

The Parkland Federation

Positive Behaviour Policy

Review Date	Policy Reviewer	Approval Date	Approved By:	Chair Printed Name

School Website Publication:

Staff Publication:

Parent Publication:

Positive Behaviour and Discipline Policy

Positive Behaviour and Discipline Policy

At the Parkland Federation, we have high expectations and standards for pupil behaviour. We focus on a positive approach to behaviour management underpinned by explicit teaching of agreed core values, British Values and emotional intelligence skills.

Aims

The Parkland Federation seeks to create a caring and quality learning environment in the school by:

- ensuring every member of the school community feels valued and respected;
- promotion of values and emotional intelligence through our day-to-day actions and explicit teaching; encouraging and acknowledging good behaviour and discipline;
- promoting self-esteem by encouraging pupils to value and respect themselves and others;
- provision of a safe environment free from disruption, violence, bullying and any form of harassment; identification of early intervention;
- fair treatment of all children;
- consistency of response to both positive and negative behaviour;
- encouraging a positive relationship with parents and carers to develop a shared approach to involve them in the implementation of the school's policy and associated procedure;
- enabling each child to understand that they are responsible for their own behaviour, that their behaviour has consequences for themselves and for others and that this knowledge should influence their actions.

Roles and Responsibilities

The Governing Body will establish in consultation with the Executive Headteacher, Head of School, staff and parents/carers the policy for the promotion of good behaviour and keep it under review. It will ensure that it is communicated to pupils and parents, is non-discriminatory and the expectations are clear.

Governors will support The Parkland Federation in maintaining high standards of behaviour.

The Head of School will be responsible for the implementation and day-to-day management of the policy and procedures.

Staff (including teachers, support staff and student teachers) will be responsible for ensuring that the policy and procedures are followed consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential so that a high quality learning environment is created in which children develop self-discipline and personal responsibility.

The Governing Body, Executive Headteacher, Head of School and Staff will ensure there is no differential application of the policy on any grounds particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that the concerns of pupils are listened to and appropriately addressed.

Parents and Carers will take responsibility for the behaviour of their child both inside and outside of the school. They will be encouraged to work in partnership with The Parkland Federation in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy.

Pupils will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Pupils also have a responsibility to ensure that any incidents of disruption, bullying and any form of harassment are reported.

Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the Positive Behaviour and Discipline Policy likely impact of our policies on the promotion of race equality, equality for disabled person, gender equality and community cohesion using an appropriate Equality

Impact Assessment.

Training

The Governing Body will ensure that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the policy.

Monitoring, Evaluation and Review

The Parkland Federation will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Interrelationship With Other School Policies

In order for the behaviour policy to be effective a clear relationship with other policies, particularly equal opportunities and inclusion, has been established.

The Parkland Federation works positively with external agencies (e.g. educational psychology, health services, East Sussex Behaviour and Attendance Service). It seeks appropriate support from them to ensure that the needs of all pupils are met by utilising the range of external support available.

Procedures

The Executive Headteacher, in consultation with staff, will develop the procedures from this policy. The procedures will make clear to the pupils how acceptable standards of behaviour can be achieved and will have a clear rationale which is made explicit to staff, pupils and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and treat every member of the school equally.

Approach To Behaviour

We want school to be enjoyable for every child. All children should be able to learn, appreciate their lessons, make friends and be enthusiastic about school. We want to encourage good behaviour and discourage behaviour that would undermine learning or confidence between pupils or pupils and staff. We will reward desirable behaviour with praise and tangible rewards and will impose consistent, clear and unavoidable sanctions for unacceptable behaviour.

It is extremely important that parents understand and support the school's behaviour policy and help their children understand why respecting this policy is important for the well-being of every pupil and the smooth running of the school.

There may be rare times when parents do not agree with the chosen consequence. In such cases, while the school will be willing to discuss the matter, we hope that parents will nonetheless support the school's decisions.

