teacher consultations.

Being Green



Every day is a new day and pupils begin on green following a half term/Easter/Christmas or Summer break. In the vast majority of cases, pupils with bespoke behaviour plans are given the opportunity to begin a new year without a plan.

Children who are green for a week receive a sticker on a Friday, which they wear to our celebration assembly.

Only pupils wearing green stickers can receive a pupil of the week certificate.

Being consistently green over a half term period will result in a letter home.

Green raffles will be held at the end of each half term for pupils who have been green all half term.

During the first half term of a new academic year we hold a Green VIP evening. This is a celebration for children who have remained green all year (previous academic) in all areas, other than attendance and home learning between Reception and Year 4.

**please note that green all years statistics are not generated solely by a child's attitude tracker. This is because some pupils who remain green all year often choose to RAG themselves as amber in a TTL meeting to allow for self-improvement.*

Pot teams and Individual awards

Pupils who go beyond what is expected in their behaviour will be awarded with a Pot token in line with our Pot Kiln Charter.

Every pupil and staff member is part of one of the four Pot Kiln houses.

Class teachers will keep children's tokens in their go green sleeve.

Tokens will result in a stamp on individual behaviour cards.

These tokens are also exchanged for counters upon data collection by Y6 pupils on a Thursday afternoon.

Reaching token milestones will result in awards on an individual, class and team basis.

When a pupil reaches the 25 token mile stone, the child should be sent, with their booklet, to the Headteacher or Deputy Headteacher. The booklets are then signed and given to the office. The cut off point for receiving certificates is **Wednesday lunchtime**. The office will send home a text message to inform families that their child will be receiving their milestone certificate in the forthcoming assembly. 2 x copies of the certificate will be produced. One will be kept in the TTL folder (admin team to distribute). The other will go home with the pupil.

When pupils reach their double bronze, double silver or double gold award, they will receive a badge which they are expected to wear on their jumpers in recognition of their achievements.

Keeping track

Records of tokens will be kept by the administration team. The Deputy Head will also monitor the allocation of tokens, on a half termly basis, to ensure that it is fair and consistent across the school. Pupils making green choices regularly should expect to receive an average of 5 tokens a week, resulting in them achieving Bronze and Double Bronze in the autumn, Silver and Double Silver in the spring and Gold and Double Gold in the summer.

Class Rewards

When every class member has reached a milestone, class rewards will be given. For example, when the whole class reaches the bronze milestone, a class reward is given.

Team Awards

Every Thursday, Potters will visit each class to record information displayed on class doors. Equivalent numbers of tokens will be inserted into the tubes to allow us to see which team is collecting the most tokens on a weekly basis.

The winning team will receive an end of year celebratory treat.

An Amber colour change-TRUST approach

If a child is exhibiting **amber** behaviour, give one verbal warning.

TIME: "This is the first time I am asking you..."

RECENT: Refer to recent positive behaviours. "Just this morning/yesterday...I saw you..."

UNDERSTAND: Explain why. "If you don't listen you will not be able to make the progress you are capable of." "If you leave the room, you will not be keeping yourselves or others safe."

SHOW: Explain how: "To be a good listener, face the speaker."

TIME: Say nothing. Walk away. Allow the child to absorb what has been shared.

This is followed by an additional warning. Repeat the steps above.

If a third warning is given, tell the child that this is their FINAL warning.

The next time a child exhibits this behaviour, an **amber** card is given.

This will result in the subsequent actions.

1. One break will be lost. Time will be spent completing a detention, supervised by SLT
2. When attending detentions the child will take a behaviour slip, detailing the reason for the colour change. SLT will keep a record of this information. The child **MUST** be escorted to detention by an adult and escorted back to class by SLT.

The **amber** card remains in the green pocket until the detention has been completed.

If a child is on **amber** and receives another 3 warnings, they will move to **red**.

A Red colour change-TRUST approach

If a child is exhibiting **red** behaviour, give one verbal warning.

TIME: "This is the first time I am asking you..."

RECENT: Refer to recent positive behaviours. "Just this morning/yesterday...I saw you..."

UNDERSTAND: Explain why. "If you don't listen you will not be able to make the progress you are capable of." "If you leave the room, you will not be keeping yourselves or others safe."

