

Behaviour Policy

lt	is	UPDATED	REVIEW DATE	the
		13 September 2018	12 September 2019	
		Name of staff member responsible for document		
		Mrs Sam Selkirk, Head of Lower School		
		Mrs Andrea Gower, Assistant Head (Welfare)		

philosophy of Reigate St Mary's that generous amounts of praise are always more effective in developing individuals appropriately as well as developing the community we want, and therefore staff are encouraged to look for things to praise in pupils. Positive verbal feedback (PVF) is very easy to give and generally highly effective in achieving the response and motivation we seek.

Charter of Values

We treat other people as we would like to be treated We forgive

We are always honest, truthful and fair
We listen to each other
We are kind and helpful
We do our best to be our best selves

Golden Rules

Do not disrupt the flow of a lesson Treat others and property with respect

Class Learning Charter

Each form group will devise their ow charter during PSHEE lessons

Restorative Approach to Behaviour management

At Reigate St Mary's we believe the key to successful behaviour management is involving the children in restoring good behaviour, hence we embrace the Restorative Approach.

Restorative Approaches are inspired by the philosophy and practices of Restorative Justice which aims to repair harm caused to relationships and communities by conflict.

Crucially it is believed that is best achieved by focusing upon the harm caused, rather than assigning blame and dispensing punishment which often fails to address the needs of those most affected.

(Restorative Justice 4 Schools)

Restorative Justice is based on five key features - the 5 Rs

- Respect
- Responsibility
- Relationships
- Repair
- Resilience

Restorative Practices

We believe that by using the Restorative Approach we are giving pupils the skills to independently make better and more informed choices in the future. The approach encourages pupils to think about how their behaviour affects others, both pupils and staff, how to relate to each other and how to find positive ways of repairing harm caused, rather than focusing solely on punishing poor behaviour or individuals avoiding taking responsibility for their actions. Children and adults are encouraged to put things right together. All members of staff are trained in the key principles of Restorative Practices and understand the importance of modelling positive language, and behaviour and developing positive and meaningful relationships with colleagues and pupils.

The table below compares different ways of thinking and responding in authoritarian and restorative models of discipline.

Authoritarian Approaches	Restorative Approaches	
The focus is on:	The focus is on:	
Rule- breaking	Harm done to the individuals	
Blame or guilt	Responsibility and problem solving	
Adversarial processes	Dialogue and negotiation	
Punishment to deter	Repair, apology and reparation	
Impersonal processes	Interpersonal processes	
And, as a result:	And, as a result:	
The unmet needs behind the behaviour are ignored	The unmet needs behind the behaviour are addressed	
Accountability + being punished	Accountability + putting things right.	

At Reigate St Mary's most situations can be dealt with by working through these restorative questions:

What happened?

What were you thinking/ feeling?

What do you think/ feel now?
Who has been affected and how?
What needs to happen to put things right?
What are you going to do differently next time?
These questions are introduced through a reflection sheet.

However, we recognise that all children are unique individuals and therefore we are flexible in the manner in which we address any incidences of negative behaviour. The stages of the Restorative Approach underpin our method in dealing with behaviour issues but we are conscious that we adapt our approach to ensure it is suitable for the pupil's age and level of understanding.

When working with pupils in the Early Years Foundation Stage our focus is on the initial stages of the Restorative Approach. Staff working with these pupils focus on helping them to grasp the concepts of feelings and how they are caused. Modelling, small group work, peer support and visual resources are all used to support the pupils' understanding and development of empathy.

This approach is also adapted for other pupils throughout the school, including those with Special Educational Needs who may require support in recognising how their actions have affected others or how they feel about an incident. Pupils are supported in developing their understanding of the Restorative Approach using tailored resources, lessons and at their own pace.

Our key aim is that the outcome is fair for everyone. If somebody is upset, we aim to make them feel better. If someone has done something wrong, we expect them to take responsibility for their actions and fix the situation.

In addition to the Restorative Approach there are formal rewards which we to enhance our positive approach to behaviour management.

