



## **Pirton Hill Primary School**

### **Early Birds and Night Owls (*Out of Hours Care*)**

### **Behaviour Policy**

#### **1. Overarching School Values**

##### **Expect:**

*We all **expect** to work hard, and meet our own high expectations, in a safe environment.*

**Believe:** *We all **believe** in ourselves, and each other, and know that everyone has something special to contribute.*

**Achieve:** *We all have the opportunity to **achieve**, and fulfil our potential, regardless of our backgrounds.*

**Enjoy:** *We all strive to develop passionate and determined life-long learners who **enjoy** learning.*

#### **2. Introduction**

2.1 It is a primary aim of Early Birds / Night Owls that every member of the club feels valued and respected, and that each person is treated fairly and well. The behaviour policy is therefore designed to support the way in which all members of the club can live and play together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

2.2 We treat all children fairly and apply this behaviour policy in a consistent way. This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community. This policy is designed to promote good behaviour, rather than merely deter antisocial behaviour.

#### **3. Aims (*aligned to the school aims*)**

3.1 It is the aim of this policy to:

- ensure the safety and well-being of every member of Early Birds / Night Owls
- ensure all members of the club are valued
- protect the school environment
- teach pupils to have self-control, take responsibility for their choices / actions and that they have consequences
- encourage parents / carers to work in partnership with Early Birds / Night Owls
- allow each pupil to develop and demonstrate positive abilities and attitudes

3.2 The school therefore provides an environment in which pupils are encouraged to:

- Show self-discipline, self-control and honesty
- Develop strong self-esteem
- Take ownership and accountability for their behaviour
- Respect their, and their peers, right to learn
- Be independent
- Co-operate in learning
- Recognise, share and celebrate their own achievements and those of others
- Be confident to talk to an adult about any concerns

#### 4. Expectations

4.1 The consistent example, and high expectations, set by all parents / carers and staff is key to outstanding pupil behaviour. Therefore, we expect all adults to be setting the example for the children to follow and to reinforce our expectations by drawing attention to them – ideally rewarding children for achieving them.

4.2 It is important that children understand what good behaviour looks like. Therefore, as part of our Behaviour Levels (*see page 4*), which are displayed in Early Birds / Night Owls and referred to by all staff, examples of good behaviour are included so all children have a clear understanding of what to aspire to. It is also important that children understand the consequences of choosing not to meet these expectations; these are also clearly exemplified on the Behaviour Levels.

*Please note: It is important to note that it is not practical or reasonable to exemplify every possible behaviour (good or bad) on the Behaviour Levels. The purpose is to give examples of behaviours at each level, giving children, staff and parents / carers a guide as to the level and possible rewards/sanctions.*

#### 4.3 Expectations

##### 4.3.1 We expect the children to:

- be polite - to staff, other children and visitors; respect the authority of the adult in charge.
- listen to adults and each other.
- walk about the school/club quietly and calmly.
- wait their turn to talk to members of staff and to each other; no shouting.
- play cooperatively with each other.
- tell the truth, to take responsibility for their own behaviour and not to make excuses.
- accept a solution or consequence if they have done something wrong - not to argue or to get angry with the adult dealing with the situation.
- be able to say sorry when they have misbehaved or hurt someone and to understand that the apology signals a change in their behaviour, attitude and mood.
- care for the school/club, and its equipment, and to report any damage or graffiti they see.

##### 4.3.2 We expect the staff to:

- listen to the children and to hear their point of view.
- be polite and to address the children in a reasonable tone of voice.
- be as fair and consistent as possible when a child has misbehaved.
- ensure the learning environment is safe.
- talk with the children about things that go wrong.
- be in charge and maintain order so that everyone may benefit from a positive environment.
- supervise the play areas and ensure pupils are safe.
- treat the children as individuals and to take an interest in their lives.

##### 4.3.3 We expect parents / carers to:

- support the Early Birds / Night Owls rules and expectations.
- make children aware of appropriate behaviour in all situations and support Early Birds / Night Owls in implementing this policy.
- encourage independence and self-discipline.
- show an interest in all that their child does at Early Birds / Night Owls.
- foster good relationships with Early Birds / Night Owls - talk to staff if there is an issue.
- ensure pupils are collected on time. In the event they will be late due to unforeseen circumstances, parents /carers should contact Night Owls mobile ASAP.
- send an appropriate and authorised collector to collect their child. If an unfamiliar adult collects, inform Night Owls ASAP to provide details.

## 5. Rewards

5.1 Early Birds / Night Owls use a range of rewards to reinforce good behaviour and these are explicit to children through our Behaviour Levels. The range of rewards include:

- Informal Rewards – these may include informal verbal praise (*public and private*) to individuals and groups, non-verbal communication (*a smile, eye contact or thumbs up*). Verbal praise should always identify the particular behaviour or reason for giving it.
- Formal Rewards – these may include points (*building towards bigger rewards*), giving a responsibility, a sticker, a wall chart and informing parents /carers.

