

CALDER HOUSE SCHOOL

Positive Behaviour Policy (Including measures to keep our community safe during CV19)

1. AIMS OF THE POLICY

Our primary aim is to ensure that every member of our school community feels valued and respected.

Our Positive Behaviour Policy helps us to promote an environment in which everyone feels happy, safe and secure, and our pupils can become positive, responsible and increasingly independent members of the school community.

Another important aim of this policy is to ensure that every member of our school community understands the importance of following the measures the school has introduced to help prevent the spread of Coronavirus in order to help keep our community safe.

We have rules. However, the primary purpose of our Positive Behaviour Policy is not to create a rigid system around enforcement but to promote good relationships and deter anti-social behaviour so that effective learning can take place.

We recognise that we must treat all our pupils equally and strive to apply this policy in a fair and consistent way.

2. RULES

Our school rules were agreed by the pupil members of our School Council. At least once a year the School Council will review them and think about whether we should change them. There are three rules and each one says something important about our values and how we want every child at Calder House to behave.

Our School Rules:

- ☺ Be respectful
- ☺ Be responsible
- ☺ Be safe

We make sure that every member of our community knows and understands our rules. Our school rules are displayed prominently in every classroom. Teachers also regularly discuss the importance of our rules and help pupils to understand how keeping them is of benefit for everyone.

We also have a Code of Conduct (see Appendix 1 below) that explains what will happen if our rules are broken and, when this happens, how we will help pupils to get things back on track. A child friendly version of this Code, called Making the Right Choice, is displayed in every classroom (see Appendix 2).

3. KEEPING THE RULES

Our school rules are important and they need to be followed. But this is about much more than just punishing children who break the rules. We believe it is important to recognise and reward children when they are doing the right thing and make good choices. By doing so, we encourage pupils to model the behaviour we want to see in school for each other and promote a good understanding of our rules and values.

- Teachers are encouraged to actively point out and celebrate examples of positive behaviour.
- Merits are awarded for individual endeavour; House Points for courtesy; and Class Points for good behaviour as part of a group. Our system of rewards is designed to promote our values and also to



recognise both children's individual achievements and the collective effort when pupils work well together.

- While CV19 remains a threat to public health, pupils will also be praised and rewarded for following the special measures the school has introduced to reduce the risks of transmitting the virus.

As well as rewarding pupils for doing the right thing, we also promote a good understanding of our rules and values in the following ways:

- Weekly opportunities for pupils to discuss any issues or disagreements with each other in a calm, supportive atmosphere supervised by their Form Tutor;
- Regular School Council meetings enable pupils' voices to be heard and ensure that pupils are involved in the decisions that affect them;
- One to one discussions between pupils and their Listening Ears (designated trusted adults);
- Weekly whole-school assemblies;
- Senior pupil leaders (including a Head Boy and Head Girl) acting as good role models;
- All members of staff behaving at all times in a manner that reflects our values and upholds our rules. It is important that staff are kind and courteous towards pupils and model the values we would like to see at Calder House.

4. WHEN RULES ARE BROKEN

We recognise that children make mistakes and that rules will be broken. When this happens, it is important that Teachers follow the correct procedure and that we are reasonable, proportionate and consistent in our response. This response should always include an explanation, warning and opportunity to get things back on track. It may also include a sanction.

- Explanation: When a pupil makes the wrong choice and breaks a rule, we should explain what they have done wrong and why it is not allowed.
- Warning: A child should be given a clear warning about the consequences of breaking the rules and what will happen if the rule is broken again.
- Opportunity: The child should then be given the chance to make amends and put things right.
- Sanction: If the child ignores the explanation/warning/opportunity they have been given, the teacher should impose a sanction. A sanction should not be imposed on a pupil without prior warning except in the most serious of cases. The sanction should reflect the maturity of the child and the severity of their offence. In most cases it will involve the loss of Break Time or a privilege and will require the child to meet with the Head of School or another senior member of staff to talk about the incident.

The appropriate sanction for most offences will be the deduction of a "minute". This should be recorded by the teacher in the child's Homework Folder along with a brief description (for the benefit of the Head of School and the child's Parents) as to why the sanction was imposed. A child who has lost a minute will be expected to meet with the Head of School to reflect upon the incident at the next scheduled breaktime. We believe that it is important this discussion takes place as soon as possible – so that the details of what happened are fresh in everyone's minds and the child is encouraged to make the connection between breaking a rule and the sanction imposed by the teacher. Having deducted a minute from a child, the teacher should explain to the child that further minutes will be lost if the child's behaviour does not immediately improve. Again, it is important to warn the child of the consequences of further bad behaviour before imposing an additional sanction. Any further minutes which are deducted should be recorded in the Homework Folder as before. If a child commits a fourth offence – having already lost three minutes – they should be removed from the lesson and sent directly to the Head of School or another senior member of staff to discuss their behaviour immediately.