House points

These are an individual award which then contributes to the overall House totals. House point tokens are given for good work, good effort, good or kind behaviour, helpfulness etc. taking into account the individual pupil. It is an important part of our job to motivate and praise the children and giving House points regularly should be the aim.

Recognising and celebrating House achievement is significant in terms of raising pupil attainment, increasing collaboration and creating a climate where success is celebrated and admired by all. Such an environment gives pupils opportunities to learn how to value themselves and to reflect on what they have achieved.

All teachers are responsible for giving House point tokens. At the end of each term the House point tokens in each House tube, situated in the foyer of Beech House, will be added up and an announcement made of how many House point tokens each House has achieved.

Marbles

Marbles are awarded to a form for whole class good work, effort or behaviour. These are put into a jar/transparent container in the form room. When a level indicated on the jar has been reached, the Form Teacher agrees with the form a whole class reward eg. one free period for own games, extended break, watching a video etc.

Achievement Book

Any pupil who impresses a teacher with their effort or achievement may be put forward for the Headmaster's Achievement Book. The pupil's teacher will book an appointment to see the Headmaster and will either take, or send (depending on age), the pupil to the Headmaster to show him the relevant piece of work. The Headmaster enters the pupil's name into a special Achievement Book which the pupil signs. The child receives a Headmaster's Award sticker and their name and photograph are entered into the next school bulletin.

Other rewards

As it is appropriate to give different awards for different age groups individual teachers are allowed to give appropriate motivating rewards. Food rewards are not appropriate.

Consequences

At Reigate St Mary's it is the ethos of the school to promote positive behaviour through praise and rewards over the use of sanctions. A philosophy that believes praise and rewards are a better and more sustainable way to ensure good behaviour should be adopted by all staff. However, there are times when an appropriate sanction has to be applied to give a firm message that breaking rules is not acceptable.

At no time may adults use, or threaten to use corporal punishment.

The Pastoral Care Policy explains the responsibilities and procedures that teaching and support staff should follow when dealing with disciplinary matters.

Sanctions

- The Step System deals with inappropriate behaviour/choices for all children (Green Shoots to Year 6). If children do not adhere to the school's behaviour code, then they will be placed on one of the school's steps of consequence by an adult.
- There are two systems that operate alongside each other during the school day, one for inside the school building and the other for the playground.
- The inside school and playground systems are run separately and do not accumulate.
- Each day children start afresh (steps will not be carried over however the Step Record Sheet will be kept by the class teacher to monitor frequency.)

	Inside School	Playground	
Pre-step	Verbal Warning	Verbal Warning	
Step I	Name recorded on the Steps Record sheet This is to be kept on a clipboard and to follow the class to lessons outside the classroom	The adult will talk to child about choices. A change of activity may be suggested	
Step 2	Moved for 5 minutes (timers to be used) within class Thinking Spot to be deployed to sit on for Lower School.	Child stands in the time out area (decided by the adult) for up to 5 minutes	
	At a teacher's discretion, during assembly, a warning will be issued followed by a step 2 straight away if the behaviour code is not being followed		
Step 3	Removed out of class for 5 minutes to another classroom	Child stands in the time out area (decided by the adult) for up to 5 minutes - Class teacher informed	
	groups of children may be slight	At a teacher's discretion, where individuals cannot be identified groups of children may be slightly delayed in going out to play or entering the school, if the behaviour code is not being followed.	

Step 4	type up and pass on the notes leader.	Child stands in the time out area (decided by the adult) for up to 5 minutes Parents informed by telephone call, face to face conversation with a teacher, a message in the communication Book/Reading Record or email sed the incident must investigate, to the form teacher and phase the information to the Pastoral	
Step 5	Sent to Phase Leaders (if not available the Assistant Head Lower School/ Head of Lower School/ Assistant Head Welfare). Parents informed by telephone call, face to face conversation with a teacher, a message in the communication Book/ Reading Record or email. Child to attend a reflection session*	available the Assistant Head Lower School/ Head of Lower School/ Assistant Head Welfare). Parents informed by telephone call, face to face conversation with a teacher, a message in the communication Book/ Reading Record or email	
	Head Welfare, Assistant Head L School and if unavailable by a Leadership Team before final de	All Step 5 incidents will be investigated by either the Assistant Head Welfare, Assistant Head Lower School or Head of Lower school and if unavailable by another member of the Senior leadership Team before final decisions are taken. The Phase Leader is to record the information on the Pastoral Tracking Sheet	
Step 6	Internal Exclusion – Parents informed verbally by the Head of Lower School or Assistant Head Lower School or Assistant Head Welfare		
Step 7	Fixed Term Exclusion/ Permanent Exclusion (please refer to information below).		

