



Chapel End Primary School
Uniform Policy

'Mission Statement.'

**We aim to provide our children
with the highest possible standard
of education, through quality
teaching and learning, in a happy
caring environment.**

**We will do the best WE can to enable our children to do
the best THEY can.**

This policy was approved by:	Full Governors
Date	Spring 2020
Review Date	Spring 2020

'Everyone stands to benefit from good behaviour in schools. Effective behaviour management means that low-level disruption is not tolerated and pupils' behaviour does not disrupt lessons or the day-to-day life of the school. Pupils can learn; teachers can teach; staff can do their job; and parents have confidence that their child is safe and supported to do the best that they can.'

Amanda Spielman.

OFSTED 2019

INTENT

1. To create an ethos of good behaviour in school where everyone can be happy, secure and safe.
2. To build a school community which values honesty, humour, kindness, citizenship, resilience, peace, respect, spirituality, forgiveness, tolerance and friendship.
3. To make sure everyone knows what is expected of them in our school.
4. To help everyone to develop good manners towards everybody.
5. To ensure that all are treated fairly, shown respect and to promote good relationships.
6. To make sure that lines of communication are clear and effective.
7. To create a culture of positivity where people are not afraid to make mistakes.

Strategies:

To meet our aims we will ensure that the following strategies are employed:

1. Each member of staff is responsible for the behaviour and safety of the children in their care (Teachers' Standards – Point 7)
2. The school values will be promoted at all times by staff and learners.
3. Adults will model fairness and consideration of others for the benefit of all pupils and in order to develop mutual respect.
4. All staff will consistently demonstrate and expect high standards of behaviour at all times.
5. Children will be taught to be polite, respectful, well mannered, obedient and well behaved in a manner that is outlined in this policy.

6. Members of staff will **praise good behaviour**, completion of good work and celebrate all successes in a manner that is outlined in this policy. At Chapel End Primary people are named and famed for good behaviour. Each class has a pupil of the week display where winners of this weekly award are displayed. The award is given out by the Headteacher in Weekly assemblies.

7. Staff will always model positivity in their verbal communication with children in our school.

8 Rewards

Rewards will be used by staff to encourage and promote good behaviour.

The rewards system at Chapel End Primary is as follows:

- a. Verbal praise.
- b. Teacher's own stickers and certificates in class.
- c. Communication to parents/carers by the class teacher via Dojo, telephone call or face to face at home time.
- d. Child's work put on the Headteacher's wonderwall and child receives a Headteacher sticker.
- e. Child given a certificate from the Headteacher.
- f. Child awarded pupil of the week; displayed in class and celebrated in the school newsletter.
- g. Child given a house point which contributes to their designated house team. The winning house at the end of each half term receives a treat afternoon.

9 Sanctions

Sanctions at Chapel End Primary school operate on a graduated approach.

The graduated approach is:

Stage 1

The child is asked by the teacher to modify their behaviour.

Stage 2

The child is kept away from other children at the earliest possible breaktime and completes a restorative thinking activity and positive action plan with the Teacher/Learning Assistant.

Stage 3

Class Teacher conducts a meeting with the child's parents to discuss their behaviour.

Stage 4

Class Teacher, Deputy Headteacher, SENDCO and child's parents conduct a meeting to complete and Individual Behaviour Plan.

Stage 5

Headteacher conducts a meeting with parents to reinforce the Individual Behaviour Plan.

Stage 6

Headteacher issues a fixed term exclusion following the procedures and guidelines detailed in the St Helens Exclusions guidance.

[Information for Parents/Carers - School Exclusions - St Helens Council](#)

Stage 7

Headteacher and the governing body issue a permanent exclusion following the procedures and guidelines detailed in the St Helens Exclusions guidance.

These stages are displayed in every classroom and explained to the children at an age appropriate level- see appendix A

At lunchtime, Midday Supervisors would conduct stage 1 of the graduated approach. If needed, the class teacher would be actioned to take the approach further from stage 2.

Sanctions operating through the graduated approach may be given for the following reasons:

- a. Child has been disruptive during a lesson.
- b. Child has refused to complete set work or homework.
- c. Child been unkind or disrespectful to someone.
- d. Child has been in a place they shouldn't have been.
- e. Child has been verbally abusive to other children or a member of staff.
- f. Child swears.
- g. Child is untruthful about their actions.
- h. Child refuses to wear correct school uniform.
- i. Child takes advantage of a member of the school community who has SEND for their own amusement or gain.
- j. Child uses a digital device to purposefully reference inappropriate material or cause offence to others.

If a child displays the following behaviours, the graduated approach would begin immediately at stage 5.

