

# **BEHAVIOUR, DISCIPLINE, SANCTIONS AND REWARDS POLICY**

**Codsall Middle School**

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a school to be proud of

**Behaviour, Discipline, Sanction  
and Rewards Policy**

**October 2020**

These aims may be achieved within Codsall Middle School by developing and implementing a positive code of conduct which is relevant and practicable.

The implementation of this code is crucially dependent upon the partnership between pupils, parents/carers and staff.

Staff set a good example at all times and take responsibility for the observation of the code, supporting others to do the same.

The code of conduct will necessitate that children adhere to a clearly defined set of school rules which will be regularly discussed and re-enforced in class and in assemblies.

Good behaviour, a positive attitude towards people, work, time and property, should never be taken for granted but should always be praised and rewarded.

Bad behaviour or the breaking of school rules should always be corrected and appropriate action taken to prevent recurrence. However, discipline and sanctions must never be over-used and must strictly follow the policy adopted at Codsall Middle School. Corporal punishment, in any form, cannot be used.

The partnership between home and school is of prime importance if the school's code of conduct is to succeed. Lines of communication between home and school must be open if problems of behaviour are to be corrected.

Parents and, if necessary, The Educational Psychologist and other agencies such as Behaviour Support/CAMHS, must be involved at an early stage if persistent behavioural problems occur.

It is recognised that home circumstances can have a dramatic effect on a child's behaviour at school; for this reason it is vital that the school is aware of any changes relating to the child.

Providing there is a consistency between staff in the implementation of the school code of behaviour, discipline problems should be rare but, where there are problems, it is vital that a common approach is adopted.

### **Assertive Discipline and Restorative Practice**

Assertive discipline provides pupils with a clear set of expectations in relation to classroom behaviour that is based on choices. Our aim is for all pupils to remain in the classroom where possible. Restorative practice and relationship repair is prioritised to secure positive outcomes for all. If an undesirable behaviour, for example bullying, verbal language, inappropriate behaviour towards peers or staff, lack of work, persistent lack of homework etc., is displayed then the following process should be followed:

1. Warning will be given to the pupil.
2. Pupil will be asked to move to a different seat within class.
3. Pupil may be asked to leave the classroom – for a short period of time to allow a private conversation with teacher.
4. The 'on call' system may be used in support of relationship repair.
5. A pupil may be sent to work in a colleague's class.

6. A pupil may be sent to work with Pastoral Support Assistant in the inclusion room.
7. Ask to re-do work until satisfactory.
8. Behaviour will be recorded on the individual pupil's records on Go4Schools.
9. Where appropriate parents will be notified.

The circumstances associated with poor behaviour should always be investigated thoroughly and fairly and only when there is no doubt that a child has shown non-conformance to the behaviour code and only when all other options have been pursued, should sanctions be applied or further action taken.

Incidents of poor behaviour must be recorded by the teacher as part of their record keeping. Serious incidents should be recorded on the Go4Schools system following the Incident Recording System (see below).

Pupils' accounts should be written on an Incident Form available from Pastoral Support Assistant's room. All records must be dated and initialled; only by doing this, can patterns of persistent poor behaviour be identified. Such evidence will certainly be required when talking to parents or in the referral of a child to the Education Psychologist or other outside agencies.

### **Restorative Solution Based Approach**

We will operate a RSA to all behaviours in school, with the priority of the child returning back to the classroom if appropriate. Staff are encouraged to "repair" the harm and relationship so that the child has the opportunity to learn from the incident.

Restorative conversations will be held between all parties concerned to ensure a positive outcome and valuable learning opportunity.

### **Sanctions**

In the short term and only when absolutely necessary, may the following sanctions be applied for disruptive behaviour in class (no particular order):

1. A child may be sent, with work, to another class.
2. A child may be required to go to the Pastoral Support Assistant's room for the remainder of a lesson, to complete class work set by the teacher, if the on call system has been used and behaviour has not improved.
3. A child may have certain privileges withdrawn, for example, attendance at an after-school club, removal from school trips, etc.,
4. Lunchtime or after school detention undertaken by individual class teacher (24 hours' notice will be given for detention after school; the period of detention may vary depending on the reason for detention).
5. Immediate "Extended Learning Day" implemented. Parents are notified by text that their child will be staying in a whole school detention until 4.15pm to catch up on missed work.
6. A period of time spent in the Inclusion Room.
7. Codsall Community payback.

