

# Windmill Hill Academy

## Behaviour Policy

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

<b>Status: Adopted</b>	
Recommended	
Statutory	Yes
Version	V1
Adopted	<b>Autumn 2019</b> Reviewed Summer and Autumn 2020 and Spring 2021
Review	<b>Summer 2021</b>
Advisory Committee	School Improvement and Strategic Development Local Governing Advisory Body
Linked Documents and Policies	Anti-Bullying Policy DFE's Exclusions List Peer on Peer Abuse Policy Relationships Policy Restraint Policy Safeguarding and Child Protection Policy SEND Policy

**COVID-19 Update: This policy will still apply but with social distancing measures in place (also refer to the COVID-19 RA). See below (amendments/additions in red).**

### **Windmill Hill Academy's Mission Statement:**

Inspiring Passionate Life Long Learners

We are committed to this by developing our 'Learning Sails' with pupils:

- **Reflection**

We ask all learners to give thought or consideration on their actions and learning.

- **Self-awareness**

We encourage self-awareness and having a conscious knowledge of one's own character, feelings and learning. We encourage learners to know where they are with their learning and their next steps.

- **Curiosity**

We inspire all learners to have strong desire to know or learn something, questioning their learning experiences to find out more.

- **Resilience and Tenacity**

We promote the capacity to recover quickly from difficulties or challenge. We encourage all to be very determined and show determination despite the challenge.

- **Connect**

We promote learning where connections can be made, where children can relate new and old learning.

### **The aims of this behaviour policy:**

It is a primary aim of our academy that every member of the academy community feels valued and respected, and that each person is treated fairly and with respect. We are a caring community, whose values are built on mutual trust and respect for all. The academy's behaviour policy is therefore designed to support the way in which all members of the academy can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the academy community in aiming to allow everyone to work together in an effective and considerate way.

The academy expects every member of the school academy to behave in a considerate way towards others. We treat all children fairly and apply this behaviour policy in a consistent way. This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the academy community.

The academy recognises and promotes positive behaviour, as it believes that this will develop an ethos of kindness and cooperation.

Our approach in applying the behaviour policy across the school is consistent and is applied by all members of staff but it may be presented to pupils in an age-appropriate way (EYFS/Key Stage One and Key Stage Two) and some of the sanctions are applied in an age appropriate manner.

### **UNICEF's Rights Respecting Schools Award (RRSA):**

We follow a human rights based approach to behaviour through UNICEF's Rights Respecting Schools Award (RRSA), which helps schools to use the United Nations Convention on the Rights of the Child (UNCRC) as the school's values framework.

As a whole academy community, we have moved from speaking about 'rules' to speaking about our values and our rights. This approach enhances pupils' understanding of the consequences of individual and group actions on the rights of others locally and globally. It also serves as a basis for a shared vision which runs like a thread through all aspects of academy life, and which promotes positive environments, positive relationships and a hunger for learning.

During transition week in July or at the beginning of each new academic year, all classes create individual class charters. We also review our visitors, playtime and a variety of other charters. These are all summarised in our academy charter.

### **Trauma Informed Schools (TIS):**

Windmill Hill Academy is committed to developing a Trauma and Mental Health Informed Approach which will protect our academy community members – staff, children and parents. There is a growing body of research on the impact childhood adversity has on long-term mental and physical health. To ensure every child develops positive mental health and resilience, our aim is to:

- support children to make sense of their experience(s)
- find ways to manage their emotions and feelings
- create an environment of safety, connection and compassion at all times
- build an academy/trust network of strong, positive, supportive relationships through training
- ensure children maintain the capacity to learn, despite difficult events that may occur

Windmill Hill's behaviour policy and the Trust's relationship policy reflect a trauma-informed approach and our rewards and sanctions are both developmentally and trauma-informed. We do not operate a 'zero tolerance' or 'one size fits all' approach to distressed behaviour. We have high expectations of behaviour for all, however rigorous support is offered to those having difficulty meeting those expectations.

Trauma Informed Schools is an organisation committed to improving the health and wellbeing and ability to learn of the most vulnerable schoolchildren in the UK, namely those who have suffered trauma, abuse, neglect and/or have mental health problems or attachment issues. It aims to provide appropriate training for schools, communities and organisations so that they become trauma informed and mentally healthy places for all.

