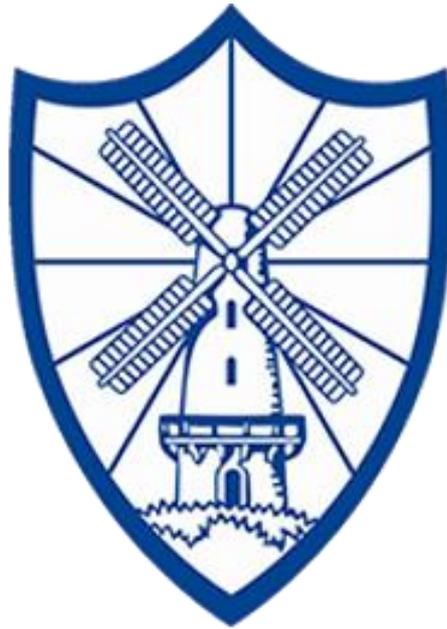




Meopham Community Academy



Enjoy, Learn, Aspire

Behaviour Policy

This policy was reviewed by: Paul Hale, Jeanette Ring and Melanie Martin
Date: November 2019
Approved by Governors:
Next review: November 2021

We believe that every member of the school community should feel valued and respected, and have the right to be treated fairly and well. The behaviour policy is therefore designed to help all members of the school to live and work together in a supportive way.

Rights and responsibilities:

Pupils

Rights

- To feel safe
- To learn to the best of their ability
- To be treated with fairness, consideration and respect
- To play
- To be listened to by adults in the school
- To know what is expected
- Learn in an ordered, safe environment

Responsibilities:

- To care for and take pride in the environment of their school
- To support and encourage each other
- To treat others with respect and consideration
- To follow instructions from teachers and other staff
- To take responsibility for their own actions and possessions
- To resolve difficulties seeking appropriate adult help if needed
- To do their best and allow others to learn

Staff and Governors

Rights

- To feel safe.
- To be treated with respect by pupils, parents and colleagues.
- To work in a supportive and understanding environment.
- To be able to work without any unnecessary interruption.

Responsibilities:

- To create a safe and stimulating environment in which all children learn
- To treat pupils with consistency and respect at all times
- To foster good relationships, leading by example
- To involve parents when children are consistently finding it difficult to meet expectations of behaviour
- To work as a team, supporting and encouraging each other
- To promote and model the school values by showing respect and kindness to all members of the school community
- Recognise and reward good behaviour for learning, effort, progress and achievement

Parents

Rights

- To know their children are safe.
- To know their children are treated fairly and with respect.
- To be able to raise concerns with staff and be told when their child is experiencing difficulties.

Responsibilities:

- To respect the school as a working environment
- To treat staff with consideration and respect
- To ensure children attend regularly, punctually and prepared for school (e.g. had breakfast)
- To be aware of the strategies of the school and reinforce these at home
- To promote good behaviour, politeness, courtesy and consideration for others
- To inform the school of any concerns that may affect the behaviour of their child
- To ensure child comes to school with appropriate clothing and PE kit
- To promote the school values by encouraging children to show respect and consideration for others.

Meopham Community Academy Charter

Children are made aware of their rights and responsibilities through our academy charter. It is shared with children at the start of each year and is displayed in every classroom. Staff use the charter to remind children of the school's expectations.

Right to be safe.	Responsibility to behave in a safe way.
Right to learn.	Responsibility to do the best that we can and to let others learn.
Right to respect.	Responsibility to listen, to speak politely and to be honest. Responsibility to look after the school building and environment.
Right to play.	Responsibility to play fairly, include others and treat equipment with respect.

Values

The school talks about values regularly and how these are reflected in children's behaviour. The values and school rules are reinforced by the adults in school by:

- Giving clear and concise directions to children so that misunderstandings do not arise
- Praising pupils who demonstrate these
- Backing up verbal praise with action

Classroom Charters

In addition to the Academy Charter, each class also has its own Classroom Charter. At the start of the school year, pupils collaborate with the class teacher in order to create a charter for their class. This is displayed on the wall of the classroom so that everyone in the class is clear about the expectations.

Curriculum

At Meopham Community Academy we strongly believe that the curriculum plays a very important part in the positive approach towards behaviour management. A stimulating and enjoyable curriculum, with well-planned, interesting and challenging activities promotes independence and good behaviour.

Rewards

There are many rewards systems in place, such as:

- Positive praise and recognition of good behaviour, work, effort, attitude, and improvements in these
- Stickers and positive praise statements in books/pieces of work
- Public recognition whether in the class, key stage or whole school
- House Points
- Value stickers for demonstrating the term's value

Inappropriate behaviour

At Meopham Community Academy we will not tolerate behaviour which impacts on other pupils' learning and/or safety.