SHOW: Explain how: "To be a good listener, face the speaker."

TIME: Say nothing. Walk away. Allow the child to absorb what has been shared.

This is followed by an additional warning. Repeat the steps above.

If a third warning is given, tell the child that this is their FINAL warning.

The next time a child exhibits this behaviour, a red card is given.

This will result in the subsequent actions.

1. A number of break times will be lost. See appendices. Time will be spent completing detentions, supervised by SLT
2. When attending detentions the child will take a behaviour slip, detailing the reason for the colour change. SLT will record this information and write home to parents on the same day. The child MUST be escorted to detention by an adult and back to class by SLT.
3. The red card remains in the green pocket until the detentions have been completed.

If a child is on red and receives 3 warnings, an additional day on red is added.

Reception Children

Please note Reception children are colour changed internally but do not attend detentions or receive letters home.

Trips and Experiences

When children experience any red colour change, the Head or Deputy Head will consider whether the child can participate in planned events that may occur whilst on the red colour change. This can include non-uniform days, trips out and other privileges. Decisions will be made on a case by case basis.

Repeated red colour changes

If a child has a number of red colour changes, the class teacher will consider if a bespoke behaviour plan is required.

If a child has a number of red colour changes, the Head/ Deputy Head will consider if a Mindful Meeting is required.

Who can issue colour changes?

If the class teacher is absent, the LSA may give warnings in his /her absence as opposed to a supply teacher.

Discretion, sensitivity and emotional intelligence underpins the application of these rewards and sanctions.

Colour changes at lunchtimes

Midday staff are expected to adopt the same behaviour scripts as class teachers and LSAs. Amber changes, although resulting in break time detention, should be

resolved on the playground. The Amber slips will be given to the Deputy Headteacher and not the class teacher. If there is a red behaviour change at lunchtime, this must be directed to the Deputy Headteacher immediately. In the Deputy's absence this must be directed to the Headteacher or SENCO.

Detentions

We reserve the right to administer detentions without parental permission. We do not administer detentions after the school day and only at break time between 10:25 and 10:40am. A member of the SLT can administer detentions using out Pot Kiln tool kit. This is usually in Hawthorn classroom. The rota is communicated in the weekly newsletter. Please see appendix for detention activities and the number of days spent in detention in relation to the colour change and age of the child.

Mindful Meetings

Mindful Meetings are completed as a decision made by the Headteacher/Deputy Headteacher. Mindful Meetings can occur twice a week – with the Headteacher and Deputy Headteacher and are 1: 1 meetings. They occur only as a result of serious incidents or continued repetitive behaviours. The purpose of Mindful Meetings are that they are to be and should involve:

- Restorative (empathy/consequences/impact)
- Accountability
- Targets
- Skill building
- Recorded (see Appendix)
- Reviewed

Parents will be informed if their child is attending a mindful meeting.

Lunchtime Supervision

Whilst we do not run detentions at lunchtimes, continuous unsafe behaviour may result in a child being asked to stay inside for a period of time. If this occurs, the Head or Deputy Head will supervise children. In extreme cases, fixed term exclusions at lunchtime may take place.

Lunch Bunch

A Lunch Bunch session is run daily at lunch times as a safe space for those children who find lunch times difficult for any number of reasons. Children can sign themselves up for a Lunch Bunch session and they are allocated a space by the Lunch Bunch leader. Daily lanyards are given to those children attending. If a member of staff wishes a child to join Lunch Bunch sessions they need to have a conversation with the Lunch Bunch leader to check availability before allowing the child to attend.

Home learning

At Pot Kiln Primary School we only colour change pupils in Years 5 and 6 for non-completion of homework/home learning. One-to-one conversations with parents for

EYFS children will occur if families are not completing the expected x5 reads a week. One-to-one conversations with Year 1 to Year 4 parents will occur if families are not completing the expected x3 reads a week and the homework expectations set out in the homework policy. EYFS and Years 1 to 4 families will be verbally invited to attend our weekly 'Read and Relax' session to help the completion of reading expectations. In Years 5 and 6 if the child has not completed x3 reads three times in a row or set home learning for 3 weeks, in line with the homework expectations for their year group, they will receive a warning letter. Home learning is monitored for a week and if there is no change an amber colour change is issued and a letter is sent home. Home learning continues to be monitored for a week. If there is no change a red colour change is issued and a letter is sent home. Every child begins a half term on green.

