



TOWN CLOSE SCHOOL


NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

Behaviour Policy v.2

Aims

At Town Close School our quest is to make the most out of every moment in guiding our children to not only become great pupils, but more importantly great people. The Town Close Way is a set of values that underpins school life and our community, giving a formal framework to the spirit that makes Town Close such a special place.

Our aim at Town Close is that everyone in our school community follows The Town Close Way:



Our aim at Town Close is that everyone:

- **Cares** for our School and wider community
- **Acts** positively, honestly and with ambition
- **Respects** themselves and others
- **Enjoys** and celebrates learning
- **Supports** others to be their best

A positive approach to behaviour support is adopted throughout the School. We aim to:

- Provide a calm, safe and nurturing learning environment
- Promote the development of self-regulation and positive behaviour choices for all pupils within an inclusive and supportive environment.
- Actively notice and celebrate pupils who uphold the values of The Town Close Way
- Reinforce and reward positive choices and celebrate efforts and successes
- Treat everyone with consistency and fairness
- Model and encourage pupils to adopt a growth mindset

This policy should be read in conjunction with the Anti-Bullying Policy, Complaints Policy, Equal Opportunities Policy, Inclusion Policy, Use of Reasonable Force Policy

and Safeguarding and Child Protection Policy.

Scope of this Policy

This policy outlines expectations during the school day, including off site activities and residential trips. Where necessary, we may investigate events outside of school if they have had an impact on other members of our school community.

The school has a responsibility to report criminal matters to the police, to seek appropriate guidance, and to cooperate with any subsequent investigations. This responsibility includes, but is not limited to, allegations that a pupil has:

- Created, possessed, or distributed youth-produced sexual imagery
- Perpetrated sexual assault
- Committed a hate incident or hate crime motivated by prejudice
- Possessed illegal drugs or offensive weapons
- Caused criminal damage

Positive behaviour management

At Town Close it is our vision to support all of our pupils to shine and to guide them towards their brightest future. All staff recognise the importance of modelling The Town Close Way; approaching behaviour support with empathy and compassion whilst having high expectations for all pupils.

At Town Close, staff aim to:

- Approach all pupils with a calm and consistent manner
- Welcome pupils into their classrooms warmly
- Model positive behaviour at all times
- Prioritise relationship building
- Recognise that behaviour is a form of communication
- Model calm communication to support pupils in regulating their behaviour
- Be professionally curious; be open minded and non-judgemental
- Be consistent with rewards and consequences
- Keep accurate records using CPOMS
- Communicate effectively with all stakeholders
- Promptly and consistently address negative behaviour
- Promptly and consistently celebrate behaviour in line with The Town Close Way

Partnership with pupils

We work in partnership with pupils to support them to develop the skills to effectively regulate and manage their behaviour and contribute positively to school life. This includes opportunities for pupils to have responsibilities at all stages of school life. Pupils have regular opportunities within their classroom to take responsibility for areas such as handing out snacks, organising resources and sharing ideas at School Council Meetings. Upper Prep pupils have a range of leadership opportunities such as leading

the House as House Captain and/or becoming a Prefect. These leadership opportunities are offered to those pupils who consistently follow the Town Close Way.

Partnership with parents/ carers

Communication with parents is an integral part of each child's education; every effort is made to foster positive partnerships between home and school. Class teachers and form teachers (Pre Prep and lower Prep) and tutors (middle and upper prep) are always happy to discuss any pastoral concerns.

More serious concerns can be raised with the Pre Prep Head (for Pre Prep pupils) and Deputy Head (Pastoral) for Prep pupils.

Rewards

We are committed to positively noticing and celebrating achievements, efforts and behaviour choices in all areas of school life in line with the Town Close Way. Every Friday, we have a celebration assembly to recognise a variety of achievements from both in and out of school. At Town Close, we recognise the incredible power of positive recognition and acknowledgement and the impact this has on pupils.

Furthermore, we endeavour to share these positive moments with parents and carers to promote the positive partnerships between home and school.

Achievements are communicated in a variety of ways including: Tapestry, emails, phone calls, newsletters, face to face conversations.

Further rewards outlined below:

Reward	Awarded to	Awarded for
Town Close Way Award <i>Sticker and handwritten postcard awarded in assembly</i>	Pre Prep	Consistently following the Town Close Way
Star of the Week <i>Sticker awarded in assembly</i>	Pre Prep	Excellent effort/ attitude/ attainment
Bird Family Tokens	Pre Prep	Excellent effort/ attitude/ attainment contributing to Bird Family points
Knife and Fork Award <i>Certificate awarded in assembly</i>	Pre Prep	Exemplary table manners
Commendation <i>Handwritten postcard sent home</i>	Prep	Excellent effort/ attitude/ attainment
Headmaster's Commendation <i>Handwritten postcard, a gold sticker, name written in the commendation book</i>	All	Exceptional effort/ attitude/ attainment

<i>and cake with the Headmaster</i>		
Stickers/ stamps/certificates and Epraise points	All	Notable positive effort, attitude and attainment contributing to House Points
Good Manners Tree <i>Name written on the Dining Room window</i>	All	Exemplary table manners

Bird Families and Houses

Pupils work together in their Bird Families/ Houses to earn points. The totals combine for a termly and annual competition.

