



Manor Way Primary Academy Behaviour, Discipline and Anti-Bullying Policy

Responsible Committee:	Manor Way Primary Academy LAB
Revised by Local Advisory	May 2022
Next review date:	May 2023

Aims

- It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.
- The school has a Code of Conduct, The Manor Way but the primary aim of the behaviour policy is not a system to enforce rules. 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 school community in aiming to allow everyone to work together in an effective and considerate way.
- The school expects every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply this behaviour policy in a consistent way.
- This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. Good behaviour is promoted and framed through our ASpire Character virtues and learner skills and through our code of conduct called 'The Manor Way'.
- This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

Aspire - Our aspirations are our possibilities – believe you can and you will!

At Manor Way, we develop our WAT ASPIRE character virtues and learning behaviours, so that our students have the tools to be successful in learning and in life. We promote our values and character virtues in lessons, around school at all times and within the wider community.

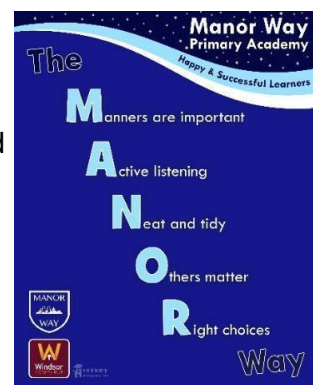
Our rewards are based around this and our code of conduct, 'The Manor Way'.



Code of conduct 'The Manor Way'

'The Manor Way' is our code of conduct in and around school and pupils are rewarded with Dojos and praise certificates for following and demonstrating this.

Good behaviour is non-negotiable and expectations are high so that all pupils and staff can focus on developing personal and academic potential.



Rewards at Manor Way

We praise and reward children for good behaviour in a variety of ways:

- Dojo Points
- Class Dojo rewards
- Dojos coloured bands
- Pad of Praise rewards in assembly
- Praise Assembly
- Stars, stamps, stickers are used to celebrate learning and progress
- Each week two children from each class are celebrated in praise assembly for demonstrating Aspire learner skills and character virtues and following the Manor Way code of conduct. These children are mentioned on the weekly newsletter.
- One child in each class is praised daily for good lunchtime behaviour, chosen by dinner staff. They are rewarded with 5 dojos.
- Golden tickets are awarded at the end of term for a silent disco for 100% attendance and 100% home learning completed.
- 60/30 reading challenge for Year 6 rewarded by a cinema trip.

Dojo Information

- Dojos are little monster avatars. Every child has their own and they collect points which add up to earn different coloured reward bands.
- The class will also add up Dojo points to earn a class celebration when they reach 1000 points, then 5000 points and subsequent rewards at future points.
- Children earn their first reward bands at 50 Dojos and it is a white one. Bands continue up to 1000 with bronze, silver, gold and platinum awarded for higher Dojo points. Each school year children will start again from zero. If children have reached bronze, silver or gold at the end of July they will be awarded badges to sew on their jumpers for the following school year to celebrate their efforts and success.

Behaviour System

Our behaviour system is displayed on the walls in all the classrooms.



First thing every morning children will all start on the 'I am ready to learn' section of the Dojo chart. As they work hard and demonstrate ASPIRE values and 'The Manor Way', they will move up the chart and collect Dojo points.

The expectation is that children will end the day at the top of the board 'being the best that they can be'. The children are awarded dojos for being at the top of the board.

If a child forgets how to behave they will be moved down to 'think again and make better choices' and expected to move back up quickly as soon as the teacher sees them trying hard and improving their behaviour.

If an inappropriate behaviour happens again then children will move to a yellow card, have a conversation with the Deputy Headteacher or their phase leader and miss one play. During this play they will complete a reflection sheet with a teaching assistant. The child will be supported to reflect on what happened, the choice they made and what they would do next time. The Deputy Headteacher or the class teacher will discuss this with parents.

If another inappropriate behaviour happens then children will move to a red card and see the Headteacher, miss play and dinner and go on report until behaviour improves. The Headteacher or a member of the Senior Leadership Team will inform parents. Some behaviours e.g. fighting, swearing, spitting or breaking school property are immediate red card behaviours and mean that a child will receive a red card and go on report with a support card. Being on report is a supportive process to reflect on behaviour to reinforce and reward positive behaviours. Pupils

check in with the Headteacher or Deputy Headteacher at lunchtime and the end of the day to celebrate improvements in behaviour and learning.

As soon as children improve their behaviour, they will move straight back up to 'ready to learn'.

Dinner Times and Play Times

Our pupils are regularly reminded how important it is to behave sensibly. It is part of growing up to learn to make the right decisions about behaviour, no matter what others are doing. Dinner times and play times are excellent opportunities to practise making the right choices and therefore preparing them to be citizens of the future. Many different clubs run during lunch times. Playground pals and playground leaders have received leadership training to support pupils to play effectively together.

