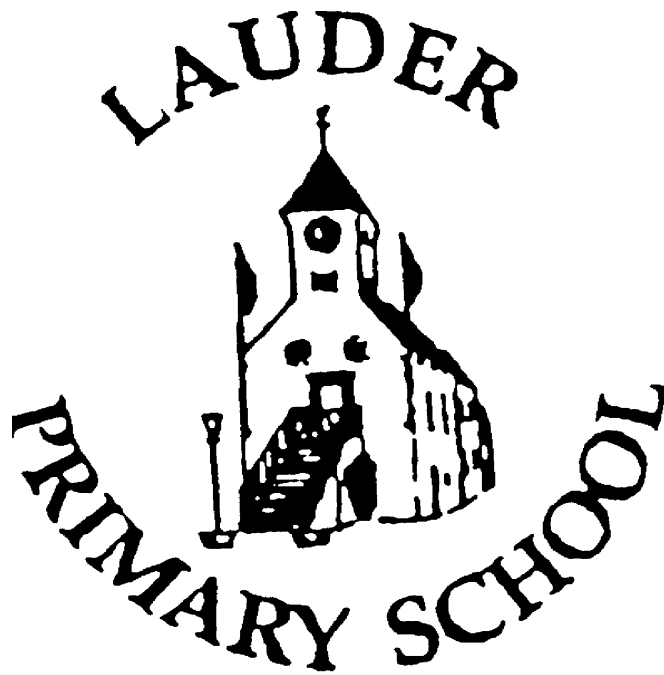


Lauder Primary School



Promoting Positive Behaviour

Revised March 2013

This policy outlines main aims and underlying principles which forms the framework for our Promoting Positive Behaviour (PPB) procedures. We have consulted with the school staff, parents and pupils to gather their views.

Lauder Primary School's Promoting Positive Behaviour Policy is a whole school approach which uses rules, rewards and consequences effectively to ensure all pupils are encouraged and supported to behave appropriately.

It is the responsibility of all staff, pupils and parents to implement the PPB policy by encouraging high standards of behaviour & discipline and employing positive strategies and approaches throughout the school.

We want to create a positive environment and ethos where all children are able to 'aim high' and continually fulfil their potential. We would like to encourage and instil a positive attitude and desire for learning. At the heart of good behaviour is a positive attitude towards learning. There is a need to ensure our pupils are motivated and interested in the teaching and learning. Good behaviour leads to better learning.

Staffs' Responsibilities

- To support and challenge each pupil so that they are motivated in their learning to achieve their full potential.
- To provide a variety of appropriate learning opportunities and experiences.
- To promote and praise positive behaviour.
- To respond consistently to disruptive behaviour following the school consequences and rewards procedures.
- To share and reinforce the school rules, classroom rules and school procedures throughout the year.
- To create a positive environment and ethos throughout the school.
- To support the parents and pupils in creating a positive attitude towards learning.
- To play their part in ensuring a good level of communication between staff, pupils and parents.

Pupils' Responsibilities

- To demonstrate a positive attitude towards learning both at school and at home.
- To follow staff instructions, school rules, class rules and school procedures.
- To ensure that pupils are organised and ready to work promptly.
- To move around the school quietly.
- To show respect and be polite to other pupils, staff and visitors.
- To play their part in ensuring a good level of communication between staff, pupils and parents.

Parents' Responsibilities

- To ensure your child arrives in school on time, equipped and ready to learn.
- To take every opportunity to promote and praise positive behaviour.
- To support staff and pupils in creating a positive attitude towards learning.
- To share and reinforce the school rules, classroom rules and school procedures throughout the year.
- To play their part in ensuring a good level of communication between staff, pupils and parents.

The principles of 'Encouraging, Learning and Mistakes' (ELM) is a useful tool for staff and parents to support their responsibilities. By using the principles of Encouraging, Learning & Mistakes (ELM) wherever possible, at school and at home we want to encourage all children.

