



Evercreech
CofE Primary School

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Primary School**

**BEHAVIOUR & RELATIONSHIPS
POLICY
Inc. exclusion arrangements**

Reviewed: September 2025

Next review: September 2026

Behaviour & Relationships Policy including exclusion arrangements

This policy has been written with the underlying principles of a Church of England school.

Rationale

We seek to ensure that all of our children learn and thrive in an environment completely free from the fear of intimidation by others. Values such as honesty, compassion, respect and tolerance are key to our school.

As a school we feel it is important to promote a caring and supportive environment to enable all members of our school community feel secure, respected and therefore encourage good behaviour in others. We believe that the development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the life of our school supported by curriculum content such as Personal, Social, Health and Citizenship Education. All children will at some point make wrong choices, but it is our intention that through this policy our pupils can be given clear guidelines on how to behave well, as well as knowing that they can have hope in being able to learn for the future after any mistakes have been made.

Aims

We aim:

- to ensure care and consistency
- to be fair and be seen to be fair
- to treat all with respect
- to have clear expectations and strategies to ensure they are met
- to provide planned activities which motivate all to learn academically and socially.

Evercreech CofE Primary Golden Rules

Our Evercreech CofE Primary rules are a teaching and learning tool which need to be constantly re-enforced and highlighted by all members of the school community.

1. We respect each other's right to learn and to do our best.
2. We show care for each other and our school.
3. We move about our school quietly and safely.
4. We always listen and respond politely.
5. We are kind and treat others as we would like to be treated.

We also have clear playground rules here at Evercreech CofE Primary that state we will:

- Look after each other and be kind to everyone
- Look after our play equipment and treat it with respect
- Keep our play areas clean
- Listen to all staff and be respectful to them
- Stop everything, look and listen when the whistle blows
- Line up quietly and calmly, ready for our next lesson

We will not:

- Run around corners or into areas off the playground
- Jump off the play equipment
- Play any fighting games
- Push, pull or grab anyone intentionally to harm

Incentives to positive behaviour

We believe the ideal rewards are the intrinsic rewards offered by:

- good relationships
- a stimulating curriculum
- positive role models

It is important to have a reward system in place which celebrates all forms of social and academic achievement and effort. We wish to ensure that each child has the opportunity to experience success.

The Reward System and the Incentives towards Good Behaviour

Non-verbal praise: a smile, thumbs up, a raffle ticket or name placed on the board, applause by others

Verbal praise: we believe this is an important factor in creating a positive atmosphere which will promote good behaviour. It will be related to the Evercreech C of E Primary School Rules and can be given to and by everyone. It may be private or public.

Marking Policy and Display

Positive comments are used to build on success and children's work is displayed so that it is obvious to any visitor that we are proud of the success we achieve. Stickers and smiley faces are used in books in recognition of good effort and high standards of work achieved, by children.

Sharing

In recognition of a particular task or behaviour the pupil may share success with others:

- i the class
- ii another class or teacher
- iii an adult chosen by the child
- iv the Head Teacher
- v Parents/ wider community

Stickers, Raffle Tickets and Team Points

These are used throughout the school, with children earning stickers, raffle tickets or team points for good work or behaviour. In addition, we have regular Praise assemblies which reward and acknowledge good work as well as kindness towards others being recognised, with a pupil being awarded to receive the kindness cup each week.

All of our children are assigned membership to a House Team and team points are accrued over the term, as well as for whole school events inc. sports days and Intra-house events. A special cup is awarded to the winning team, with medals and stickers awarded on these days to place positions and good sportsmanship.

Discouraging Unacceptable Behaviour and Restorative Justice

It is important to remember before we resort to our sanctions/ punishments, that we ensure a child who has misbehaved in some way is given the opportunity to make amends and experience forgiveness.

The process should be:

- Understanding of what was wrong
- Understanding feelings' of others
- Feeling sorry
- Problem solving to put it right
- Learning for the future

However, there is a need for sanctions if a child breaks established class/ school rules. It is our belief that sanctions consistently and firmly applied will result in clear boundaries and therefore good behaviour promoted.

NB It is important at all times to criticise and target the behaviour and not the child.

Sanctions - The Three "Strike" Rule

For unacceptable behaviour, the following sequence will be used.

Praise - given to the children who are showing appropriate behaviour at all times.