Parents are asked to review the child's homework folder every evening after school and to discuss any "minutes" that have been recorded with their child.

Our Code of Conduct (see Appendix 1 - below) sets out the procedure that Teachers should follow when a child breaks the rules as a Flow-Chart. A child-friendly version of this Flow Chart, called Making the Right Choices, is also available and on display in every classroom. The School also recognises that, alongside these guidelines, Teachers must use their judgement as no two incidents of rule breaking will be exactly the same.

5. WHEN RULE BREAKING CONTINUES

We must not permit individual children to break school rules on a regular basis. Children who repeatedly break our rules, those who are losing “minutes” on a regular basis, need additional support. This support should come from home as well as school and it is important that Parents are consulted and kept informed.

- The Head of School will write to parents with details of the incidents and actions taken by the school. Parents will be asked to discuss the matter with their child;
- The child may be placed on a behaviour chart. This will clearly identify examples of the kind of positive behaviour we want to see in school and/or the negative behaviour we want the child to avoid. Rewards encouraging good choices and sanctions that follow further bad decisions will be clearly explained to the child.
- If the child’s behaviour does not improve, Parents will be asked to attend a meeting with the Head of School to plan a way forward. This may include the school setting up a Behaviour Support Plan, a Home-School Contract, or other appropriate measures agreed between parents and school. The child should attend at least part of this meeting.
- Calder House recognises the importance of involving the child and his/her parents in finding solutions to problems relating to behaviour and discipline. We want parents and their children to feel that their views are respected, however, where there is disagreement about the way forward, the decision of the Head of School should be respected.

6. VIOLENT AND ABUSIVE BEHAVIOUR

Violent or abusive behaviour (including sexually abusive or harassing behaviour), whether directed towards other pupils or members of staff, will not be tolerated in our school. This type of behaviour is likely to lead to immediate exclusion and could include behaviour which:

- seriously injures another child;
- verbally or physically abusive towards a member of staff;
- seriously harasses (racially or sexually) another child
- persistently bullies another child;
- endangers others or brings articles into school which may endanger others;
- endangers him/herself.

In the event of such a serious breach of our school rules the following procedure should be followed:

The teacher in charge should call for immediate assistance from the Head of School or another senior member of staff. Another pupil may be sent to summon help. The offending pupil should not be left unsupervised. Physical restraint may be used as a last resort in line with Calder House’s Physical Restraint Policy.

The offending pupil should be accompanied by the Head of School to the School Office where the incident will be fully investigated and logged in the Incident Book;

Parents will be informed at the earliest possible opportunity. Parents should be asked to sign the Incident Book to record the fact that they have been made aware of what has happened;

The Head of School will decide next steps. In addition to deciding an appropriate sanction, the Head of School will consider the Safeguarding implications of the incident and whether outside agencies should be involved.

Any pupil or member of staff who was the victim of a violent or abusive attack or who witnessed the incident will be immediately identified and offered appropriate support. Parents of all pupils affected will be informed.

In the event that the decision is taken to exclude a child, the Head of School and the Managing Director will follow DfE Guidelines and the school's Exclusion Policy.

7. PARENTS

We believe that a good home/school relationship is essential in ensuring that our Positive Behaviour Policy works effectively for the benefit of all our pupils. To this end we aim to communicate efficiently and to inform parents when things are going well and not just when there is a problem. We always welcome parents' comments, suggestions and support.

8. MONITORING AND REVIEW

The implementation of this policy is monitored on a day-by-day basis by the Head of School who reports to the Governing Body on the effectiveness of the policy.

This Positive Behaviour Policy is the Head of School's responsibility and she reviews its effectiveness annually. This appraisal will include a review of the incident book, behaviour charts and through discussion with staff and Governors.

9. PROMOTING GOOD WORK AND POSITIVE BEHAVIOUR

Calder House recognises the importance of promoting and celebrating good behaviour.

Merit awards are awarded for outstanding pieces of work and exceptional effort. Once a child has received 25 of these they will receive a bronze certificate from the Head teacher. On achieving 50 merit points they will achieve a silver certificate, on 100 they will achieve a gold certificate, and on 150 they will receive a platinum certificate. Teachers will not take merits away.

