

Dear Parents/Carers

This document is an attempt to inform pupils and parents about how staff in Robinsfield Infant School encourage positive behaviour and discourage bullying. We hope that the strategies we use will prevent bullying and establish good behaviour within our school. Incidents of bullying can however occur in school and they are treated seriously and as a matter of urgency. If a pupil reports a bullying incident in school we contact the parents of all pupils involved to discuss and hopefully resolve conflict. Similarly if your child reports a bullying incident to you at home, it is important that you discuss the matter urgently with a senior staff member so that we can bring about a resolution as quickly as possible.

We are committed to establishing positive behaviour within our school and wish to involve parents in our efforts. We hope that this document is a step towards establishing a happy safe environment for all our pupils.

Yours sincerely

Robinsfield's Behaviour Policy October 2007

Date: October 2007
Review Date: October 2008

“We encourage respect for one another and do not tolerate any insulting behaviour, especially racist, sexist or classist behaviour” Robinsfield equal opportunities statement.

Aim

At Robinsfield all pupils, parent and staff are treated equally, with respect and in a just and fair manner. The school promotes equality of opportunity and a sense of fairness is evident in the work of the school. Pupils and parents as well as staff are invited to take part in decision-making, from policy decision to the pupil School Council. Robinsfield has an ethnic, religious, cultural and linguistic diversity which is recognised, valued and promoted as a positive feature of the school and its community.

Our school environment and whole school ethos is aimed at creating an atmosphere which can nurture good behaviour and attitudes from everyone at Robinsfield. This policy relates to all who work in, use and visit our school. We expect high standards of behaviour and work from all.

We aim for our pupils to become independent and autonomous learners. In order to achieve this children need to have a positive self image, a sense of themselves as active, independent, reflective learners and a sensitivity to the needs and achievements of others.

What we do

- Staff identify strongly with the school, and are proud to be part of it.
- Staff actively establish positive relationships with pupils and parents and handle attendance and discipline problems in a sensitive and caring manner.
- Staff will actively establish positive relationships with pupils and parents.
- Staff has high expectations of pupils' achievement, attendance and behaviour.
Staff use praise to motivate pupils and praise permeates all aspects of school life.
- Staff treat pupils and parents equally, with respect and in a fair and just manner. We use positive language celebrating what children do well and reinforce positive achievements and behaviour.
- At the beginning of the school year each class makes a class code of conduct book. This is discussed as a whole class first and linked to our school rules. It is then made in the format of a book containing class and school agreements. It includes agreements about how to behave in the classroom and in other areas of the school, how we must respect others property and other general agreements linked to the school day. The book is used as a reminder in the classroom and is displayed publicly at all times.
- Use PSHCE activities to enable children to talk about their own achievements and to give others encouragement.

- We involve children in the recognition of their own and each others achievements by celebrating excellent work and progress children make through oral feedback and written comments in books.
- We celebrate positive achievements and behaviour with the whole school in the Golden Book which is read by the Headteacher in Monday assemblies. The commendations are read out and the children involved come to the front of the assembly to celebrate their achievement/good behaviour. This behaviour can be in the classroom, around the school and in the playground.
- When children complete 'excellent' work they can visit the Headteacher in her office and be presented with a certificate.
- We have children as a confidential item on the agenda in staff meetings where we can discuss any concerns or incidents with all staff members.
- We ensure that children have easy access to resources and materials in all classrooms. The children are taught how to choose resources and how to make safe and careful use of them. This is all part of developing a child's independence and confidence.

Communication used to establish positive achievements and good behaviour

Staff and other adults and children working at Robinsfield are made aware of and asked to commit themselves to the following agreements

- We treat all people fairly and equally
- We recognise and support each other's strengths and achievements
- We listen to each other
- We are polite and think carefully about how we talk to each other
- We use the same tone of voice with others which we expect them to use with us
- We try to establish eye contact
- We are generous with praise
- We do not label children or adults
- We use positive body language (e.g. We do not fold our arms while talking to children or put our hands on our hips)
- We talk to children at their level when possible
- We think of effective positive strategies for children's behaviour (e.g. we try not to shush children if they are being noisy)
- We call on each other for help and support

We do not under any circumstances-

- Discuss incidents in a negative way in front of other children and over their heads
- Discuss other people's children with other parents
- Undermine each other
- Argue with or in front of children

Dealing with inappropriate behaviour

- We do not accept ANY inappropriate physical behaviour, hurtful remarks referring to race, gender, different ability, religion, class, appearance or physical features, excessive use of inappropriate use of nicknames, name calling of any kind, swearing, threatening or bullying behaviour or remarks which are intended to 'put down' or diminish the other person. The above are all considered as serious behaviour and will be dealt with by the Headteacher or the Deputy Headteacher immediately and parents/carers will be informed.
- We encourage children to be able to express their own concerns and feelings.
- We allow each child in turn to give their version of events listening carefully to them and encouraging them to tell the truth at all times
- We confirm the action by listening to the person said to have taken the offending action. If denied ask "why did you say/ do to x?" We then confirm with the aggrieved person. We also investigate if any other witnesses are present and confirm the incident with them.
- We then firmly and simply explain the mistake that has been made and ask the children what they can learn from it. We explain the attitude of the school to such behaviour. People have the right to feel angry or upset, but nobody has the right to be abusive physically or verbally.
- We explain to the children involved that this will have to be shared with the Class teacher/ Headteacher/ Deputy Headteacher as appropriate. Leave the child in no doubt that continued unexpected behaviour will be discussed with the parents/carers
- Headteacher or Deputy Headteacher will speak with the child as appropriate
- If appropriate the Headteacher, Deputy Headteacher or Class teacher will inform the parents/carers and they are asked to speak to their child about why their behaviour is unacceptable. We ask that the Headteacher, Deputy Headteacher or Class teacher go to see the child in the classroom or where the incident took place as we do not always want rooms such as the Headteachers office to be seen in a negative light.
- Continued unacceptable behaviour is a cause for concern. Headteacher will continue to meet and discuss it with the parents
- Continued and unacceptable behaviour will be referred to the Governing Body and the pupil may be temporarily excluded
- In the case of a racist incident and bullying the parents of all children involved are contacted immediately
- We agree to avoid humiliating any child and to try and advance all children's understanding of the need to avoid physical and verbal abuse and to move beyond prejudiced attitudes

Classroom organisation

How we organise our classrooms and the playground, how we work with the children gives overt messages to the children and adults in the school. An attractive, tidy, well resourced, organised classroom, school and playground is essential to ensure continual reinforcement of respect for children and their work.