



Leigh Academy  
**Paddock Wood**



**LEIGH**  
Academies Trust

# Behaviour Policy

**September 2025**

**Nominated Member of Leadership Staff Responsible for the policy:** Charlotte Gunning

**Issue date:** September 2025

**Policy status:** Published

**Date of next review:** September 2026

Date of review	Version	Summary of changes.
September 2021	1	New policy shared with all staff for September 2021.
September 2022	1	<ul style="list-style-type: none"><li>- Behaviour chart implemented</li><li>- Whole School Reward and behaviour system in place (linked to zones of regulation)</li></ul>
September 2023	2	Reviewed policy shared with all staff for September 2023.
March 2024	3	Reviewed policy and added in implementation of the reflection room.
September 2024	4	Reviewed, added DfE guidance link, added in disruption free learning ethos, 'warm strict approach' and updated whole school systems
January 2025	5	<ul style="list-style-type: none"><li>- Revised behaviour chart implemented (Appendix 1)</li></ul>
September 2025	6	Reviewed policy, updated staffing, updated procedures and structures were streamlined with visuals.

March 2026	7	<p>Reviewed policy and Revised behaviour consequences and flowchart for negative behaviours</p> <p>Added new guidance on Restrictive Interventions, including the Use of 'Reasonable Force'</p>
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It is the aim of our school that every member of the school community feels valued and respected and that each person is treated fairly and well. At Leigh Academy Paddock Wood, our behaviour policy is designed to support the way in which all members of our school work together. We aim to promote the overall wellbeing of pupils and staff and create an environment in which everyone feels happy, safe and secure. Every child has the right to learn in an environment free from disruption. We ensure that the 'warm strict' philosophy (*Tom Bennett approach*) is reflected throughout our policy and practice.

Every opportunity is taken through authentic learning opportunities to teach children how to reach our (unapologetic) high expectations. This document provides a framework for the creation of a happy, safe, secure and orderly environment. Within such an environment, children learn and develop as caring and responsible people. It is written for all members of the academy community to allow each one to understand the policy of the academy and to apply it consistently and fairly. This policy has been developed in line with the [DfE Behaviour in school guidance](#).

### **Expectations**

We adopt a positive attitude, particularly on occasions when adults interact with each other. This shows the respect all adults have for one another and for each individual pupil. By providing this role model, we encourage children to show respect for adults and for other children. In and around the academy, we expect the highest of behaviours with staff modelling the expected behaviours. Our expectation is that all classrooms are disruption-free learning environments.

### **Disruption-Free Learning**

Disruptive behaviour can be defined as, "any action that interrupts teaching, learning and day-to-day operations at an individual, whole class or academy level." At Leigh Academy Paddock Wood, we believe that an environment underpinned by mutual respect and high expectations is essential for academic success and personal development and that all pupils should be able to learn in an environment free of disruption. As an International Baccalaureate (IB) Primary Years Programme (PYP) school, our behaviour policy is designed to uphold the values of the IB and every interaction is an opportunity to demonstrate the IB Learner Profile Attributes. We set clear and consistent high expectations, while also recognising the individuality of pupils.

### **Incentives, Encouragement, Awards and Celebrations**

Encouragement is given at all times to all pupils, by teaching and non-teaching staff, to help pupils to attain these standards. The positive reinforcement of good behaviour is acknowledged to be the most effective form of behaviour management. This is where appropriate behaviour is actively noticed and noted by adults and promoted to all pupils. We regularly celebrate the success of all pupils in a variety of ways as we recognise that focussing on success and positive outcomes is essential in developing a positive culture and ethos across the school.

### **STRIVE Behaviours**

We have expected behaviours for learning which are outlined in our STRIVE posters (see Appendix 1) and in

lessons and aim for housepoints for displaying these consistently. Children will be routinely praised for their displaying of our school values, rules and expectations. Children will receive housepoints and this will help them to progress towards:

- 50 housepoints - Bronze Star
- 100 housepoints - Silver star
- 250 housepoints - Gold star

### **Weekly Certificate**

Each week, a child in each class will receive a 'Peak Performer' certificate which celebrates their approach to learning and their achievements. This will be awarded to the child in the celebration assembly as an opportunity for their peers to praise their achievements.

### **Whole School Housepoints**

At LAPW, House Points will be awarded to pupils who demonstrate exemplary behaviour and a positive attitude towards their learning, reflecting or exceeding the high expectations we uphold. Each House Point earned contributes to a weekly total for the pupil's academy house and is progress towards our school reward badges (Appendix 4). At the end of each module, the house with the highest number of behaviour points will receive a special house event reward, which all members of that house will have the opportunity to enjoy and celebrate together.

