

Shenley behaviour procedure

Behaviours (Examples only)	Strategy	Sanctions (Examples only)	Who deals with it	How to record it	Who needs to be informed	Interventions and support
 Calling out Rocking on chair Standing up/moving around room Chatting on carpet and at table Disrupting the learning of others 	Verbal warning Reflection time 5/10 min timer	This is the pupils' opportunity to modify their behaviour. Verbal warning Reflection time 5/10 min timer	Class teacher, TA, LSA, MSA		Teacher Class TA, LSA	Restorative Conversation e.g., apologising for behaviour
 Refusing to accept the warning Continuation of the behaviours above Refusing an adult's instruction Misuse of school equipment Unkindness 	Reflection time 5/10 min timer In-class system e.g., moving seats	Time out 5/10min timer Losing 5mins choosing time (EYFS) Sitting with teacher Teacher directs where child learns At lunchtime and /or break: Lose 5 minutes of choosing where to be. Sent to play in another area, walking with the MSA for 5 minutes			Teacher Class TA, LSA Parent to be informed	Restorative Conversation e.g., apology letter or card
 Continuation of the above behaviours Disrespect to a class member or adult e.g., name calling, not following instructions Choosing to hurt a child or adult Swearing or inappropriate language Purposefully breaking or damaging school equipment Not following adult instructions 	Letter home Time out 5/10min timer	Make up the time during play/lunch		CPOMS At lunchtime and/or break Behaviour recorded on CPOMS and alert class teacher	Parent Letter home 3 to 5 letters, meet/phone parents Deputy Head, Teacher, TA, LSA	Meeting with parent and child, monitored and reviewed. Complete a restorativ conversation at each stage.

Possible statement when sending a child on time out:

"You need to take time out to think about your behaviour and when you come back, you're going to make the right choice, sit down and quietly get on with your work."



Phase 2 – SLT involvement						
3 to 5 letters. Repeatedly refusing to comply with adult requests. Continuation of previous low-level behaviours.	Yellow report card/ behaviour chart. Pastoral Support Plan	3 to 5 letters home in a half term Report card (behaviour chart) KS leader or PFA give out report card • Yellow 2 to 5 days depending on severity/age of child, parent signs at the end of each day	Key stage leader, PFA and class teacher	CPOMS	Parent and Deputy Head, Teacher, TA, LSA	Report card/ Behaviour chart (age appropriate) behaviour communication book. Class teacher complete STEPS therapeutic tree or other relevant STEPS paperwork.
No improvement. Difficult behaviours towards any pupil or adult: Choosing to hurt a child or adult Swearing or inappropriate language Purposefully breaking or damaging school equipment Not following adult instructions	Red Report card/ behaviour chart Pastoral Support Plan Risk Reduction Plan	 working for ½ or whole days in an area of the school not a classroom; loss of privileges suspension from representing the class or school Red report card/behaviour chart 1 week. 	Deputy Head	CPOMS Record as an internal exclusion	Parent, Deputy Head and Headteacher	Meeting with the parents to identify possible causes of behaviour, restorative justice, and strategies to support corrections. STEPS paperwork Risk Reduction Plan
Dangerous behaviours Severe physical and or verbal violence or discriminatory behaviours towards any pupil or adult, resulting in physical or emotional harm, or harm to others' property; refusal to comply with adult requests; leaving the class or school without permission	Red Report card/ Behaviour chart Pastoral Support Plan Risk Reduction Plan	1–2-day Fixed term suspension Red report card/behaviour chart 2 to 5 days.	Headteacher	CPOMS re-integration plan	Parent and outside agencies; LA Re-integration Team	Pastoral support plan meeting with the school, outside agencies and parents to plan for reintegration and strategies of support.
Dangerous behaviours Repetition of severe physical and or verbal violence or discriminatory behaviours towards any pupil or adult, resulting in physical or emotional harm, or harm to others' property.	Red Report card/ Behaviour chart Pastoral Support Plan Risk Reduction Plan	3–5-day fixed term suspension This could potentially include: • loss of privileges • suspension from representing the class or school • suspension from extra- curricular activities • suspension from school trips.	Headteacher	CPOMS Re-integration plan	Parent and outside agencies; LA Re-integration Team	County involvement in pastoral support plan meeting with the school, outside agencies and parents to plan for reintegration and strategies of support.



	Risk Reduction Plan.		
Continuation of behaviours	Managed move, suspension or	nsion or Headteacher	LA Inclusion support
	Permanent exclusion		