Steps of Consequence Green Shoots and Kindergarten			
Pre-step	Verbal warning		
Step I	Name recorded on the Steps Record sheet (Form Teachers have copies)		
Step 2	Move away from current activity and child can choose another activity		
Step 3	Time out with a visual prompt, after which the incident can be discussed		

Step 4	Parents informed by telephone, face to face conversation with key worker or message in communication book.
Step 5	Early Years Coordinator or in her absence Head of Lower School or Assistant Head Lower School called to Green Shoots or Kindergarten. Parents informed by telephone call, face to face conversation with key worker or message in communication book.
	Any additional consequence will be decided on a case by case basis in consultation with the Senior Leadership Team.

Behaviours that warrant Steps of Consequences:

BEHAVIOURS
Interrupting the flow of the lesson
Generally poor behaviour around school
Calling out
Distracting others
Talking
Not co-operating
Unkind actions: e.g. staring, pushing in
Unkind words
Graffiti, litter and damage to the school fabric
Repeat of behaviour

In certain instances, a child may be awarded an instant Step 5, as per the examples below. All instant Step 5 incidents will be investigated by either the Assistant Head Welfare, Assistant Head Lower School or Head of Lower School and if unavailable by another member of the Senior Leadership Team before final decisions are taken.

Although not intended to be an exhaustive list, the following will always be regarded as serious:

a	If a child receives three step 3s within one week
b	Refusal to follow adult instructions
С	Intentional harmful physical contact with a child or adult including biting
d	Racial, cultural, disability, sexual, religious or any discriminatory abuse
е	Inappropriate language or tone at an adult, including answering back
f	Deliberately intending to endanger another child or adult
g	Deliberately damaging any property

h	Stealing
j	Any form of bullying, whether physical, written or verbal.
j	Deliberately bringing the school into disrepute. Any other significant breach of the Reigate St Mary's Lower School Behaviour Policy/ Anti-Bullying Policy may result in an immediate step 5 or 6 at the Head of Lower School or Assistant Head Welfare's discretion

- If children reach step 5 (*), they will be required to attend a break time 'Reflection' session with the Phase Leaders, Assistant Head Lower School, Head of Lower School or Assistant Head Welfare. This will be an opportunity to reflect on their actions and ways that they can positively improve on their behaviour and choices in the future. The children will still have some playtime.
- If a child receives three step 5s within one half term period, they will be given a Behaviour Support Plan. This will endeavour to break the pattern and encourage the child to make better/safer choices.
- If a child reaches step 6 (internal exclusion), they will be required to spend the day (with the Assistant Head Welfare or Head of Lower School's discretion this will start from the time of the incident to the same time the following day) away from their classroom, working independently with a member of the Senior Leadership Team. The child will have a separate reduced work break and lunchtime to their peers.
- The Head of Lower School, Assistant Head of Lower School, Deputy Head and Assistant Head (Welfare) and Key Stage 2 staff will meet regularly to discuss behaviour and identify any trends which will be acted upon, e.g. through assemblies, circle times and PSHEE lessons.
- Step structure for Extended Day is outlined in the Appendix

Exclusion (Step 7)

Fixed Term Exclusion

Only the Headmaster, or in his absence the Deputy Head or Head of Lower School has the authority to exclude a pupil from school for a fixed term. This will always be after all evidence has been gathered and all staff concerned have been consulted and after meeting with the pupil's parents. Exclusion is not generally regarded as a good form of sanction for prep school aged children and is only to be used if behavioural issues are endangering or compromising other pupils learning and only after all other options have been tried. Exclusion will generally be used as the last major sanction before a pupil is asked to leave or be withdrawn.

