



# Behaviour Policy

## Including Passport to Success

*Please also refer to:  
Anti Bullying Policy,  
SEND Policy,  
Child Protection and Safeguarding Policy,  
Equalities Act 2010, Uniform Policy,  
Curriculum Policy,  
Internet Safety Policy,  
Attendance Policy*

### **Safeguarding Statement**

*West Heath Primary will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality, or disability. West Heath Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

Owner	Governing Body
Date of review	August 2025
Owner's signature	Michelle Hooper

## **Behaviour Policy**

Good behaviour is EXPECTED at West Heath Primary School. We believe that although the school community have RIGHTS, they also have RESPONSIBILITIES!

Fundamentally, we believe that all children have a right to learn, and all adults have a right to work in an environment free from abuse or harm. It is the responsibility of the School community to ensure that West Heath Primary School supports children and staff to deliver an education which encourages all children to 'Be a Star, Shine Bright.'

- We expect all members of the school community to ensure that they show respect for the school's agreed values and the Home School Agreement.
- We expect parents to support their children in achieving a full Passport to Success by reinforcing school expectations and supporting the school to achieve its mission...
- We expect staff to reinforce the procedures within this Behaviour Policy to ensure that all children can learn in a calm and purposeful environment.
- We expect all children to follow the school rules and to use our school values, without exception.
- At West Heath Primary School, we believe that all children can behave if they choose to do so and that a few pupils, who have specific needs, might need more help.
- All members of the community have a responsibility to ensure that behaviour is outstanding at West Heath Primary. Inappropriate behaviour will not be tolerated at this school!

### **Written statement of behaviour principles**

- Every pupil understands they have the right to feel safe, valued, and respected, and learn free from the disruption of others.
- Every member of the school community understands that they have rights but that they also have responsibilities.
- All pupils, staff and visitors are free from any form of discrimination and are treated with respect.
- Rewards, sanctions, and reasonable force are used consistently by staff, in line with the behaviour policy.
- The behaviour policy is understood by pupils, parents, and staff.
- Suspension and exclusion will only be used as a last resort.
- Pupils are helped to take responsibility for their actions.
- Families are expected to be involved in behaviour incidents to foster good relationships between the school and pupils' home life.

## OUR VALUES

WHAT	HOW
Value and Slogan	Responsibility
<b>RESPECT</b> Respect you, Respect me, Respect community.	It's my responsibility to ... take care of myself, take care of others, take care of our community.
<b>HONESTY</b> Tell the truth, Take the truth.	It's my responsibility to ... understand my strengths and weaknesses, play fair and not cheat, accept advice and feedback.
<b>RESILIENCE</b> Accept, Reflect, Move on.	It's my responsibility to ... accept that things don't always go well, reflect and learn from my experiences.
<b>COLLABORATION</b> Work together, Learn together	Listen, discuss and be willing to work with everyone to achieve a common goal.
<b>EXCELLENCE</b> The best of me.	It's my responsibility to ... Always try hard, be the best I can be, strive to achieve my goals.
<b>EMPATHY</b> Be aware, Share, Care.	It's my responsibility to ... be aware that everyone is different, share in their thoughts and feelings, care for others and myself.
<b>DETERMINATION</b> Keep focussed, Keep going.	It's my responsibility to ... concentrate on the task I've been given, work towards my goal, keep going to improve.

## **Our Expectations**

**Parents must support children with achieving a full Passport to Success.**

### **Children MUST**

- Use our school value words
- Show respect to staff, visitors, and other children
- Be kind to others
- Take care of school equipment and the school site
- Listen to others when they are speaking
- Wait their turn in a conversation
- Work hard in all lessons
- Use appropriate language
- Show excellent conduct when representing the school

### **Children SHOULD**

- Walk quietly inside the building
- Walk with hands out of pockets
- Walk with shirts tucked in
- Walk in single file inside the building and on stairs
- Use good manners
- Answer in full sentences
- Take hats off when inside the building
- Keep the classroom and school environment tidy

## **Fundamental British Values**

In addition, children are expected to follow the Fundamental British Values. Fundamental British Values are enforced lawfully and give a structure that all citizens should abide by in this country. These values are enforced at West Heath Primary School.

- Democracy
- Rule of Law
- Respect and Tolerance
- Individual liberty

## **REWARDS**

- Name on the happy side of the board – in class
- Values Champion – awarded by the class teacher for exceptional conduct
- Whole school values celebration
- Passport Party – for children with a full Passport to Success
- Prefects nominated by teachers and agreed by senior leaders (Y6 only)
- Pupils awarded with a book token to use in the reading book vending machines for exceptional behaviour
- Excellent behaviour postcards sent to parents.