Encourage – Pupils should be encouraged to always give their best effort irrespective of outcome. The use of both verbal and non verbal communication can be used to support and encourage pupils.

Learning – Pupils should treat every experience as a learning opportunity.

Mistakes – Pupils should see 'making mistakes' as a positive learning opportunity.

SCHOOL RULES

All children are expected to follow the School Rules to promote positive behaviour. By following these rules pupils will help create a positive environment conducive to better learning.

The School Rules are shared and reinforced with the pupils at various points throughout the year. The School Rules are displayed on posters around the school.

- ✓ Please be kind & helpful to all children, staff and visitors.
- ✓ Please show care for each other and respect others' feelings.
- ✓ Please keep hands, feet and objects to yourself.
- ✓ Please follow instructions the first time they are given.
- ✓ Please look after your own and other people's property.
- ✓ Please be honest at all times.

In addition to the School Rules there may be classroom rules which the pupils will help decide with their class teacher. These classroom rules are normally made at the start of the academic year and displayed and regularly reinforced in the classroom.

SCHOOL PROCEDURES

There are School Procedures for the many activities that the children are engaged in throughout the school week. Most of these School Procedures are in the interest of the health and wellbeing of staff and pupils. These procedures are shared and reinforced with the pupils at various points throughout the year. It is often necessary to change and adapt these procedures depending on individual situations. Therefore there is not a requirement to have an exhaustive written list of procedures. As an example a small selection of these procedures is included in appendix 1.

REWARDS

At Lauder Primary School each pupil is encouraged and supported to behave appropriately. Pupils who choose to do so and follow the rules and procedures will be noticed and praised for their efforts. Some examples of the praise pupils may receive are:

- Verbal praise
- Stars, stamps, stickers
- Table points/crystals
- Individual pupil points
- Raffle tickets
- Star of the Week

- Certificates, special awards
- Recognition by other staff
- Teachers sending pupils with Positive Notes to the school Management Team for recognition of their attainment or achievement (Appendix 5)
- Positive notes or phone calls home to parents

GOLDEN PUPILS

Each school assembly provides an opportunity to recognise pupil achievement, attainment or positive behaviour and for it to be celebrated by the whole school community. Two pupils from each class are nominated by their class teachers or their peers to receive the award. The award is linked to one of the Four Capacities of Curriculum for Excellence, Successful Learners, Confident Individuals, Effective Contributors or Responsible Citizens. The child receives a Golden Pupil badge to be worn for the week and a certificate which is displayed until the following week when it is taken home.

AIMING HIGH

Lauder Primary School has a class reward system called, 'Aiming High'. Each class has a rocket displayed outside their room on which they collect ten stars. The stars are awarded by members of staff to pupils, groups or the whole class who are contributing to the good ethos of the school. Having collected ten stars the class is awarded a certificate at assembly and can then negotiate a reward with their class teacher.

GOOD CITIZEN AWARD

This is awarded annually at the Easter assembly to a Primary 7 pupil who has been recognised for their positive contribution towards the school and community, throughout their time at Lauder Primary. All staff and P7 pupils have the opportunity to nominate pupils for this award.

CIRCLE TIME

Circle Time is a non-threatening technique where the teacher will gather the children in a circle to discuss social and emotional issue. The topics discussed may be planned by the class teacher or current issue which the pupils have raised. This method is used as a tool, to help solve problems and create a climate of positive ethos. Our main aim is to ensure that all children feel that they can contribute and that their views are valued by others.

CONSEQUENCES (TRAFFIC LIGHT SYSTEM)

On the occasions where pupils choose not to follow the School Rules or School Procedures there has to be consequences. All teachers will use our Traffic Light system (appendix 2) for consequences. The Traffic Lights should be displayed in each room and all children's names will start on the green light.

Pupils should understand clearly which rule has been broken and know what the next step will be if the unacceptable behaviour continues. Depending on the circumstances a child may move more than one level or indeed go straight to Management. The system of consequences should be applied consistently and fairly by all staff, taking account of individual pupil needs or personal circumstances at that time.