- a. Child has been physically abusive to other pupils or a member of staff in a way that isn't reactionary.
- b. Child has displayed aggression or violence, creating a safeguarding concern.
- c. Child uses inappropriate language including swearing and language that conflicts with the school's equal opportunities policy to cause upset.
- d. Child is in possession of a materials that could cause a safeguarding concern

10 The positive behaviour approach

Our policy on positive behaviour complies with guidance produced by the DFE July 2013: The use of reasonable force: Advice for Headteachers, staff and governing bodies.

The positive behaviour approach is only to be adopted if all non-physical strategies detailed within this policy have not been effective and a child is deemed to be a danger to themselves and/or others.

On the very infrequent occasions that this may happen it may be necessary to use positive handling physical interventions to remove a child from a situation and take them to a place of safety so that the situation can be deescalated and resolved.

In a situation where a child is to be physically removed from a situation by a member of staff, all interventions must be reasonable, appropriate and justified.

The DFE July 2013: The use of reasonable force: Advice for Headteachers, staff and governing bodies states that it is acceptable to use physical intervention to:

- a. Remove a child from the classroom when they have refused an instruction to do so.
- b. Prevent a pupil from behaving in a way that disrupts a school event or educational visit.
- c. Prevent the child from leaving the classroom where by doing so it would place them in an unsafe situation
- d. Prevent a pupil from attacking another child or member of staff
- e. Restrain a child who is at risk of self harm.

Only staff who have received training in 'Team Teach' positive handling intervention should perform a physical intervention. However, if it is deemed that a child is at risk of immediate harm to themselves or others, all staff employed at Chapel End Primary have a duty of care to safeguard the needs of all children and may use reasonable, appropriate and justified intervention until a trained individual is available to support them.

It is seen as good practise where possible to have at least two members of staff present if positive physical interventions are being applied.

11 Reporting

Behaviour incidents at stage 1 do not need to be reported. Stage 2 of the graduated approach would be communicated to SLT and the child's parent or carer verbally on the same day as the incident. Incidents from stage 3 onwards would be recorded on the school's CPOMS system in addition to reporting to SLT and parents.

All incidents which have required positive physical intervention must be recorded on CPOMS and the family of the child must be contacted on the same day to explain the details of the incident

Individual behaviour plans and support will be put in place for pupils who are at risk of misbehaving, or who have evidence of behavioural difficulties. These plans are stored on the school CPOMS system.

Staff will demonstrate professional understanding of vulnerable pupils or pupils with special needs including mental health needs. Chapel End Primary School reserve the right to alter the approaches in this policy to suit the needs of those children with SEND. These approaches will be planned by the class teacher, senior leadership team, the SENDCO, appropriate outside agencies, the child, and the child's parents/carers.

Any exclusions would be recorded in Governor meeting minutes and reported to St Helens Local Authority and OFSTED during an inspection.

12 Equal opportunities and inclusion

At Chapel End Primary School, leaders and staff aim to create a safe, calm, orderly and positive environment in the school so pupils can feel safe, and learn. We ensure that our clearly defined behaviour and attendance policies are applied consistently and fairly by all staff, so that pupils attend well and develop positive attitudes toward school life and their learning.

We are committed to meeting the needs of each individual especially those identified in the 2010 Equality Act.

13 Exclusions

What is exclusion?

The removal of a child from their existing educational establishment due to their behaviour.

If a pupil is not allowed to attend school for any period of time then they **must** be formally excluded.

Who can exclude a pupil?

Only the Headteacher of a school can exclude a pupil and it can only be on disciplinary grounds

Can only be in response to serious breaches or the school's behaviour policy and if allowing the pupil to remain in school would seriously harm the welfare or education of the pupils or others in school

The decision to exclude must be rational, reasonable, fair and proportionate.

Types of exclusion

Fixed term

This is where a pupil is temporarily removed from school for one or more school days.

It can be for part of the school day

It cannot be more than 45 days in one school year

Schools should set and mark work for the first 5 days

If longer than 5 days, alternative full term education must be arranged

They cannot be extended or converted to a permanent exclusion

The Governing Board and Local Authority must be informed where the exclusion is for more than 5 school days in a term or where the pupil will miss a public exam or test

School should have a re-integration strategy following a fixed term exclusion including a plan for managing the pupil's behaviour.

