

Woodcote Primary School

Behaviour Policy

(including anti-bullying)

Date Written: September 2025
Next review date: September 2027

Vision

We put children first, pioneering excellence and championing every child.

Every day at Woodcote Primary is an extraordinary school day. Our unwavering commitment in delivering an inspiring and inclusive curriculum develops independent pupils. As part of the school ethos, we model a culture of learning, nurturing, and developing skills and talents. We endeavour to nurture inquisitive minds to enable them to become the best that they can be. We aim to support our families by connecting with them to achieve the best outcomes for their children. Promoting positive behaviour is an attitude we all value.

The Pioneer Academy and Woodcote Primary are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Trust Expectations

Safe:

- Schools are safe and secure
- Safeguarding is effective and robust
- Similarities and differences are celebrated; everyone thrives and flourishes

Happy:

- Pupils and staff are positive and succeed in a supportive environment
- Well-being for all
- High standards of attendance and enjoyment are outcomes of an inclusive TPA school.

Learning:

- Learning is achieved by the successful sequencing of memorable experiences
- Learners are engaged, resilient and enthusiastic
- Learning outcomes are ambitious due to knowledgeable and effective teaching.

At Woodcote Primary School, we believe that all behaviour is a means of communication. We believe that children who resort to less than positive behaviours are communicating through an emotional response and it is our job to support children to manage this.

Our Behaviour policy ensures that within a framework of rules, routines, rights and responsibilities we guide, encourage and teach pupils to behave in a manner that allows teachers to teach and pupils to learn. We have high expectations of behaviour from all our pupils and adults.

To create and maintain a positive classroom and school environment we encourage:

- Self-control/self-discipline/self-management of behaviour
- Taking responsibility for one's own behaviour
- Having respect for the rights of adults and of other pupils
- Working co-operatively
- Showing honesty and fairness
- Having clear and shared class visions
- The use of personal goals throughout the curriculum

We are aware that at times children may have additional needs, or may be facing challenging circumstances which may impact on their ability to regulate their own behaviour. Where this is the case we adapt our expectations in order to ensure that the expectations are fair and understood by all.

Expectations and Rules

For the safety and well-being of everyone in our school community, it is necessary for us to work within a set of expectations. We have three clear and simple school expectations, which are displayed around our school.

Truthfulness	Responsibility	Respect
		
Introducing Truthful Trudy	Introducing Responsible Ray	Introducing Robo Respect

These expectations are reflected in all walks of our school life; within the classroom, our playgrounds, the children's lunchtime experiences and assemblies.

The right to teach and learn

Every person in the school has rights. All adults have the right to teach without disruption and children have the right to learn without interference. We also recognise that every member of the school community also has:

- The right to learn and help others through careful listening and turn taking
- The right to feel safe in, and move around the school, classroom and playground
- The right to express themselves, ask questions and, share opinions and ideas
- The right to be treated fairly, with equality and respect in line with our Equality Statement.
- The right to be listened to in a dispute and have difficulties with others settled
- The right to work in an environment that is cared for by everyone in the school and, equipment and belongings looked after

We believe that excellent behaviour from all children is only achieved when all adults are modelling excellent, wholly consistent behaviours in line with this policy.

Effective communication

We believe that there is always a reason for challenging behaviour. As the adults we are responsible for finding out the reasons for the behaviour and helping children self-regulate. We manage this through calm and consistent communication both verbal and non-verbal. We also believe strongly that working in partnership with parents/carers is key to supporting individual children and so endeavour to contact parents/carers at the earliest appropriate time to communicate how we can work together.

When we discuss behaviour we do not refer to the child but to the behaviour concerned. All staff at Woodcote Primary School will use non-confrontational approaches when speaking to the children and the rest of the school community.

Our Values

Our 6 School Values are: Self-Belief, Respect, Responsibility, Resilience, Creativity, Truthfulness

These are a focus for each half term as part of our character education focus, through quality texts, taught sessions and linked learning with our PSHE and other areas of the curriculum.