The pupil's Form Teacher may be asked to advise the Headmaster, Deputy Head or Head of Lower School as to the pupil's previous conduct and any mitigating circumstances – in effect, to act as the pupil's advocate. While this may delay a decision, it will allow for a greater degree of justice to be done. The length of the fixed term exclusion should always be proportional to the offence and should be decided (at least initially) without reference to previous offences. Exclusions should normally be a minimum of half a day and a maximum of five days.

Once the decision has been taken that exclusion is warranted, the parents should be contacted by telephone and given the opportunity to discuss both the misdemeanour and the outcome, before the decision is published. Parental support will be best ensured by making it an agreed decision, although this will not always be possible. The Headmaster will write a letter, setting out the nature of the offence and the length of the suspension, and will see the parents and pupil on their return to school.

When the exclusion is communicated to parents, the Headmaster may issue a final warning, indicating that a similar offence would be liable to lead to the parents being asked to withdraw the pupil, or failing that, the pupil being expelled.

Parents have the right to appeal any decision to exclude to the Governors.

Permanent Exclusion

Only the Headmaster can permanently exclude a pupil. If, in his absence, an incident occurs which may lead to permanent exclusion, the pupil should be suspended pending the Headmaster's return, and the Chairman of Governors informed. Although the pupil's interests will be taken into account, the school has a duty of care to all its pupils and staff and the final decision should reflect the need to safeguard the interests of the whole community.

Parents have the right to appeal any decision to permanently exclude to the Governors.

Confidentiality

The school will not enter into discussions about other children and their level of consequence out of respect for their privacy and right for anonymity.

Anti-Bullying

Please see the Anti-Bullying Policy and bullying incident form

Racist remarks

Please see the Equality Policy, Anti- Bullying Policy and racist incident form

Children with Social, Emotional and Mental Health (SEMH)

All children at Reigate St Mary's will be expected to follow the school's Charter of Values and Golden Rules. Children with specific behaviour difficulties will be given extra support and reasonable adjustments made. These adjustments will be co-ordinated by the SENCO and Form Teacher in partnership with parents.

Restrictive Physical Intervention

Please refer to our Touch and Restrictive Physical Intervention policy

Record Keeping and Reporting

Teachers will feedback children's summary of behaviour at the parents' evening.

Staff will record steps I-3 on the Steps Record Sheet. All step 4, 5 and 6 incidents and are to be emailed to Phase Leaders who will record on the Pastoral Tracking Sheets.

Reflection sessions are to be collated by the Phase Leaders and passed on to the Head of Lower School and Assistant Head Pastoral following completion.

Step Sheets are to be passed to Phase Leaders half termly. The Early Years and Lower School Phase Leaders will meet with the Head of Lower School half termly and the Middle and Upper School Phase leaders will meet with the Assistant Head Pastoral half termly. All steps 4, 5 and 6 will be regularly reviewed to analyse for potential bullying.

Parental involvement

- a) Full support is expected from parents in dealing with their child's behaviour. Parents are encouraged to alert the school to health problems or any changes at home such as bereavements which might affect a child's behaviour and/or performance at school.
- b) Parents are notified in serious cases of misbehaviour or in the case of gradual deterioration of behaviour (upon the child reaching step 4 in a day) with the expectation that school and home will be able to support each other to prevent further occurrences.

Outside Agencies

Close links are established with external support agencies.

Monitoring and Review

The Head of Lower School and Assistant Head (Welfare), in association with the Senior Leadership Team, will review this policy annually.