## 6. Managing Poor Behaviour Choices

6.1 Early Birds / Night Owls staff will use the following procedure to deal with poor behaviour choices:

1. Verbal warning and reminder of consequence
2. Verbal reminder and name recorded discreetly - miss 5 minutes of a session.
3. Reminder, child moved to another table or space within the club or playground– miss 10 minutes of an activity/session (record on club ABC form)
4. Child moved to an area for 10 minutes (will still also need to miss 10 minutes of play session). If the behave persists, the child could be at risk of missing the following session. (Parent notified – FIRST WARNING) (Record on CPOMs).
5. If the behaviour is repeated in subsequent sessions (following the first warning), the child moved to an area for at least 15 minutes (will still also need to miss at least 15 minutes of play session). If the behave persists, the child will be at risk of missing the following session. (Parent notified – FINAL WARNING) (Record on CPOMs). Parents attend a behaviour meeting with Early Birds / Night Owls staff and a member of SLT.
6. If undesirable behaviour continues in subsequent sessions (after the final warning), the child will have their place at the Early Birds / Night Owls removed for a fixed period. This could be for the following session. Time scales are dependent on the number / level of the incidents (Record on CPOMs). A behaviour plan will be put in place with parents, Early Birds / Night Owls staff and a member of SLT.
7. If, following a fixed term exclusion from the club, the behaviour plan is unsuccessful and there are further incidents, the school reserve the right to permanently remove the child's place at Early Birds and/or Night Owls.

6.2 All Level 4 or 5 incidents will enter the behaviour procedure (see 6.1) at stage 4.

6.3 A Level 6 isolated-incident will require the immediate notification of SLT and may result in an immediate fixed period exclusion or the permanent removal of a child's place at Early Birds and/or Night Owls.



<b>Level 1</b>	<b>If we show brilliant behaviour.....</b>	<b>....by....</b> <ul style="list-style-type: none"> <li>consistently showing expected behaviour</li> <li>being a good role model</li> <li>being involved in learning</li> <li>being polite</li> <li>walk around the school quietly</li> <li>value each other and their opinions</li> <li>work and play co-operatively</li> <li>be honest</li> <li>care for the school property</li> <li>be responsible</li> </ul>	<b>.....we may get.....</b> <ul style="list-style-type: none"> <li>1, 2 or 3 points (which build towards bigger rewards)</li> <li>'child of the week' certificate</li> <li>Positive message to parents</li> <li>praise</li> <li>thumbs up/ smile</li> <li>"well done"</li> <li>responsibility within Early Birds / Night Owls</li> </ul>
<b>Level 2</b>	<b>If we show the expected behaviour.....</b>	<b>....by....</b> <ul style="list-style-type: none"> <li>listening carefully</li> <li>engaged in learning</li> <li>being polite</li> <li>trying hard</li> <li>persevering</li> </ul>	<b>.....we may get.....</b> <ul style="list-style-type: none"> <li>praise</li> <li>thumbs up/ smile</li> <li>"well done"</li> <li>responsibility within Early Birds / Night Owls</li> </ul>
<b>Level 3</b>	<b>If we <u>choose</u> to do something silly.....</b>	<b>....like....</b> <ul style="list-style-type: none"> <li>ignoring instructions</li> <li>not listening</li> <li>calling out</li> <li>talking while someone else is talking</li> <li>pushing in the line</li> <li>making silly noises</li> <li>tell lies about others</li> </ul>	<b>.....we may get.....</b> <ul style="list-style-type: none"> <li>a verbal warning and reminder of a consequence</li> <li>verbal reminder and name recorded discreetly (miss 5 mins of an activity or session)</li> <li>reminder and move to another space in the room (miss 10 mins of an activity or session) <u>Record on club ABC form</u></li> </ul>
<b>Level 4</b>	<b>If we <u>choose</u> to keep doing the same thing or do something a bit more serious.....</b>	<b>....like....</b> <ul style="list-style-type: none"> <li>disrupting others</li> <li>rough play/play fighting</li> <li>answering back</li> <li>teasing or winding other children up</li> <li>inappropriate words</li> </ul>	<b>.....we may get.....</b> <ul style="list-style-type: none"> <li>move to another area for 10mins (and still miss 10mins of an activity or session)</li> <li>Seek support from other staff member, or Club Manager, if required.</li> <li><u>Record on CPOMS</u> and inform parents (WARNING)</li> <li>If undesirable behaviour continues child could be at risk of missing further sessions.</li> </ul>
<b>Level 5</b>	<b>If we <u>choose</u> to keep doing the same thing or do something a bit more serious.....</b>	<b>....like....</b> <ul style="list-style-type: none"> <li>hurting someone verbally/physically</li> <li>throwing something</li> <li>swearing or rudeness</li> <li>damaging property</li> <li>verbal abuse/threat to staff</li> <li>refusal to follow adults' instructions</li> <li>bullying (Definition: several times on purpose)</li> <li>racist/homophobic name calling</li> </ul>	<b>.....we may get.....</b> <ul style="list-style-type: none"> <li>move to another area for at least 15mins (and still miss at least 15mins of an activity or session)</li> <li>parent/carers called in to discuss behaviour (<i>this may be with the authorised collector</i>)</li> <li>parents/carers expected to collect immediately</li> <li>SLT Involvement</li> <li>a fixed period removal of Early Birds / Night Owls place</li> <li><u>Record on CPOMS</u> and inform parents (WARNING)</li> </ul> <p><b>The head teacher has the authority to implement an instant exclusion or a longer period of exclusion based on the severity of the offence</b></p>
<b>Level 6</b>	<b>If we <u>choose</u> to keep doing the same thing or do something even worse.....</b>	<b>we may get.....</b> <ul style="list-style-type: none"> <li>SLT involvement</li> <li>fixed period removal of Early Birds / Night Owls place</li> <li>Permanent removal of a child's place at Early Birds and/or Night Owls</li> </ul> <p><b>The head teacher has the authority to implement an instant exclusion or a longer period of exclusion based on the severity of the offence</b></p>	