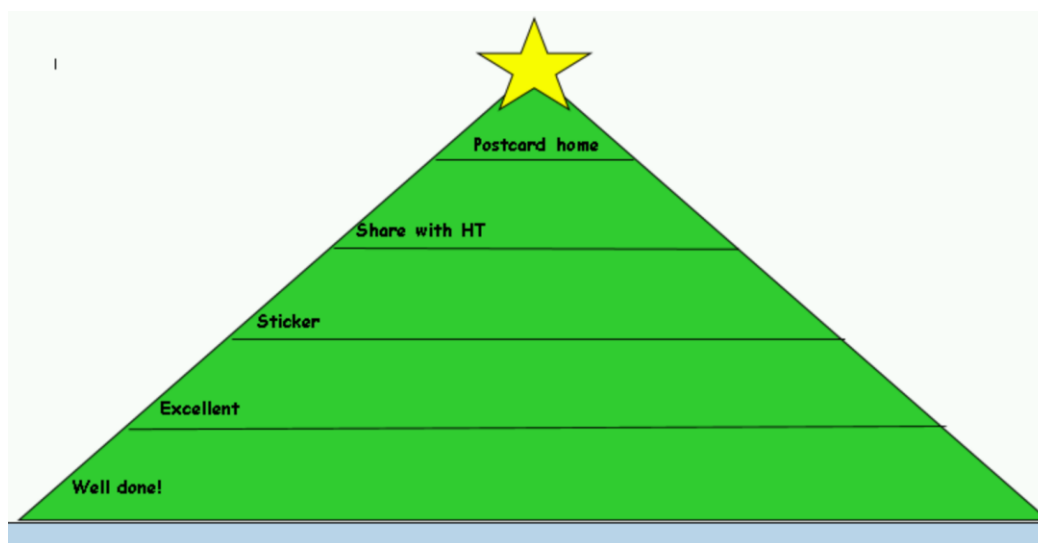
Positive reinforcement

Rewards are central to the encouragement of positive behaviour. Our whole school 'Catch them doing something good' is central to our ethos. School staff will seek opportunities to reward positive behaviour. Effort, as well as achievement, will be recognised. All staff will use reward systems consistently and we do not remove rewards once earned.

The Green triangle is central to our positive ethos:

Children are rewarded with Dojo points. In addition to this, children will be rewarded using our class Green Triangle. Everyone starts at the starting point each day. Children move up the Green Triangle for positive behaviours. At the end of each day, pupils at the top sections of the triangle will receive

Headteacher stickers and/or postcards to bring home. All pupils will return to the starting point for the following school day.



Green Triangle reward examples:

- Verbal praise 'well done' – 1 Dojo point
- Verbal praise 'excellent' – 2 Dojo points
- Sticker given by teacher – 3 Dojo points
- Receive a sticker from the Headteacher – 4 Dojo points
- To take home a Postcard (a celebratory note home) – 5 Dojo points
- Celebration certificates in Weekly Celebration Assemblies

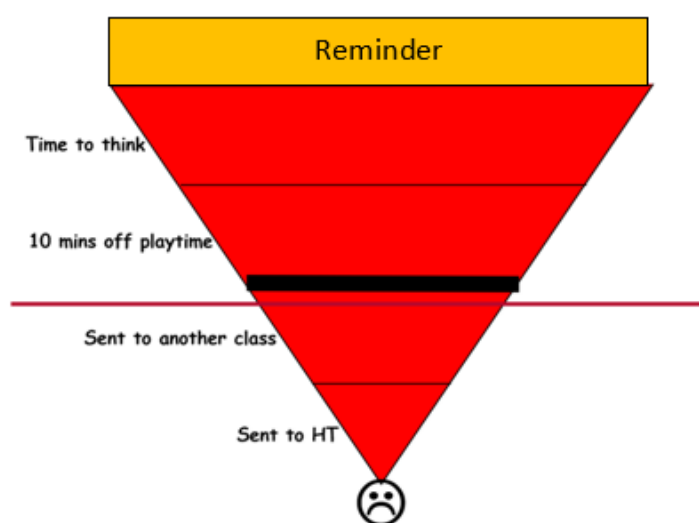
Strategy	Aims
Meet and Greet	All adults to create a welcoming environment by greeting pupils through a formal meet and greet at either the classroom door or at each child's classroom seat. This could be a simple, 'Good morning' in order to provide a consistent check in and enthusiastic welcome to every child.
Verbal and Non-Verbal Praise	Praise (be it verbal or non-verbal) is one of the simplest and most powerful tools to engage and motivate children. When used effectively, praise can turn around behaviour and improve children's attitudes about learning.
Visual Reminders	Visual reminders highlight and/or point out important information. They can also aid in remembering key information. Visual reminders are particularly helpful for learner who may find it hard to process information orally or through reading – instead, they learn best through seeing. Visual reminders can come in the form of flashcards, sticky notes or anything else that you can 'see', rather than hear or read. Please see Appendix 1 for further information.
Stickers / Stampers	An instant and visual way of recognising a child's efforts and achievements.