Appendix I

Notification of Step 4

Name Class Date
Today your child has been involved in a series of incidents. This shows that they have not followed the Reigate St Mary's Behaviour Policy
Charter of Values
We treat other people as we would like to be treated
We forgive
We are always honest, truthful and fair
We listen to each other We are kind and helpful
We do our best to be our best selves
AAAG OOU DEST TO DE OUI DEST SEIVES
Golden Rules
Do not disrupt the flow of a lesson
Treat others and property with respect
Step 4 acts as a final warning.
If your child continues to make poor choices with regard to their behaviour they will need to attend two refecti sessions, in order to reflect on good behaviour choices.
Please discuss the incident with your child and should you have any queries please do not hesitate to come and discuss further.
Yours sincerely,
Form teacher

Notification of Step 5

Cumulative

Name	Form	Date		
This week your child has received three step 3s (see Behaviour Policy on the school website). This shows that they have not followed the Reigate St Mary's Behaviour Policy				
As a result, your child will need to attend two refecon good behaviour choices.	tion sessions,	in order to reflect		
	harter of Va	alues		
_		ould like to be treated		
We are alv	•	ruthful and fair		
We	listen to eac	h other		
	are kind and	•		
We do ou	r best to be o	our best selves		
	Golden Ru	les		
Do not d	isrupt the flo	w of a lesson		
Treat other	s and proper	ty with respect		
Please discuss the incident with your child and shou hesitate to come and discuss further.	ld you have a	ny queries please do not		
Yours sincerely,				
Farm tasahar				
Form teacher				

Notification of Step 5

Instant

Name	Form	Date
Today your child has been involved in an instaschool website).	ant step 5 incident	(see Behaviour Policy on the
Your child will need to attend two reflection behaviour choices.	sessions, in order	to reflect on good
Please discuss the incident with your child and hesitate to come and discuss further.	d should you have	any queries please do not
Yours sincerely,		
Form teacher		

Notification of Step 5

Series of incidents

Name	Form	Date
Today your child has been involved in followed the Reigate St Mary's Charte		
Your child will need to attend two re behaviour choices.	fection sessions	in order to reflect on good
We	We are alwa We I We I	arter of Values ple as we would like to be treated We forgive ys honest, truthful and fair isten to each other are kind and helpful best to be our best selves
	Do not dis	Golden Rules rupt the flow of a lesson and property with respect
Please discuss the incident with your hesitate to come and discuss further.	child and should	you have any queries please do not
Yours sincerely,		
Form teacher		



Week Commencing _____

Name	۲	lor	nda	y		Т	ue	sda	ay	W	ed/	nes	day	<u> </u>	Т	hu	rsd	ay	F	rid	ay		Comments
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Appendix 3

Breakfast Club and Extended day	
Pre-step	Verbal Warning
Step I	Inside
ocep i	Name recorded on the Steps Record sheet
	Outside
	The adult will talk to a child about choices. A
	change of activity may be suggested.
Step 2	Inside
	Moved for 5 minutes (Lower School) or 10
	minutes (Upper School) within the current
	room.
	Outside
	Child stands in the time out area (decided by
	the adult) for 5 minutes (Lower School) or 10
	minutes (Upper School)
Step 3	Removed to another room (library/playground)
	for 5 minutes (Lower Schooll) or 10 minutes
	(Upper School)
Step 4	As Step 3 and Parents informed by
	telephone call or face to face conversation
	with Extended Day Manager.
Step 5	Sent to Extended Day Manager so
	apology letter can be written. Parents
	informed by telephone call or face to face
	conversation with Extended Day
	Manager.
Step 6	Internal Exclusion – Sent to the member of

SLT on duty for the remainder of the session. Parents informed verbally by the Extended Day manager and followed up by a letter from the Head of Lower School or Assistant Head

Pastoral (Upper School)

Appendix 4

5-STEP BEHAVIOUR POLICY FOR RECEPTION TO YEAR 6

PRE-STEP

Verbal warning.



Name recorded on the Steps Record Sheet.

This is to be kept on a clipboard and to follow the class to lessons outside the classroom.



STEP 2 (Classroom)

Moved for 5 minutes (timers to be used) within class. Thinking spot to be deployed to sit on (Lower School) At teacher's discretion, a warning will be issued followed by a Step 2 straight away if the behaviour code is not followed.

