



Glebe Primary School - Behaviour Structure

Behaviour at Playtimes and Lunchtimes

Behaviour	Action	Staff Action	Sanction/Consequence
<p>“Rough Play”</p> <p>Pupils not deliberately hurting one another during playtimes/lunchtimes but injuries caused by boisterous behaviour</p>	<p>Children wrestling, jumping on each other, picking each other up, piggy backs, dragging each other around</p> <p style="text-align: center;">↓</p> <p style="color: red;">Ignoring direct instruction from staff which could lead to injury</p>	<p>Staff to watch for such behaviour and stop it immediately before it escalates.</p>	<p>n/a</p> <p style="color: red;">Child stays with the adult on the playground to calm down for 5 minutes (time out)</p>
<p>Deliberate hurting of others</p>	Barging	Staff to approach and speak to the child/ren involved	3 minutes time out
	Pushing	Staff to approach and speak to the child/ren involved	3 minutes time out
	Punching/Hitting/Kicking	<p>Staff to separate pupils involved, instigator to be escorted by a member of staff to either JG or KR (dependent on Phase) if at playtime</p> <p>Lunchtimes: as above but escorted to who is on duty.</p> <p>Recorded in Behaviour Log by DHT</p>	<ul style="list-style-type: none"> • Pupil misses next play time • Pupil writes a letter of apology to the other child
	Biting	<p>Staff to separate pupils involved, instigator to be escorted by a member of staff to either JG or KR (dependent on Phase) if at playtime</p> <p>Lunchtimes: as above but escorted to who is on duty.</p> <p>Recorded in Behaviour Log by DHT</p>	<ul style="list-style-type: none"> • Pupil misses next play time • Pupil writes a letter of apology to the other child • Parents informed
Fighting	Staff to separate pupils involved, instigator to be escorted by a member of staff to either	<ul style="list-style-type: none"> • Pupil misses next play time 	

		JG or KR (dependent on Phase) if at playtime Lunchtimes: as above but escorted to who is on duty. Recorded in Behaviour Log by DHT	<ul style="list-style-type: none"> • Pupil writes a letter of apology to the other child • Parents informed
Rudeness	<u>Pupils being rude to each other:</u> name calling being unkind socially isolating others	Staff to speak to pupils involved Report to class teacher Class Teacher to monitor If a regular occurrence, inform Phase Leader and write to parents	n/a
	swearing	Recorded in Behaviour Log by DHT Parents informed	<ul style="list-style-type: none"> • Pupil misses next play time • Pupil writes a letter of apology to the other child •
	<u>Pupils being rude to staff:</u> answering back argumentative behaviour	<ul style="list-style-type: none"> • Send pupil to Phase Leader 	<ul style="list-style-type: none"> • Pupil misses next play time • Pupil writes a letter of apology to the staff member
	swearing	Recorded in Behaviour Log by DHT Parents informed	<ul style="list-style-type: none"> • Pupil misses next play time • Pupil writes a letter of apology to the member of staff • Internal exclusion – ½ day

If any of these behaviours occur more frequently, a meeting will be arranged with the parents and the pupil will be placed on a Behaviour Passport by the class teacher. This will be monitored closely at school and parents are expected to support the school in this by checking the passport and signing it each day. The HT or DHT will check and sign the passport every Friday to gauge progress or to look for patterns in behaviour.

Any reoccurrences of behaviours that could be constituted as bullying (e.g. social isolation, name calling and hitting/kicking), will be dealt with as per our bullying policy. Any incidents to be referred to DHT (Pastoral), SENCO and Pastoral Support Worker so that interventions can be put in place immediately for both the perpetrator and the victim – the former through social skills/anger management interventions and signing of contracts and the latter in terms of managing feelings and self-esteem boosting.

Uniform

It will be expected that all families will adhere to the uniform code – a red Glebe sweatshirt, white polo shirt and grey trousers or skirt (shorts are acceptable in warmer weather). Pupils are expected to wear black shoes (not boots). Jewellery is not allowed and hair bands should be modest. Children can expect to be challenged if they are not wearing correct uniform.