Class Marble Jars	Marbles are awarded for positive behaviour seen when working as a team, such as excellent lining up and good movement around the school. When the Marble Jars are full, the children decide on an enrichment activity they would like to do.
The Golden Table	Our Midday Supervisor Team nominate children each week, whose behaviour at lunchtime has been Over and Above. These children then choose a friend to sit with them at The Golden Table as a reward. The Golden Table is laid with a tablecloth, flowers and squash.
Celebration Assembly	A weekly assembly celebrating the achievements of all our children.
A Positive Note Home	Staff award a positive note home, at least weekly, to a child in their class who has worked really hard or who has demonstrated one of our School Values: Creative Cam, Truthful Trudy, Resilience Riz, Responsible Ray, Robo Respect and Sunny Self-Belief.
A Positive Phone Call Home	When staff feel that a child in their class has made great progress, or has gone 'over and above' with something, they will make a phone call home to let their parents / carers know.
Hot Chocolate Friday	As a way of acknowledging children who go 'over and above' the expectations, our staff nominate children to have a 'hot chocolate' with our Head Teacher.

Consequences

It is, of course, necessary to give consequences to children who consistently make negative behaviour choices. These consequences aim to help children reflect on their actions. This is very important in the classroom because a lack of good learning behaviour leads to disruption and ultimately affects the ability of the rest of the class to concentrate as well as take time away from the teacher to do their job and teach all the children.

There is a clear system and progression of consequences as a result of continuing to not follow the expectations set using the Red Triangle.



No record made	Non-verbal warning of how to behave and follow expectations.
Reminder	Verbal reminder No record made
Consequence 1 on Red Triangle: Time to think	Spend 5 minutes alone in a Responsible Thinking Space in the classroom completing a reflection sheet.
Consequence 2 on Red Triangle: 10 minutes off playtime	Spend 10 minutes off playtime with a designated adult completing a reflection sheet (if appropriate). Names are recorded on CPOMS. A total of 3 missed plays in one half term results in parents/carers being informed by email home. Parents/carers will be expected to discuss their child's behaviour with them and acknowledge this conversation has taken place with the school. If another 3 missed playtimes occur in the same half term, parents are written to again and asked to meet the teacher & phase leader to discuss their child's behaviour.
Consequence 3 on Red Triangle: Sent to another class	Spend up to 30 minutes in a paired class. The class teacher will record the incident on CPOMS and the classteacher will notify the office who will notify the parents/carers on the same day. The class teacher will ensure that appropriate work is sent with the pupil. Additional support may be given to the child, such as a wellbeing plan or behaviour report card.
Consequence 4 on Red Triangle: Sent to the Headteacher or a member of SLT	Sent to the Head Teacher or member of SLT. The Class Teacher will record the incident on CPOMS and the HT will also notify the parents/carers on the same day. Additional support may be given to the child, such as a individual support plan or behaviour report card.

In School Isolation/Fixed term Suspension

The sanction of isolation or fixed term suspension will be used for incidents of:

- Physical assault on another child or an adult
- Offensive verbal abuse towards another child or an adult
- Racial or homophobic abuse
- Bullying
- Being in possession of drugs at school
- Being in possession of a weapon at school

1. **Internal suspension** in which a child is removed from her/his class and placed away from their class
2. **Fixed term suspension** where a child is not permitted to attend school for a fixed period of time.
3. **Permanent exclusion** whereby a pupil is no longer permitted to attend Woodcote Primary School.