STEP 2 (Assembly)



STEP 3 (Individuals)

Move out of classroom for 5 minutes if Early Years or Key Stage 1. Stand in the time out area (decided by teacher) for up to 5 minutes if Middle or Upper School.



STEP 3 (Groups)

At a teacher's discretion, where individuals cannot be identified, groups of children may be slightly delayed in going out to play or



STEP 4

Remove out of class for 5 minutes to another classroom.

Parents informed by telephone, face-to-face conversation with a teacher, a message in the Communication Book/Reading Record or email

The member of staff who witnessed the incident must investigate, type up and pass on notes to the Form Teacher and Phase Leader.

The Phase Leader will transfer the information to the Pastoral Tracking Sheet



STEP 5

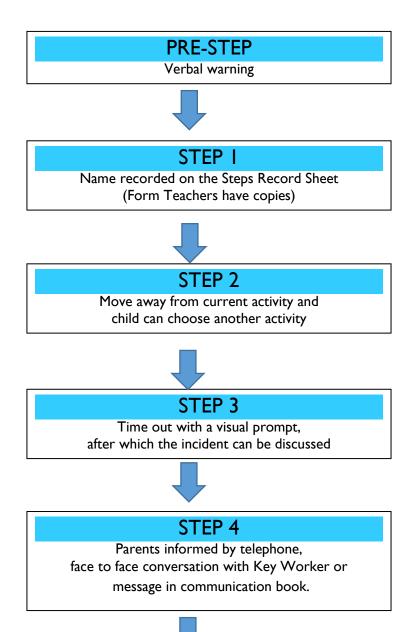
Sent to Phase Leaders and if not available Assistant Head (Lower School), Head of Lower School or Assistant Head (Welfare)

Parents informed by telephone call, face-to-face conversation with a teacher, a message in the Communication Book/Reading Record or email

Child to attend a Reflection Session

All Step 5 incidents will be investigated by a member of the Senior Leadership Team before final decisions are taken. The Phase Leader will record the information on the Pastoral Tracking Sheet.

STEP BEHAVIOUR POLICY FOR BREAKFAST CLUB AND EXTENDED DAY

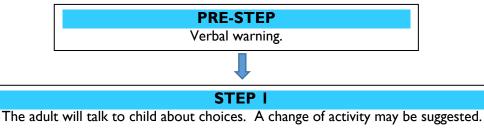


STEP 5

Early Years Coordinator or in her absence Head of Lower School or Assistant Head (Lower School) called to Green Shoots or Kindergarten.

Parents informed by telephone call, face to face conversation with Key Worker or message in communication book

STEP BEHAVIOUR POLICY DINING HALL FOR RECEPTION TO YEAR 6



STEP 2

Child stands in the 'time out' area (decided by the adult) for up to 5 minutes.



STEP 3

Child stands in the 'time out' area (decided by the adult) for up to 5 minutes. Form teacher informed.



Child stands in the 'time out' area (decided by the adult) for up to 5 minutes.

Parents informed by telephone, face-to-face conversation with a teacher, a message in the Communication Book/Reading Record or email

The member of staff who witnessed the incident must investigate, type up and pass on notes to the Form Teacher and Phase Leader.

The Phase Leader will transfer the information to the Pastoral Tracking Sheet



STEP 5

Sent to Phase Leaders and if not available Assistant Head (Lower School), Head of Lower School or Assistant Head (Welfare)

Parents informed by telephone call, face-to-face conversation with a teacher, a message in the

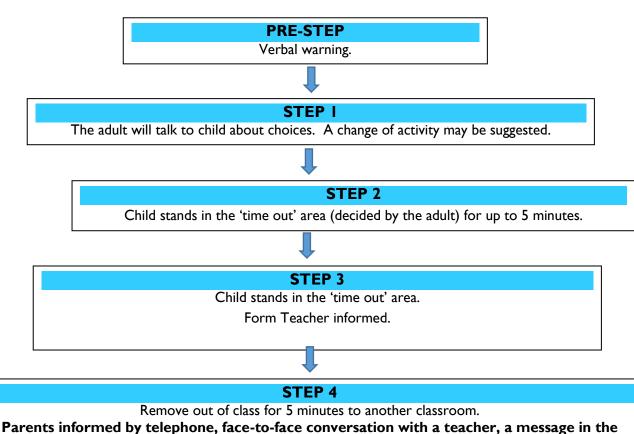
Communication Book/Reading Record or email

Child to attend a Reflection Session

All Step 5 incidents will be investigated by a member of the Senior Leadership Team before final decisions are taken.