We have specially trained Trauma and Mental Health Informed Practitioners across the Trust. These trusted, emotionally available adults support children who are identified as requiring additional support. This support may be offered in a 1:1 session, in class or in small groups (social distancing measures in place, year group bubbles maintained in relation to CV19 Risk assessment).

### **Recognition of positive behaviour:**

In addition to a culture of regular verbal praise and appreciation, the following systems operate in the academy and may be awarded by all staff:

- House Team points (ClassDojo points)

All pupils belong to one of four houses: Northgate (red), Southgate (blue), Eastgate (green) and Westgate (yellow). All pupils collect house team points. They are collected by each individual for positive behaviour and are logged on ClassDojo. Each individual's points also contribute to the team as a whole.

**Covid-19: Year Six Team to collect points as usual and display in the hall but not to visit different classrooms to collect points.**

We believe that the 'House' system is a positive influence with the academy for several reasons:

- Pupils are motivated to work hard and behave well to earn house team points (ClassDojos) which will contribute to the overall total for their house team.
- It brings the whole academy together by giving pupils a common goal.
- It is a fair system as the pupils are sorted ensuring that pupils with different abilities and talents are represented evenly across the houses.
- The element of competition gives many pupils further motivation to work hard and reach their full potential.
- Having the additional responsibility of working in a team towards a shared goal, helps the pupils understand the importance of learning how to work as part of a team.
- It is known that all of the above points have a positive impact on behaviour.

- Golden time

Each week, pupils have an opportunity to earn their thirty minutes of Golden Time which they can use on a Friday afternoon. Golden time activities will be voted for by the pupils. Pupils who behave according to the school, class and playtime charters, will have the right to earn five minutes of golden time each day.

**Covid-19 update: Golden time will take place within year group bubbles. If an alternative space is required, e.g. outdoor area/computing suite, this will need to be timetabled with other classes.**

- Celebration assembly rewards

**Covid-19 update: All whole school assemblies will be suspended during this time. However, assemblies, including celebration assemblies, will take place in year group bubbles in classrooms. See *assembly overview*.**

**Physical awards, e.g. trophies, will be cleaned before being given to the next year group bubble. Certificates to be handed directly to the child (by staff member who has washed/sanitised hands/wearing gloves) and child to place straight into bag.**

Pupils have the opportunity to earn and be awarded with certificates and prizes during our weekly Friday celebration assembly. This includes:

- Stars of the week: two pupils from each class are awarded with a star of the week certificate. This is decided by a staff member from the class which link to our learning sails.
- Respect and Kindness trophies: there are three trophies (Key Stage One, Lower Key Stage Two and Upper Key Stage Two) which are awarded to pupils who have demonstrated respect and kindness. This award is presented weekly.
- Positive Role Model Trophy: this trophy is awarded to a pupil on a fortnightly basis who has been a positive role model to others.
- Raffle: raffle tickets are given out at playtimes by Staff members on duty, Year Six prefects and Lunchtime Supervisors who have observed positive behaviour. Three raffle tickets are randomly selected fortnightly in a Friday's celebration assembly and pupils can choose a prize.
- Attendance: Attendance is displayed weekly and the class with the highest attendance is rewarded with a trophy and an extra playtime.
- Karate reading bands: bands are presented to pupils when they have met the threshold for a karate band colour.

- Visible Learner of the half term: towards the end of each half term, two pupils from each class are rewarded with a certificate for demonstrating one or more of the learning sails.
  - Mathematician and Writer of the half term: towards the end of each half term, one pupil is rewarded with a certificate and a small prize for demonstrating progress in either Maths or Writing. Their learning is then displayed for all to see.
  - End of year trophies: Trophies are awarded at the end of the academic year for a variety of different reasons, e.g. progress, attitude to learning etc.
- Other rewards:
- Stickers: pupils may also be awarded stickers in their class to celebrate success instantly.
  - Celebrating success with others: they may be sent to another member of staff to celebrate success.
  - Person of the week: each week, pupils in class vote for a member of their class to be 'person of the week' who has demonstrated positive behaviour and attitude to learning. This person may be granted privileges, e.g. lining up first, sitting on a special cushion etc.

### **Unacceptable behaviour:**

**Covid-19 update:** pupils will be regularly reminded of the Covid-19 measures in place, e.g. social distancing, keeping within their zones of the school and bubbles.