Shared Behaviour Systems - Our Behaviour Checklist

Based on work conducted by Government Expert Behaviour Advisor Charlie Taylor, a Behaviour Checklist has been developed. This checklist is to ensure consistency of approach to behaviour systems and acts as a daily reminder to teachers. Shared behaviour systems at The Parkland Federation include:

Remember to:

- ✓ demonstrate your value of **each** child (e.g. through teacher/pupil interactions and responses);
- ✓ stay calm;

- ✓ use lots of positive praise (behaviour you want to see more of);
- ✓ use parallel praise (praise children doing the right thing more than criticising those who are doing the wrong thing);
- ✓ prominently display the school's 'Rainbow Rules' in the classroom;
- ✓ use 'attention grabbers' (e.g. clapping rhythm; counting down from 5, lowering of your voice);
- ✓ frequently award dojo points
- ✓ greet pupils from the playground after playtimes (at class/year group entrances) and insist on good behaviour when entering the school;
- ✓ walk pupils to the appropriate school exit at play / home time and insist on good behaviour when walking through the school;
- ✓ tackle all undesirable behaviour, including low level disruptions, by reminding the child about the Rainbow Rule broken and the need to 'make the right choice of behaviour.'
- ✓ be visible around the school and on the playground;
- ✓ consistently apply school policy sanctions;
- ✓ display a visual timetable and ensure it is updated daily / interactively used;
- ✓ use success criteria / steps to success in lessons;
- ✓ ensure all resources are stimulating and prepared in advance;
- ✓ ensure clear differentiation in all lessons e.g.
 - differentiation by scaffolding;
 - differentiation by tasks matched to pupil ability;
 - differentiation by learning style;
 - differentiation by use of ancillary help;
 - differentiation by amount of structure / guidance / time given;
 - differentiation through use of extension and support materials;
 - differentiation by level of questioning (Blooms Taxonomy);
 - differentiation of better motivated pupils by supported self-study or extension through homework activities.
- ✓ have clear routines for transitions and stopping the class;
- ✓ giving feedback to parents about their child's behaviour – let them know about the good days as well as the bad ones

Policy Principles

We focus on a positive approach to behaviour management underpinned by explicit teaching of i) emotional intelligence / literacy ii) agreed core school values and iii) British Values.

EMOTIONAL INTELLIGENCE / EMOTIONAL LITERACY

Emotional Intelligence is defined as “the ability to monitor one's own and other people's emotions; to discriminate between different emotions and label them appropriately; and to use emotional information to guide thinking and behaviour.”

Our aims for the children we work with are:

To help them achieve their best, not only academically but emotionally as well.

To help them learn how to effectively manage their emotions.

To help them develop effective strategies for handling uncomfortable feelings such as anger, frustration or sadness.

To help them learn how to develop positive relationships, how to be considerate towards one another and take each other's feelings into account.

To help them learn how to cope with and resolve conflict in their lives.

BRITISH VALUES

British Values are explicitly taught through our collect acts of worship and followed up in the classroom through explicit teaching in PSHE/ SMSC lessons. Opportunities to reinforce these values are also identified in planning and taught throughout the curriculum.

The British Values are:

Democracy

Rule of Law
Tolerance
Mutual Respect
Individual Liberty

AGREED SCHOOL VALUES

The school community has three school values. These are explicitly taught and contribute to the development of our positive school ethos and culture for teaching .

The three values are:

- Aspiration:** Aim high in all that you do.
- Curiosity:** Develop enquiring minds
- Creativity:** Use imagination and inventiveness

Assemblies are led around the relevant school value and/ or British Value and this is then followed up in the classroom by teachers. Staff, pupils, parents and governors engage with these values by:

- ❖ discussing the focus value at 'circle time' and School Council
- ❖ presenting a School Value Award to individuals during our weekly celebration, as a recognition of how students have demonstrated one of our values (e.g.creativity)
- ❖ using them as guides for the way we behave, perform and interact with each other.

Behaviour Policy Procedures

Our behaviour policy is based on positive rewards given for following our RAINBOW RULES:

The Rainbow Rules are displayed in every classroom and in communal areas. The main hall has a large Rainbow Rule display with each of the rules listed which is referred to in assemblies, lessons and at lunchtimes.