Non-verbal - signal or shake of the head, look etc (the aim being to cause as little disruption as possible to learning. Positive first opportunity to do the right thing)

Verbal - a reminder of the Evercreech CofE Primary school rules and values with a clear discussion about what needs to happen to put the situation right to avoid possible sanctions. (Second opportunity to do the right thing). Name written on board.

Time out - (Break/Lunchtime) this is the final action that results from poor behaviour following previous reminders. (Third and final opportunity to behave appropriately missed.)

If a child continues to misbehave, she/he will be referred to a senior member of staff who will decide which of various sanctions should be applied.

The parents of a child who frequently misbehaves will be notified by a conversation or a letter signed by the class teacher. If appropriate, the SENDCo will be informed and behavioural advice sought if relevant. (Behaviour Plan put in place if appropriate)

For Serious incidents/persistent misbehaviour

- Referral to the Headteacher.
- Fast Track with involvement of the SENDCo and outside agencies where necessary
- Some behaviour may be so serious that a senior member of staff/ parents are immediately involved.

Behaviour such as:

- i bullying
- ii defiance/ use of bad language
- iii damaging school or others' property
- iv assaulting a member of staff - verbal or physical
- v fighting
- vi leaving the school grounds without permission
- vii behaviour which causes an accident/ Health and Safety issue

Where an incident has not been witnessed by an adult, children are asked to explain what has happened from their own perspective; this sometimes may be through a written account. This enables staff to take appropriate action.

At this stage the parents will be contacted as exclusion (fixed term or permanent) may be necessary. Children may be excluded from planned visits due to their behaviour.

The Headteacher may decide upon an internal exclusion where the child works away from the class for a day. The child may need to be placed on the following Disciplinary Code:

1. An interview with the child and another member of staff will be held in a one-to-one situation, away from everyone else, which may result in an interview with the class teacher, the parents and the child.
2. An interview between the Senior Leader and the parents of the child. This may result in a written reporting system which will involve the parents. The length of time for these reports will be negotiable.
3. If all the above measures fail, then the Senior Leader, in consultation with the Governors, Local Education Authority and outside agencies, will apply a fixed term or permanent exclusion.

EXCLUSION ARRANGEMENTS

PUPIL EXCLUSION FROM SCHOOL – ADMINISTERING THE PROCESS

Our exclusion arrangements are conducted in full accordance with the Equality Act 2010.

If the Headteacher is satisfied that a pupil has committed a disciplinary offence, and the pupil is being removed from the school site for that reason, the formal exclusion process comes into operation.

Only the Headteacher (or in their absence a delegated member of senior staff) can exclude a pupil and the decision to exclude should always be done after careful consideration of all the relevant facts and circumstances.

The Exclusion Process:

- * The child is removed from any area where he/she could harm him/herself or others
- * Parents or Guardians are contacted, given a brief explanation of the difficulties and notified that they must collect their child from school either immediately or at a fixed time. The length of the intended exclusion is clearly stated verbally to the Parents or Guardians.
- * The School Office will prepare and send the formal exclusion letter to parents.
- * The School has a duty to provide education during a fixed-term exclusion. Work will be prepared and sent home by the child's Class Teacher.
- * On the child's return to school, the Headteacher (or in their absence the delegated staff member) will meet with the child and the Parents/Guardians to discuss re-entry to the school and establish the need for appropriate behaviour in reference to the Trust's Behaviour Policy.

Pastoral Support Plan (PSP)

After a fixed term exclusion, a PSP will be considered by the Senior Leadership team. A PSP plan is for children who are at risk of further FTEs or permanent exclusion.

The School's Obligation

Fixed period exclusions totalling 5 or fewer days or 10 or fewer lunchtimes or half days must be reported for monitoring purposes to the Local Governing Body (LGB).

Where a pupil is given a fixed period exclusion of a duration of six days or longer, the School has a duty to arrange suitable full-time educational provision from and including the sixth school day of exclusion. This would happen in consultation with the Support Services.

Fixed Period Exclusion of 15+ days

The Clerk should secure from the Head Teacher the following:

- * Provision Map
- * Log of incidents
- * Copy of any professional reports
- * Any other relevant information
- * School assessment test results
- * Most recent School report
- * If KS1, Foundation Profile, School Entry Plan, Boxall Profile

The Clerk must then check the availability of the Head Teacher, relevant LGB and Parents/Guardians for the review meeting. This must take place between the 6th and 15th school day following notification from the Head teacher. The meeting should be at a time and place convenient to all parties.