Good behaviour is rewarded by dinner staff giving out a lunchtime behaviour award.

We have specially trained groups of children who act as "Playground Pals" supporting children to play games during playtimes.

The Junior Leadership Team wear jackets to be easily identifiable. The Junior Leadership Team have a variety of roles at lunchtime to support play and behaviour e.g. Prefects on duty, Lunch Monitors, Chicken Crew, Junior Site Team, Team Tidy and Reading Buddies, to ensure pupils are learning and taking part in friendship activities and sports e.g. multi-skills, running club, basketball etc.

- Reminding children of 'The Manor Way' and school behaviour system.
- Reporting incidents to the dinnertime superintendent who will follow the sanctions procedures.

Our dinnertime supervisors are experienced and receive regular training. They all follow the school behaviour policy. They are patient and understand there can be upsets with children.

Sanctions

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

The class teacher discusses 'The Manor Way' and 'Aspire' principles and these are displayed prominently on the wall of the classroom. The expectations are shared regularly in whole school assemblies and praise assemblies. Consequently, every child in the school knows the standard of behaviour that we expect in our school.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

All members of staff are aware of the regulations regarding the use of force by teachers as set out in section 93 of the Education & Inspections Act 2006. Teachers in our school do not hit, push or slap children, staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

Behaviours that Lead to a Yellow Card

Not following the 'Manor Way'

Examples include:

- being off task
- not doing your best to learn
- stopping people learning
- causing distractions
- humming
- tapping
- pulling faces
- shouting out
- pushing
- refusing to do something an adult asks
- running in the corridor
- being unkind and saying unkind words to others
- wasting school resources



Behaviours that Lead to a Red Card

2 Yellow Cards or

- damaging school or other people's property
- unsafe behaviour
- defiance
- spitting
- hurting someone
- fighting
- bullying
- racism
- swearing
- stealing



Behaviour that may result in a fixed term exclusion might include:

- persistent aggression or bullying or verbal abuse or threatening behaviour towards other pupils or staff.
- physical assault or threatening behaviour towards pupils and or adults.
- an act of aggression to a pupil or member of staff which has resulted in them requiring hospital or GP treatment
- wilful and substantial damage to school property
- persistent disruptive behaviour
- persistent racial abuse
- sexual misconduct
- homophobic abuse

Behaviour that may result in a pupil being permanently excluded might include:

- bringing drugs/illegal substances into school
- physical assault on a pupil.
- physical assault on a member of staff

- bringing weapons into school
- act of wilful damage to school, which incurs excessive costs
- acts of violence or aggression which result in a pupil or member of staff being hospitalised.
- serious sexual misconduct.

Fixed-term and permanent exclusions

Only the Headteacher (or deputy in her absence) has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed term exclusion into a permanent exclusion.

If the Headteacher excludes a pupil, she informs the parents immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal. The Headteacher informs the LA and the governing body about any fixed-term or permanent exclusion.

The governing body itself cannot either exclude a pupil or extend the exclusion period made by the Headteacher.

The governing body has a discipline committee which is made up of four members. This committee considers any exclusion appeals on behalf of the Local Advisory Board. When an appeals panel meets to consider an exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents and the LA, and consider whether the pupil should be reinstated. If the Local Advisory Board appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

Anti Bullying

Manor Way Primary Academy is committed to the inclusion of pupils and stakeholders, regardless of age, race, gender or disability, and expects all members of our school community to share in this commitment. Where necessary or appropriate we will make reasonable adjustments to ensure inclusion for all.

Definition

The Diane award defines bullying as **repeated negative behaviour that is intended to make others feel upset, uncomfortable or unsafe.**

Working Together

At Manor Way we all work together to create a happy and caring, learning environment where children can achieve their full potential. Bullying, either verbal, physical or indirect will not be tolerated.

Parents

Parents and pupils have commented that bullying is not an issue at Manor Way. However, it is important to be aware that it can exist and any allegation is taken seriously and is investigated fully. Parents, Local Advisory Board and stakeholders have been consulted in the formulation of this policy document.

Staff

Anti Bullying Education is covered through careful planning of the curriculum in a variety of ways. All staff are aware of the procedures to follow if an allegation of bullying is made.

Children

Younger children tend to see minor incidents as bullying. Older children are clearer on what constitutes bullying. It is still important to acknowledge isolated incidents that may, if carried out persistently, constitute bullying. Anti Bullying is taught throughout the curriculum in lessons and through workshops and online learning.