For unacceptable behaviour outside of lessons many of the sanctions may be applied with the addition of removal of the privilege to go outside at break/lunch or to go on the playing fields. Pupils may spend their break/lunch supervised by Senior staff. In rare cases, it may be deemed necessary to require that a pupil go home for lunch, returning for afternoon lessons.

Persistent problems must be notified, in writing, to parents. Persistent anti-social or dangerous behaviour cannot be tolerated and, in these circumstances, referral may be made to the Educational Psychologist/Behaviour Support. A Pastoral Support Plan or Common Assessment Framework meeting may be implemented. Internal Inclusion, Fixed term or Permanent exclusion from the school may be considered for specific cases.

## **Rewards**

It is essential that a parallel system of rewards exists to complement the list of sanctions. Errant children will often respond to a rewards system. The needs of the well-behaved child should not be neglected – all children like praise and rewards for good work or good behaviour.

Possible rewards are:

1. Verbal praise
2. Comments in Pupil planner
3. Merits/stamps/3's
4. Headteacher to give a 'Headteacher's Certificate of Recognition' for good work or behaviour
5. Text messages to parents
6. ½ termly text re behaviour scores

For a Sanctions/Rewards policy to be successful, it must be consistently and fairly applied.

## **Behaviour Monitoring – Recording via the Class Register**

We use a point system to promote individual and class behaviour (see Appendix 1). All pupils will be awarded a 2 at the start of a lesson, this indicates that they are present in the lesson and are expected to meet the expectations of the teacher. The number will change if the pupil displays behaviours which impact upon learning during each lesson. Points are awarded as follows:-

- 3 - has exceeded the expectations of the teacher
- 2 - has met the expectations of the teacher
- 1 - has displayed 'off task' behaviours (not being considerate, not being responsible)
- 0 - persistent poor behaviour that is disrupting the learning of others (removal from the class)

Form tutor monitor points achieved on a daily basis and pupils will be rewarded for positive behaviour.

Pupils are expected to achieve a minimum of 10 points a day; if this target is not met the form tutor will apply the appropriate sanction at the end of each day.

## **Incident Logging System**

This system operates through the school Go4Schools system. It should be used to log incidents involving poor behaviour in and out of class.

Suggested process:

1. Class Teacher to log incidents on Go4Schools and in pupil planner.
2. Involve a colleague – Teaching Community Leader/Leader of Achievement – record in pupil planner. Possible phone call to parents.
3. Involvement of Senior Leaders; Assistant Headteacher, Deputy Headteacher or Headteacher.
4. Involve outside agencies (Ed. Psych, Behaviour Support and CAMHS).

It is entirely acceptable, and often preferable, that the Leader of Achievement/Teaching Community Leader request a meeting with parents to address an issue before it gets more serious and referred to SLT.

It may be that in exceptional circumstances the process needs to be shortened.

## **Exclusion**

It is envisaged that exclusion, fixed term or permanent, of a child from school should only happen rarely and always be seen as a last resort. However, the option of exclusion exists to cater for the extremes of persistent disruptive or dangerous behaviour that occasionally occurs.

On return from exclusion, a pupil will only be readmitted following a successful reintegration meeting between the Headteacher or Deputy Headteacher in his absence, pupil and parent(s). This meeting is an opportunity to:

- discuss the incident leading to the exclusion;
- for the pupil to reflect about his/her actions;
- establish clear expectations and obtain a commitment from the pupil concerning future positive behaviour
- obtain the support of parents/carers in managing behaviour in the future.
- for a PSP meeting to be organised so that a plan can be completed and targets set.
- Pupils to be monitored through GO4Schools. Meet with Leader of Achievement during that week.
- Possible form movement.
- Reduced timetable in some circumstances.

## **Review**

This policy will be reviewed annually – next review October 2021.

## Go 4 Schools Crib Sheet Attendance and Behaviour

- Log into GO4 schools
- To do am / pm register click on 'registration group' find the register that you want to take and click on the attendance icon - take register and save

**Codsall Middle School**

**Registration Groups**

Click on a registration group to view its details:

Name	Initials	Explore behaviour
Caws, Anita	AC	Explore behaviour
Cox, Emma	EC	Explore behaviour
Cuthbert, Nicola	NC	Explore behaviour
Davies, Laura	LD	Explore behaviour
De Wit, Mark	DW	Explore behaviour
Deas, Rob	RD	Explore behaviour
Degavre, Holly	HD	Explore behaviour
Denne, Rebecca	DR	Explore behaviour
Denne, Rebecca	MK	Explore behaviour
Evans, Curtis	CE	Explore behaviour
Felton, Natalie	NF	Explore behaviour
Griffiths, Philippa	PG	Explore behaviour
Hampton, Theresa	TH	Explore behaviour
Holloway, Louise	LH	Explore behaviour
Kidd, Melanie	DR	Explore behaviour
Kidd, Melanie	MK	Explore behaviour
Macrae, Malcolm	MM	Explore behaviour
Morris, Rebecca	RM	Explore behaviour
Smith, Beverley	BS	Explore behaviour
Taffs, Laura	LT	Explore behaviour
Tatton, Alex	AT	Explore behaviour
Watson, Emma	EW	Explore behaviour

**Attendance: RD**

26 Jun 2018 - 26 Jun 2018

All students

Name (26)	AM	1	2	3	PM	4	5
Almond, Alex	/	-	-	-	-	-	-
Bonsor, Ethan	/	-	-	-	-	-	-
Butler, Sam	G	G	G	G	G	G	G
Collins, Daniel	/	-	-	-	-	-	-
Cook, Job	/	-	-	-	-	-	-
Darlington, Olivia	/	-	-	-	-	-	-
Davis, Jolyon	/	-	-	-	-	-	-
Dubberley, Millie	/	-	-	-	-	-	-
Graham, Samuel	/	-	-	-	-	-	-
Hammond, Daniel	/	-	-	-	-	-	-
Hunter, Isabelle	/	-	-	-	-	-	-
James, Cameron	/	-	-	-	-	-	-
Jarvis, Oliver	/	-	-	-	-	-	-
Johnson, Luke	/	-	-	-	-	-	-
Jones, Lauren	/	-	-	-	-	-	-
Lag, Tyler	/	-	-	-	-	-	-
Mapunder, Ashleigh	/	-	-	-	-	-	-
Miller, Hollie	/	-	-	-	-	-	-
Morgan, Josh	/	-	-	-	-	-	-
Nahal, Jatin	/	-	-	-	-	-	-
Poulton, Emily	/	-	-	-	-	-	-

- Click on your name (left hand side of the page)

**Teachers**

Attendance

**Mrs Deas**

Groups

Reports

Timetable

Comment banks

Behaviour tracking

Homework

**Today's timetable**

Th	09:00	10:00	10:00	11:00	11:15	12:15	13:10	14:10	14:10	15:10
							Geography 5CE/Ge 14	Geography 7C/Ge 14		

View full timetable

Targets and grades

- Register
- Homework
- Behaviour
- To take your register click on the first icon use / to take register
- Then at the end of the lesson you can click on the behaviour icon

## Record group behaviour

Return to what you were doing, view my active events

This page allows you to quickly record the behaviour for a group.

### Details

When:

Subject/group:

Room:

School notes:

Home notes:

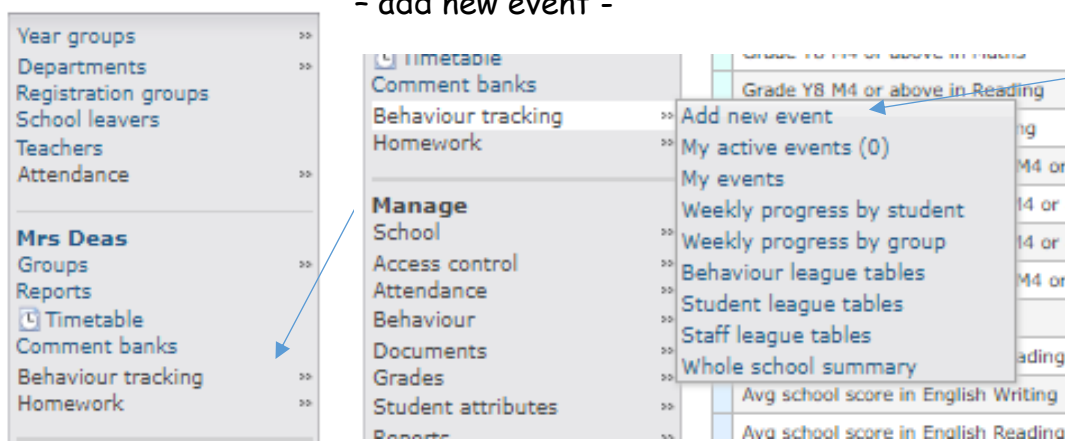
**Remember:** Home notes are visible to parents/guardians and students.