Uniform

We have high expectations of presentation both the presentation of work and the presentation of ourselves by wearing our school uniform. Non-compliance with our presentation policy and school uniform policy will result in a colour change but this is administered at the teacher's discretion. Again, a polite reminder letter will be sent to families regarding uniform. This will be prior to a colour change.

Attendance and Punctuality

We track the attendance of every child and attendance is part of the attitude tracker. Attendance is monitored regularly and is measured on a cumulative basis. Poor attendance is taken very seriously and can have a significant impact on a child's educational outcomes.

- Attendance over 96% is rated as green.
- Attendance between 92 and 95.9% is rated as amber.
- Attendance below 92% is red.

We will automatically send families a letter when attendance falls below 92%. Please note that amber or red attendance will NOT result in a colour change, but where attendance falls below 90% or children are regularly late, the Educational Welfare Officer will become involved.

Late gates occur once a week. The Head teacher will ask families why they are late. Weekly attendance and punctuality letters are shared with our community. Families who are late on any day of a given week will be sent a letter on a Friday.

Good attendance and punctuality is recognised every week in our celebration assembly.

100% attendance is recognised at the end of each term and the academic year.

Conduct in shared areas of the school community

Pupils and staff are expected to **WALK** through the building quietly and in single file. This includes walking and out of the building during periods of transition.

My head held high

A smile on my face

My hands behind my back

As I move from place to place

Confiscation

Mobile Phones are not permitted in the classroom. If for safety reasons, it is deemed appropriate for a child to have a mobile phone at school it should be stored in the school office during the day. We ask parents to make the Headteacher aware of this in advance. We reserve the right to confiscate mobile phones if they are found on the child or used within lessons. Other items that are deemed dangerous or unsafe or impact on the learning of others, will be confiscated and kept in a locked cabinet. If confiscated during lesson or outside playtimes, the item is sent with an adult to the Headteacher. If this is not possible, it is placed on a high shelf until the next break. **The school will not be held responsible for personal items that are lost or damaged at school.**

Searching

If pupils are believed to be carrying items that are a danger to themselves or others, we reserve the right to search pupils without their consent. This will always be carried out by two member of SLT of appropriate gender. We hope to avoid searching by asking pupils to show us what they have in their possession. The following items are prohibited:

- Knives or weapons
- Alcohol
- Drugs
- Stolen items
- Fireworks
- Pornography

- Any item which a staff member believes may cause offence or injury.

At Pot Kiln we will always avoid searching in the first instance by asking pupils to show us what they are carrying. Electronic devices and toy guns are banned.

Pupils conduct outside of the school gate

We have the right to apply behaviour sanctions to pupils outside of the school premises for misbehaving where:

1. The behaviour is witnessed by a member of staff
2. The behaviour is reported to the school
3. The pupil is identifiable as a pupil attending Pot Kiln
4. The behaviour has repercussions for the orderly running of the school
5. The behaviour poses a threat to another pupil or member of the public
6. The behaviour adversely affects the reputation of the school.

Reasonable Force

We will always avoid physically restraining pupils at all costs, using a range of other behaviour management strategies. However, in extreme circumstances we reserve the right to use reasonable force to restrain a child. This may occur if a child is:

- Committing any offence
- Causing personal injury or damage to any other person, including themselves
- Prejudicing the maintenance and good order and discipline among pupils receiving education at the school.

Authorised members of staff that can carry out restraint have all received up to date training.

Exclusions

On the rare occasion that pupils display extremely serious behaviour or continue to display poor behaviour choices after the sanctions above, exclusions may also be used. Violence towards members of staff is not acceptable at Pot Kiln and exclusion may be used. Depending on the nature of the offence this may include immediate, permanent exclusion. Only the Headteacher has the power to give permission for a pupil to be excluded from school.

Continued disengagement in learning, leaving the classroom and refusing to following reasonable instructions and request may result in periods of fixed term exclusion. Behaviour that continually impacts on the learning of others will not be tolerated at Pot Kiln Primary school.

Internal Exclusion

Working in isolation. No contact with classmates or playtimes with classmates.

