Ark Isaac Newton Academy

Behaviour Management Sanctions and Procedures (Primary)

Isaac Newton Academy has a wide range of graduated sanctions for use when pupils fail to meet the Academy's behavioural expectations. A range of sanctions are used for different types of transgressions. In deciding what is an appropriate sanction for a particular behaviour incident, the individual circumstances and the student's background and previous record will be taken into consideration. Professional judgement will be used when determining the appropriate sanctions.

The use of any sanction should be characterised by the following:

- A clear understanding on the part of the students as to why the sanction is being applied
- Clarity about what changes in behaviour are required
- An understanding that it is the behaviour rather than the child that is being addressed

Good Choice Chart

At Isaac Newton Primary every classroom has a 'Good Choice Chart'. Every child starts on 'Green' each day. Pupils can make good choices during the day and move up the chart to Bronze, Silver or Gold. If a pupil reaches Gold in the day, they receive a merit and a sticker to wear on their uniform. Conversely if a child makes poor choices during the course of the day, they will be asked to physically move their name down the chart and a sanction will be applied.   A child can move back up the 'Good Choice Chart' again once their behaviour has been rectified. (See Sanction Grid & 'Good Choice Chart')

Green and Yellow

In the event of a child making one poor choice – the child will stay on green and a verbal warning given. If this is followed by another poor choice, the child will be asked to physically move their name down to 'yellow' from 'green' on the 'Good Choice Chart'. If behaviour then persists the child will once more physically move their peg into the orange section. The child will then be isolated within their own class to have 'time out'(see timings table).

Red

If further poor choices are made, the child will be told to move down to 'red' on the class chart and 'time out' set in another class of the same year group. This must be recorded by the class teacher on Bromcom and shared with the child's parents. Bromcom will be monitored by the Primary Deputy who in consultation with the class teacher will decide if any further actions are required including the physical logging of the event within the child's file. If an event has been concluded, the paperwork completed and the event recorded correctly – the Primary Deputy will highlight the 'outcome' column in green.

 'Time out' also gives the child the opportunity to reflect on their behaviour and consider what needs to be done to rectify it. The amount of time given as a sanction will vary according to the child's age.

After a 'red' incident the pupil must have a reconciliation conversation with the relevant adult (and other pupils). The purpose of this conversation is for the pupil to take responsibility for their poor choices and actions and to internalise a more positive approach in the future. An apology (with eye contact) needs to be made (to the adult or other pupils) to show that the child has taken responsibility for their behaviour. It is really important that a record of the conversation is kept on Bromcom. On their return to the classroom following the timeout they will return to the yellow section of the good choices chart.

If a child receives three 'red' incidents in a week, 8 in a half term or 12 in a term, a meeting will be set up with the child, parent/carer, class teacher and the Primary Deputy to discuss what support or actions need to be implemented to enable the child to change their behaviour choices. These numbers are advisory and through consultation with the SLT it may be decided to escalate to a parent meeting sooner.

Teacher parent meetings may occur out of this pattern if a teacher feels that there is information which needs to be shared with home. The log of this conversation must include the actions which were agreed within the conversation so that relationships are pro-active and purposeful.

If in the event of a serious one off incident, the Primary Deputy will meet with the parent/carer to discuss their child's behaviour.

Behaviour Report Log

Teachers will:

- record all behaviour events onto Bromcom in a timely manner (at least by the end of the day)
- complete a 'conversation with parent form' as required
- ensure as much detail as possible is given on the Behaviour Report and that procedures are followed through to their end e.g. the name of the victims, specifics of the accident etc.
- ensure the child has reconciled the event either by making an apology, writing an apology etc.
- check each day after lunch, any events involving pupils from their class to follow this up immediately and according to the policy procedures
- analyse any patterns or trends that may be occurring with their class
- bring to the attention of the parents and the Primary Deputy any concerns regarding a particular child's behaviour

Lunchtime Staff will:

- record any behaviour events through notifying the lead lunchtime supervisor who will log appropriate incidents on Bromcom
- ensure as much detail is given on the Behaviour Report Log as possible to assist with the follow up
- ensure that any behaviour incidents recorded during the lunch period have been input onto Bromcom straight after lunch
- bring to the attention of the Primary Deputy any serious incidents immediately or in their absence the class teacher

Lunchtime Supervisor will:

- ensure as much detail is given on the Behaviour Report Log as possible
- ensure that any behaviour incidents recorded during the lunch period have been input on the Bromcom straight after lunch
- bring to the attention of the Primary Deputy any serious incidents immediately or in their absence the class teacher

Primary Deputy will:

- analyse the Behaviour Reports each week to ensure all events logged have been followed up in the correct way and address these if not
- ensure all 'conversation with a parent' forms have been completed and filed
- put a behaviour analysis report together each half term, which will be shared with all primary staff and SLT accordingly

Time Out

	Yellow Time out in the child's own class	**Red** Time out in another class or with a phase leader or SLT
Reception	5 minutes	15 minutes
Key Stage 1	10 minutes	30 minutes
Key Stage 2	10 minutes	1 hour

Playground Sanctions

The playground will also have a designated 'time out' area which will be the 2 benches in front of the external toilets. If a child does not follow the 'Playground Code', a member of staff on duty will issue a child with a warning in the first instance; this gives the pupil the opportunity to think about their choice of behaviour and what they need to differently. The 'time out' will be for 5 minutes, after which time if the child chooses to continue to make poor choices then they will need to spend the remainder of their playtime/lunchtime for that day, or the following day if required, with the duty member of SLT. The behaviour event will be recorded on Bromcom if appropriate. It is the duty of the lunchtime supervisor to copy/share relevant lunchtime incidents with the class teachers at the end of the lunch period so that further conversation or necessary sanctions can be put in place and if need be, the child's parent informed of the event. CC will ensure that the daily lunchtime events that have been logged onto Bromcom. If a child receives three 'logged' incidents in a week, 8 in a half term or 12 in a term, a meeting will be set up with the child, parent/carer and the Primary Deputy to discuss what support or actions need to be implemented to enable the child to change their behaviour choices.

Any serious infringements of anyone's rights will result in instant intervention by the duty member of SLT. A 'time out' area will be designated in the library where the child will stay for the deemed amount of time.

Other relevant documents:
ARK Schools Exclusion Policy
INAP Anti Bullying Policy
INAP Positive Behaviour for Learning Policy
INAP Equal Opportunities Policy
INAP Code of Conduct
INAP Praise and Recognition Policy

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