



BEHAVIOUR, DISCIPLINE AND EXCLUSION POLICY

Last reviewed: December 2018

Due for review: March 2019

Owner: Headteacher

Reviewed by: Full Governing Body

Review Status: Every 3 years

1. AIMS

For children at Powell Corderoy to:

- 1.1. take pride in their school and learning;
- 1.2. show respect for others, whatever their differences;
- 1.3. take responsibility for their own behaviour.

2. KEY PRINCIPLES OF OUR BEHAVIOUR MANAGEMENT

- 2.1. At all times and in all situations, all adults are required to model the behaviour and attitudes we expect of our children.
- 2.2. We praise behaviour, effort and achievement generously, publicly and with pride.
- 2.3. We reprimand sensitively, privately and constructively.
- 2.4. Children should be supported in being responsible for their own behaviour.

3. AN ETHOS TO PROMOTE GOOD BEHAVIOUR

We are pro-active about promoting good behaviour for learning and providing opportunities to develop skills which lead to good behaviour.

- 3.1. **The School Values** (underpinned by the four British Values) are explored in assemblies and followed up in class time, alongside SEAL (Social and Emotional Aspects of Learning) themes in PSHE.

- 3.2. **Our Golden Rules**, which apply in all situations, are:

DO YOUR BEST

BE KIND

SHOW RESPECT

4. REWARDS

We always seek to use praise to acknowledge and promote good behaviour, and prevent undesirable behaviour. Adults make every effort to congratulate children publicly and personally, encouraging them to take pride in their effort and achievements. Formal recognition of good behaviour or personal effort and achievement may be through certificates in our weekly celebration assembly, and through notes sent home to parents in home-school contact books or on Tapestry.

5. CONSEQUENCES AND SANCTIONS

All staff will use restorative conversations to encourage children to reflect on any poor

behaviour that occurs. This will usually involve agreeing with the child a suitable consequence. The consequence will focus on addressing the behaviour e.g. by making up missed work, writing a letter of apology, repairing damage, etc.

If behaviour continues, or if the behavioral incident is very serious (including bullying and persistent significant disruption) then a member of SLT may become involved. In these instances, parents are informed and may be called in to agree next steps. The [Escalation of Support](#) Flow Chart may be used if appropriate, to formalise the support in place to help that child manage their behaviour.

5.1. Behaviour Management at break and lunchtimes

During break and lunch times, the following steps are followed by all staff to ensure consistency of response:

1. Warning	2. Restorative Conversation	3. Time out for reflection	Sent to SLT or SLT sent for
Ensure ALL incidents include a restorative conversation and actions, if required (e.g. repairing damage, cleaning property, replacing equipment.)			
No record needed	No record needed	Behaviour slip to teacher	SLT intervention form

5.2. Behaviour Management during before/after school clubs, including activity clubs
Will follow the same guidance as class / playtimes, as is most appropriate.

5.3. Communication with parents

It is the class teachers' responsibility to ensure they build good relationships with parents and maintain good communication about children's behaviour. If behaviour becomes an ongoing concern, a formal meeting will be arranged to discuss how the child can be better supported to manage their own behaviour.

5.4. Dangerous or serious behavioural incidents / emergencies

The school has an internal phone system which can be used to contact a member of SLT or the school office in the event of an emergency or dangerous incident.

6. BULLYING

The school does not tolerate bullying of any kind. The Anti-bullying policy details the strategies we use to prevent and respond to any reported incidents of bullying.

7. ROLES AND RESPONSIBILITIES

7.1. All staff are responsible for promoting good behaviour and ensuring this policy is upheld consistently.

7.2. The Headteacher keeps records of all reported serious incidents of negative behaviour and will report to governors termly, on the effectiveness of the policy,

which includes a report on the school's log of behavioural incidents.