Choose types of event...

	3 Commitment to learning	3 Excellent piece of work	3 Excellent practical participation	2 Expected behaviour	2 Expected behaviour NO Homework	1 Inappropriate behaviour	1 Lacking Effort/Focus	1 no equip/kit/ingred's	1 Not enough work	1 Preventing learning	1 No Homework - effected learning	0 Sent out of lesson
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bennett, Bethany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brooker, Samuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clark, Alice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craig, Oliver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farr, Charlie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faulkner, Emily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harford, Mary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hasell, Ben	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hobbs-Moore, Wesley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hutchinson, Mia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- This student box allows you to flood fill - just click on it-
- To record other behaviour types you will need to select the 2 comment and click on which ever option you now require -THIS WILL NOW MEAN NO NOTES REQUIRED
- However if you give a ZERO you will need to complete a behaviour log
- If you wish to make a whole class comment about excellent effort etc. then this can be done in the top box School notes

- To add a behaviour event - again use the left hand side tool bar - behaviour tracking - add new event -



The screenshot shows the 'New behaviour event' form. The form has several fields: 'Type:' with a dropdown menu, 'When:' with a date field (21/06/2018), 'Subject/group:' with a dropdown menu, and 'Room/location:' with a text field. There are also three sections: 'Students involved\*' with a list of students and an 'Add students...' button, 'Staff members involved' with a list of staff and an 'Add staff member...' button, and 'Share with other staff' with a list of staff and an 'Add staff member...' button. Annotations with arrows point to the 'Type:' dropdown, the 'Subject/group:' dropdown, and the 'Add students...' button.

- Click on behaviour type

- Click on to select subject

- Click on to select student or students

- Click on to add in extra staff

- Click on to add

#### Immediate actions (0 of 0 mandatory actions completed)

An empty box for immediate actions, with a vertical scrollbar on the right side.

#### Follow up actions (0 of 0 completed)

An empty box for follow up actions, with a vertical scrollbar on the right side. At the bottom, there is a button labeled 'Add follow up action'.

#### School notes

A text area for school notes, with a vertical scrollbar on the right side. At the bottom, there is a button labeled 'Expand editable text area'.

#### Home notes

A text area for home notes, with a vertical scrollbar on the right side. At the bottom, there is a button labeled 'Expand editable text area'.

Save Cancel

in incident report

- Once complete Save



- You can also access this from your mark book page by clicking on either group behaviour or behaviour type

## Year 6 Geography DO NOT USE, 6MK/Ge

Home > Year 6 > Year 6 Geography DO NOT USE > Markbook for 6MK/Ge

Open subject explorer, new subject explorer<sup>BETA</sup>, behaviour charts<sup>BETA</sup>, edit mark book, explore behaviour, record group behaviour, record behaviour, upload marks, group attendance, students' photos, view homework overview, set homework

There are no mark sheets for this subject yet. This subject is **hidden** from parents and students.

**View marksheet:**  Additional Homework



Logged in as: st My home School home

### New behaviour event

[Return to what you were doing](#), [view my active events](#)

This page allows you to add, edit or close a behaviour event.

Type:*	0 Sent out of lesson		
When:*	21/06/2018	<a href="#">My timetable...</a>	
Subject/group:	Year 6, Geography DO NOT USE, 6MK/Ge	<a href="#">Change...</a>	<a href="#">Clear</a>
Room/location:			

#### Students involved\*

Please add at least one student.

[Add students...](#)

#### Staff members involved




, st [remove](#)

[Add staff member...](#)

#### Share with other staff

[Add staff member...](#)

#### Immediate actions (0 of 0 mandatory actions completed)

Complete (Optional)		, st: Conversation with teacher
Complete (Optional)		, st: Note in planner
Complete (Optional)		, st: Lunch time detention given

#### Follow up actions (0 of 0 completed)

You need to click on the boxes that you have

actioned

If you need to do another teachers registration at the end of the day.

