



# Laxey School, Quarry Road, Laxey, Isle of Man

Department of Education, Sport and Culture  
*Rheynn Ynsee, Spoyrt as Cultoor*

**Executive Headteacher**  
Maxim J Kelly

**Head of School**  
Trish Dudley



**Laxey Primary School**  
Quarry Road, Laxey  
Isle of Man, IM4 7DU

Direct Dial No: (01624) 861373  
Website: <https://laxey.sch.im>  
Email: [laxeyenquiries@sch.im](mailto:laxeyenquiries@sch.im)

## **LAXEY SCHOOL POLICY FOR BEHAVIOUR AND DEALING WITH BULLYING**

### **SECTION 1: BEHAVIOUR POLICY**

#### **Aims:**

At Laxey we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a secure atmosphere.

#### **Objectives:**

To provide clear guidelines for rewarding positive behaviour.

This will ensure that positive behaviour is encouraged and sustained within our school. It reflects the school vision, which recognises the importance of developing learning in an environment where everyone is encouraged, empowered and inspired to be happy and successful. In addition, it sets out a very clear positive behaviour management system, which rewards and supports positive behaviour.

To provide clear guidelines for addressing unacceptable behaviour by any pupil at Laxey School, whilst operating within the Policies of the IOM Department of Education, Sport and Culture. This policy will also ensure that Parents, Pupils and the Staff working at Laxey School recognise and address behaviours which are potentially damaging to our children. It will set out very clear guidelines for Parents, Pupils and Staff on the consequences of continued poor behaviour. The purpose of this is to support the children within our school with the management of their own behaviour, in order to ensure they have positive and inspiring experiences both within school and in the wider community.

#### **Our expectations:**

At Laxey School it is the child's responsibility to :

- Aim for the highest standards in their learning, work and behaviour
- Co-operate with staff, visitors and parent helpers
- Understand the need for rules
- Listen to others, be respectful, polite and honest
- Be gentle, kind and helpful
- Collaborate well
- Care for their own and other people's property
- Show empathy
- Be positive

Staff are responsible for:

- Explaining and role-modelling the behaviour we wish to see
- Encouraging children to take responsibility for their own behaviour
- Recognising and highlighting exceptional behaviour, as appropriate
- Ensuring that criticism is constructive
- Informing parents about children's behaviour
- Ensuring a positive and consistently fair approach
- Creating a friendly and supportive atmosphere
- Helping children become risk aware to ensure they are safe around the school and playground
- Investigating and documenting any causes for concern
- Informing senior staff of repeated behavioural issues

Parents have a vital role in promoting good behaviour in school.

Parents are responsible for:

- Letting school know of any behaviour difficulties they may be experiencing at home
- Informing school of any change which may affect their child's performance or behaviour at school
- Reinforcing the school's ethos of good behaviour by ensuring children understand they are responsible for their choices and actions
- Encouraging their child(ren) to tell a teacher if they are upset, on the same day as any incident, so that the teacher can sort it out with them

### **Guidelines for parents who are concerned about their child's behaviour:**

At Laxey School, we recognise the importance of Pupils, Parents and Staff working collaboratively together in order to support and encourage our pupil's behaviour. As part of our open door policy, if any parents/carers are concerned about the behaviour of their child, they should adhere to the following procedure.

1. Contact their child's class teacher. This can be an informal chat or a phone call after school. A more formal meeting may be required depending on the needs of the pupil concerned, in order to ensure the most appropriate support can be given.
2. Should concerns still be evident, the Executive Headteacher / Head of School will then become involved. A formal meeting will be arranged where appropriate, in order to support the pupil, parents and staff involved.

### **Acknowledging Positive Behaviour in School:**

At Laxey School, we believe that behaviour management hinges on good relationships between staff and pupils and between pupils themselves. These relationships are built on mutual trust, respect and having fun and take time to foster. Staff have their own methods of rewarding good behaviour but ultimately the intrinsic desire to do well is the motivating drive for our children. Staff acknowledge good behaviour in a variety of ways such as exemplifying good choices in front of the class/ school, giving a thumbs up, smiling and winking etc. Whilst each member of staff has their own personal way of promoting good behaviour, expectations are consistent between adults across the school. This results in children having a clear understand of the behaviour policy.