The Phase Leader will record the information on the Pastoral Tracking Sheet.

STEP PLAYGROUND BEHAVIOUR POLICY FOR RECEPTION TO YEAR 6



Parents informed by telephone, face-to-face conversation with a teacher, a message in the Communication Book/Reading Record or email

The member of staff who witnessed the incident must investigate, type up and pass on notes to the Form Teacher and Phase Leader.

The Phase Leader will transfer the information to the Pastoral TrackingS heet

Appendix 5

STEP 5

Sent to Phase Leaders and if not available Assistant Head (Lower School), Head of Lower School or Assistant Head (Welfare)

Parents informed by telephone call, face-to-face conversation with a teacher, a message in the

Communication Book/Reading Record or email

Child to attend a Reflection Session

All Step 5 incidents will be investigated by a member of the Senior Leadership Team before final decisions are taken.

The Phase Leader will record the information on the Pastoral Tracking Sheet.

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STEP 6

Internal exclusion. Parents informed by either
Head of Lower School, Assistant Head (Lower School) or Assistant Head (Welfare)

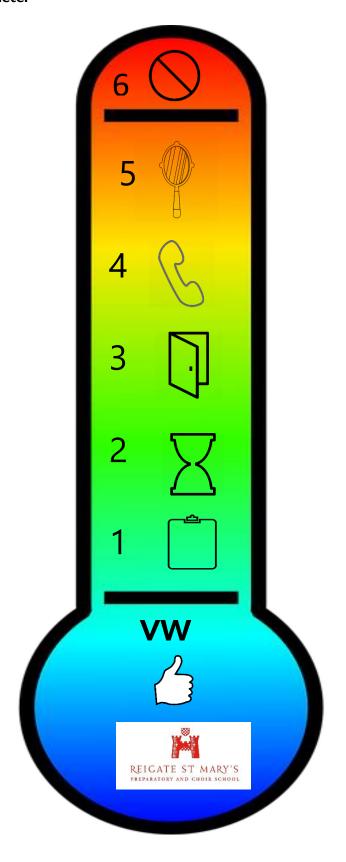


STEP 7

Fixed term exclusion. Parents informed by the Headmaster.

Appendix 6

Behaviour thermometer



Behaviour Reflection Sheet

(Lower School

Name:	Date:
Н	ow are you feeling?
Scared Angry	Sad Worried
•	What happened?
☐ Not on task	□ Not following instructions
☐ Not using kind words	☐ Being disrespectful
☐ Pushing or hitting	Out of seat or area
What will y	ou do differently next time?
Teacher's signature	Parent's signature

Reflection Sheet

(Upper School)

Name:		Class:	Date:	
I was not: (Circle all that apply)	Following Rules Following Directions	Being Respectful Being Cooperative	Being Safe Being Responsible	Listening
O	ther:			
What happer	ned			
I should have				
I should have	eve done differently?			
I should have	eve done differently?			
I should have	ve done differently?			
What should you ha	ve done differently?			
What should you ha	ve done differently?			
What should you ha	ve done differently?			
What should you ha	ve done differently?			

Appendix 8

Useful websites

Restorative Justice Council: http://www.restorativejustice.org.uk/ Education Scotland – Restorative Approaches:

http://www.ltscotland.org.uk/supportinglearners/positivelearningenvironments/positivebehaviour/approaches/restorative/Index.asp

Transforming Conflict: http://www.transformingconflict.org

Sacro: http://www.sacro.org.uk/html/schools_work.html

The International Institute for Restorative Practices (UK): http://uk.iirp.edu/