If a pupil chooses not to follow the rules, the following consequences will apply:

1. **Warning** A verbal warning is given if a rule is broken.

2. **2nd Warning** If the pupil continues to ignore the rules the pupil will move their name on to the orange light. (P1-3 might find that 2 more warnings need to be added at this point – see appendix 2).
3. **3rd Warning** If the pupil ignores the rules again, he or she must move their name to the red light.
4. **Sent to Management** If the behaviour persists the pupil will be sent to see one of the Management Team - M = Headteacher (HT), Depute Headteacher (DHT) or Principal Teacher (PT)

Each day is a new start and all pupils will move back to the green at the start of the day.

Pupils will work with different teachers throughout the course of the week. It is important that these teachers also follow the same procedures. Those teachers will complete a Traffic Light slip (appendix 3) to send back to the class if a child has chosen not to follow a school rule to ensure consistency.

MANAGEMENT PROCEDURES

Should a pupil consistently make the wrong choices it will become necessary for the management team (HT, DHT, PT) to be involved in managing the pupil's behaviour.

1. The child will bring an information slip (appendix 4) detailing the reasons they have been sent to management. This will be recorded by the management team.
2. The management team will investigate and appropriate sanctions will be put in place e.g. being kept in at break, completing a written piece of work, writing a letter of apology, completing unfinished work etc.
3. If the behaviour persists and a child is repeatedly sent to management then parents will be contacted to discuss a way forward.
4. If the behaviour still persists, ultimately exclusion may be considered.(This would be in accordance with the Scottish Borders Exclusion Policy
http://www.scotborders.gov.uk/downloads/file/5006/exclusion_policy)

APPENDIX 2

EXAMPLES OF SCHOOL PROCEDURES

Dining Hall

1. Please come into the dining hall quietly.
2. If you are having a packed lunch please find a seat and sit down quietly.
3. If you are having a school dinner please:
 - collect your tray and cutlery
 - stand quietly in the queue to be served
 - please find a seat and sit down quietly.
4. Please move around the dining room in an orderly manner.
5. Please clear up before leaving the dining hall.

Moving Around the School

1. Please line up quietly when asked to do so by a member of staff.
2. Please walk quietly when moving around the school trying to keep to the left side of the corridors.
3. Please move around the school in class lines avoiding disturbing other pupils.
4. Please enter and leave the school by your designated door.

Breaktimes

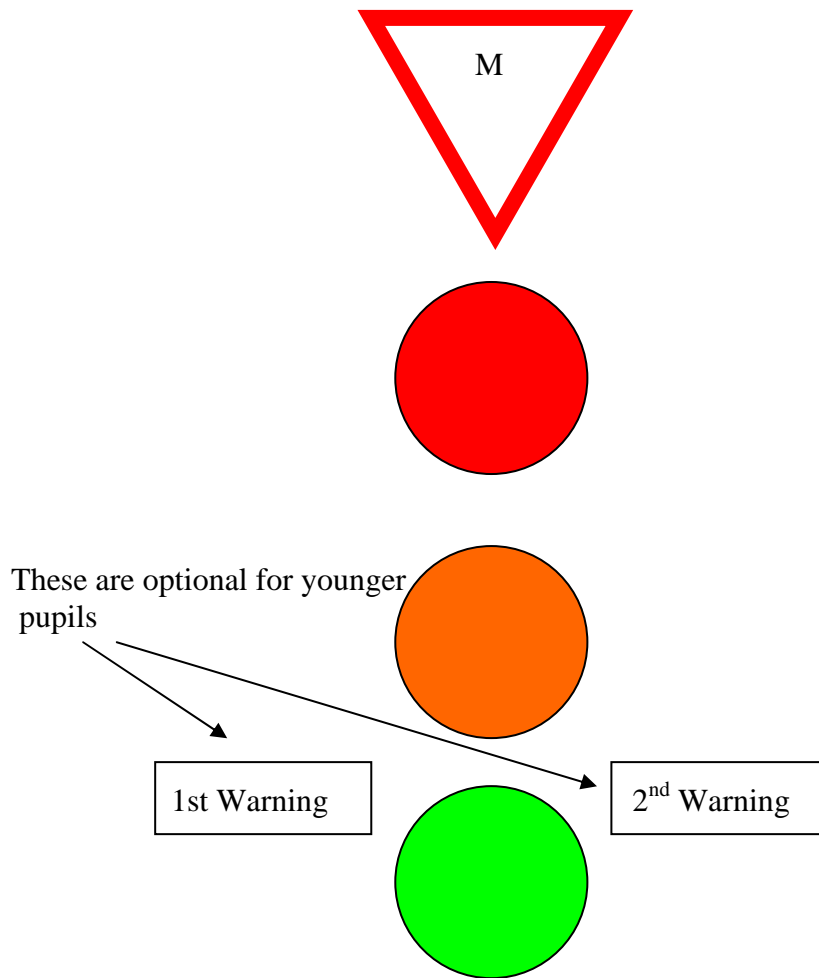
1. At breaktimes pupils should be outside unless an indoor break has been called by a member of staff.
2. Pupils should not cross through the hubs to get from one side of the playground to the other.
3. Pupils should take note of the rota system in place for the use of the Multi Use Games Area (MUGA).
4. The toilets should only be used for the purpose they were designed for. Breaktime is the opportunity for pupils to use these facilities.

