



Copnor Primary School Breakfast/After-School Clubs Behaviour Policy.

This policy must be read in the context of our vision statement.

1. Aims

1. To ensure good behaviour so that effective learning can take place
2. To promote good social behaviour and a sense of community
3. To enable children to grow in independence, co-operation and responsibility
4. To promote children showing respect to each other and to adults
5. To ensure the whole school community understands and supports our policy

2. Partnership with parents

We believe that co-operation with parents is essential. We ask parents read all of our Breakfast/After-School Club policies and sign a contract before agreeing to send their child to the club.

We will always contact parents if there is a problem that is perceived to be significant. Parents are encouraged to communicate with school via speaking to staff if they are concerned. There will also be a communication book available on arrival for parents to write any concerns or messages that need to be passed onto the child's class teacher.

3. Guidance on promoting good behaviour

Guidance is given to the children and the first few days of each year are largely devoted to establishing this. This is then reinforced each week in our PSHE and collective worship programmes and when any child joins the school they have this carefully explained to them.

Our system is also explained. It works as follows:

The guidance is reviewed each September. Children are made aware of their rights and responsibilities in accordance with our school behaviour policy and a "Club Charter" is agreed in club each September.

Positive behaviour will always be promoted through the following:

- Staff will welcome children each day and especially when returning after an absence
- Staff will act as positive role models by treating children positively and with patience
- Staff will promote the school ethos and learning values
- Staff will speak respectfully to children and each other
- Staff will praise the good behaviour of the majority rather than highlighting the poor behaviour of the minority
- Staff will promote good behaviour on our school behaviour charts

All children will be valued as individuals, but inappropriate behaviour will be challenged by discussing consequences and focussing on an alternative to the behaviour presented. It may happen that a child misses a part of club activities for this to occur. Nearly all incidents of good or poor behaviour should be dealt with according to this policy. However, we recognise that there will be a small number of exceptions made for those children who are recognised as having particular behavioural difficulties and for these children individualised systems may be put in place. These children will require individual behaviour plans and record books must be kept on these children.

4. Rewards

1. **Verbal praise** – to promote high self-esteem staff will always attempt to reward children with verbal praise and non-verbal encouragement for positive behaviour including:
 - good work/effort
 - promotion of learning values
2. **Merits** – Merits will be awarded for:
 - Exceptional positive behaviour
 - Sustained effort or achievement
 - Sustained good behaviour in club

5. Club Sanctions

Whilst we will always try to promote positive behaviour we recognise that we do need sanctions. *These should always be applied with a view to modifying inappropriate behaviour and not administered as punishment.* It should be explained to the child at each stage that this is an opportunity to modify and improve their behaviour. Time must be given to a child to reflect. There is an expectation that no further sanction will be given for at least 20 minutes as the child needs to time to reflect.

A **quick warning** should be given to say what expectations are and to give them the chance to reflect.

1. **Formal warning** – A verbal warning will be given to the child. Their attention will be drawn to their inappropriate actions or behaviour but staff should not detract from club at this stage to spend time with the individual.
2. **Think carefully** - The child will be asked to swap places with another child in the club or spend some time away from their activity. The child should be reminded to modify their behaviour but the Club Manager should concentrate on the Club and not devote any more than seconds to the individual.
3. **Consequence** - The child will be given a “time-out” period.
4. **Fresh start** – When child comes back into the Club activities the matter will be deemed closed unless the action is considered to be requiring notification to the child’s parent or carer and the Deputy Headteacher or Headteacher. This would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action.

Persistent poor behaviour

5. **Children who persistently behave badly** - these children will have an individual behaviour log created. From that point, all incidents of behaviour will be recorded in this by both the Club Assistants, Club Manager and senior staff and this log will be shared regularly with the parent.
6. **Exclusion** – from Breakfast and Afterschool Clubs

Whilst we will endeavour to ensure that we will implement this system rigorously, we recognise that there will be times when the behaviour is serious enough that the child will from that day forward be asked to leave Breakfast or After School Club. Once again, this would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action. **However such decisions should be exceptional – the whole point of the behaviour policy is to use the standardised system to modify behaviour.** This decision would only be taken with the Breakfast/After-School Club Manager and HT. If a child ever needs to be physically restrained then the minimum force should be used for the shortest time to ensure the child’s and others’ safety and a Portsmouth City Council restraint form must be completed. The Headteacher and parents must be informed.

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