## Values Rewards

Our school ethos is based upon shared values. These values permeate all aspects of school life at West Heath Primary School. All staff are expected to demonstrate our values and to encourage children to use and understand them.

### In Class

- At the front of each class, there is a cylinder tube to collect marbles. Marbles are awarded when children show one of our values.
- The marbles are not differentiated, it will be up to the member of staff awarding the marble to explain why the marble was given and which value it was for.
- Children need to understand the different values, their meanings and how they are earned.
- \*Whole class marble awards are not permitted.

### In Assembly Each Monday

- All classes bring their numbered values cylinder.
- The whole school will be able to physically see which class who has earned the most values marbles.
- The class earning the highest level of marbles for the week will be awarded with the Values Award for the week to display in their class. Teachers should tweet a picture of their class with the Values Award #westheathvalues and #westheathclass ...
- At the end of the assembly all the marbles from that week, will be poured into an extra-large, see-through container.
- A line on the whole school container will show the target for the half term.
- If the target is achieved, the whole school gain 15-minutes, extra play at the end of the half-term.

### Values Champions

- Every half term staff will nominate a child as a values champion.
- Values champions are nominated for excellence in all aspects of school life.
- The values champion will be announced in assembly, a letter will be sent to parents and a trophy will be given. Trophies will be returned at the end of each half term and given to the next child.
- All children returning a trophy will choose a book from the reading book vending machine.

### Passport Party

- Every half term, those children who have a full passport will be awarded with a passport party.
- Children attend the passport party if they have less than 5 strikes across the passport.
- If a child has 3 behaviour strikes or more, they will not be able to attend the passport party.
- If a child has been suspended or excluded within the half term, they will not be able to attend the passport party.
- The party will include free choice of activities for the duration of the party and a small edible treat.
- Children who do not attend the party will be supervised by a member of staff. The time will be used to reflect upon the reason that they are not attending and what they need to do to improve.

## Prefects

- In year 6, children will be nominated as prefects.
- Any member of staff can nominate a Y6 child as a prefect.
- All staff who teach the child will be asked to vote.
- Prefect Jumpers will be issued to children where staff unanimously agree that behaviour in around school is exemplary.
- Prefect status will be removed if a child (prefect) receives behaviour strikes within their passport.

## SANCTIONS

In line with our Passport to Success expectations, strikes in a child's planner will be issued for the following reasons: -

- Being late
- Not wearing full school uniform (including PE kit)
- Failure to complete the reading section of their planner
- Behaviour which falls outside that expected at West Heath Primary School

A **behaviour strike may also be issued for:** -

- Refusal to work
- Constant calling out
- Preventing other children from working
- Using unkind words or acts
- Disrespect to an adult
- Defacing school property
- Bullying behaviours
- Swearing
- Spitting
- Not following reasonable instructions

*This is not an exhaustive list and staff reserve the right to issue a strike for behaviours which are preventing them from teaching and preventing other children from learning.*

*Teachers reserve the right to give an immediate strike for serious breaches of West Heath Primary School's agreed values.*

*Staff reserve the right to report immediately to the headteacher should behaviour cause a serious concern. This could include; smoking, vaping, use of drugs, alcohol use, abuse of Social Media. Headteacher sanctions will apply, where necessary.*

## **Recording of Strikes**

- Monitoring of behaviour is a class teacher's responsibility under section 7 of the School Teacher Standards.
- Strikes will be issued for breaches of the school's expectations.
- Any member of staff is permitted to issue a strike.
- Where a behaviour strike is issued, details of the reason for the strike will be recorded onto ePortal by the member of staff that issues the strike. A message will be written in the child's planner to inform the parent of the reason behind the issuing of the strike.
- All other strikes on a child's passport must be issued in line with the Passport to Success expectations.
- The Learning mentor will monitor strikes across the school weekly and provide an overview to the Headteacher.

The school's expectations of behaviour apply to all aspects of the school day and beyond. Sanctions will be applied in line with this policy for incidents identified below.

### **Behaviour at Lunchtime/Playtime**

- If poor behaviour occurs at playtime or dinner time, the members of staff on duty should deal with the incident in the first instance. The value words should be referred to help sort out disputes.
- Children who are showing aggression to other children, being disrespectful to staff or need to calm down should be sent to the library where a member of SLT will be on duty.