School Transport

1. Please line up quietly.
2. Listen to and respect requests made by the staff in charge.
3. Before the vehicle moves all pupils must be calmly seated and seat belts fastened securely.
4. Show positive behaviour towards all pupils and the driver throughout the journey and respect each others feelings.
5. Respect the drivers need to concentrate to get you to your destination safely and remember to thank the driver.
6. Children and parents are encouraged to report any concerns about behaviour to the school staff.
7. Ultimately, if a child or children are repetitively displaying unacceptable behaviour their bus pass may be withheld for a period of time.

APPENDIX 2

TRAFFIC LIGHTS



APPENDIX 3

TRAFFIC LIGHT SLIP				
From:		To:		
Pupil name:			Date:	
Please keep hands, feet and objects to yourself				
Please follow instructions first time				
Please look after your own and other peoples' property				
Please respect each others' feelings				
Please walk when moving around the classroom or the school				
Other				
Moved (<i>please circle</i>)	1	2	3	


TRAFFIC LIGHT SLIP				
From:		To:		
Pupil name:			Date:	
Please keep hands, feet and objects to yourself				
Please follow instructions first time				
Please look after your own and other peoples' property				
Please respect each others' feelings				
Please walk when moving around the classroom or the school				
Other				
Moved (<i>please circle</i>)	1	2	3	

APPENDIX 4

SENT TO MANAGEMENT TRAFFIC LIGHT SLIP			
From:		Class:	
Pupil name:		Date:	
Reason:	<input type="radio"/> Unfinished Work	<input type="radio"/> Traffic Lights	<input type="radio"/> Straight to Management
Please keep hands, feet and objects to yourself			
Please follow instructions first time			
Please look after your own and other peoples' property			
Please respect each others' feelings			
Please walk when moving around the classroom or the school			
Other			

SENT TO MANAGEMENT TRAFFIC LIGHT SLIP			
From:		Class:	
Pupil name:		Date:	
Reason:	<input type="radio"/> Unfinished Work	<input type="radio"/> Traffic Lights	<input type="radio"/> Straight to Management
Please keep hands, feet and objects to yourself			
Please follow instructions first time			
Please look after your own and other peoples' property			
Please respect each others' feelings			
Please walk when moving around the classroom or the school			
Other			

APPENDIX 5

<i>POSITIVE NOTE TO MANAGEMENT</i>	
From:	Class:
Pupil name:	Date:
This pupil has been sent to share:	
	

<i>POSITIVE NOTE TO MANAGEMENT</i>	
From:	Class:
Pupil name:	Date:
This pupil has been sent to share:	