House points are awarded for courtesy and good behaviour. This includes kindness to others, tidiness, politeness etc. House Points are awarded as small tickets, presented by teachers, with the child's name and signed and dated by a member of staff. These are placed in one of four folders (corresponding to our four Houses: Breedon, Hodge; Stallard and Kent) in the school hall. These points will be counted at the end of every week and the current totals announced to the school by the House Captains or Vice House Captains during Friday's assembly. House Points can be awarded throughout the school day but cannot be taken away for poor behaviour. The House with the most house points at the end of the term will be crowned 'House Champions' and all members of that house will be granted a special privileged. At the end of each term, an additional award will be presented to the individual who has earned the most points for their house.

Class points are awarded in recognition of the good behaviour of a whole class. They are only presented if it is felt that the whole class has behaved well and worked hard. Class points can also be taken away if the class are disorderly when moving from one room to another or if they have left their classroom or changing area messy. Staff will inform the class leader if pupils have gained a



class point. He or she will then relay this to the class teacher who will keep a note of the total. At the end of each week every member of the Class with the most points is given a treat.

Break time is a chance for pupils to let off steam, relax and play with friends. But this opportunity is something that children earn by giving of their best during lessons and by being kind to others. At Calder House children are never punished for getting things wrong in their lessons – indeed we applaud pupils for risking failure and attempting the things they find most difficult. We encourage our pupils to try hard and give everything they do their best shot and we expect them to treat other children and teachers with respect and kindness.

10. CV19: NEW HYGIENE RULES IN SCHOOL (effective September 2020 until further notice)

Pupils have a role to play in reducing the risks associated with CV19 and it is important that they understand and follow the procedures which the school has put in place to help keep everyone safe.

From September 2020, all schools in England are expected to open to all pupils. In line with Government guidance, with effect from the start of the Autumn Term and until further notice. Calder House will operate as one “Bubble” containing all 48 pupils and all members of staff. We have introduced the following guidance to help to protect everyone in our Bubble:

- Pupils should wash their hands/use hand sanitiser on arrival at school, at regular intervals throughout the day as directed by Teachers and before leaving school at the end of the day. Hand sanitiser stations are located across the school site.
- Pupils should maintain social distancing while they are at school. They should avoid touching other people (pupils and staff) and remaining 2m apart wherever possible.
- Pupils should follow the Government Guidance to “Catch it, Bin it, Kill it” – using a tissue to blow or wipe their nose, immediately placing the tissue in a lidded bin then washing/sanitising their hands. Children should also avoid touching their faces where possible.
- Pupils should bring a pencil case, lunchbox and water bottle into school every day but should not bring anything else from home. They should keep their belongings in their trays and should not share their things with other children or ask to borrow other children’s things.

A child-friendly version of this guidance is available and on display in every classroom (see Appendix 3)

Parents are asked to support the school by ensuring that their children wash their hands before they leave home in the morning and when they return from school at the end of day. Pupils should wear their school uniform to school and parents are asked to ensure that this is be regularly cleaned. Parents are also asked to ensure their children only bring a pencil case, lunch box and water bottle into school with them.

It is important that all members of our school community follow this guidance. Teachers will ensure pupils are aware of and understand the reasons for these new rules. Children who deliberately fail to follow the guidelines will be reprimanded in line with the procedure outlined in this document.

(Reviewed and updated 7/9/2020)



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Appendix 1: CODE OF CONDUCT: WHAT TO DO WHEN A PUPIL MISBEHAVES

A child is misbehaving...

...Talk to the child:

- Tell them that they are breaking a school rule.
- Tell them why this behaviour is not allowed.
- Explain what will happen (usually loss of a “minute”) if they continue to misbehave – give them a clear warning.
- Give them a chance to apologise and put the incident behind them.

The child continues to misbehave...

The child’s behaviour improves

...Explain to the child that because they have ignored your warning, they will now lose a “minute”. Record the details in their Homework Folder. Ensure the child understands they must report to the Head of School at breaktime to discuss their behaviour. Warn the child that they will lose another “minute” if they continue to misbehave.

The child continues to misbehave...

...Deduct another minute and give the child another warning. Once four minutes have been deducted in this way, if the child’s behaviour has not improved, remove them from the lesson and bring them to the Head of School or another senior member of staff.

...The Head of School talks to the child about their behaviour and helps them to reflect on the choices they make and the consequences of making bad choices.