Permanent

This is where the pupil is removed from school permanently and is unable to return at any point in the future

This Should be an absolute last resort

The pupil is permanently removed from the school roll

The Headteacher must inform the GB and the Local Authority immediately of any permanent exclusion

The Local Authority must arrange full-time education from the sixth school day

Professional support

Before an exclusion takes place there are a number of agencies and support networks that schools and families can access. These include the following which is not an exhaustive list :

Early Help
Social Care
Education Welfare (attendance)
Educational Psychologists
Targeted Services
SEND Team
Outreach/resourced provision
Virtual School Team for LAC
Child and Adolescent Mental Health Service (CAMHS)

The decision to exclude

A decision to exclude should **only** be taken:

In response to a **serious** breach or persistent breaches of the school's behaviour policy; **and**

Where allowing the pupil to remain in school would **seriously** harm the education or welfare of the pupil or others in school

The decision must be **lawful, rational, reasonable, fair** and **proportionate**

Only the Headteacher can make the decision to exclude.

The exclusion process

The Headteacher makes the decision to exclude

The Headteacher writes to the parents notifying them of the exclusion telling them how long the pupil is excluded for and why

For the first five days of an exclusion, the parents have the responsibility to make sure the pupil is not in a public place during school hours, unless there is good reason

Notification

The Headteacher must without delay inform Governors/the Chair of Governors and the LA about:

Any permanent exclusion

Any exclusion which results in the pupil being excluded for more than 5 school days in a term (or 10 lunchtimes)

Any exclusion which would result in the pupil missing a public exam or national curriculum test

All other exclusions once a term

Challenging a fixed term exclusion

Parents can write asking for the school's Governing Body to overturn the exclusion if either:

The pupil has been excluded for more than 5 days

The exclusion means the pupil will miss a public exam or a national curriculum test

If the exclusion is for 5 days or fewer, parents can still ask the Governing Body to hear their views but Governors cannot overturn the Headteacher's decision

If a pupil has been excluded for more than 15 days in a term, the Governing Body **must** review the decision

Challenging permanent exclusions

Parents must be invited to a review meeting with the Governing Body if their child has been permanently excluded. This must happen within 15 school days.

If the Governing Body does not overturn the exclusion, the parents can ask for an Independent Review by their Local Authority (or Academy Trust if the school is an academy)

If the pupil is still excluded the parents can ask the Local Government Ombudsman (or the Education Funding Agency if the school is an academy) to review whether the case was handled correctly. However, they cannot overturn the exclusion.

The Governors panel

At Chapel End Primary school 3 Governors will sit on an exclusion panel. These Governors must not be parent Governors or Governors who are also staff members within the school.

The panel must meet within 15 school days to consider an exclusion if:

- The exclusion is permanent

- The exclusion would result in the pupil being excluded for more than 15 days in a term

- The pupil would miss a public exam or test

For exclusions between 5-15 days in a term the Panel must meet if requested by the parents

For exclusions of less than 5 days in a term the panel must consider representations from the parents but are not required to meet with them

Panel decisions

Uphold the Headteacher's decision; or reinstate the pupil (immediately or by a specific date)

Decisions should always be in the best interests of the pupils

The decision is made by majority vote, and all members of the Panel must uphold the majority decision

Appeals

A permanent exclusion must be reported to an Independent Review Panel within 15 school days from receiving the decision of the Governors

The Independent Review panel will review the GB's decision not to reinstate the pupil

The Independent Review panel can decide to uphold the exclusion, **recommend** the GB reconsider the decision, or **direct** the GB to reconsider the exclusion.

14 Related policies

This policy is linked to Chapel End Primary School's:

Safeguarding policy

Anti Bullying policy

Equal opportunities and inclusion policy

SEND policy

15 Legal Framework

This policy has due regard to all relevant and statutory guidance, including but not limited to:

Education Act 1996

Education act 2002

Equality Act 2010

Education and Inspections act 2006

Health Act 2006

DFE 2016 Behaviour and discipline in schools

DFE 2018 sexual violence and sexual harassment between children in schools

DFE 2018 Mental health and behaviour in schools

DFE 2015 Special educational needs and disability code of practice; 0 to 25 years

DFE 2013 reasonable force.

Appendix A

Behaviour stages

<p><u>Stage 1</u></p> <p>My Teacher will ask me to change my behaviour</p>	
<p><u>Stage 2</u></p> <p>At breaktime, my teacher will help me to think about my actions.</p>	 <p>Restorative Thinking</p>
<p><u>Stage 3</u></p> <p>My teacher meets with my parent or carer</p>	
<p><u>Stage 4</u></p> <p>I have a behaviour plan made</p>	
<p><u>Stage 5</u></p> <p>My Parents or carers meet the Headteacher</p>	
<p><u>Stage 6</u></p> <p>I am sent home for several days</p>	
<p><u>Stage 7</u></p> <p>I am asked to leave school and not come back</p>	

