



St. Francis Xavier's RC Primary School

Love one another as I have loved you

Relational Behaviour Policy

Our Mission

Share God's love with one another
Follow your dreams
Excel in citizenship

Our Mission is to:

- Be a witness to the values, teaching and beliefs of the Roman Catholic Church
- Promote achievement and enjoyment for all
- Expect the best for individuals
- Inspire learning
- Collaborate with the community
- Promote a healthy and safe life style
- Create a sustainable school
- Continually strive to be effective

The school behaviour policy is to be read in conjunction with the following policies:

SFX Child Protection and Safeguarding Policy 2025

SFX Anti-bullying Policy 2025

SFX Child on Child Policy 2025

SFX Inclusion and SEND Policy 2024 (to be reviewed November 2025)

SFX Positive Handling Policy 2023 (to be reviewed November 2025)

DfE Mental health and behaviour in schools 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf

DfE Behaviour in schools: Advice for headteachers and school staff 2024

[Behaviour in Schools - Advice for headteachers and school staff Feb 2024](#)

DfE Keeping children safe in education 2025

[Keeping children safe in education - GOV.UK](#)

DfE Searching, Screening and Confiscation: Advice for schools 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

DfE Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2024

[Suspension and permanent exclusion guidance](#)

This policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability, gender reassignment, gender identity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

St Francis Xavier's RC Primary School promotes a whole-school culture where calm, dignity and structure encompass every space and activity.

The behaviour policy follows the teaching of Christ:

Love one another as I have loved you *John 15:12*

As a school we follow the prayer of St Francis Of Assisi

Lord, make me an instrument of your peace,
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy;

O Divine Master, grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love.

For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.

We live out the Catholic belief in God's Unconditional Love: there is always a way back. We encourage the children to forgive one another and to learn from their mistakes.

Our behaviour systems and policy are based upon the Parable of the Prodigal Son in Luke 15:11-32. We model 'God's Unconditional Love' with the children so that they understand that, just as in the parable, there is always a way back to God and making the best choices. Our rewards system is based upon starting every day on Green with the opportunity to 'follow their dreams' on silver by listening and learning and to lead and look after others by going for gold.

CODE of CONDUCT EXPECTATIONS

Pupils will:

- Treat others as they would expect to be treated themselves
- Say kind words and do kind deeds
- Be honest
- Ask for help when difficulties occur
- Have polite manners and patience

Staff will:

- Be a role model for pupils and lead by example
- Be fair
- Act quickly to resolve a dispute
- Listen and ask questions to establish the reasons for the negative behaviours
- Communicate with relevant people to resolve issues
- Encourage positive behaviour to create a happy, positive and caring school for all
- Be understanding of a pupil's individual circumstances and barriers to good behaviour that may exist e.g. hunger, trauma, parental conflict, anxiety etc

Golden Rules

At the start of each term, the class teacher discusses with their children 'Golden Rules' to improve behaviour and / or work. The class votes on 3 or 4 rules that have come from the children, and the chosen rules are displayed in the classroom. As pupils in the class attain these 'Golden Rules' house points are awarded. Whilst in the playground, children are encouraged to SMILE (as voted by each class and finalized by the elected school council members.)

Responsibilities

Pupils are encouraged to take on roles of responsibility. Pupils are asked to take pride in themselves and their school. A head girl, head boy and deputy head girl and deputy head boy are appointed each year with House Captains to lead each of the 4 houses. These pupils lead by example, and each term discuss with the headteacher and staff subject leads aspects of the school that can be improved. Office helpers, lunchtime prefects, playground pals and librarians also carry out responsibilities and help younger children. Classroom monitors are appointed to carry out a variety of classroom jobs in addition to keeping the cloakroom tidy and keeping the school grounds cared for. Behaviour ambassadors are role models and listening ears for others. Excellent attendance is visible to all with attendance stars awarded at the end of term.

Supervision in school

No child is permitted in the school building unless supervised by an adult. Pupils may not stay inside on the request of a parent because they are unwell. If a child is fit to be in school, they should wear appropriate clothing and go outside for some fresh air with the members of staff on duty.

BEHAVIOUR SYSTEM

Appropriate behaviour is encouraged through our Behaviour Circles.

Pupils begin each new day on:

SFX Green: choosing to demonstrate a positive and respectful attitude.

During the day, they may advance to:

SFX Silver: by choosing to listen well and learn thereby following their dreams

SFX Gold: is reserved for children who lead others to make the best choices or look after others thereby living our Gospel quote of ‘Love one another as I have loved you.’

John 15:12

EACH DAY IS A NEW START!

What happens when things go wrong? Sanctions are private between the teacher and child. Children’s names will not be on display if they make a wrong choice.