Consideration will be taken of the age, knowledge and understanding of the child/ren involved in the incident when determining whether an in-school or fixed-term suspension will be used as a sanction.

Reintegration of suspended pupils

All pupils being reintegrated following suspension will have our expectations of behaviour re-clarified. Systems will be established where appropriate/necessary, to support the pupil in making a successful return to class/school.

Permanent exclusion is the ultimate sanction and will be used when:

- All other avenues of support have proved unsuccessful
- A child's behaviour puts the well-being, safety and dignity of others in jeopardy.

Prejudicial or discriminatory behaviour

All incidents involving prejudice and discrimination based upon gender, race, social class, ethnicity, nationality, sexual orientation, religion, age and disability must be reported to the Head Teacher who will record these and inform the appropriate authorities.

In all such incidents the following will occur:

- The seriousness of the incident will be explained to the child.
- Details of the incident will be gathered from everyone involved.
- The child will be expected to apologise to the victim.
- A record of the incident will be made.
- A decision will be made about the discipline to be employed.
- The parents/carers of all the pupils involved will be advised of the incident and the action taken.

The Head Teacher will consider, in consultation with the Chair of the School Board the child's age and/or understanding of the abuse before determining the severity of the discipline and may in serious incidents bypass this hierarchy of discipline measures to ensure the well-being and respect of all our pupils.

Additional needs

For children who have Education Health Care Plans or who have Special Education Needs, we will communicate with the relevant individuals before a decision is made on the appropriate decision when a sanction may be needed. For example, considering the child's needs and the circumstance that may have led to the incident as well as the child's cognitive understanding of the situation. At times this may require the school to call a meeting with external agencies to discuss further support.

Behaviour outside of school

If the school becomes aware that anti-social or unacceptable behaviour has been displayed by pupils outside of the school or online it will be dealt with appropriately. For example it will be addressed through PSHE and Assembly themes or by a meeting with the parents. We expect our children's behaviour to be excellent at all times as they are representing our school.

Stage One behaviour

Behaviour issue	Consequences (Red triangle)	People Involved	Support Offered
Talking in class	Non-verbal reminder	Pupil	Consistent use of rewards and consequences
Talking whilst lining up	Verbal warning	Class teacher	
Talking whilst walking around the building.	Time to think	Phase leader/member of SLT	Circle time activities
Not listening to an adult	Behaviour recorded in behaviour file		Lunchtime clubs
Inappropriate behaviour	Missed playtime		
Name calling	Sent to partner class with work until the end of session		
Being off task (slouching, tipping chair, fiddling with resources etc)			
Disrupting others learning.			

Stage Two behaviour

Behaviour issue	Consequences	People Involved	Support Offered
Persistent low level behaviour	Continuation of moving down the red triangle	Pupil	Consistent use of rewards and consequences
Fighting/play fighting/bullying		Class teacher	
Swearing/inappropriate language	Daily/weekly report card set up by CT with pupil/parent	Parent	Circle time activities
Refusing to follow directions from staff	Referral to Head Teacher	Phase leader/member of SLT	Lunchtime clubs
Rudeness to teachers and other adults	In school isolations	Deputy Headteacher	Support of Inclusion leader/School counsellor
	Fixed term suspension	Head Teacher	

Wilful damage to property			
Preventing other children from learning			

Stage Three behaviour

Behaviour issue	Consequences	People Involved	Support Offered
Two incidents of stage 2 behaviour in a day	Daily/weekly report card set up by CT with pupil/parent	Pupil Class teacher	Consistent use of rewards and consequences
Disrespectful behaviour to members of staff and other adults	Referral to Head Teacher	Parent	Circle time activities Lunchtime clubs
Biting/violence	In school isolations	Phase leader/member of SLT	Support of Inclusion leader
All behaviours that puts other children's safety at risk	Fixed term suspension	Deputy Headteacher	Behaviour support plan in place with individual reward system
	Reintegration meetings	Head Teacher	If appropriate, referrals made to the following services: School counsellor CAMHS team/ EPS/Social care
	Part time education programme with support from parents	LA Inclusion staff	

