

## **Cedars School of Excellence**

### **Behaviour Policy**

We are committed to a policy of effective behaviour management. The first principle is that children generally respond to praise and encouragement and that bad behaviour should be avoided rather than punished and remediated.

#### **PROMOTING POSITIVE BEHAVIOUR**

In the Primary school we operate a system of reward cards, sticker schemes and the school house system to encourage positive behaviour.

In the Secondary Department we use the school house system to encourage positive behaviour. Individual teachers may use other reward schemes as is appropriate to their specific classes and subjects. We also use a 1st line guidance system whereby simple issues and incidents of behaviour may be raised and dealt with on a weekly basis.

Any significant incidents of behaviour, of a positive or negative nature, should be reported to the Head Teacher as soon as possible and dealt with as is appropriate. Guidance teachers should also be notified.

We use Pupil of the Week and Pupil of the Term awards to promote positive behaviour throughout the school. We also award a number of yearly trophies for contribution to the ethos of the school, helpfulness, personal achievement and endeavour. These may be awarded at any stage as is appropriate.

Issues that may lead to behavioural difficulties can be discussed at the school council. These matters may be raised by pupils or staff. In the past this has been successful at defusing potentially volatile situations.

#### **BEHAVIOUR MANAGEMENT STRATEGIES**

In order to avert behaviour problems or to stop them escalating, we recommend that each teacher implement the following strategies:

Teachers should endeavour to make all tasks appropriate to the age, stage and ability of the pupils.

Teachers should try to be prepared for lessons and to be on hand before pupils arrive in class

Try to avoid “down time” during lessons.

Try to avoid interruptions to lessons.

Try to open and close each lesson with positive remarks.

Avoid mass sanctions e.g. “If anyone talks you all stay in.”

Don't issue “The next one” warnings e.g. “The next person who drops their pencil gets a punishment exercise.”; as it's always the innocent, quiet child who is next and never the main perpetrator.

Always refer serious incidents to the Head teacher or the Depute Head as appropriate This is not a sign of failure and is the best sanction available.

Always use the same format for warnings. e.g.

1. That's enough let's settle down now.
2. I'm now formally warning you. If I have to speak to you again I will report your behaviour.
3. I'm writing a report on your behaviour which I will submit at the end of the period.

Always do what you say you will do.

After a behaviour incident always let the incident be closed and start the next lesson with positive remarks again.

Remember to use common sense at all times. All staff will be fully supported by the management team in maintaining discipline.

## **PROCEDURE FOR DEALING WITH BEHAVIOUR INCIDENTS**

Incidents that cannot be dealt with by the guidance teacher or class teacher should be referred to the headteacher or depute headteacher.

The headteacher will interview the pupils concerned and seek to resolve the issue. Should it be deemed appropriate, a verbal warning will be issued.

If there is a subsequent incident the parents of the pupil would be informed and invited to attend a meeting with the headteacher.

For very serious behaviour incidents a formal, written warning may be issued at the headteacher's discretion. This may contain conditions which need to be observed by the pupil. This written warning may contain a timeframe, e.g. This warning will be removed by July of this year if no subsequent difficulties arise. This warning letter will be signed by the headteacher and the pupil concerned.

If there is a further breach of discipline a second formal warning may be issued following meetings with parents and pupil.

A second formal warning would contain the information that a subsequent breach of discipline may result in a pupil being asked to leave the school.

The school reserves the right to ask for the removal of a pupil for a serious breach of discipline. This would only be done after consultation with the Board of Governors. This right is expressed to parents and pupils in the school prospectus and handbook.

It is aspiration of Cedars School that the encouragement of positive behaviour at every stage of schooling would prevent this procedure from being implemented in all but a very few cases.