

SCHOOL BEHAVIOUR HANDBOOK



Introduction

At Littlegreen School we believe that all pupils should be supported to achieve their academic potential and lead independent and fulfilling adult lives. We enable this by building mutually respectful relationships with them and showing them how to have respectful relationships with each other and with other people. The school aims to provide a safe, secure, supportive environment where pupils can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage pupils' understanding of socially acceptable and appropriate behaviour.

Our approach to behaviour management is based on the knowledge and understanding that all behaviour is a communication. We deal with inappropriate behaviour through the school policy whilst always seeking to understand and address the cause of the behaviour. We understand that pupils' special needs often present as inappropriate behaviour choices and we will always support pupils to develop strategies that will help them to communicate feelings of anger, confusion, stress and anxiety to adults and other children in an appropriate manner.

Behaviour Management

All staff members are responsible for setting the tone and context for positive behaviour within the school. They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the pupil code of conduct and their own classroom rules
- Develop and maintain a positive relationship with pupils
- Establish clear routines
- Highlight and promote good behaviour
- Conclude the day positively and start the next day afresh
- Deal with low-level disruption effectively
- Use positive reinforcement

KEY STAGES 2 AND 3

REWARDS

Our system of rewards is designed to reward pupils as individuals, classes and as a whole school team. As well as good behaviour pupils are rewarded for academic progress, acts of kindness and attendance. Celebration Assembly takes place every Friday morning. This is when KS2, 3 and 4 come together to celebrate each other's achievements as we go through the different reward systems. All staff attends and there is an open invitation for parents/carers to attend the assembly.

Pupil of the Week



Each week the class teachers choose a Pupil of the Week. The reason for being chosen varies from academic achievement to persevering when struggling with a stressful situation. The teacher is free to choose

and by doing so able to reward an individual in a meaningful way. The names of Pupils of the Week are written in a book which is kept in reception.



Tea with the Head



Pupils of the week have tea with the Headteacher on Friday morning. They are also treated to a slice of cake. As well as being an enjoyable social event, Tea with the Head allows the pupils to talk about their achievements and their pride in receiving the certificate as well as an opportunity to talk to the Headteacher about whatever they wish to.

Raffle Prizes

All pupils in KS2 and 3 can be awarded a raffle ticket for good behaviour, effort, attitude etc. Raffle tickets are drawn during Celebration Assembly. If their tickets are drawn, pupils can



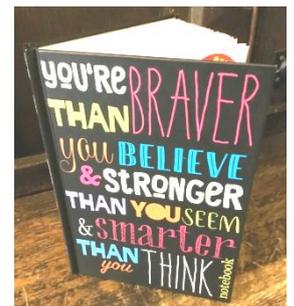
choose a prize. As well as having a chance to win a prize every ticket a pupil is awarded is counted and recorded. When a pupil receives ten tickets they are awarded a green pin badge, a blue pin badge is awarded for twenty tickets and a golden pin badge for fifty. This is system similar to a merits or house points system and pupils are aware of their total each week. A prize is also awarded to the class with the most tickets each half term. In this way we are able to reward individual pupils and encourage them to support their classmates to win tickets as well, working as a team to win the most overall.

Mystery cards



Outside the Headteacher's office there is a card holder where mystery cards are placed each week. The pupils can see that a card has been put in there with their names on but they do not know what the card is for. During Celebration Assembly the member of staff who awarded the card explains what the card was given to the pupil for. Mystery Cards are awarded for acts of

kindness or consideration for others. The names of pupils who receive a Mystery Card are written in a book which is kept in reception. KS2 pupils receive a card with a picture on it. KS3 pupils receive a blank card. When they have three different coloured cards they can choose a day that they want to wear non school uniform. This was their choice of reward and can be negotiated individually with the form tutor.