Positive Rewards for Following the Rainbow Rules

Dojo Points:

Dojo points can be given in lessons by any adult to a child, from Year 1 to Year 6, when they make a special effort. Children who earn the most points receive a special certificate in our weekly celebration assembly.

Whole-Class Reward System:

All classes have their own additional reward system in which effort and achievement can be recognised by the award of a marble in the jar: The children work towards an agreed target and a class reward is granted as soon as that target is achieved (e.g. 50 marbles).

Rainbow Rule Rewards:

Each classroom has four signs:

Rainbow, sun, partial cloud and thunder cloud. All pupils start each session (morning, after morning playtime and beginning of afternoon session) on the sun for following the Rainbow Rules. A few children, who demonstrate exceptional behaviour, will be placed on the Rainbow and verbally praised for the Rainbow Rule that was evidenced. At the end of the day their name and the rule they followed is written down and put into the class 'pot of gold.' On a Friday names are picked out of the pot of gold and these children will gain the weekly 'Rainbow Prize' for their class in the celebration assembly.

Teacher Star of The Week:

At the weekly celebration assembly, two children are nominated by each teacher for a special Star of The Week Award. These awards are displayed in the foyer of the school.

Sports Personality of the Term

At the termly celebration assembly, a child may be awarded a Sports Personality Award for effort, determination or achievement in sport. This award primarily celebrates success in Physical Education lessons or school-based sports.

Behaviour Outside of Classroom Lessons

Rainbow Stickers may be given to pupils for following the Rainbow Rules in and around the school, outside of classroom lessons.

At playtimes and lunchtimes, adults on duty may distribute these Rainbow Stickers. When the pupil returns to class they will earn two house points (Dojo) for receiving one of these Rainbow stickers.

Attendance Award

Good attendance is monitored regularly and promoted at the school. Awards are given for 100% attendance and improved attendance.

Classroom Sanctions and Intervention

Classroom Sanctions

Each class has a four-tier behaviour system: Rainbow, Sun, partial cloud and thundercloud.

All pupils start each session (morning/ after morning play, afternoon) with their named peg on the Sun / Rainbow.

If a child chooses not to follow a Rainbow Rule, a verbal warning is given. They are i) reminded about the Rainbow Rule they have chosen not to follow and ii) given the opportunity to make the correct choice. If this verbal warning is not heeded and the child continues to make the incorrect choice of behaviour, their named peg is moved to the 'cloud'. The purpose of this is to ensure the pupil turns their behaviour around. The peg therefore should be moved back on witnessing an improvement within five or so minutes.

If a child's named peg is on the cloud and they continue to make the wrong choice of behaviour, their peg is moved to the thundercloud. Again it is made explicit i) which Rainbow Rule they have chosen not to follow and ii) the opportunity to make the correct choice.

If the final sanction of being on the thunder cloud proves to be unsuccessful and the child continues to make the incorrect choice of behaviour (and no positive behaviours are displayed to move them back to the cloud) then a 'Yellow Slip' is given and the child is sent to the Deputy Headteacher.

The 'Yellow Slip' lists misdemeanours relating to the rainbow rules. Adults should indicate with a tick which Rainbow Rule has been broken before sending them to the Deputy Headteacher

Classroom Intervention

If a child is repeatedly moving onto the partial cloud and / or thundercloud, despite the policy being applied consistently by the class teacher, then the child will require some form of class based intervention such as a daily chart with a simple reward.

If a child is at this stage, the teacher will set up a meeting with the parents to voice concerns and engage parents with the class based-intervention (e.g. Daily Behaviour Chart, Home / School Book,) This record will be sent home daily to keep the parents informed and help them to reinforce the intervention. This should help to modify their behaviour and is a short term intervention. The Deputy Headteacher (in charge of behaviour) will be able to assist with ideas (e.g. ClassDojo) if necessary.

Beyond Classroom Intervention ('Children Beyond')

Although rare, few pupils may not respond to implemented classroom interventions. When they have been through the entire process of sanctions without noticeable improvement then they are considered 'Pupils Beyond'. In these circumstances the cloud system will not apply.