- 7.3. **The Headteachers** have the responsibility for giving fixed-term exclusions to individual children for serious acts of negative behaviour. For repeated or very serious acts of anti-social behaviour, the headteacher may permanently exclude a child. These actions are taken only after the school governors have been notified, and in line with Surrey County Council policy and procedures.
- 7.4. **Parents and Carers** agree to support their child's learning, and to cooperate with the school, as set out in the home-school agreement. The school and governors expect parents and carers to support the actions of the school, and seek to work with parents and carers to achieve the best outcomes for each child. If parents and carers have any concerns about the way that their child has been treated, they should initially contact the class teacher and then the headteacher. If these discussions cannot resolve the problem, parents can follow the School's Complaints Policy.
- 7.5. **The Governing Body** must monitor the rate of exclusions, and ensure that the school policy is administered fairly and consistently to all pupils, regardless of race, background or disability.

8. FIXED PERIOD AND PERMANENT EXCLUSIONS

- 8.1. We do not wish to exclude any child from school as we are a fully inclusive school. However, sometimes exclusion may be necessary. Powell Corderoy School follows Surrey Exclusions Guidance which has been updated in line with DfE guidance on Behaviour and Discipline In Schools (2017). We recognise the duty on schools and local authorities to make full-time educational provision for excluded pupils from day 6 of their exclusion, the duty on parents and carers to ensure their child is not present in a public place during the first five days of an exclusion, and the duty on headteachers to offer the parent a reintegration interview in respect of certain fixed-period exclusions.
- 8.2. Only the headteacher (or the acting headteacher) has the authority to exclude a child from school. The headteacher may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the headteacher may exclude a child permanently. It is also possible for the headteacher to convert a fixed-period exclusion into a permanent exclusion, if the circumstances are extreme and exceptional.
- 8.3. If the headteacher excludes a child, s/he informs the parents or carers immediately, giving reasons for the exclusion. At the same time, the headteacher makes it clear to the parents or carers that they can, if they wish, appeal against the decision to the governing body. The school informs the parents or carers how to make any such appeal.
- 8.4. The headteacher informs the LA and the governing body about any permanent exclusion and, in line with best practice, about any fixed-period exclusions.

- 8.5. The governing body itself cannot either exclude a child or extend the exclusion period made by the headteacher.
- 8.6. The governing body will, when required, form a governing board which is made up of three governors. Wherever possible, one of these governors will be an SEN governor. This committee considers any exclusion appeals on behalf of the governors.
- 8.7. When a governors' appeals panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents/carers and the LA, and consider whether the child should be reinstated.
- 8.8. If the governing board decide that a child should be reinstated, the headteacher must comply with this ruling.

9. DRUGS AND ALCOHOL

- 9.1. It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child needs medication during the school day, the parent or guardian should notify the school in writing using an *Administration of Medicine* form, and medicine should be given directly to the school office.
- 9.2. The school will take very seriously misuse of any substances such as glue, other solvents, illegal drugs or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse, or who brings illegal drugs onto school premises, will receive a fixed-period exclusion. If the offence is repeated and/or if the child is supplying substances to others, the child may be permanently excluded, and the police and the Multi-Agency Safeguarding Hub will be informed.
- 9.3. If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.
- 9.4. If a child is found to have deliberately brought illegal substances into school, and is found to be distributing these to other pupils, the child will be permanently excluded from the school. The police and Multi-Agency Safeguarding Hub will also be informed.

10. POSSESSION OF AN OFFENSIVE WEAPON

- 10.1. If a child is found to be in possession of an offensive weapon in school, consideration will be given to a permanent exclusion and the police will be informed.

11. SEARCHING CHILDREN

- 11.1. The school follows the current DfE guidance on searching and confiscation, which can be found on the DfE website: ([Searching, Screening and Confiscation, advice for headteachers, school staff and governing bodies, February 2014.](#))

12. BEHAVIOUR LOG

- 12.1. The Headteacher keeps a behaviour log to track patterns of behaviour and follow-up on any patterns of persistently concerning behaviour, for example by contacting parents, writing to the pupil, or putting in place a formal behaviour plan. The behaviour log may be shared with parents as part of this process. A summary of the behaviour log is reported termly to governors in the Headteacher's Report.

Policy approved by: _____ (print name)

On behalf of: _____ (committee or FGB)

Signed: _____

Date: _____