- Staff will always explain to a pupil the reason behind any inappropriate behaviour to enable a pupil to learn from their mistake and move on
- A pupil will apologise for their mistake and correct their behaviour

During class time the following action is taken for inappropriate behaviour:

- 1st step Verbal warning given with 3 tally marks in KS1
Tally marks can be removed or reinstated
With the removal of the third tally mark, step 2 takes place
- 2nd step Pupil meets with the teacher privately.
Name put on ‘Monitoring Inappropriate Behaviour’ sheet
Sheets are monitored by the headteacher weekly.

If a child’s name is recurring on the sheets, meetings will be arranged with parents and carers to communicate what is going wrong. On a singular occasion part of break is missed. (5 minutes)

3rd step If a pupil makes a wrong choice that results in a significant incident, the pupil will be sent immediately to the headteacher with follow up to parents if deemed appropriate. A behaviour plan and other interventions are set up with the class teacher and headteacher with parents involved.

Pupil is then reintegrated into class at an appropriate time as soon as possible, with the opportunity to start again.

A pupil’s parents are informed by the end of the school day about incidents that have arisen, either by the class teacher or the headteacher, depending on the severity of the incident.

A pupil Weekly Monitoring Sheet can be set up to monitor behaviour.

The pupil’s behaviour is recorded throughout the day and the pupil reports to the headteacher at lunchtime and the end of each day. Parents see the headteacher at the end of the week with the behaviour monitoring sheet.

Sheets for monitoring inappropriate behaviour are collected weekly by the head girl or head boy at 2 pm on a Friday. Inappropriate behaviour is monitored and resolved by the headteacher.

Headteacher records incidents of any pupil sent for inappropriate behaviour.

Reception children may be withdrawn from class if it is felt they need a short period of 'time out' with a TA.

- Pupils' manners at lunchtime are rewarded by the lunchtime supervisors who choose a pupil from KS1 and KS2 for a 'Lunchtime Manners and Politeness' certificate
- Pupils' good behaviour during the week to be rewarded with a certificate during the time of certificates being awarded on a Friday afternoon
- Two pupils from each class at the end of term have the opportunity of becoming 'Behaviour Ambassadors' for the school
- The winning house with the most house points over the term is awarded a treat following the end of term assembly
- Pupils may be sent to the headteacher for a positive diligent attitude, for outstanding achievement or for monitoring purposes.

At the heart of this policy are the positive relationships between staff and children. An unwavering positive regard for all children should be evident at all times. Staff are trauma informed and understand that behaviour can be a form of communication of an unmet need. Our partnership with parents, as the first educators of their children, are at the heart of this policy.

Completing set tasks during lesson time

If a pupil has not completed their task in a reasonable amount of time they may be asked to stay in and finish the exercise when supervised during part of their break / lunchtime so that they do not fall behind and can feel supported to keep up with the class.

This is not appropriate where a child has a particular need that was a barrier to the completion of work e.g. struggling with emotional regulation

Poor Behaviour

Positive behaviour is promoted consistently throughout school. When pupils demonstrate poor behaviour, staff effectively use de-escalation techniques immediately that are specific to the individual. Adults understand there are reasons for changes in a pupil's behaviour and that poor behaviour may be a sign that a child needs emotional support.

Breaktime and Lunchtime Behaviour

A code of conduct for playtime is established at the start of each new academic year and put on display (Appendix E).

Lunchtime supervisors contribute to 'Monitoring Inappropriate Behaviour Sheets'.

The 'Buddy Bench' is for anyone to sit on needing a friend to play with at breaktime.

If a pupil behaves inappropriately during lunchtime, they have a warning, and their name is written on the Behaviour Monitoring Sheet. For a second misdemeanor the pupil is sent to the headteacher or a senior teacher. The class teacher is informed and other adults responsible. If appropriate, the class teacher or headteacher contacts parents.

Assault by a pupil

In the event of an assault on a member of staff by a pupil, or assault on another pupil, the assailant will be removed from their physical surroundings. The red 'Help' card will be taken immediately to the headteacher (or assistant headteacher) who will assess the situation and take necessary action. Parents will be contacted, and appropriate steps taken to ascertain what took place and why. All incidents will be recorded using the Behaviour Monitoring sheets.

Restraint of a pupil (Please refer to Positive Handling Policy 2023)

If a situation arises when a pupil needs restraining, trained staff will assess the situation and use restraint techniques to prevent any injury to the child in difficulty, another child or an adult. Trained staff include Liz Christopherson, Jan Poole, Paula Crane and Hebe Thompson. If no trained member of staff in the use of restraint is available, the professionals at hand will use their discretion to prevent any injuries occurring to any party. A message will be sent immediately for a trained member of staff to attend. Any incidents that have taken place are recorded in the Behaviour Monitoring File.