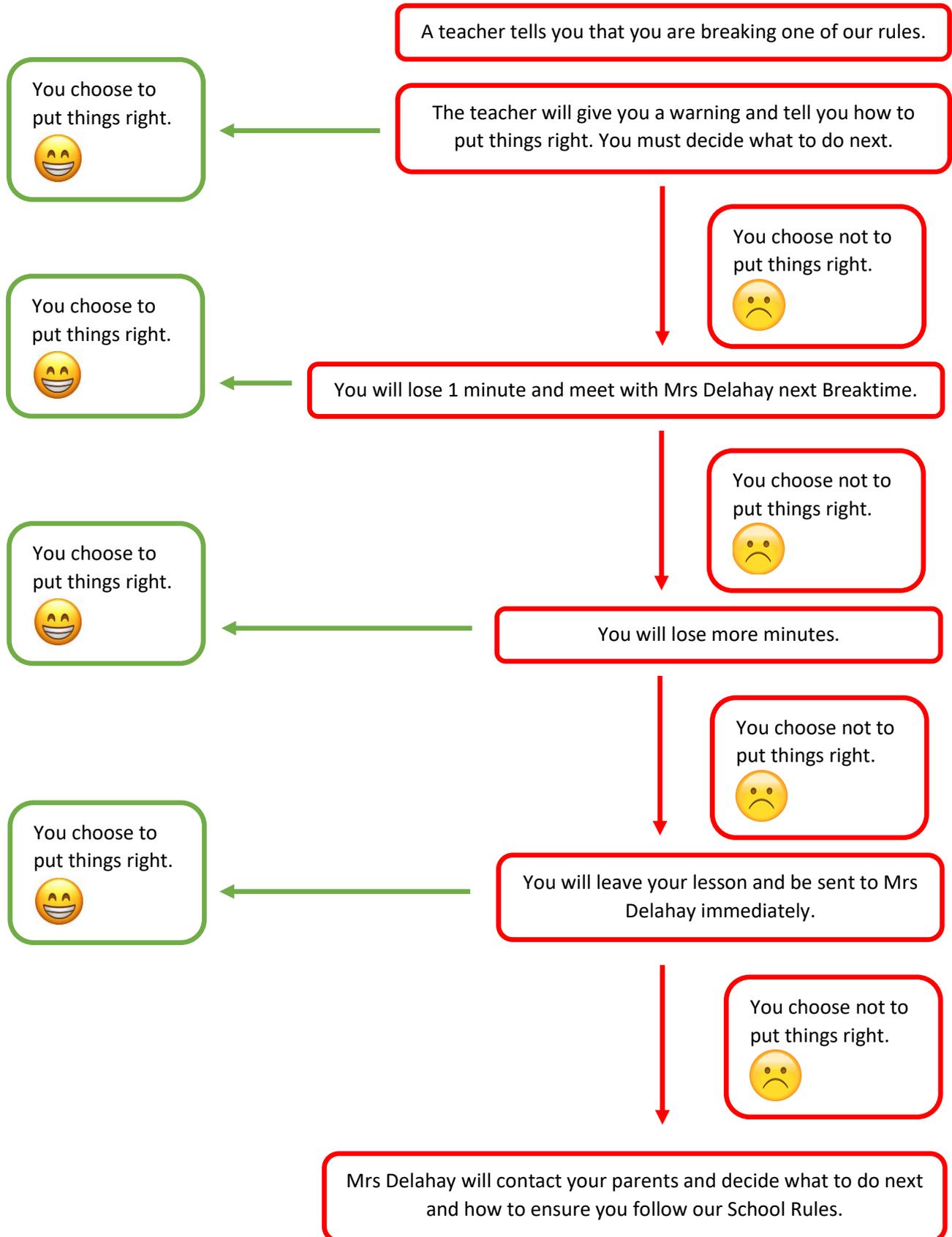
The child continues to misbehave...

The child’s behaviour improves

The Head of School will contact the child’s Parents and decide what further steps (e.g. Behaviour Chart) should be taken to support the child.

CALDER HOUSE SCHOOL

Appendix 2: MAKING THE RIGHT CHOICE



CV19: know the rule and help us stay safe!

There are some changes in the way that everyone is working. This is because we need to make sure that coronavirus doesn't spread. We need you to help us in school by the following these rules.

1. Walk into school sensibly on your own.
2. Use the hand sanitiser outside your cloakroom on arrival.
3. When you use the toilet wash and dry your hands as shown on the posters.
4. Keep all your belongings in your tray.
5. DO NOT share equipment with anyone (even if your trying to be kind).
6. Only bring into the classroom your pencil case, lunch and water bottles from your bag.
7. Use hand sanitiser between lessons.
8. At lunch time - you must wash or sanitise your hands Before and After eating.
9. If you sneeze or wipe your nose - use a tissue and put this straight in the bin. Then sanitise your hands.

