



**Kirkoswald Cof E School**  
**Whole school behaviour policy**  
**including 6-day Trust exclusion policy**

Issue No	Author	Date approved	Review date	Authorised signature
1	Governing Board	08/02/2023	08/02/2024	<i>A Farish</i>
2	Governing Board	29.2.2024	February 2025	<i>N Lewis</i>
3	Governing Board			
4	Governing Board			

Friendship

Forgiveness

## Kirkoswald Church of England School

### Whole school behaviour policy

This policy is the result of work involving staff and children in discussion, workshops, assemblies, courses and School Council meetings. It reflects the wishes and ideas of all staff and children.

**Every child in Kirkoswald School has the right to enjoy his/her learning and leisure, free from intimidation, both in school and in the surrounding community.**

**Unkind actions and remarks will not be tolerated.**

**People, property, and the environment are to be treated with respect.**

It is the responsibility of all members of staff to ensure the above statement is implemented. Unacceptable behaviour will be confronted and stopped.

In order that everyone in school (staff, governors, students, parents, and visitors) understand our behavioural policy, each class has agreed its own set of class rules which are posted up in the classroom for all to read.

All children have also agreed a set of organisational rules for playtimes so that everyone knows how to treat equipment and playground space in order to make playtimes purposeful and happy. A similar set of rules for wet playtimes is available.

The introduction of the school mascot 'Ozzy Owl' helps to focus the children on the idea of what is meant by good behaviour. Ozzy likes good behaviour and good work. Both are celebrated in Wednesday 'Ozzy Owl Assemblies'. Good behaviour is upheld and praised where possible at any time, by any adult working in the school.

A bead system operates, whereby; every child in school is represented by a colourful glass bead in a jar. The movement of a bead from the 'out' jar to the 'in' jar rewards positive behaviour. Individuals, groups, classes and the whole school can be awarded a bead for positive behaviour. There is no limit to how many beads an individual can be given, and beads are never removed. Once all of the beads have moved to the 'in' jar, classes can agree a class treat, as a reward for their contribution to the positive behaviour in school.

Ozzy also holds a 'Record of Achievement' where cuttings from the press about our school, achievements of the children in and out of school are kept and celebrated. The children can also write to Ozzy as an independent friend.

Relationships are positive. We expect all adults and children to be polite, friendly, thoughtful, kind, orderly, and hardworking.

Such positive behaviour is recognised and when appropriate is praised. Special rewards will include a mention in assembly or class, being asked to perform a special duty or an article in the school newsletter, or the village Raven magazine.

A crew structure has been implemented and this allows 'crews' to receive rewards for positive crew work.

Vertical groupings are now used for lunches and school trips.

The Lily Bowman prize has now been extended to include Crew Colours.

These are awarded to Y6 children as they leave school, with one award per crew.

We have also implemented Ozzy's Good Egg and this award can be given to a child from any crew.

Models of each 'Crew' bird reside in the entrance hall and were a leaving gift from Mrs Hewison.

In the event of children exhibiting inappropriate and inconsiderate behaviour, staff take the following responses: -

- Reminding children of the appropriate school rules
- Discussions with the child
- Positive discussions with the group or class
- The introduction of a weekly chart to monitor behaviour on a lesson by lesson basis and the use of stickers to encourage positive behaviour responses
- If the problem persists there will be suitable sanctions involving the removal of privileges

## Sanctions and Consequences

Although this school aims to focus on positives at all times, there are unfortunately occasions when a minority of pupils let themselves, the school and others down through their unacceptable or inappropriate behaviour. We want pupils to take responsibility for their behaviour and will encourage pupils to do this through restorative justice approaches which enable pupils to reflect on their behaviour and to make amends. This process does not, however, replace consequences. At our school, we know that consistency is essential for pupils to understand what is expected of them and to avoid mixed messages. It is vital that children learn early on in life that there are always consequences for poor and unacceptable behaviour which undermine the positive atmosphere of our school community.

### Behaviour leading to internal exclusion, report or fixed term exclusion

- *Direct swearing at a member of staff*
- *Violence or intimidation directed at any member of the school community or the wider community*
- *Out of control behaviour*
- *Failure to report to a senior member of staff when sent out of lessons*
- *Bullying or intimidation directed at any member of the school community regardless of whether this takes place during or out of school hours*

### Removal from Class

Where a pupil fails to respond to repeated warnings and reminders to improve an aspect of Behaviour, which disrupts the learning of others, they can be removed from class and sent to the Headteacher. In such circumstances, the pupil will automatically receive a sanction and parents contacted if appropriate. Pupils may also be removed from class for more serious misconduct without the use of warnings.

### Fixed Term Exclusion

We will endeavour to avoid exclusion from school at all costs. A decision to exclude a pupil for a fixed period is taken only in response to very serious breaches of the school's Whole School Behaviour Policy, including persistent disruptive behaviour or direct swearing at a member of staff where these are not serious enough to warrant permanent exclusion and lesser sanctions such as missing playtime are considered inappropriate.