### **The management of behaviour which falls below our high expectations.**

Whilst Laxey School encourages and supports children in order to help them behave positively and appropriately throughout school, it is important that Parents, Pupils and Staff recognise and address behaviours which fall below these expected standards. The reason for this is to ensure that all our pupil's have the opportunity to learn and develop in a positive environment. Therefore, when behaviour is deemed to be below the expected standard, the following guidelines should be followed:

- In the first instance, an oral warning will be given along with an explanation of the acceptable behaviour we are looking for.
  - If there is a repeat of the undesirable behaviour, then the pupil will be moved to a place where they are able to address their behaviour. An example of this may be either away from the distraction or nearer the teacher. A reason for the move will be given along with an explanation of the positive behaviour being sought.
  - If the undesirable behaviour persists, the pupil will miss some of their own playtime or lunchtime. This time will be used to help the child reflect. The pupil will be given the opportunity to look back on their behaviour and think about what they need to do differently. This opportunity to reflect on their behaviour can occur either in the classroom, outside the Executive Headteacher's/Head of School's office, The Base or can involve standing with the teacher on duty for a set period of time. It is also acceptable for the pupil to catch up on and finish work which should have been completed in class or to sit and read a book silently, in order to support their learning.
  - Where there is a consistent trend towards unacceptable behaviour, the child's class teacher will contact the pupil's parents or carers, in order to discuss their concerns. The purpose of this contact is to work collaboratively together, in order to support the pupil with the management of their behaviour. It is at this point that an informal behaviour contract may be introduced. This will help them raise their behaviour to our school's expected level.
  - If after this contact, the pupil is still consistently exhibiting behaviour which falls below the expectations of our school, the Executive Headteacher/Head of School will become involved. The purpose of this is to support the pupils, parents and staff with the management of the pupil's behaviour. Parents/Carers will
-

be invited into school for a formal meeting, to ensure the most effective support can be given. If an informal behaviour contract has not been introduced at this point, one may be started. (Please see notes below on informal behaviour contracts).

- If the poor behaviour continues, despite the introduction of an informal behaviour contract, the pupil will be placed on 'report' and will have to report to the Executive Headteacher / Head of School at agreed times within each school day for a set amount of time until the behaviour improves. The frequency and duration of being on 'report' is at the discretion of the Executive Headteacher / Head of School.

\* Incidents of poor behaviour may be formally recorded by teachers in a class record book (incident book). This will allow a picture of persistent wilful poor behaviour to be built up which may inform a yellow or red card sanction (see below.) Yellow and red card sanctions can be imposed at any stage in the above guidelines, at the discretion of the teachers and Executive Headteacher/ Head of School.

### **Examples of Informal Behaviour Contracts:**

Reflection Maps: Reflection maps are a platform which encourage children to reflect on their behaviour. It should be stressed to all involved that the purpose of a reflection chart is not to punish previously poor behaviour but it is instead to encourage our pupils to reflect upon all their behaviour. This gives the pupil the time and support to reflect on when their behaviour was also acceptable or exemplary and therefore opens opportunities for positive praise and reward.

### Home/School Communication Book:

This is a diary where the class teacher, the pupil and the parents facilitate reflection by discussing and writing about the child's behaviour. It also allows the teacher to encourage and support the child, helping them to modify their behaviour and giving them every opportunity to have a positive learning experience at Laxey School.

### **Children who have been identified/diagnosed with behavioural difficulties:**

For children who have been identified or diagnosed as having behavioural difficulties an appropriate and individual approach will be used.

### Yellow and Red Card Incidents

These are specifically for when a child has deliberately hurt another person (physically or emotionally); **OR** for persistent wilful bad behaviour in and around school.

### Yellow and Red Card Sanction System:

- If a pupil deliberately hurts another child (or adult) or displays persistent wilful bad behaviour, a member of staff will get the class Incident Book.
- The pupil's name and details of the incident will be written in the Incident Book and a 'Yellow Card Incident' letter will be sent home, signed by the Executive Headteacher / Head of School – **This is a Yellow Card Incident**. It has to be agreed by all parties that the incident was deliberate.
- If the pupil deliberately hurts again on the same day - or continues to exhibit persistent and wilful bad behaviour - they will be taken to see the Executive Headteacher / Head of School. The pupil's name and details of the incident will be written in the Incident Book. Parents will be asked to take the pupil home for the rest of the day – **This is a Red Card Incident**.
- If the first incident is deemed to be very serious, the yellow card sanction may be bypassed and a parent will immediately be called to take their child home for the rest of the day. Discretion to progress to a red card incident without first issuing a yellow card letter lies with the Executive Headteacher / Head of School.
- Upon returning to school following a Red Card Incident, the pupil will be asked to meet with the Executive Headteacher / Head of School before going into class.

Where pupils behaviours are extreme, serious and continuous, parents and carers will be made aware of the Department of Education, Sport and Culture's suspension procedures, and these will be applied.

NB The parents of the child hurt **will** be notified that a yellow card / red card sanction was issued to the other party.

### **Behaviour out of school**

Laxey School cannot police the behaviour of their pupils out of school, nor can the school accept responsibility for its pupils out of school. That said, the school will regularly remind pupils of the expectation to behave outside of school, especially if wearing our uniform as they are ambassadors for the school.

