

Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust*  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD



Diocese of Guildford

## BEHAVIOUR MANAGEMENT POLICY

Date	Review Date	Responsibility of
March 2019	3 Yearly – March 2022	SLT

### Introduction

**We believe that Queen Eleanor's School should provide a secure environment in which a child can grow in self-confidence and learn tolerance and mutual respect. Through this children will learn to take responsibility for themselves and others.**

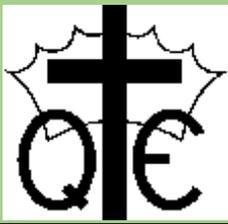
We are a caring school and are proud of our distinctly Christian ethos where children and adults feel they can make a contribution and are valued as individuals. We strive to create and maintain a close partnership between children, parents and staff so as to develop children who will be lifelong learning and responsible citizens.

We believe that a child cannot learn effectively unless he or she feels secure, successful and happy. We are committed to helping children to develop socially acceptable attitudes, self-discipline and self-confidence, as well as an acceptance of responsibility for their own actions.

All of us have a responsibility for encouraging children to obey the school rules and to behave well at all times – to ignore misbehaviour is to condone it. Staff presence and vigilance will encourage high standards of behaviour, in the classroom and around the school.

### **The purpose of our behaviour policy is:**

- To help us maintain a consistent approach which supports the aims and values of the school
- To create a positive and orderly atmosphere which supports teaching and learning
- To create a safe, secure environment for children and staff through the clarification of expectations, roles, rights and responsibilities
- To ensure consistent implementation of this policy from all staff especially in the delivery of rewards and sanctions
- To ensure that staff, pupils, parents, governors and visitors to the school have a shared understanding of our practice and procedures with regards to managing behaviour
- To ensure the school's Christian values are understood by all children and acted on in line with our ethos.



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### Our School Rules

At Queen Eleanor's we have developed with the children and staff a set of rules designed for everyone to follow which we refer to as the Golden Rules.

#### Queen Eleanor's Golden Rules

- Respect the school, its pupils and staff and their property.
- Treat others as you would like to be treated
- Be polite to everyone
- Celebrate everyone's success
- Always try your best
- Be a friend to anyone who needs one
- Keep ourselves and others safe

They are clearly displayed in every classroom and around the school. At the beginning of each school year, the class teacher and teaching assistant go over the Golden Rules with their class to ensure all children are familiar with them. Children are taught to observe others following the rules (acting as role models) and to refer to them if mistakes are made. The rules are often referred to in assembly and all staff take responsibility in ensuring that children follow them.

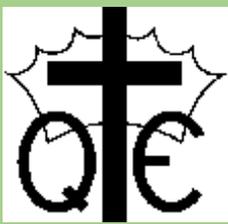
### General Principles

#### **1. Setting the Standard**

It is the responsibility of all staff to model the standards of behaviour expected of the children. Whenever possible, all staff should deal with discipline problems themselves when and where they happen. Every effort should be made to listen and investigate, keep calm and be consistent and use humour if appropriate to defuse a difficult situation. Anything that tends to lower a child's self-esteem i.e. shouting, use of sarcasm or humiliating punishments will not be used. Blanket punishments will be avoided as these will be resented by the innocent (those who have made good choices).

#### **2. Teaching Good Behaviour**

Children have to be taught and staff have to teach children the behaviour they expect. They should clearly and consistently state expectations to the children. If a child does not behave appropriately,



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explain to the child he or she has chosen not to and therefore certain consequences will follow. All staff should praise pupils displaying good behaviour and following the school rules.

### 3. Involving the Children

At the beginning of every school year teachers will discuss with their class the school rules and what they mean. Additional classroom rules (displayed with the school golden rules) may be developed if deemed appropriate by class teachers. It is also important to discuss and display any procedural rules e.g. where to put finished work etc. Discussion in the classroom will be followed up in and reinforced by the SLT during whole-school assemblies. This will help the children to develop a sense of "ownership" and commitment to good standards of behaviour.

### 4. Teaching and Learning

High standards of classroom management and teaching and the provision of interesting but challenging work matched to the ability of the child are most important in securing good behaviour in the classroom and minimising opportunities for disruption.

### 5. The Role of Parents

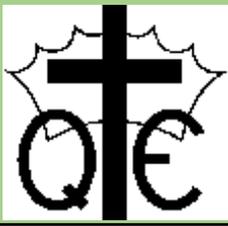
It is vital that we build a partnership with parents to gain their support for our policy on behaviour. A booklet setting out our expectations in terms of behaviour is given to new and existing parents and all parents are asked to sign a contract committing them to supporting our policy and reinforcing at home the standards of behaviour expected at school. Parents appreciate being told if their child has done well and letters, notes or telephone calls home are a good way to do this. Similarly they want to know if their child is not adhering to the school rules and expectations.

### Rewards

We believe that positive strategies are most effective in ensuring good behaviour and therefore it is important that praise and reward are used to the fullest possible extent to reinforce and acknowledge positive behaviour. Reference should frequently be made to children who are good role models to others e.g. thank you Mary for putting your hand up, well done John's table for working quietly etc.

### Golden Time

Children at Queen Eleanor's have 25 - 30 minutes of golden time per week as their reward for keeping the school rules. Staff will plan a range of interesting activities from which children can choose. It is important that the activities chosen are ones the children want to do so that they are positively encouraged to behave well during the week and not lose time because they have broken a school rule.



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### **Class Rewards**

Class Teachers use a wide range of motivation strategies within their class to support the children in achieving their full potential. These may be targeted towards whole class rewards or individual motivation.

