

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

NAG 5Policy **HEALTH AND SAFETY**

1.1a Procedure **BEHAVIOUR MANAGEMENT in LOWER SCHOOL (CLASSES 1-7)**

RATIONALE

To encourage a supportive and successful environment for LEARNING. On task behaviour will be acknowledged and encouraged in both class teacher and specialist teacher lessons, as well as during outside play /break times.

We expect that the children will:

- Respect one another, all adults and property
- Use respectable and respectful language
- Be kind and take care of others.
- Use appropriate manners
- Work and behave appropriately in lesson times

If disruption occurs then the following steps should be taken (see also flowchart Appendix 1):

Teachers

- **Own Management Plan: Class teacher centred discipline:**
 - Establishing a positive relationship
 - Using behaviour change stories
 - Making contact gaining awareness and being present
 - Understanding and appealing to the child's temperament
 - Using distractions
 - Supporting the child to be a helper
 - Giving verbal warnings
 - Noticing other's compliant behaviour
 - Putting names on board
 - Putting child outside the classroom within vision for no more than 1 minute
 - Restoration of relationship
 - Using time out form (Appendix 6) Child to catch up on work
 - Using the 'Student Action Plan for Bullying' (Appendix 2)
 - Peer Mediation (Appendix 3)
- **Specialist Teacher centred discipline**
 - To know and understand the class teachers methods
 - If inappropriate behaviour continues, the specialist teacher must speak to both class teacher and other specialist teachers

To give the teacher an insight in the frequency of the targeted behaviour, The incident Tally Sheet (Appendix 4) and the incident Record Sheet (Appendix 5) must be used.

- **Time out :** 10-30 minutes with a maximum of three per week.
 - The green A5 form to be used for this (Appendix 6). All teachers hold blank copies of this form in the classroom.
- **Daily support:** Depending on the severity this can be from 1-5 days long. The parents and the supporting teacher and school dean for classes 6 & 7 will be notified. It is not the responsibility of Subject Specialist or relief Teacher to issue Daily Support The use of the Daily Support Form must involve consultation with the class teacher.
- **Withdrawal:** Depending on the severity this can be from 1 period to 1 day long, with a maximum of three per week. Both the parents, supporting teacher and middle school dean will be notified. The A5 white Withdrawal Form (Appendix 11) is kept in the classroom.

– Form letter for parents to be sent by the Class Teacher (Appendix 12)

- **Detention:** Depending on the severity this can be from 20-45minutes long, with a maximum of three per term. Both the parents, supporting teacher and middle school dean will be notified. Form to be used is the A4 white Informal Detention Form (Appendix 13)

All forms are kept in the class 7 storeroom in a box file on a shelf just inside the door on the right.

Class 1 – 7 Teacher or Dean when appropriate

The Dean uses the following forms:

- Lower School behaviour Management Record Sheet (Appendix 14)
- Behaviour Support Interview Record (Appendix 15)
- Dean Daily Support Form (White A-4 Landscape) (Appendix 16)
- Student Daily Self Support Form (White A4 Landscape) (Appendix 17)
- Formal Detention Form (White A5 Portrait) (Appendix 18)
- Behaviour Contract (A5 Booklet) (Appendix 19)

The school dean or class teacher can refer the incident to the Principal

Principal

The Principal can put the child on Principal Report. (Appendix 20)

Teachers / Dean

To complete the Behaviour Management Record / Referral. (Appendix 14)

All documentation to be filed by the Class Teacher

Appendices:

1. Lower School Behaviour management Flow Chart
2. Student Action Plan for Bullying
3. Peer Mediation Agreement Form
4. Incident Tally Sheet
5. Incident Record
6. Time out – green A5 form
7. Daily Support Form Lower School (with periods) –part of booklet
8. Coversheet Daily Support Booklet Doggy CI1-4
9. Coversheet Daily Support Booklet CI5-6
10. Daily Support letter for parents CI1-6
11. Withdrawal Form White A5
12. Withdrawal letter for parents white A4
13. Informal Detention Form White A4
14. Lower School behaviour Management Record Sheet
15. Behaviour Support Interview Record
16. Dean Support (White A-4 Landscape)
17. Student Self Support (White A4 Landscape)
18. Formal Detention Form (White A5 Portrait)
19. Behaviour Contract (A5 Booklet)
20. Principal Report

Responsibility for administrating this procedure Management

Responsibility for review: Management

Review Date: 13 May 2015

Signed

Date for review May 2016