The Swear Jar

Our swear jar is unusual in that we don't put money in when someone swears, we take it out. The jar has 100 tokens in it which count as fifty pence each. During Celebration Assembly staff put their hands up if they have heard a pupil swearing. A token is taken out for each swear word reported. A token is also put back in if a member of staff has heard a pupil stop himself from swearing or using an acceptable substitute. A different focus is



sometimes used i.e. use of a particular word or phrase. The value of the tokens can be used by the pupils to purchase an item of their choice.

Stickers



Pupils, particularly in KS2, are keen to be awarded stickers. We have purchased some exciting ones included scented stickers. Pupils have a sticker card to collect their stickers on and class teachers can choose a reward for pupils when the cards are full.

Free Choice Friday

Friday afternoon is a free choice session. There are a number of activities for the pupils to choose from including music, go-karts, gardening, football, ICT, cooking, science and many more.

Wow Wednesday

Pupils who are sent to the Headteacher to show their work on Wednesday afternoons will have the work placed on the Wow Work board. They also receive an Excellent Work pencil and the work is added to the Wow Work portfolio which is kept in reception. In assembly, pupils will be given a Wow work badge if their work is in the folder.



ATTENDANCE

The class attendance for the week is shared in assembly on Fridays. The percentages are shown which the pupils have to place in order from lowest to highest. The cards are then turned over and the pupils see what their class attendance percentage was. Classes with 100% attendance wear non school uniform the following Friday.

SANCTIONS

Sanctions are used to help pupils understand and acknowledge

- When behaviour has been unacceptable
- That there are consequences to not following rules

- The importance of thinking through inappropriate behaviour and its impact on others
- The importance of facing up to their actions and making amends where appropriate

Behaviour Logs and Letters home

Each class has a behaviour log with a page for each pupil in the class. All incidents are recorded in the log which provides a chronological record of incidents as well as an opportunity for staff to identify patterns in behaviour including possible causes.

As well as class logs the Deputy Headteacher and Headteacher keep a log of incidents.

If a pupil's behaviour is causing concern and a number of incidents are being recorded in the class log, Letter 1 will be sent home. Up to three Letter 1's can be sent home.

If a pupil's behaviour continues to cause concern or there is an incident that requires the involvement of the Deputy Headteacher the pupil's name will be recorded in the Deputy Headteacher's log and Letter 2 will be sent home. The pupil will be placed on report. The report must be signed by the Deputy Headteacher at the end of each day and by parents/carers. It is the pupil's responsibility to make sure the report is taken to each lesson and home and back to school each day.

If a pupil's behaviour continues to cause concern or there is a serious incident the pupil's name will be recorded in the Headteacher's log and parents/carers will be asked to come into school for a meeting to discuss how best to support the pupil.

Loss of Free Choice Friday

On Friday morning staff name the pupils who have lost twenty minutes of Free Choice Friday. This may be because of a single serious incident or general disruptive behaviour. Pupils who lose time spend twenty minutes with a member of staff thinking about the behaviour, its impact on others and discussing ways that they can be supported to ensure the behaviour is not repeated. At the end of the twenty minutes they can choose the activity they want to go to. Sometimes an activity may already be full so they need to choose another one. A reminder that a pupil might lose some Free

Choice Friday can be a good incentive for a pupil to change his current behaviour. The activities are chosen carefully so that pupils have a wide ranging choice and will want to keep as much time as possible.

Thinking it through Sheets

Pupils complete these sheets at break/lunch time or when they have lost Free Choice Friday time. The sheets cover a range of behaviour and are restorative in nature in that they require pupils to think about the behaviour, how it made others feel, how it made them feel and what they can do to put it right.

Detention

School detention takes place on Friday from 2pm to 3pm. Pupils will be transported home by school at the end of the detention. A detention will be given if a pupil receives three red cards in a week. Misuse of personal electronic devices will also result in a detention. The Headteacher will discuss other reasons for detention with class teachers on an individual basis.