However, all classes operate the following in-house systems:

- Star of the Week
- House Points
- Class Tokens
- Positive comments in marking, homework diaries/reading records
- Phone calls home for praise by class teacher or Head of School if requested by the teacher
- Showing good work/achievements to the Head of School

### **Individual Rewards**

Individual children will also be rewarded for good behaviour (as well as good work or effort). This could include:

- Specific praise
- Award of house points, tokens and certificates.
- Mentions in assemblies (including the whole school celebration assembly)
- Being sent to the Head of School, member of SLT, Year Group Leader, Subject Leader or a previous class teacher
- Informing families

### **House Points**

The use of House Points at Queen Eleanor's enables the children to develop a sense of community as well as fostering and encouraging healthy competition.

The children are able to earn House Points that count towards a personal reward as well as contributing to the House Cup which is awarded every year. House Points are earned for behaviour and effort that is above the normal expectations held for each individual child. House Points can also be issued at lunch time. In assembly each week, the number of House Points awarded during that week is read out and the House Points total is changed accordingly. At the end of term, the House with the most House Points will receive a House Treat of an exclusive mufti day.

The House Points children earn per term will go towards a certificate and end of term reward. The number of House Points they earn in a single term will determine the colour of certificate they receive. Below is a list of the certificates the children can earn and how many House Points they need to gain that certificate.



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BRONZE	SILVER	GOLD
30 House Points	60 House Points	90 House Points

All house point certificates will be given out to the children in the final assembly of each term.

During the school year there will also be a number of inter house competitions which can win the individual house a treat of having an exclusive mufti day for their house. These competitions are really important in developing pride in the houses and will be focused around drama, sport and academic activities.

### Class Tokens

A class token can be awarded to a child for an outstanding piece of work or an exceptional display of behaviour. These tokens will be added to the class token tube, which will be displayed in each classroom. The class who earns the most tokens each term will receive a special class treat.

### Sanctions

#### In Class

A yellow and red card system operates in classes and during break and lunch for children who exhibit less than satisfactory attitudes or behaviour during work or play.

#### First warning

A first warning is given for breaking a Golden Rule, unacceptable behaviour, attitude towards work or poor manners. The child will be asked if they understand what the warning is being given for and will be asked to think about how they can make a better choice and not repeat the behaviour. If the child is unable to explain, the teacher will calmly and carefully explain why it is given and the impact of the unacceptable behaviour. The initials of children receiving warnings may be highlighted on the whiteboard or recorded on the class behaviour chart to aid other adults teaching in the class.

#### Second warning

A second warning is given for a repeat of the above or similar behaviour with a more stern warning that the behaviour is not acceptable.

#### Yellow Card

A yellow card is given if unacceptable behaviour continues despite the issuing of two warnings. The child is moved to an isolated position within the class to work uninterrupted until the teacher can sit with them to discuss the issue and consequences. A note will also be written home to the child's parents or carers explaining what the yellow card has been issued for. The child will then be expected to have this note signed and returned the following day to the class teacher or adult involved.



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### **Red Card**

A red card is issued for violent or seriously unacceptable behaviour. The Head of School, Assistant Head or Senior Leader will use their discretion in relation to violent incidents that occur between children. Should a child reach the red card stage, they are to be removed to the Head of School's office or a Senior Leader's classroom or suitable supervised area. The Head of School, Assistant Head or Senior Leader will discuss the issue with the child and record the behaviour in their homework diaries before returning them to their class and will record the child's name and the nature of the incident in the Central Discipline book which is kept in the Head of School's office. At this stage, parents will be contacted directly regarding the incident. A ban from playtime will be given; however, depending on the nature of the behaviour, other appropriate sanctions may be given. For extreme behaviour such as deliberate or thoughtless harm to others, bad language, or rudeness to staff, children will be referred immediately to the Head of School or Assistant Head and parents notified as soon as possible.

### **Exclusions**

Fixed term exclusions can only be carried out by the Head of School or in her absence by a member of the SLT. Generally they would only be used in cases of very serious incidents of misbehaviour such as the use of violence or persistent verbal abuse of children and/or staff and after every other possibility had been exhausted.

Permanent exclusion can only be carried out by the Head of School, has far-reaching consequences and would follow local and national guidelines.

### **Playground at Playtime**

Every effort should be made to create a positive atmosphere in the playground. Those children who behave well, play safely, are kind and considerate and share the outdoor space in a friendly manner can be rewarded with attention, praise or house points.

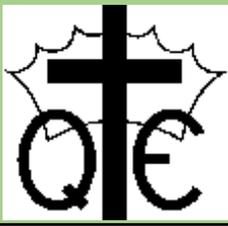
At playtime children who misbehave will be issued with warnings, yellow or red cards accordingly and will also be asked to walk with the teacher on duty or sit on a bench.

### **Wet playtimes**

At the beginning of each school year, teachers will involve the children in establishing the ground rules for wet playtimes and these should be displayed in the classroom. As part of this, class teachers should make sure that children know where things for wet playtime are kept and what they can use.

Additional information that the duty teacher or lunchtime staff should know can be written on the board.

Before leaving their class during wet break or lunchtime, teachers should ensure that the children are settled and occupied.



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### **Bullying Behaviour**

See separate Anti-Bullying Policy.

### **Monitoring and Evaluating**

If our behaviour policy is to be fully effective, it must be consistently implemented. The responsibility for this is as follows:

<b>Governors</b>	By observation and discussion with staff, children and parents
<b>SLT</b>	Through classroom and around the school observations Induction of new members to the SLT or Year Group Leaders to ensure understanding of policy
<b>Year Group Leaders</b>	Through classroom observations Induction of teachers, either new to the school or the year group, to ensure understanding of policy
<b>All Staff</b>	Through implementation of behaviour policy and assessing its effectiveness in promoting high standards of behaviour