

GREAT ECCLESTON COPP CE PRIMARY SCHOOL
PROCEDURE FOR RECORDING BEHAVIOUR ISSUES

- 1) Repeated episodes of classroom disruption are recorded by the class teacher and strategies are discussed with relevant staff and put in place.
- 2) Informal/warning phone calls home are not logged centrally, but may be logged by class teacher (Onedrive). Home/school book may also be used for communication.
- 3) Formal phone calls home made by a member of the SLT should be recorded on the Behaviour Document (OneDrive).
- 4) The Serious Incident Document (OneDrive) will be filled in if positive handling has to be used.

BEHAVIOUR SANCTIONS (IN SCHOOL)

Stage	Behaviour	Action Required/People involved
1	<ul style="list-style-type: none"> • Off task • Calling out • Failure to follow instructions or school procedures • Back chat, disrespectful comments 	<ul style="list-style-type: none"> • Praise/rewards for good behaviour • Speak quietly to the child concerned • Discuss poor behaviour with child • Reinforce correct behaviour
2	<ul style="list-style-type: none"> • Any inappropriate physical contact eg slap, nip, kick out at peers • Offensive remarks to peers and/or adults 	<ul style="list-style-type: none"> • Make expectations clear • Move child WITHIN class • Monitor/record behaviour • Possible informal chat with parents
3	<ul style="list-style-type: none"> • Verbal and/or physical aggression • Vandalism to school property which may result in injury to self/others • Stealing or damaging property of others 	<ul style="list-style-type: none"> • Withdrawal of privileges eg break/GT • Chat with Behaviour Manager/Headteacher • Discuss behaviour targets with parents • Positive reinforcement - eg Dojo/smiley chart/home school books • Recording on Serious Incident Document if positive handling used • Possible Positive Handling plan/CAF • Possible financial redress
4	<ul style="list-style-type: none"> • Verbal and/or physical aggression towards others which may have resulted in positive handling or may have caused injury to self/another 	<ul style="list-style-type: none"> • Parents informed by HT/Behaviour Manager • TAC (team around the child) meeting (inc SENCO and LM) • Work with external agencies on strategies to reintegrate child into school <p>On return to school:</p> <ul style="list-style-type: none"> • Learning Mentor • Working independently within class, if necessary • Positive methods to re-integrate

GREAT ECCLESTON COPP CE PRIMARY SCHOOL - BEHAVIOUR SANCTIONS (LUNCHTIMES)

Stage	Behaviour	Action Required
1	<ul style="list-style-type: none"> Failure to follow instructions or school procedures Back chat, disrespectful comments 	<ul style="list-style-type: none"> Praise/rewards for good behaviour Reinforce correct behaviour Discuss poor behaviour with child
2	<ul style="list-style-type: none"> Verbal unpleasantness to peers Swearing Going out of bounds 	<ul style="list-style-type: none"> Child stand in the clock for 5 mins ONLY to think about behaviour Discuss poor behaviour with child Parents to be informed by teacher (recorded on Onedrive) Refer incident to classroom teacher
3	<ul style="list-style-type: none"> Physical aggression to peers 	<ul style="list-style-type: none"> Child sent in to staff room to speak with teacher Withdrawal of privileges Parents to be informed by teacher (recorded on Onedrive) Possible discussion with Behaviour Manager
4	<ul style="list-style-type: none"> Serious and/or continued physical aggression towards others Absconding Vandalism (destroying property) 	<ul style="list-style-type: none"> Child sent in with adult to see class teacher Teacher informs parents of incident Behaviour Manager involved Child to redress situation possibly through letter of apology, "community service". Privileges removed and welfare informed of details Possibility of exclusion