Sanctions follow an agreed procedure. A poster is displayed in every classroom wall highlighting the steps below:

Good to be Green

Low level behaviour management strategies	
Verbal warning	Child is given clear verbal warning – the card is turned on the Good to be Green chart
Yellow card	Child is given yellow card as a clear warning. (this can be as a result of a verbal warning being repeated)
Red Card	Child is issued red card and is sent to Pupil Support where this is discussed. Consequence of red card is loss of lunch break. Pupil support keeps a record of red cards on SIMS. Pupil returns to class.
Final stage 4W – child directed to Pupil Support	If a pupil is then sent to Pupil Support again, a 4W reflection sheet is completed and there is a loss of mid-morning or lunch break and parent is informed. The 4W form will be completed during this time and parents are contacted by Pupil Support either by telephone or at the end of the day when pupils are picked up. Pupil Support record 4Ws on SIMS and keep a copy of the 4W form. On returning to class the Good to be Green behaviour chart is reset. If a second red card is given during the course of a day this is referred to the SLT (Senior Leadership Team)
Serious incidents	In the event of a serious incident (where the child presents a risk to themselves, another person or refuses to go to Pupil Support) the supervising adult will either call the Pupil Support team or send a Blue Star. A member of the Pupil Support Team or Senior Leadership Team will attend to assess the situation and, where necessary, remove the child from the classroom. Rarely, it may be deemed necessary to remove the class to

	enable the situation to be dealt with. Following any serious incident a member of staff who witnessed the incident will complete a Serious Incident Form. The Senior Leadership Team will decide on any consequence.
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Break and lunchtime behaviour

In order to promote safe, responsible behaviour on the playground at playtime and lunchtime children are expected to follow the Meopham Community Academy Playground Charter as devised in consultation with the pupils.

<p>Playground Charter</p> <ul style="list-style-type: none"> • Respect and show consideration to all adults and children • Always ask an adult if you need to leave the playground/ field/ astro-turf • Place any litter in the bin • Take care of the playground equipment • Play safely • When the whistle is blown, stand still without talking • When your class is called, walk quietly to line up • Walk into school quietly without overtaking

If inappropriate behaviour occurs at break or lunch times which does not follow the charter, the staff on duty need to deal with it immediately. Children will be asked to sit/stand at “time out” for an agreed amount of time in order to reflect on their inappropriate choices. If inappropriate behaviour continues the pupil will be sent to Pupil Support.

Behaviour Support

Staff understand that at times of stress some children will have difficulty in managing their behaviour and may need time away from their peer group. The Pupil Support Team provide a safe place for emotional support and an opportunity to calm down.

If inappropriate behaviour continues over a period of time and the above procedures are not having an impact, then an Individual Behaviour Plan may be drawn up and the following actions may occur:

- Discussion between teacher/child/parent – agreeing on targets for behaviour
- Seclusion in school
- Child excluded from lunchtimes (if lunchtime related)
- Child reduced to a part-time timetable
- Fixed term exclusion
- Permanent exclusion

It can only be the decision of the Headteacher or Deputy Headteacher to seclude or exclude a child or reduce a pupil’s timetable. It must be noted that reduced or part-time timetables are exclusions and must be recorded as such. It may also be necessary to involve out of school professionals, such as the Educational Psychologist, Community Paediatrician and the Pupil Referral Service throughout the above process. Children who display significant and /or persistent behavioural difficulties will be supported and monitored as appropriate.

Behaviour Outside of School

Members of staff may discipline a pupil for any misbehaviour when the child is:

- Taking part in any school-organised or school-related activity.
- Travelling to or from the school wearing school uniform or is in some other way identifiable as a pupil of Meopham Community Academy.

or for misbehaviour, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school.
- Poses a threat to another pupil, or member of the public.
- Could adversely affect the reputation of the school.

Monitoring

The Headteacher and the Senior Leadership Team monitor the effectiveness of the behaviour policy on a regular basis. The Headteacher reports to the Governing Body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records of incidents of misbehaviour in the following ways:

- A record is also kept of any incidents that occur at break or lunchtimes in a behaviour log.
- The Pupil Support Team have fortnightly meetings where patterns of behaviour are discussed and plans made to support individual children or groups.
- Behaviour logs are sent to the Headteacher and Deputy Headteacher each week.

Addendum in light of Covid-19

If for any reason there is evidence to suggest a child is deemed to be deliberately increasing the risk of transmission or contraction of COVID 19, we withhold the right to ask the child to stay at home for a period of time as directed by the Head Teacher.

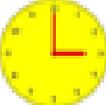
Approved by Chair of Governors action 21st May 2020

Appendix 1

Behaviour expectations during phased return of the COVID-19 pandemic

MEOPHAM COMMUNITY ACADEMY

Help keep everyone safe and healthy by remembering to...

- Arrive at school on time. 
- Wash your hands when asked. 
- Ask an adult before going to the toilet. 
- Stay in your new class group. 
- Move around the school sensibly, following instructions. 
- Cough or sneeze into your elbow or a tissue.  
- Put tissues in a bin with a lid. 
- Tell an adult if you feel unwell. 
- Use your own drinking bottle and resources.  
- Leave the school site promptly with your adult at the end of the day. 

Thank you