### **Behaviour Around the Academy**

All pupils will be given the chance to self-regulate their behaviour with adult support where necessary (often this involves giving pupils responsibility and a focus). The primary objective is always to keep pupils using positive learning behaviours and to avoid any situation that requires an escalated response. It is important to consider pupil voice to achieve this. On occasions where this cannot be achieved children will remain with their class teacher for a period of time to reflect on their behaviours during break. If behaviours continue then they will be referred to the reflection room and miss some of their social time. Parents will be informed if any child is being referred to the reflection room. If pupils need to be removed from the classroom due to excessive disruption to learning and/or harm to themselves or others, they will be taken to the inclusion room by a member of the Senior Leadership Team. It is important that children are given time to understand the importance of good behaviour and learn from any incidents or poor behaviour. A restorative conversation will be held between an adult and the pupil when appropriate to do so, to ensure children understand the importance of reflection. This approach also supports children to re-engage with their learning as quickly as possible

All stakeholders are aware of the behavioural expectations and the behaviour flowchart and sanctions flowchart (see Appendix 2 and 3). This identifies 'Levels' of Behaviour and appropriate consequences and rewards that may be used to ensure a consistent implementation of consequences and rewards. This clear and consistent communication between school and parents is vital to ensure our warm strict philosophy is embedded in all aspects of school.

### **Line Up Procedures**

All staff (Teachers, TA's etc) are expected to take an active role to ensure that children are lined up appropriately and are escorted back into the school building at the end of break/lunch.

1. At the end of break/lunch time, it is the responsibility of the staff on duty to blow the whistle.

2. All children will stand still before being called into line.
3. Children must walk silently into a line and remain silent.
4. Children are encouraged to remain silent and ensure their uniform is ready for the classroom.
5. Children must walk into the school building in silence with adults watching the full line.

To ensure consistency, when moving around school or returning from break or lunch, class teachers will lead their classes back into the school building.

### **Behaviour Around The School**

Pupils are expected to walk around the school sensibly. Children's noise levels should be kept to a minimum. During lesson time, children are expected to be silent in the corridor and around the school building. At all times they are to walk on the left of the corridors to ensure that congestion is kept to a minimum. When waiting to enter a classroom, they line up outside the door and along the wall silently and will enter the classroom silently. It is an expectation that when greeted by any member of staff, they respond courteously.

### **Lunch Time Procedures**

To ensure consistent behaviour is maintained on the playground a duty rota is in place. Staff are responsible for ensuring good order is maintained on the playground and to take an active supervisory role. Staff are encouraged to be actively engaged in children's games and to encourage play. All staff (including Midday Meals Supervisors) are expected to follow the sanctions stages. During lunchtimes a member of SLT (Senior Leadership Team) will be rotated as available to support.

### **Consequences and sanctions**

For all poor choices, the sanctions are outlined in our Consequences flowchart (appendix 3). This clearly defines the behaviours and consequences in order for us to have consistency and acceptable behaviours clarified for all members of the school community. For any repeated/persistent low or high level behaviours, children may be asked to spend a short amount of time in their classroom with their classteacher during their breaktime. This will ensure they can have a restorative conversation with their class teacher to identify any areas of need. If behaviours continue or are deemed of a higher level then children will be booked into the Reflection Room during their lunch time. This will ensure they can have a restorative conversation with a member of SLT.

### **Formal Steps to Avoid Exclusion**

Whenever possible, we strive to avoid the use of exclusion (see Suspensions and Permanent Exclusions Policy) as a sanction for inappropriate behaviour. We have therefore devised this policy, where a fixed term of exclusion is only used after the implementation of alternative strategies. Alternative sanctions include an internal suspension or after school suspension. These will be used to avoid external suspensions and will be agreed between school and parents/carers. An after school suspension is for a pre-agreed length of time (up to 6pm) when school officially closes. The length of time will be commensurate with the levels of behaviour and must only increase in duration after repeated offences or in line with more severe breaches of our school rules.

In most cases, pupils respond positively well in advance of the fixed term exclusion stage. The academy involves parents as partners in finding ways of additional support to help their child to be a full and useful member of the academy community. Knowing that the academy and parents are working together is a powerful tool in helping a child to become responsible for his/her own behaviour.

## **Use of Reasonable Force**

In order to maintain the safety and welfare of our pupils, it may sometimes be necessary to use restrictive interventions to safeguard children.

'Restrictive interventions' is an umbrella term that refers to any action, planned or reactive, that limits a pupil's movement, liberty or freedom. This includes, but is not limited to:

- o the use of reasonable force.
- o physical restraint.
- o non force restrictive practices.
- o seclusion, where a pupil is prevented from leaving a space for safety reasons.