Anti Bullying Squad

We have a group of pupils chosen by their peers who undertake anti-bullying training and support across school by being available to other pupils and delivering assemblies.

Newsletter and website

We regularly share information and advice for anyone who has experienced bullying.

The Child Exploitation and Online Protection Centre (CEOP) maintains a website for children and young people, and parents and carers about staying safe online: [Think U Know](#) Childline: [information about bullying](#) Kidscape: [information for young people](#)

[ChildLine](#): ChildLine is the UK's free, confidential helpline for children and young people. They offer advice and support, by phone and online, 24 hours a day. Whenever and wherever you need them, they'll be there. Call 0800 1111. They have a designated page for bullying issues that includes a new video about building up your confidence after bullying.

It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Strategy for dealing with bullying

At Manor Way Primary Academy, we believe that there are three ways in which bullying is addressed

Preventative

- Anti-bullying and issues surrounding bullying are covered extensively through careful planning of the curriculum in PSHE, RE, focus weeks, Assemblies, posters and theatre groups.
- Staff model positive behaviours and pupils are expected to also.
- Children are empowered and encouraged to be able to speak up and talk about bullying
- We work with external agencies on choice and consequences for example the police.
- Use of computer monitoring software to monitor use of ICT, to respond to inappropriate use, and to prevent further inappropriate use.
- Through the active Student Senate who speak on behalf of the children. We have implemented Playground Pals and lunchtime clubs and activities.
- The school Behaviour, Discipline and Anti-Bullying Policy clearly states what behaviours are acceptable or unacceptable, and what the consequences of such choices may be. The policy also outlines rewards for pupils making the correct behaviour choices:

- Dojos
- Stickers, stars, stamps
- Lunchtime Dojos
- Special certificates
- Certificates in Praise Assembly
- Praise Certificates

Restorative

If incidences do occur, it is important to ensure that the victims of bullying are targeted for action and support, as well as perpetrators of bullying. This includes:

- Nurture groups
- Circle time and additional PSHE in response to specific incidents, in addition to weekly PSHE lessons.
- Promotion of positive behaviours and team work through specific events
- Sanctions imposed through the school Behaviour, Discipline and Anti-Bullying Policy.
- Restorative conferences, whereby victims and perpetrators can talk about the issues affecting them and their feelings.

Responsive

It is important to deal with confirmed incidences or alleged incidences of bullying as soon as possible. At Manor Way:

- All complaints are taken seriously and investigated fully, in compliance with School Complaints Procedure.
- Reporting of alleged incidents usually comes from parents or carers. In cases such as these, the school will maintain communication with parents and carers; and ensure prompt feedback.
- Where necessary and appropriate the incident recording proforma is used to record and report.
- Parents may not always be involved in every incident. If it is felt that the incident is sufficiently serious or persistent, and cannot be dealt with appropriately in school, then the school may invite parents into school to discuss issues.
- Sanctions imposed are in line with the Behaviour, Discipline and Anti-Bullying Policy.
- The school Behaviour, Discipline and Anti-Bullying Policy clearly states what behaviours are acceptable or unacceptable, and what the consequences of such choices may be. The policy also outlines rewards for pupils making the correct behaviour choices. Guidelines on sanctions, fixed term and permanent exclusions from the policy are highlighted below.

Working Together

The Role of Parents

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. We explain The Manor Way in the school prospectus, and we expect parents to read this and support their child to follow the code of behaviour and school rules. We expect parents to support their child's learning, and to cooperate with the school. We try to build a supportive dialogue between home and school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the school has to use the sanctions to reinforce the school behaviour system, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the deputy or Headteacher. If these discussions cannot resolve the problem the school Local Advisory Board should be involved.

The Role of the Class Teacher

It is the responsibility of the class teacher to ensure that The Manor Way is upheld in their class, and that their class behaves in a responsible manner during the day.

The class teachers in our school have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability. The class teacher treats each child fairly with respect and understanding and enforces The Manor Way code and behaviour system.

The Role of the Deputy Headteacher / SENCo

The DHT/SENCo will advise and support the class teacher with all behaviour matters. She will ensure that individual behaviour plans are written, understood and managed well.

The DHT/SENCo will liaise where necessary with outside agencies and parents to ensure all groups of people are fully informed of the situation and how best to move forwards. The Deputy Headteacher oversees records of incidents of behaviour, and informs the Headteacher regularly. The Deputy Headteacher, Class Teacher or Phase Leader will contact parents when a child has received a yellow card.

The Role of the Headteacher

It is the responsibility of the Headteacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to the Local Advisory Board, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children in the school.