Although we try to achieve our expectations of each other in a positive way, we will apply sanctions for unacceptable behaviour:

- Bullying (*see anti-bullying policy for definitions*)
- Verbal attacks on adults or pupils, including those of a homophobic or racist nature
- Use of foul or abusive language
- Physical attacks on pupils or adults
- Dangerous behaviour
- Abuse of property
- Refusal to follow reasonable instructions
- Impacting on other people's rights

Our system is used to help pupils when behaviour is unacceptable and is designed to give pupils choices to stop and make changes. The pupils realise that there will be consequences for unacceptable behaviour.

**Covid-19 update:** this includes pupils following the clear routines and social distancing measures.

**Covid-19 update:** the steps remain in place but have had to be slightly adapted due to social distancing measures and minimising risk.

**Step 1:** An initial warning is given. The pupil is asked to think about making the right choices and changing their behaviour.

**Step 2:** If behaviour continues to be unacceptable, the pupil is given a 'Rights' card (printed on white) to read and as a reminder.

**Covid-19 update:** Instead of a card being given to the pupil, it will be explained that this is the virtual 'white card' and will be reminded of the rights.

**Step 3:** If behaviour continues to be unacceptable, they are given another 'Rights' card (printed on yellow) to read.

**Covid-19 update:** Instead of a card being given to the pupil, it will be explained that this is the virtual 'yellow card' and will be reminded of the rights.

*Pupils earn 5 minutes of golden time each day unless they get to step 3 or higher.*

**Step 4:** If behaviour continues to be unacceptable, they are given another 'Rights' card (printed on red) to read and they will have to spend time (15 minutes – EYFS/KS1, 20 minutes – KS2) in another classroom with the expectation that they complete the learning set. The Class Teacher will inform parents/carers.

**Covid-19 update:** Instead of a card being given to the pupil, it will be explained that this is the virtual 'red card' and will be reminded of the rights. Instead of spending time in another classroom completing the learning set, they will need to work at a separate part of the classroom or just outside of the classroom (if safe to do so, staying within their zone, maintaining year group bubbles and following social distancing measures). The Class Teacher is to inform the parent/carer – phone call is preferable (avoid parents coming into school to minimise risk).

**Step 5:** If a pupil continues to behave inappropriately, the pupil will miss part of their lunchtime and complete any learning not finished in class (KS1 – in class, KS2 – reflection time KS2 Teacher/SLT). The Class Teacher will inform parents/carers.

**Covid-19 update:** SLT member of staff to be called (via phone) and the child will be collected from their classroom/zone. The pupil is to miss part of their lunchtime and complete any uncompleted learning. The SLT member of staff will find a suitable place where they can be social distanced whilst being supervised. The Class Teacher is to inform the parent/carer – phone call is preferable (avoid parents coming into school to minimise risk).

*At step 5 or higher, a child's behaviour is recorded on MyConcern in order for it to be monitored.*

**Step 6:** If behaviour is not corrected at this point, then the pupil will spend half a day in another class/area of the school. The Head of School will contact the parents/carers to inform them.

**Covid-19 update:** The child is unable to spend time in another class so please contact an SLT member of staff (via phone) who will collect from the class and find a suitable place where they can be social distanced whilst being supervised. The Head of School is to inform the parent/carer – phone call is preferable (avoid parents coming into school to minimise risk).

**Step 7:** If a pupil gets to this stage, they will spend the next day working in seclusion and break and lunch time will also be taken separately to the other pupils. Parents/Carers will be informed and a meeting held to devise a plan for the way forward with the Head of School.

**Covid-19 update:** Please inform the Head of School who will find a suitable place where the child can work/have breaktimes in seclusion whilst being supervised. Parents/Carers will be informed and a meeting held to devise a plan for the way forward with the Head of School.

**Playtimes:**

Playtime is a time when a range of unacceptable behaviours may occur. **Covid-19 update: pupils will have staggered breaktimes and keep to different zones (see timetable). Social distancing measures must be adhered to.**

The academy has developed a range of structures to minimise these:

- The Head of School meets with all support staff termly to review policy/practice and to offer further training as identified.
- The academy and playtime charter is displayed on playgrounds and around the school.
- On the playground there is a 'Friendship bench' where pupils who are feeling lonely can wait. All pupils are taught to approach pupils sitting on the 'Friendship bench' and ask them to join their game.
- **COVID-19 update: a range of equipment, which is in separate boxes for each group and will be cleaned afterwards, is provided to the group to play with during breaktimes/lunchtimes.**
- Pupil Parliament groups (school forum and playground) discuss issues which are feedback to Pupil Parliament groups/classes/whole school.
- More serious offences will result in immediate removal from the playground. **A SLT member of staff will be called for and they will miss the rest of their playtime. They will be supervised in a suitable place where social distancing measures can be administered. Parents/Carers to be informed.**