Sanctions

The Town Close Way is at the centre of behaviour support. All members of our school community are expected to follow The Town Close Way; ensuring good role models are provided for pupils.

In most cases, staff should manage behaviour directly. At times, more support may be needed and staff should feel able to seek support from the Pastoral Team.

Early Years

For our youngest children, time is spent teaching all pupils the core skills needed in order to be able to follow the Town Close Way.

Our Nursery children also have their own simple set of rules:

- When we have finished with something, we put it away
- Indoors, we walk and we use quiet voices
- We are gentle

In lessons:

If a pupil is not completing their work to a satisfactory standard or is being disruptive during lessons, the following steps should be followed:

- A gentle reminder of expectations
- If the behaviour continues, issue a verbal warning. Pupils should be given sufficient processing time/ 'take up' time.
- If the behaviour continues, a second verbal warning should be issued.
- If there is no improvement or modification to behaviour, ask the pupil to take their work to the nearest classroom to complete the task. Ensure they clearly understand what is expected and are able to work independently.
- Ensure the pupil returns to your classroom at the end of the lesson to reflect, repair and restore

- Report concerns to Pastoral Team using CPOMS

Wherever possible, teachers should try to manage behaviour within their teaching spaces, promoting positive relationships.

Around the school site:

Teachers should address concerns observed using a calm and consistent approach. If a pupil is not following the Town Close Way, the following steps should be followed:

- A gentle reminder of expectations
- If the behaviour continues, issue a verbal warning. Pupils should be given sufficient processing time/ 'take up' time.
- If the behaviour continues, a second verbal warning should be issued.
- If there is no improvement or modification to behaviour, remove the pupil from the task/ activity
- Reflect, repair and restore
- Report concerns to Pastoral Team using CPOMS

Outside of school:

If a pupil's conduct online or outside of school may pose a risk to the wellbeing or safety of any member of the school community, this policy may apply. Where the welfare, safety or continued education of a pupil is affected, the school may investigate incidents (or alleged incidents) that have taken place beyond the school premises. Any investigation will be reasonable and proportionate, and the school will exercise discretion in determining the appropriate course of action. Following such an investigation, the school may take action in accordance with this policy.

At Town Close we understand that behaviour is a form of communication and sanctions alone will not change behaviour. We recognise that a consistent and clear approach is key and any sanction is delivered in a timely manner. All sanctions are carefully considered ensuring that they are proportionate and reasonable.

If a pattern of unacceptable behaviour suggests bullying of any pupil(s) by other pupil(s) this is highlighted in the record made on CPOMS and monitored separately as set out in the School's **Anti-bullying Policy**.

Sanction	Description
Warnings (staff will give 2 verbal warnings)	Verbal warnings are issued with 'take up' time to allow pupil to process and modify behaviour
Removal from the classroom	Pupils may be asked to complete work in another classroom if they are unable to modify behaviour following verbal warnings
Reflection - records are kept and reviewed by SLT	A reflection is a time to reflect, repair and restore following a poor behaviour choice. This will be communicated with parents.
A detention - records are kept and reviewed by SLT	A detention (typically after school) to reflect, repair and restore following a more significant behaviour. This will be communicated with parents.
An internal suspension (fixed term) – records are kept and reviewed by SLT and governors	An internal suspension for serious or repeated behaviour which is a significant cause for concern This will be communicated with parents
An external suspension (fixed term) - records are kept and reviewed by SLT and governors	An external suspension for serious or repeated behaviour which is a significant cause for concern This will be communicated with parents
A permanent exclusion- records are kept and reviewed by SLT and governors	A permanent exclusion imposed where a pupil's actions make it impossible for them to remain at the school. This will be communicated with parents

Use of Physical Intervention

Occasionally a child's behaviour may become so disruptive or dangerous that a member of staff will need to use physical intervention to avoid further serious disruption or avert an immediate danger to him/herself, property, another member of staff or another child. A written record will be kept of any such intervention as part of the record of the incident on CPOMS. In such circumstances, parents/carers will be informed. Staff are regularly trained in how to intervene safely in such circumstances.

In no circumstances are staff allowed to threaten or use corporal punishment or threaten or use any punishment which could adversely affect a child's well-being.

*Last Reviewed January 2026
Next Review January 2027*

Appendix I: Play time expectations