The Headteacher or a member of the Senior Leadership Team will contact parents when a child has received a red card.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The Headteacher (or the deputy Headteacher in the Headteacher's absence) has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a child. Both these actions are only taken after the school Local Advisory Board has been notified

The Role of Local Advisory Board

The Local Advisory Board has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The Local Advisory Board supports the Headteacher in carrying out these guidelines. The Headteacher has the day-to-day authority to implement the school behaviour and discipline policy, but the Local Advisory Board may give advice to the

Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

Monitoring and Review

The Headteacher monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps records of misbehaviour. The Headteacher and Deputy Head keep a record of all red and yellow cards and other behaviour concerns. The Headteacher keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded. It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

The Local Advisory Board reviews this policy every three years. The Local Advisory Board may, however, review the policy earlier than this, if the government introduces new regulations, or if the Local Advisory Board receives recommendations on how the policy might be improved.

Policy Review

This policy was reviewed on 3/2/21 by the Deputy Headteacher Carol Reece and the Headteacher Lisa Buffery and the Senior Leadership Team.

Manor Way COVID 19 Behaviour Policy annex

The school will be open to children to continue to provide learning for the children of key workers and vulnerable pupils. As a result, ALL pupils in school will be expected to meet additional expectations for behaviour.

The Covid-19 protections rules cover:

- Arrival to and departure from school
- Movement around the school
- Use of equipment
- Engagement with and conduct towards other pupils and staff members
- Use of toilets
- General hygiene measure
- Remote education

Specific rules relating to each of these categories have been communicated with pupils and may be varied from time to time as circumstances and advice change.

Arrival and departure from school:

To ensure to a safe arrival to and departure from school all pupils must adhere to their allocated timings. Drop off and collection points will be communicated to parents. Pupils must listen to the instructions given to them by staff during arrival and departure process.

Movement around school:

When moving around the school pupils must follow teacher direction and should take notice of social distancing rules. Pupils must:

- Enter and leave classroom in the order set out by their classroom teacher to allow for social distancing
- Follow signage for direction of travel around the school
- Enter and leave buildings at the designated entry and exit points to maintain social distancing
- Maintain social distances when lining up for class, lunch or snacks by following the signage in place
- Take notice of the signs around the school in relation to hand washing and 'catch it, bin it, kill it' etc.

Use of equipment:

The sharing of equipment such as stationery, Chromebooks, textbooks or exercise books will not be permitted. Pupils must not:

- Share equipment with their peers - this includes pens, pencils etc.
- Borrow or use other people's personal items, such as water bottles or clothing
- Share Chromebooks, keyboards, mice, headphones or any other technical equipment

Engagement with and conduct towards other pupils and staff members:

All pupils must follow the school's expectations on social grouping in lessons and during lunch and break times. Pupils must:

- Only socialise with their own group to ensure that the contact they have is with a limited number of children and that the group remains constant
- Follow school guidelines on designated play areas, lunchtimes, break times, and lesson time
- Understand where their designated areas are during break and lunch and follow the expectations set out by staff on duty

Use of toilets:

Pupils must:

- Practice good hygiene and wash their hands thoroughly for 20 seconds with running water and soap, drying them thoroughly after using the toilet
- Follow social distancing in toilet areas and on entry and exit to the bathrooms
- Always seek consent from a member of staff during lessons before using the toilet
- Lower toilet lids prior to flushing

General hygiene measures:

All pupils MUST follow the school's expectations for hand washing and good respiratory hygiene. Pupils must:

- Wash their hands thoroughly for 20 seconds, with running water and soap, and dry them thoroughly
- Use hand sanitiser, ensuring that all parts of the hands are covered, regularly throughout the school day
- Wash their hands before lessons, before and after eating morning snack, before and after lunch, after all break times and before and after any lesson where equipment has been used e.g. in Art, PE etc
- Wash or clean their hands after sneezing or coughing and disposed of any paper tissues in a lidded rubbish bin
- Make every effort NOT to touch their mouth, eyes and nose
- Ensure they practice good respiratory hygiene and follow the 'catch it, bin it, kill it' approach

If a pupil feels unwell or thinks they are experiencing symptoms of coronavirus, either in school or at home, they must do the following:

- Before coming to or after arriving home from school, they must tell their parent if they are feeling unwell
- At school, they must tell any supervising adult if they are experiencing symptoms

The Headteacher or Deputy Headteacher will contact parents of any child found to be deliberately/intentionally/without due consideration spitting or coughing at or towards any other person

Remote Education:

- During the period of school closure ALL PUPILS will be expected to uphold the 'Manor Way'
- The school also expects all pupils to show kindness and respect to all members of the school community when communicating through online platforms. The school will intervene if any child is unable to follow these expectations in accordance with the Behaviour and anti-bullying Policy.

Annex policy update on 19.5.22 by L Buffery Executive Headteacher