We are committed to minimising the need for restrictive interventions through positive behaviour support, early intervention and de-escalation strategies. Restrictive interventions will only be used when necessary, never as a punishment, and only where there is a real risk of harm. Any use of reasonable force will be lawful, necessary and proportionate, the minimum required to manage the situation and used for the shortest possible time.

Particular care will be taken when supporting pupils with Special Educational Needs and/or Disabilities (SEND) or other vulnerabilities, recognising that these pupils may be disproportionately affected. Reasonable adjustments and preventative approaches will be considered where appropriate.

This approach is informed by the Department for Education guidance [Restrictive interventions, including the use of reasonable force in schools](#), which is effective from April 2026.

In line with statutory guidance, all significant incidents involving restrictive interventions (including the use of reasonable force, restraint or seclusion) will be recorded in writing as soon as practicable and reported to parents/carers as soon as practicable, unless doing so would place a child at risk of harm or compromise a safeguarding or criminal investigation.

Records will be reviewed by one of the SLT and governors to support safeguarding oversight, identify patterns and inform staff training.

## **Bullying**

At Leigh Academy Paddock Wood we do not tolerate bullying in any forms whether in person or online. For further information please see the Anti Bullying policy.

## **Special circumstances**

Some children may have individual circumstances which mean that the above measures are inappropriate; in these circumstances advice is sought and appropriate action is taken from Behavioural Support Services and/or other agencies/groups. Reasonable Adjustments will be made for SEND children but our high expectations will remain the same.

## **Playground**

Our high expectations of behaviour remain the same at break and lunch times. Incidents on the playground are managed by the adults on duty and conferencing will be the primary strategy for conflict resolution. If a situation cannot be resolved in this manner because the pupil is not engaging respectfully in this process or the behaviour has been deemed dangerous, the pupil will be taken to the reflection room and be with a member of SLT. All incidents are recorded on Bromcom and parents are notified as appropriate via MCAS. Adults on duty will be kept

informed of any special arrangements for individual pupils (by the class teacher or other appropriate Senior Staff).

### **After school clubs and off-site activities**

Children attending any co-curricular activity e.g. sports activities, trips, after school club, will receive the same consistent response to their behaviour in line with this policy.

At Leigh Academy Paddock Wood, we are fortunate to be able to offer both a Breakfast Club and Afterschool Club to all our children. Behaviour at this wraparound care needs to always be in line with our behaviour policy.

Please see below the actions that will follow the behaviour policy for wraparound care:

**Verbal warning** - The pupil will meet with a member of SLT and will receive a verbal warning regarding their behaviour and the expectations will be reiterated. The parent will be notified at collection that this warning has been given.

**1st written warning** – The pupil and parent(s) will meet with a member of SLT and will receive written notification of this warning and the reason(s) for it.

**2nd written warning (Withdrawal of placement)** – The pupil and parent(s) will meet with a member of SLT and the Principal. At this stage, the pupil will receive written notification that s/he has been removed from having a place at Breakfast Club / Afterschool Club for the remainder of the module. A recurrence of this process will be a permanent ban from Breakfast Club / Afterschool Club.

Each module will be a new start for all children and warnings given from the previous module will then be cancelled.

### **Onsite behaviour of Parents**

At Leigh Academy Paddock Wood, we have excellent relationships with our parents and value the contribution that they play in the life of the school and in their children's education. It is expected that parents set a good example to children at all times, demonstrating how to get along with all members of the school and wider community.

Behaviour that is deemed as unacceptable includes:

- Use of a mobile device on the school site.
- Inappropriate posting on Social Networking sites.
- Speaking in an aggressive/threatening tone.
- Physically intimidating adults or children e.g standing very close
- The use of aggressive hand gestures/exaggerated movements.
- Physical threats, shaking or holding a fist towards another person
- Swearing, pushing, hitting e.g. slapping, punching or kicking.
- Spitting intentionally
- Discriminatory comments
- Parents must not approach and shout out at children under any circumstances. Please report any concerns to a member of staff.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. If parents become abusive at any time on school premises they will be asked to leave. School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, school may and will ban parents from entering school and its grounds.

Searching, Screening and Confiscation (see also LAT Searching and Screening policy)

## **Equal Opportunities/Inclusion Statement**

This policy is written to take account of the needs and responsibilities of all pupils regardless of ability, gender, class or ethnic background and is implicit in all our teaching about values and attitudes.

## **Review**

This policy is subject to review every academic year or sooner should there be a change in practice.

## **Appendix 1: STRIVE Behaviours for Learning [poster](#)**

## **Appendix 2: Behaviour Chart ([rewards](#))**

## **Appendix 3: LAPW Behaviour 26 Types, levels and Consequences (1).pdf**

## **Appendix 4: House point progression for rewards paddock wood behaviour star poster.pdf**