Stage Four behaviour

Behaviour issue	Consequences	People Involved	Support Offered
Extreme violence	Reduced timetable	Pupil	Alternative arrangements for education from day six onwards
Carrying an offensive weapon	Fixed term suspension	Parent	
	Permanent suspension	Class teacher Head Teacher	

Repeated racist/homophobic behaviour		LA Inclusion staff	
Repeated bullying incidents			

Bullying of any kind is unacceptable at Woodcote Primary

How We Prevent Bullying

We promote a positive ethos of mutual respect and reward positive behaviour - see equality statement/behaviour/e-safety policies.

We raise awareness of bullying through assemblies and lessons taught as part of the Personal, Social, Health and Economic Education curriculum and an annual Friendship day held during Anti-bullying week (November).

We deal with bullying by implementing our Behaviour and Anti-Bullying Policies consistently.

Everyone connected with the whole school community needs to be involved in preventing and eliminating bullying.

Definitions of Bullying

“Persistent, offensive, abusive, intimidating, malicious or insulting behaviour, which amounts to an abuse of power or authority, which attempts to undermine an individual or group of people and which may cause them to suffer stress.” PCS Union

- **Physical** - This can be the physical act of hurting someone through pushing, kicking, hitting or pinching.
- **Verbal** - It might be done through verbal insults; making fun of a person’s appearance or work they have done, taunting, name calling and belittling them (making them feel small) in front of others or hiding their belongings.
- **Emotional** - This can be the act of leaving someone out of discussions, games etc, so that they feel unwanted or that no body likes them.
- **Cyber Bullying** - Pupils can be targeted with cyber bullying in their own homes, by phone texts, silent calls, on instant messenger and by abusive websites and forums set up to cause humiliation and embarrassment.

What is bullying is like for the Victim?

Bullying is something that makes the victim feel very unhappy and lonely. It feels frightening and the victim can feel that it is happening every day. Victims of bullying feel that there is nothing that they can do to stop the bully.

Teachers, parents and other children must show the victim that they care and want to help.

Procedure for the Reporting of Bullying

Parents and Carers

Parents and carers should approach their class teacher in the first instance if they have concerns. The school will carry out a full investigation following the guidelines of the Anti-Bullying Policy with written notes kept and logged onto CPOMs. If parents or carers wish to take the matter further, they should make an appointment to speak to either the Head Teacher or Deputy Head Teacher. If there are any further concerns, they need to consult the Complaints policy.

Pupils

Anyone who feels they are being bullied or knows of a child who is being bullied should tell any adult in the school. A listening ear service is used throughout the school. A full investigation will be carried out following the guidelines of this policy with written notes on CPOMs. If after this, they feel the matter is still unresolved, they should talk to the Head Teacher or Deputy Head Teachers.

Staff

All reported incidents from parents, pupils or staff will be recorded to detail what happened and who was involved; a full investigation will be carried out following the guidelines of this policy. A record is kept on CPOMs.

Guidelines for dealing with reported incidents of bullying

Children suspected of bullying will be dealt with as follows:

1. The alleged bully/bullies will be approached by an adult (staff member at the school) and given the chance to explain their actions. The incident and outcome of the discussion will be noted and a copy kept on CPOMs (school record).
2. If bullying is substantiated, then consequences of the incident will be explored i.e. how the victim feels and reasons for a child wanting to bully. Children who are proven to have bullied will miss playtimes and have in school isolation in accordance with the Behaviour Policy.
3. Ways to change behaviour will be discussed with supporting strategies and targets put in place.
4. The bully will need to show remorse for his/her actions.
5. The victim will be supported in building self confidence.
6. Parents of the bully will be informed and invited into school. A record of the incident will be kept on the child's file.
7. Behaviour of the bully will be monitored – in accordance to the Behaviour Policy.
8. Repeated incidents will be dealt within school isolations and fixed term exclusions.