### **Behaviour at After School Clubs (including Wrap Around Care)**

- Where a child's behaviour during the school day is causing concern, that the headteacher's discretion the child will be refused access to after school clubs. Permission to attend will only be given when the child's behaviour, during the school day, is acceptable.
- If poor behaviour occurs during out of school clubs or activities, the child will not be permitted to attend the clubs for the remainder of the term.

### **Behaviour outside of school**

Sanctions in line with school policy may be applied where a child has misbehaved off-site when representing the school. This means misbehaviour when the child is:

- Taking part in any school-organized or school-related activity (e.g., school trips, competitions)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

### **Use of Reasonable Force**

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them from:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint will:

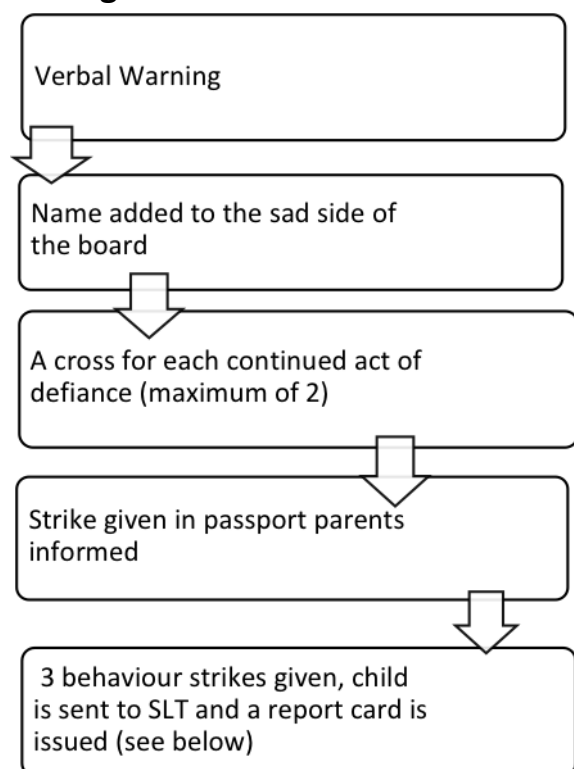
- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

### **Confiscation**

- Items may be confiscated when they are harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.
- Toys and other items brought into school or sent into school by parents may be confiscated and sent home unless previously agreed with SLT.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

## Management of Behaviour



## The Role of the Senior Leadership Team

If a child receives 3 strikes SLT may...

- *Place the child on a report card stating rewards, sanctions, and support.*
- *Issue an individual behaviour chart.*
- *Issue a detention which might involve missing playtime or lunchtime.*
- *Withdraw a child's place at after school club.*
- *Speak to parents to raise concern.*
- *Meet with parents to agree a behaviour contract*

If behaviour does not improve SLT may...

- *Refer the child to the SENDCO who will refer to external agencies, if appropriate.*

If behaviour does not improve SLT may...

- *Initiate a part-time timetable, complete a risk assessment, and devise a reintegration plan.*

If behaviour still does not improve the Head teacher (the Deputy Head teacher in the Head teacher's absence) will...

- *Suspend the child from school for a fixed period (1- 5 days.)*  
*Lunchtime exclusion may also be used, if appropriate.*

If behaviour still does not improve the Head teacher (the Deputy Head teacher in the Head teacher's absence) will...

- *Suspend the child from school for a fixed period (6-10 days) liaise with the LEA about alternative provision, this might include a managed move to another school.*



If behaviour still does not improve the Head teacher will...

- *Permanently exclude the child.*

All suspensions and Exclusions will comply with *the Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England including pupil movement (September 2022.)*

**The Head teacher reserves the right to move to any stage of these sanctions for a serious breach of the school's Behaviour Policy.**

## **Pupil support**

The school recognizes its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's Special Educational Needs Coordinator will observe a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, school will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

The school will anticipate triggers of misbehaviour and put in place support to try to prevent them.

All children are expected to conform to West Heath Primary School expectations for behaviour.

## **Safeguarding**

The school recognizes that changes in behaviour may be an indicator that a pupil needs help or protection. We will consider whether a pupil's misbehaviour may be linked to their suffering or being likely to suffer from harm. In these cases, appropriate support will be put in place. All children are expected to conform to West Heath Primary School expectations for behaviour.

## **Monitoring of Behaviour**

- SLT will monitor behaviour through children's planners.
- A weekly ePortal report will be passed to the Head teacher from the Learning Mentor.
- Head teacher sanctions will apply at the discretion of the Head teacher.