Go into behaviour tracking on the left hand side of the screen - select behaviour league tables - then select the year group that you are registering - you then need to use the little black arrow at the right hand side of the GROUP and then select the appropriate teacher - scroll the screen to the far right and then make sure that you are looking at today's events by clicking on the Period drop down and selecting TODAY

s/BehaviourStudentLeagueTables.aspx?tutgid=1295468



Group:	NC	
Summarise:	All events for students in the selected group	
Period:	09 Jul 2018 - 15 Jul 2018	
Order:	Today	live points, Overall points, Average points
View:		

Student	Last week	Year		House	Registration group	Positive events	Negative events	Positive points	Negative points	Overall points	Average points	In
	This month											
	Last month											
	Week/Date	Total					289	5	626	-5	621	-
		Average					9.97	0.17	21.59	-0.17	21.41	2.11
	Year/Month/Term	37	8	Falcon		NC	13	0	29	0	29	2.23
Custom Range	52	8	Falcon		NC	13	0	28	0	28	2.15	
James, Rian						12 <td>0<td>27<td>0<td>27<th>2.25</th></td></td></td></td>	0 <td>27<td>0<td>27<th>2.25</th></td></td></td>	27 <td>0<td>27<th>2.25</th></td></td>	0 <td>27<th>2.25</th></td>	27 <th>2.25</th>	2.25	
Smith, Kamr						12 <td>0<td>27<td>0<td>27<th>2.25</th></td></td></td></td>	0 <td>27<td>0<td>27<th>2.25</th></td></td></td>	27 <td>0<td>27<th>2.25</th></td></td>	0 <td>27<th>2.25</th></td>	27 <th>2.25</th>	2.25	
Chisholm, Fir						12 <td>0<td>27<td>0<td>27<th>2.25</th></td></td></td></td>	0 <td>27<td>0<td>27<th>2.25</th></td></td></td>	27 <td>0<td>27<th>2.25</th></td></td>	0 <td>27<th>2.25</th></td>	27 <th>2.25</th>	2.25	
Greybanks, Callum	M	A860219508025	8	Falcon	NC	12 <td>0<td>27<td>0<td>27<th>2.25</th></td></td></td></td>	0 <td>27<td>0<td>27<th>2.25</th></td></td></td>	27 <td>0<td>27<th>2.25</th></td></td>	0 <td>27<th>2.25</th></td>	27 <th>2.25</th>	2.25	

Student	Sex	UPN	Year	House	Registration group	Positive events	Negative events	Positive points	Negative points	Overall points	Average points	2 Expected behaviour	3 Excellent piece of work
Total						101	0	204	0	204	-	99	2
Average						3.48	0	7.03	0	7.03	1.95	3.41	0.07
James, Rian	M	Z860237209037	8	Falcon	NC	6	0	12	0	12	2	6	
Gibney, Daire	M	N860348309007	8	Falcon	NC	5	0	11	0	11	2.2	4	1
Gilani, Mikael	M	H336301210001	8	Falcon	NC	5	0	10	0	10	2	5	
Greybanks, Callum	M	A860219508025	8	Falcon	NC	5	0	10	0	10	2	5	
Johnston, Harry	M	U860304408037	8	Falcon	NC	5	0	10	0	10	2	5	
Smith, Kamran	M	Z860304408052	8	Falcon	NC	5	0	10	0	10	2	5	
Vine, Isaac	M	V860304408057	8	Falcon	NC	5	0	10	0	10	2	5	
Whitehead, Isaac	M	C860219509008	8	Falcon	NC	5	0	10	0	10	2	5	
Manning, Jack	M	L860304408042	8	Falcon	NC	4	0	9	0	9	2.25	3	1
Chisholm, Findlay	M	U860219508019	8	Falcon	NC	4	0	8	0	8	2	4	
Khan, Amiri	M	M336302008018	8	Falcon	NC	4	0	8	0	8	2	4	
Khunkun, Jessica	F	R336211508023	8	Falcon	NC	4	0	8	0	8	2	4	
Leaver, Harry	M	F860309808011	8	Falcon	NC	4	0	8	0	8	2	4	
Moore, Charlie	M	H860219508022	8	Falcon	NC	4	0	8	0	8	2	4	
Wheaver, Benjamin	M	U860236808007	8	Falcon	NC	4	0	8	0	8	2	4	
Barrett, Caitlin	F	A860348109002	8	Falcon	NC	3	0	6	0	6	2	3	
Cunningham, Imani	F	D336204109010	8	Falcon	NC	3	0	6	0	6	2	3	
Lawrence, Aisha	F	Y336209608017	8	Falcon	NC	3	0	6	0	6	2	3	
Link, Hannah	F	E860236809007	8	Falcon	NC	3	0	6	0	6	2	3	
Price, Millie	F	D332520009048	8	Falcon	NC	3	0	6	0	6	2	3	