Internal Exclusion

Internal exclusion is spent in one of the exclusion rooms, 1:1 with an adult. Work is completed form class as appropriate. Breaks are taken outside of normal break times and unch is not eaten with the other pupils. Opportunities are taken throughout the day to talk about the incident/s that led to the internal exclusion and how to make amends for, and avoid, the behaviour in the future. Please see the behaviour policy for information regarding exclusion from school.

The Good to be Green Scheme

The Good to be Green (KS2) and Traffic Lights (KS3) schemes provide a consistent and fair approach to behaviour management. They are clear systems for rewarding good behaviour and applying sanctions for inappropriate behaviour. The schemes also

Allow the pupils to take ownership of their behaviour and



their rewards. They also provide a way to involve parents in their child's behaviour.

A key focus of the scheme is the fact that each day is a new start. Each class has a behaviour chart and each day all pupils begin on green to demonstrate the expectation that the day will be a positive one. In KS2 Yellow cards return to Green after lunchtime. In KS3 every lesson starts with green.

Pupils know that there are consequences of making inappropriate behaviour choices. They also receive timely warnings to help them to get back on track.

When a pupil makes an inappropriate behaviour choice he will be given a calm and quiet reminder by the teacher and shown a stop 'n' think card. If the child continues to demonstrate unacceptable behaviour a yellow warning card will be placed in place of the green one by their name.



Yellow Cards

A yellow card will be given to a pupil who is not following the school Code of Conduct. Not following code of conduct including swearing and low level disruptive behaviour.

A yellow card is replaced by a green card when the inappropriate behaviour changes. There is no consequence for a yellow card. If poor behaviour persists after receiving a yellow card a red card will be given to the pupil.

If 3 yellow cards are received in one day a red card will automatically be given.

Red Cards

An instant red card will be given to a pupil if he:

- Leaves the classroom without permission
- Hurts another pupil or member of staff
- Swears at an adult

- Damages property

When a red card has been issued a pupil will miss 20 minutes of Free Choice Friday time.

Parents/carers will be informed when a red card has been given to a pupil.

1 red card = 20 minutes from Free Choice Friday.

2 red cards = a letter home from the Headteacher.

3 red cards = an after school detention.

KEY STAGE 4

Pupils earn points every lesson that reflects their behaviour and learning. These points are added up at the end of every week and if individual targets have been achieved, pupils earn a reward afternoon. We make full use of Chichester College facilities and examples of reward activities include:

- Climbing wall
- Gym
- Football
- Computer
- Film club



In addition to weekly rewards, pupils also work towards an end of term reward trip.

The Behaviour Referral System for KS4 pupils at college

The Referral System

The referral system is in place to help support you to achieve. However it is a process which will closely monitor you and your ability to behave appropriately in college. If you are consistently late, absent or do not submit work you may be placed on referral, if you behave in a manner deemed unacceptable to the college you may be put on referral.

At each stage of the referral you will given targets and period of time to achieve these, if you fail to do so you will be moved up to the next level. If you achieve your targets you will move down.

Below are the stages of the referral system and examples of issues that could result in you being placed on the system.

Stage 1

- Persistent failure to produce homework/assignments.
- Persistent lateness - 3 occasions within 2 weeks.
- Persistent unexplained absences - 2 occasions within 2 weeks.
- Inappropriate language or behavior.
- Inappropriate use of the internet (Facebook, YouTube, etc. during class time).

Stage 2

- Non-attendance at scheduled Stage 1 meeting.
- Continued display of reasons identified previous.

Stage 3

- Continued display of reasons identified previous.
- Physical violence.
- Vandalism.
- Under the influence of alcohol/substances (& removal from the campus).

Stage 4 - Final Warning - Meeting with Deputy Principal

- Please be aware that you could be asked to leave the college at this stage.
- Continued display of reasons identified previous.
- Theft.
- Possession of/taking drugs/alcohol on site.
- Possession of a weapon on site.

Speak to your tutor if you have any questions about the referral system.

The school's Behaviour Policy provides details of other sanctions and rewards used by the school and outlines the school's approach to behaviour management.

The school's Care and Control Policy provides information on the use of Team Teach in school.