#### **Serious Misbehaviour/Persistent Problems:**

This includes rudeness to staff, serious verbal or physical aggression and bullying. This behaviour is fully investigated, recorded and monitored via our academy online chronology, 'My Concern'. The Head of School/member of SLT will inform parents if their child has been injured or a victim of serious misbehaviour. Any injury to staff is logged on an on-line County Council incident form. Appropriate sanctions are agreed in partnership with parents. If there are persistent behaviour problems highlighted by behaviour reports, then the following responses will be triggered:

- Evidence needs to be collected on the pupil's behaviour to see if it is possible to identify trigger points and patterns.
- Parents will be invited to discuss their child's behaviour in more depth and to decide how best to address this in school. This may be through a rewards system, a behaviour contract or other means including fixed term exclusions. It is important that anyone dealing with the child knows the procedures that are being followed with them. It is vital to work with parents and to keep them informed at all times.
- It may be appropriate to involve a range of members of staff at this stage including any classroom support staff who work with the child, lunchtime supervisors, SENDCo etc. It is also important to keep the SLT and the Head of School informed.

#### **Individual Positive Support Plan:**

If the problem is not resolved, then it is appropriate to take advice from other local agencies to assess the needs of pupils who display continuous disruptive behaviour. An Individual Positive Support Plan may be drawn up with the pupil, parents and other agencies e.g. family support worker. This will identify the pupil's strengths as well as weaknesses and plan a structured way forward for the pupil.

#### **SEND:**

Windmill Hill Academy will ensure that the specific needs of pupils with special educational needs and disabilities (SEND) are taken into account when dealing with issues arising from behaviour incidents. We are fully aware of relevant legal duties to make 'reasonable adjustments' to practice and policy for children with disabilities, under the Equality Act to ensure discipline procedures do not discriminate against pupils who may have a condition that impacts upon their behaviour.

Teachers will seek to identify the underlying cause of the behaviour and put in place measures to address the cause, to prevent the behaviour re-occurring. This allows 'triggers' for challenging behaviour to be identified and avoided, prevents challenging behaviour persisting or worsening, and ensures that pupils who are displaying challenging behaviour because of an underlying disability or SEND are not discriminated against.

**COVID-19 update: SENCo will complete a risk assessment for a child with an EHC Plan which will be shared and reviewed regularly.**

#### **Team Teach:**

In certain situations, where either the child is in danger or they are putting others in danger then it may be appropriate to use positive handling (Team Teach). Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. This is a last resort and only done if other strategies have failed. De-escalation is always preferable where this is possible (see Restraint Policy). When pupils have been restrained, it is vital that accurate records are kept in the Team Teach log, that parents are informed and that staff involved are debriefed by the Team Teach Co-ordinator or Head of School/Executive Headteacher.

**COVID-19 update: Positive handling (Team Teach) in line with the Restraint Policy, is only to be used in extreme circumstances, for example, there is an immediate risk to the safety of a child/staff member.**

#### **Bullying:**

The academy defines bullying as organised and/or persistently making a pupil or pupils intentionally unhappy (see Anti-Bullying Policy). This can be through name calling, intimidation and threatening behaviour or physical assault. Pupils will be taught strategies to discourage and counteract bullying. This will be done specifically through SMSC learning or during anti-bullying modules. Staff at the academy regularly remind pupils that they must tell someone if they are being bullied. This can be another child who will help them tell an adult, their parent or a member of staff. The bully needs to understand about the unacceptable nature of their behaviour and the impact that it had on their victim. The victim needs to know that this has been clearly spelt out to the bully as have the consequences if they persist in their unacceptable behaviour. If children persist in bullying, then it is vital that parents are kept informed about the situation. They need to work with the academy to help their child stop. If bullying persists, then it will be treated as any other unacceptable behaviour and may, result in the full range of sanctions used by the school including internal isolation, removal of lunchtime breaks and in extreme cases fixed or permanent exclusion.

**COVID-19 update: Pupils to receive regular PSHE and Online Safety lessons. Parents to be reminded of social media guidelines due to increased exposure for some pupils to technology devices and being online during this time.**