### Permanent Exclusion

A decision to exclude a pupil **permanently** will be taken only:

- a) In response to serious breaches of the school's Whole School Behaviour Policy; and
- b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

A decision to exclude a pupil **permanently** is a serious one and will only be taken where the basic facts have been clearly established on the balance of probabilities and taking into account all the circumstances, the evidence available and the need to balance the interests of the pupil against those of the whole school community. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the pupil and will normally be used as a last resort. There will, however, be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a pupil for a first or 'one-off' offence.

### Exclusions - The Right of Appeal and Legal Duties

Depending on the type of exclusion, in most cases, parents have the right to make representations to the governing board. In all cases of permanent exclusion, parents have the additional right to appeal to an independent appeal panel. The school has a duty to provide suitable full-time education for the excluded pupil from the sixth school day of any fixed period of exclusion of more than five consecutive school days. Local Authorities are under a duty to provide suitable full-time education from the sixth school day of a permanent exclusion.

### Stages for Exclusion

A written log of behaviour and sanctions applied will be held in the school office. If children are unresponsive to the behaviour management strategies that are used at school and persistent reoffending occurs, then the following process will be carried out.

- Parents will be invited into school to try and establish a way forward in supporting their child's behaviour in school. (This may happen more than once).
- A written warning will be sent to the child's parents stating that they will be temporarily excluded from school should there be a reoccurrence of the offending behaviour.
- If offending persists, the child will be excluded using the County Council's procedures.



Kirkoswald C of E School  
Kirkoswald  
Penrith  
Cumbria  
CA10 1EN

Interim Headteachers:  
Jane Armstrong  
Catherine Reding

Telephone: 01768 898461  
Email: [admin@kirkoswald.cumbria.sch.uk](mailto:admin@kirkoswald.cumbria.sch.uk)  
[www.kirkoswald.cumbria.sch.uk](http://www.kirkoswald.cumbria.sch.uk)

---

(Insert Date)

**Written Warning Regarding Repeated Misbehaviour**

Dear (insert names),

As you are aware, we have established a partnership between yourselves and (insert name) to try and support and encourage good behaviour in school.

Unfortunately, despite our best efforts, the rewards and sanctions that have been put in place do not seem to be working and it is with regret that I need to inform you that should (insert name) behaviour not improve and should there be any reoccurrence of the misbehaviour, then we will have no other option than to exclude (insert name) from school for a fixed period of time.

It is always our aim to support children in partnership with their parents/carers to encourage the highest standard of behaviour but unfortunately the time has come to impose this sanction because of the detrimental effect (insert name) is having upon the learning of others.

Kind Regards,

(Headteacher)

Friendship

Forgiveness

**Kirkoswald Church of England School**  
**6<sup>th</sup> Day Provision Policy for those pupils who have been excluded for 6 days or more**

**Legal Framework**

From September 2007, The Education and Inspections Act 2006 require Schools to provide, full time and suitable education from day six of a pupil's fixed-period exclusion. Section 100 (4)

**Exclusion from maintained schools, Academies and pupil referral units in England (A guide for those with legal responsibilities in relation to exclusion) (September 2012) Part 5, para 43: states:**

"For a fixed period, exclusion of more than five school days, the governing body (or local authority in relation to a pupil excluded from a pupil referral unit) must arrange suitable full-time education for any pupil of compulsory school age. This provision must begin no later than the sixth day of the exclusion"

While 'full-time' is not defined in law, pupils in alternative provision should receive the same amount of education as they would receive in a maintained school. Full-time can be made up of two or more part-time provisions. In the event that Kirkoswald Church of England School excludes for longer than 5 days, suitable full-time education will be delivered to the pupil as follows:

**Insert provision:**

**Other Considerations:**

**Arrangements:**

- Where to go
- Who to report to
- What time – Start and finish
- Registration procedures
- Mealtimes and breaks
- Transport

**Pupil Expectations:**

- Uniform
- Behaviour

**Information Sharing:**

The provider must be informed of the Child's emergency contact details and any medical needs/allergies.

The provider should be informed of:

- any special needs the pupil may have
- the pupil's academic profile
- any risk assessment i.e. IEP; PSP; PEP

**Safeguarding:**

The provider must be provided with:

- any relevant safeguarding information
- what the registration procedures are
- what will happen if the young person fails to attend

**Curriculum and Staffing:**

- Who will deliver the provision (receiving or excluding school)?
- What if the pupil requires additional support?
- Will a LSA/Other member of staff be provided to go with the pupil?
- How the work will be provided (Excluding School/Receiving School)?

**Dual registration/Alternative curriculum:**

If the pupil is dual registered or attends alternative provision, will that provision continue, or be suspended during the period of the exclusion?

**Reintegration procedures:**

What does the pupil do when the exclusion finishes?

How will be pupil be reintegrated?