Witness Statements

The Head Teacher should, where appropriate, keep written records of the actions taken, including any interview with the pupil concerned.

Permanent Exclusion

When a permanent exclusion is notified to the LGB, the Clerk must secure the following information from the Head Teacher:

- * Any information in support of the decision to exclude
- * A summary of the strategies and interventions used to try to prevent permanent exclusion
- * Copies of PSP and APDRs for the pupil over the past 12 months
- * A log of incidents
- * Attendance record
- * Copies of reports from the Professional Support Services
- * Behaviour/Discipline Policy
- * School assessment results
- * Copy of the most recent school report
- * If the pupil is in KS1, information from Foundation Profile, School Entry Plan
- * Relevant information about the pupil's home circumstances
- * Relevant information regarding SEN, disability or medical conditions
- * Witness statements

The Clerk must then check the availability of the Headteacher, relevant LGB and Parents/Guardians for the review meeting. This must take place between the 6th and 15th school day following notification from the Head teacher. The meeting should be at a time and place convenient to all parties.

The Clerk will collate and forward the information to the LA where a Pupil Support Casework Officer will be allocated.

Governors Duty – Permanent Exclusion

The LGB will comply with the statutory time limits. A note of the LGB's views on the exclusion will be placed on the Pupil's School Record with copies of the relevant papers. The Clerk will take detailed minutes, bearing in mind the parental right to appeal. A copy will be required if this goes to Independent Appeal.

The LGB will inform the Parent and Headteacher of its decision in writing no more than one day from the hearing, stating the reasons.

The LGB will not attach conditions to any direction it may give to the Headteacher to reinstate the pupil.

Where the LGB decides to uphold the permanent exclusion, its letter to the Parent/Guardian will include the following information:

- * The reason for the decision
- * Their right to appeal to an Independent Appeal Panel, together with the name and address of the person to whom any notice to appeal should be sent
- * The date by which the appeal should be lodged
- * That any notice of appeal must set out grounds on which the appeal is made
- * That any claim on grounds of disability discrimination can also be set out in the notice of appeal

Children Beyond

Occasionally, some children may be beyond normal incentives and sanctions. Their behaviour may stem from physical or emotional needs which are not being met. They may be very unhappy and have a low self-esteem. In cases like this the SENDCo will be involved as well as the Behaviour Support agency. His/her parents will be involved in agreeing the Individual Behaviour Plan, which will be consistent with the principles and practices within this policy.

Conclusion

The Behaviour Policy has been written in order that we can manage the behaviour in our school in the best possible way and for the good of all who work in the school whether staff or pupils. If it is to be effective everyone must use it with confidence and consistency. Throughout, it is the principle of always promoting good behaviour that will apply.

APPENDICES

Procedures:

Appendix 1 Daily Routine

All children go to their classrooms directly upon arrival at school. Class teachers will be in their classrooms by 8.40 am, so that children are supervised.

Appendix 2 Procedures for Playtimes

KS1 & KS2 will line up in the morning at the end of playtimes and lunchtimes, in designated areas.

The designated playground area will be used for ball games, craze of the week and wheel toys on a rota basis.

Teachers and Teaching Assistants will collect their children and walk them to classrooms after breaks and lunch times

1 whistle means stop, stand still, look and listen quietly for the adult's instructions.

Appendix 3 Movement around the school

When moving around the school, classes will be supervised by an adult.

We expect all children to walk **quietly** around the school and between outdoor classrooms.

Children will be accompanied by an adult to and from Acts of Worship.

Children will be encouraged to use the toilet during playtimes. They will also be allowed to use toilets during lesson times if necessary.

Appendix 4 Evercreech C of E Primary School Rules:

1. We respect each other's right to learn and to do our best.
2. We show care for each other and our school.
3. We move about our school quietly and safely.
4. We always listen and respond politely.
5. We are kind and treat others as we would like to be treated.

Appendix 5 Covid 19/Pandemic

All of the above procedures listed in appendix 1-4 will be modified should government guidelines be issued to change from normal procedures.

SAFETY RULES

For our safety:

1. We will walk quietly along corridors and between the classrooms.
2. We will not run inside the building.
3. We will stay on the playground before school, at playtimes and at lunchtime.
4. We will not go into teaching areas without supervision.
5. We will not go into the car park.
6. We will not harm others

Appendix 6 Home School Agreement (see separate document)