---

Where we hear of behaviour out of school that falls below our expectations we will express our severe disappointment to the pupils involved.

If the poor behaviour occurs on the public service bus that many of our pupils catch at the end of the school day, we may talk to the children involved on the bus operator's behalf and issue a sanction on behalf of them (e.g banning a pupil from using the service.) We would only do this at the request of the bus operator, and would do so in full consultation with parents. Where serious incidents have occurred on the bus and are brought to the attention of the school, the school will agree to notify the parents of the children involved. This will allow the parents to reinforce the expectations for good behaviour at home.

We will always talk to our pupils about maintaining positive behaviour out of school, and will work with parents where we learn this has not happened.

## **SECTION 2: ANTI-BULLYING POLICY**

It is a requirement of all schools in the Isle of Man to have an Anti Bullying Policy in place to ensure that anti bullying procedures are established and carried out in school.

Children are expected to be kind to other children and treat them with respect. Good behaviour is an expectation and is encouraged and rewarded consistently throughout school. If a child deliberately hurts another child, it is taken very seriously. There is a system of yellow and red cards in place when this occurs and if necessary, parents will be informed.

### **What is Bullying?**

We consider that there are three levels of School Behaviour:

**Level 1 – Normal school life:** Within any school there will always be the occurrence of incidents and accidents. Friendships will change and pupils will make poor decisions, all of which is normal in the process of growing up. It is therefore important to keep specific situations in context. Level 1 incidents will happen from time to time, and despite the emotional response pupils and parents may feel, it is important to recognise that this is not bullying.

**Level 2 – Inappropriate and unacceptable behaviours:** Occasionally individual pupils will make poor choices and do or say things that are inappropriate, possibly physical, and unacceptable in the school community. These actions are generally one-off incidents that may result in a school sanction (in line with our behaviour policy) or suspension and parents would be notified of these serious incidents. Level 2 incidents will happen from time to time, but, again, this is not bullying.

**Level 3 – Bullying:** Bullying is defined as deliberately hurtful behaviour that is **repeated over a period of time** where it is difficult for those bullied to defend themselves.

Bullying occurs from time to time in any establishment and manifests itself in a variety of ways.

- Physical (hitting, kicking, taking belongings)
- Verbal (name calling, racist remarks)
- Indirect; (spreading rumours, excluding someone from social groups) including online bullying

Children who are being bullied may show changes in behaviour. If you think this is applicable to your child then please feel free to discuss this with the school. The school will take the matter very seriously and will take appropriate steps to eliminate any issues. As always, if you have any concerns regarding your child, please don't hesitate to see your child's teacher or the Executive Headteacher / Head of School.

Should we consider your child to be a bully or that your child is being bullied, you may be invited into school to discuss the matter.

### **Prevention of Bullying**

At Laxey School we seek to identify the early signs of bullying in the classrooms and the playgrounds and work to prevent it developing further by

- Giving time to listen to children's concerns at playtimes, lunchtimes and other times of the day
  - Valuing each child's comments and trying to ensure that they are appropriately dealt with
  - Being aware of any repeated reports of incidents involving the same children or groups of children
-

- Ensuring that all children are aware of acceptable standards of behaviour and the positive attitudes we expect
- Raising the awareness of bullying through developing inclusion in all aspects of school life

### **Guidance on Suspected Incidents**

The class teacher is the best person to share any concerns with and should be consulted first following a suspected incident, as he/she may be aware of previous incidents or similar patterns of behaviour. Parents and/or pupils are always encouraged to tell their teacher (or another adult) if they feel they are being bullied.

The incident should be then investigated by the class teacher who will interview the children concerned:

- Firstly, on an individual basis where comments may be recorded. Pupils can then be assured that all incidents that may involve bullying are taken very seriously.
- Secondly, the children are interviewed together. At this meeting the children will be encouraged to reflect on their behaviour and factors that may have influenced the behaviour of others

The class teacher will also be mindful of the following guidance:

- Identify with the children how they might resolve the current difficulties and avoid the problems recurring
- The use of sanctions as appropriate in accordance with the Behaviour Policy
- Inviting parents/carers into school to discuss the matter if appropriate
- Briefing lunchtime ancillaries to ensure a consistent approach
- Reviewing the case after one week by interviewing children concerned both individually and all together
- Monitoring behaviours following an incident
- Inviting the parents of the bullying child into school to discuss a constructive approach to successfully resolving the problems
- Formally recording incidents where appropriate

### **Monitoring, Evaluation and Review**

This policy will be reviewed by all staff on a two year basis or when the need arises, to assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

September 2017

---