

# KAT Schools Local Behaviour Protocol 2025/26



Name of School: Nova Primary Academy (NPA)

This should be read in conjunction with the Trust's Behaviour Policy.

At NPA we ensure that there is Clarity, Consistency, & Certainty regarding how we manage and support children's behaviour. We believe in a consistent balance of sanctions and rewards so we can provide a safe and disruption free environment for all students and staff. All staff have ambitious expectations for all students in school.

## Managing Behaviour in Lessons

All teaching staff implement proactive behaviour management strategies before the lesson starts and include these in their planning. For example, seating plans, meet and greet, starter activities and other routines. Students' with SEND and additional needs will be considered, and appropriate adaptations may be made. Everything is built around consistently established routines. Teachers use their professional judgement to manage behaviour effectively, in line with the Teacher Standards. Teachers will follow their classroom graduated behaviour chart (see below). Teachers may use their discretion to escalate behaviour infractions through the sanction system or referral to SLT. The graduated behaviour chart is displayed in all classrooms.

## Graduated Behaviour Chart

Verbal warning 1

Verbal warning 2

Sanction 1 – loss of 5 minutes of playtime

Sanction 2 – loss of entire playtime

Sanction 3 – loss of lunchtime (lunch reflection room)

Refer to SLT + phone call home

## Managing Behaviour Outside of Lessons (e.g. corridors, playground, dinner hall)

Behaviours that violate our behaviour policy will receive a sanction. If the behaviour is during unstructured time, then this will be referred to the system. Sanctions will be based on the severity of the infraction. All staff can refer students to this (assembly, break and lunch etc). It is an instant sanction, e.g. a student throwing water is removed from that unstructured time straight away. This is monitored and persistent issues will result in the below.

## Sanctions/Consequences

Sanctions and consequences need to be reasonable and proportionate. When judging which sanction will be applied, staff and school leadership will look at: the nature of the incident; the past behaviour record of the student; conduct during the investigation (if applicable); any pertinent mitigation.

- Missing break and lunch – teachers and school leadership
- Missing monthly reward or 'Golden time'
- Half day internal seclusion – leadership (including middle leaders)
- Full day internal seclusion – senior leadership
- Multiple days in internal seclusion – senior leadership
- Short Term Internal Placement (STIP) at another school- Headteacher (in collaboration with other headteachers)\*
- Managed Move to another school – Headteacher
- Suspension (see below) – Headteacher and Deputy Headteacher
- Permanent Exclusion (see below) – Headteacher

## Suspensions and Permanent Exclusions

At Nova Primary Academy, we are committed to promoting positive behaviour and supporting pupils to make appropriate choices. Suspensions and permanent exclusions may be used once all reasonable strategies have been exhausted, or when an incident is so serious that immediate action is required. All decisions will align with the Department for Education's statutory guidance on exclusions.

## Suspensions (Fixed-Term Exclusions)

A suspension may be issued when a pupil's behaviour constitutes a **serious breach** of the school's behaviour policy and where allowing the pupil to remain in school would **seriously harm the education or welfare** of others.

Examples of what suspensions may be used for:

- Repeated incidents of disruptive, unsafe or defiant behaviour
- Verbal abuse or threatening behaviour towards pupils or staff, including the use of explicit or offensive language
- Physical aggression
- Persistent breaches of school rules

Suspensions are intended to provide a short, focused period for reflection, for the school to review support strategies, and for a reintegration plan to be agreed.

### **Permanent Exclusion**

Permanent exclusion is an **exceptional measure** and may be used when:

- A pupil has engaged in **persistent, significant breaches** of the behaviour policy and the school has exhausted all reasonable interventions to support improvement, **or**
- A **serious one-off incident** has occurred that constitutes a grave breach of the behaviour policy and/or seriously endangers the safety and welfare of others.

Examples of serious one-off incidents may include (but are not limited to):

- Serious physical violence
- Serious damage or destruction of school property
- Possession of a weapon (or the use of everyday objects as a weapon)
- Targeted bullying or harassment (including racism, prejudice and/or discrimination)
- Any actions that pose a significant risk to the safety and welfare of the school community

In all cases, decisions will be made on an individual basis, considering the pupil's needs, the context of the incident, and the impact on the school community. The headteacher is the only person authorised to issue a suspension or permanent exclusion (The deputy headteacher may authorise a suspension in the headteacher's absence).

### **Rewards**

We believe in rewarding good conduct and positive behaviour. The school uses 'Class Dojo' and 'Dojo Points' to reward positive behaviours across the school. As students accumulate dojos, they can receive rewards from the Dojo shop. In addition to this, every last Friday of each month, teachers will use 'golden time' (or some form of similar class reward) to reward those demonstrating consistent positive behaviour.

### **Discretion**

No behaviour protocol can cover all eventualities. The Headteacher reserves the right to use discretion to help Nova students make positive choices and learn the right lessons.

To be reviewed: July 2026