Behaviour in Class

Behaviour	Action	Staff Action	Sanction/Consequence	Who is responsible for supervising the sanction
Breaking the class rule of reading 3 x a week at home	Not reading to an adult at home 3 times per week ↓ Letter from class teacher is ignored by parents (pupil still not reading at home) ↓ Letter from Phase Leader is ignored by parents	Teacher records that pupil has not read at home 3 times Inform the Phase Leader who will write a further letter. DHT for Phase will call a meeting with parents.	3 strikes and a letter goes home to the child's parents from the class teacher	The class teacher
Non-completion of homework	Pupil fails to complete set homework on 3 separate occasions. ↓ Non-completion of homework continues ↓ “	3 strikes and a letter goes home to the child's parents from the class teacher ↓ DHT responsible for Phase to write a letter to parents ↓ DHT for Phase to meet with parents to discuss the issue.	Pupil misses their next playtime to complete any missed homework.	The class teacher

Disruption in class	Unwanted talking in class	<ul style="list-style-type: none"> Warning issued 	Pupil's name goes on the board	The class teacher
	Calling out/attention seeking behaviour	<p>If behaviour is repeated:</p> <ul style="list-style-type: none"> Move child to sit alone <p>Warning issued</p> <p>If behaviour is repeated:</p> <ul style="list-style-type: none"> Move child to sit alone <p>If behaviour is repeated again:</p> <ul style="list-style-type: none"> Send to Year Group/Phase Leader (with another pupil to escort) to work in isolation within the class room <p>If this behaviour continues:</p> <ul style="list-style-type: none"> Send to DHT responsible for Phase 	<p>Pupil's name goes on the board</p> <p>Loss of subsequent break time.</p> <p>Parents to be informed that the next day will involve a ½ day internal exclusion</p>	<p>The class teacher</p> <p>The Year Group/Phase Leader</p> <p>*</p>
Non-completion of work in class	Pupil fails to complete work in class due to defiant behaviour or ignoring requests to speed up (not due to the work being too hard)	<p>Warnings issued throughout the lesson</p> <p>If the pupil fails to respond to the warnings:</p> <ul style="list-style-type: none"> Teacher to tell them their sanction. <p>If behaviour is repeated:</p> <ul style="list-style-type: none"> Move child to sit alone <p>If behaviour is repeated again:</p> <ul style="list-style-type: none"> Send to Year Group/Phase Leader (with another pupil to escort) to work in isolation within the class room. 	<p>Pupil misses their next lunch time play to complete any missed class work.</p> <p>If the pupil is refusing to complete pieces of work, escalate to Phase Leader immediately</p>	The class teacher

Behaviour Around School – linked to Golden Time & The Glebe Way

Behaviour	Staff Action	Sanction/Consequence	Who is responsible for supervising the sanction
Running through the corridors	Any member of staff witnessing this to: <ul style="list-style-type: none"> Ask pupil to stop and walk If pupil continues to run/ignores adult request: <ul style="list-style-type: none"> Make a note of pupil's name and class and inform them and the class teacher of the sanction (please see below for details of procedures). 	5 minutes' loss of Golden Time	HT or DHTs
Being in school during play time or lunchtime without permission* Reception & KS1 pupils to bring coats to the hall at lunchtime when applicable.	Any member of staff witnessing this to: <ul style="list-style-type: none"> Ask pupil why they are inside - Infant pupils will have a "10 minute window" of re-entry to the classroom to get coats If the pupil does not have permission to be inside, staff to: <ul style="list-style-type: none"> Make a note of pupil's name and class and inform them and the class teacher of the sanction (please see below for details). 	5 minutes' loss of Golden Time	HT or DHTs
Talking in Assembly	Any member of staff witnessing this to: <ul style="list-style-type: none"> Ask the pupil to stand up 	5 minutes' loss of Golden Time	HT or DHTs
Talking/Running after the bell has gone	Staff ringing the bell to: <ul style="list-style-type: none"> Ask the child to stop Ask them to approach you slowly and quietly Continue to send other pupils in, once all classes are in: <ul style="list-style-type: none"> Make a note of pupil's name and class and inform them and the class teacher of the sanction (please see below for details). 	5 minutes' loss of Golden Time	HT or DHTs

Staff to leave their note detailing the pupil's name and how many minutes of golden time to be missed in the relevant class register folder in the main Office. HT/DHTs to be informed by the Class Teacher on a Friday before Golden Time who in their class is missing time and how much.

*Pupils who are injured will have a card from the SMSA who sent them to see Mrs Varney/1st Aider



Pupils whose behaviour is significantly challenging and ‘beyond’ usual sanctions

- These pupils will be known to all staff
- All of these pupils will have an Individual Pastoral Support Plan which is devised in consultation with the class teacher, SENCO, parents, other agencies (where appropriate) and the pupil (where appropriate).
- Each of these pupils will have an Individual Risk Assessment
- Sanctions will be internal exclusion* wherever possible, but extremely dangerous and violent behaviour will result in a fixed term exclusion.

* Supervision of Internal Exclusion will be undertaken by a member of the Senior Leadership Team (the HT or DHT).

All action taken will be in accordance with Glebe Primary School’s Behaviour and Exclusion Policies.