Fixed Term Exclusion

Working at home. The pupil may be excluded for one or more fixed periods, for up to 45 days in any one school year.

Permanent Exclusion

No longer attending the school and being removed from the school role. It is also possible for the Headteacher to convert a fixed term exclusion into a permanent exclusion if the circumstances warrant this.

Fixed Term and Permanent Exclusion Protocols

If the Headteacher excludes a pupil the Headteacher or Deputy Headteacher informs parents immediately, giving reasons for the exclusion. In the event of permanent exclusion, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Governing Body.

The Headteacher informs the LA and the Governing Body about any permanent exclusions and about any Fixed Term exclusions beyond five days in any one term.

The Governing Body itself cannot exclude a pupil or extend the exclusion period made by the Headteacher.

The Governing Body has a 'discipline committee' which is made up of between three and five members. This committee considers any permanent exclusion appeals on behalf of the Governors.

When an 'appeals panel' meets to consider a permanent exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated. If the Governors appeal decides that a pupil should be reinstated the Headteacher must comply with this ruling.

The Role of the Headteacher

It is the responsibility of the Headteacher under the Schools Standards and Frameworks Act 1998 to implement the school behaviour policy consistently throughout the school, and to report to 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 Role of the Class Teacher

In accordance with the Teaching Standards 7, teachers are required to: 'manage behaviour effectively to ensure the good and safe learning environment.'

This policy is reviewed annually.

Pot Kiln's 'go green' Reward System

Bronze	25 tokens	<ul style="list-style-type: none"> • Bronze sticker, • Certificate in Assembly and Talk to Learn Folder 	Curriculum choice half day planned by the children
Double Bronze	50 tokens	<ul style="list-style-type: none"> • Double Bronze sticker • Certificate in Assembly and talk to learn Folder • Awarded with a Pot Kiln prize 	5 extra minutes break for a week for the class (supervised by CT and LSA)
Silver	75 tokens	<ul style="list-style-type: none"> • Silver sticker, • Certificate in Assembly and Talk to learn Folder 	Curriculum choice half day planned by the children
Double Silver	100 tokens	<ul style="list-style-type: none"> • Double Silver sticker • Certificate in Assembly and Talk to Learn Folder • Awarded with a Pot Kiln prize 	A film afternoon with popcorn Or park picnic and games
Gold	125 tokens	<ul style="list-style-type: none"> • Gold sticker, • Certificate in Assembly and Talk to Learn Folder 	Curriculum choice half day planned by the children
Double Gold	150 tokens	<ul style="list-style-type: none"> • Double Gold sticker • Certificate in Assembly and Talk to Learn Folder Awarded with a Pot Kiln prize 	Half a day local trip to cinema/bowling/

Reasons for Colour Changes

Mindful Meeting: Child identified in need of a Behaviour Plan. Significant violent behaviour. Significant homophobic and racist incidents. Behaviours outside of school that can bring the school in to disrepute. Leaving the classroom.

Red : Fighting (not play fighting). Extreme swearing. Leaving the room. Deliberate damage to property. Three ambers in a week would results in immediate red on the fourth occasion. Leaving the classroom.

Amber: The fourth time learning has been disrupted in one day. Non attendance to HW club following a letter home or continued non completion of home learning for Years 5 and 6. Minor swearing, disagreements, rudeness, non-compliance, unkindness, 3 times-forgetting PE kit. Non-compliance with school uniform policy, following a letter home.

Detention Expectations

Amber – reading only

Red

Year Group	Expectation
1	Reading
2	Reading
3 & 4	Reading – day 1, behaviour reflection completed over days 2 and 3
5	Reading – day 1, behaviour reflection completed over days 2 and 3, apology letter – day 4
6	Reading – day 1, behaviour reflection completed over days 2 and 3, extended apology letter – days 4 and

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Colour changes and Break time detentions

R	1	2	3	4	5	6
0	1	1	1	1	1	1
0	1	2	3	3	4	5



Mindful Meeting

(Steps and Notes)

Name:	
Date:	
Empathy Step: Initial Inquiry (neutral observation) 'I've noticed that...' and information child offers	
Define the Problem Step:	
Invitation Step – generate solutions that are realistic and mutually satisfactory to both	

adult and child	
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