

Behaviour Management Procedure

PURPOSE

- To enable all students to learn in a safe environment alongside their peers

- 1. The vision drives the school development. The values are enacted by staff and students daily, in the life of the school.
- 2. Students are actively involved in targeted, strengths based programmes, and develop their talents at Epsom Normal Primary School.
- 3. A key strategic outcome for the school is to be inclusive. Pathways are created for all students to participate and learn at Epsom Normal Primary School.
- 4. Behavioural expectations are consistent across the school. The expectations are communicated to the school community and are:
 - displayed in each classroom
 - on the website
 - published in the newsletter each term
 - a focus in sector assemblies each term.
- 5. The students are well supervised during morning tea and lunch. The duty teachers:
 - actively reinforce pro-social behaviour
 - re direct students eg *“Stop kicking the ball on the court, kick it on the field.”* who are not meeting expectations.
 - place students in time-out *“on-the-spot.”* When they repeat the re directed behaviour, eg *“You have not followed my instructions, stand here. You are in time out.”* After approximately 3 minutes the student is asked *“Are you ready to follow the rules?”* If the student is ready to play, they are released back into the playground.
 - remove students from the playground, accompanying them to a member of the leadership team when there is continual non-compliance.

The leadership person will determine next steps in consultation with the teacher and team.

- 6. If a student’s behaviour is a concern:
 - their initials and room number are recorded in the team minutes with a comment recording the behaviour(s) causing concern
 - the strategies to support the student to learn and practice new behaviours are documented
 - the safety of all students is assured
 - the Team Leader supports teachers to engage the student in learning, and to practice the appropriate behaviours
 - the minutes of each Team meeting are circulated to the Senior Management Team
- 7. The teacher keeps daily anecdotal notes, and significant incidents are recorded on the Student Management System (KAMAR).

8. If the student continues to be a concern:
 - observational data is gathered in the classroom and in the playground, and an academic and social profile is compiled. The Senior Leadership Team collates this information.
 - using the collected data, an intervention is collaboratively planned, implemented and monitored by the school and the family. The plan will ensure the safety of all students and give the target student opportunity to be taught and practice new behaviours.
 - referral to external agencies, and applications for resourcing will be made if the school is not able to plan and/or resource an effective plan.
9. “Anti-bullying” professional development for staff is delivered every two years. There will be an email address stopbully@epsomnormal.school.nz set up to receive confidential messages from students.
10. If a student is involved in a physical incident, or any incident deemed serious by the Principal, the parents are informed and involved in the plan going forward. All legal requirements are met and Ministry Guidelines followed. Stand-down or suspension could be considered.