Home – school liaison

The link between home and school is positively encouraged to nurture good behaviour in the community. Outstanding citizenship is recognised both at school and at home. All staff encourage parents to always promote good standards of behaviour for their children. Parenting programmes are available at local Children's Centres and parents are notified of suitable courses to attend.

Exclusions

- St Francis Xavier's Primary School aims to correct behaviour and will only ever use exclusions as the very last resort.
- The school will engage with parents and the pupil concerned, to work out the causes and antecedents of behaviour to put together a plan to move forwards.
- Fixed-term exclusions or permanent exclusions will be decided by the headteacher, or in her absence, the assistant headteacher.
- Exclusions will only be used for episodes of violence against staff or pupils (where the health and safety of the school community is jeopardised), or for persistent disruptive behaviours. The headteacher issuing the exclusion must complete the paperwork and send copies to the Local Authority within 24 hours. Parents must also receive a letter outlining the reason for and period of exclusion within 24 hours. At the same time, the headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body.

On return to school, the headteacher, or her representative, will conduct a reintegration meeting with parents and excluded pupil.

Work is provided for children where fixed term exclusions have been issued. In most cases fixed term exclusions will be issued, but ultimately permanent exclusion may be used. In the case of permanent exclusions, the Local Authority will be involved. Sometimes if a school placement has broken down, a child may benefit from a 'managed transfer' to another primary school. This option will be discussed with parents and the Local Authority will be involved.

The headteacher informs Children's Services and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

Attendance

Please refer to the school's Attendance Policy 2025.

The school aim for a pupil's attendance is 100%. Attendance is monitored rigorously, daily by the School Business Manager, Admin Team and the headteacher. If appropriate, the headteacher or the Student and Family Support Worker will liaise with the family to support a pupil's attendance should the need arise.

Social, emotional and mental health (SEMH) needs

To help reduce the likelihood of behavioural issues related to SEMH needs, the school will create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The school will promote resilience as part of a whole-school approach using the following methods:

Culture, ethos and environment – the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment

Teaching – the curriculum is used to develop pupils' knowledge about health and wellbeing

Community engagement – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing.

All staff will be made aware of how potentially traumatic adverse childhood experiences, including abuse and neglect, can impact on a pupil's mental health, behaviour, and education. Where a vulnerable pupil or pupils are identified, provision will be made to support and promote their positive mental health. The school will support a pupil through staff and the Student and Family Support Worker, Jan Poole. If appropriate, a referral will be made to WEST (Wellbeing and Emotional Support Team) or an appropriate external agency.

Sexual abuse and harassment

The school will promote and enforce a zero-tolerance approach to all forms of sexual abuse and harassment, including sexual harassment, gender-based bullying and sexual violence. The school's procedures for handling child on child sexual abuse and harassment are detailed in the Child on Child Abuse Policy 2025.

The school will respond promptly and appropriately to any sexual harassment complaints in line with the Child Protection and Safeguarding Policy 2025; appropriate steps will be taken to stop the harassment and prevent any reoccurrence. Disciplinary sanctions for incidents of sexual harassment will be determined based on the nature of the case, the ages of those involved and any previous related incidents.

Where the school is responding to a report of sexual violence, the school will take immediate steps to ensure the victim and other pupils are protected. The DSL will work closely with the police, and any other agencies as required, to ensure that any action the school takes, e.g. disciplinary sanctions, will not jeopardise the police investigation.

Prohibited items, searching pupils and confiscation

Headteachers, and staff authorised by them, will have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

The school will follow the guidance set out in the DfE's Guidance 'Searching, Screening and Confiscation' 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

Authorised members of staff will be permitted to use reasonable force when conducting a search without consent for the prohibited items listed below, in line with the school's Positive Handling Policy 2023. The prohibited items where reasonable force may be used are:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images

- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - To commit an offence; or
 - To cause personal injury to any person, including the pupil themselves; or
 - To damage the property of any person, including the pupil themselves.

Energy drinks are banned items and are not permitted on the school's premises. If energy drinks are brought into school, members of staff will liaise with the headteacher and the headteacher will speak with the pupil concerned and notify parents.

This policy was written in September 2024. The policy was adopted by Governing Body of St Francis Xavier's RC School on 23rd September 2024. This policy was reviewed in September 2025.

The policy will be continually monitored by members of the Senior Management Team and Chair of Governors and will be reviewed annually, with updates as necessary.

Signed: *Paul Williams*

Date: 29.9.25

Chair of Governors

Signed: *Elizabeth Christopherson*

Date: 29.9.25

Headteacher

Mrs Elizabeth Christopherson 1.9.24, 1.9.25