'Children Beyond' will have a chart with a total of five two minute time slots that can be taken away if the verbal warning is not heeded. This will result in a child attending the 'Turn Around' room at playtime, lunchtime or at the end of the school day (3:00pm). Teachers will inform the relevant senior staff member who will then be responsible for ensuring time is undertaken. The staff member responsible for ensuring Turn Around takes place in Key Stage 1 is the Deputy Headteacher, The staff member responsible to ensuring Turn Around takes place for Key Stage 2 pupils is the Deputy Headteacher . For 'Children Beyond' there is no opportunity for pupils to earn their time back and sanction is immediate.

The child and behaviour management strategies deployed by the class teacher / other adults will be observed by the Inclusion Manager, Thrive Practitioner, SENCO and/or Head of School depending on the concern. The next stage, including involvement from external agencies, will be informed by these observations and in some cases a Pastoral Support Plan will be developed. It is expected that the parent / carer of the child is fully engaged with the content of the Pastoral Support Plan.

Sanction Log

When a child is given a yellow slip, this will be recorded electronically on a Behaviour Log. The Behaviour Log is accessible by teachers, Phase Achievement Leaders, Deputy Head, Head of School and Executive Headteacher for monitoring purposes.

When a child receives a 'Yellow Slip' it will be fully investigated by the Deputy Headteacher, including whether the Positive Behaviour Policy was consistently and fairly applied. In the event that the Yellow Slip is warranted, the following procedure will take place:

First warranted Yellow Slip (within a term)

The child will be given a verbal warning and be reminded of the Rainbow Rules.

Second warranted Yellow Slip (within a term)

A '**Green Letter**' will be issued to parents explaining the circumstances (antecedent and behaviour). The letter will explain that the child has already been given a verbal warning for previous unacceptable behaviour and has also previously been reminded of the Rainbow Rules.

The class teacher will personally deliver this letter to the parent / carer of the child at the end of the school day and verbally explain the contents of the letter. If a parent / carer is not available at the end of the school day the letter will be followed up with a telephone call from the teacher that afternoon / evening.

Third warranted Yellow Slip (within a term)

An '**Amber Letter**' will be issued to parents explaining the circumstances (antecedent and behaviour) and to request a meeting between the class teacher, Deputy Head Teacher and parent / carer.

The 'Classroom Intervention' Stage will be triggered (as above). The teacher will need consult with the Deputy Headteacher, if necessary, to develop a class-based intervention to support the needs of the child.

The purpose of the meeting with the parent will be to i) share the child's positive behaviours related to the Rainbow Rules ii) voice behaviour concerns related to the Rainbow Rules iii) share the proposed class based intervention. This will take the form of a daily reward chart with a stated target and each daily record will be sent home to parents iv) to gain support by the parent for reinforcing the outcomes of the intervention at home.

The success of the Classroom Intervention will be carefully monitored by the class teacher and relevant Deputy Headteacher and adapted as required.

Fourth warranted Yellow Slip (within a term)

In the event that the Deputy Headteacher warrants a fourth yellow slip, a '**Red Letter**' will be issued to parents explaining the circumstances (antecedent and behaviour) and consequence. The Deputy Headteacher will speak to the parent at the end of the school day or follow up the letter with a telephone call.

The Deputy Headteacher will investigate the success of the classroom-based intervention(s) including observing the child in class or on the playground, depending on where main issues occur (see beyond classroom intervention beyond as above). This will determine if the class-based intervention should continue or an alternative consequence is required, based on the personalised needs of the individual child. The alternative consequence will usually take the form of a one-day 'internal seclusion'.

Internal Seclusion – A child's play times and lunchtime will be spent in isolation supervised by a member of SLT. During this seclusion the child will be asked to reflect on their behaviour and the repercussions of it. They will complete a 'Behaviour Reflection' form based on the Cuckmere House School (special school for

Behaviour, Social and Emotional Difficulties) approach.

Serious undesirable behaviour is rare at Parkland. However, the following **unacceptable** and **intentional** behaviours will result in automatically being sent to the Head of School who will determine whether an internal seclusion or possible fixed term exclusion applies. If fixed term or permanent exclusion is warranted, the Head of School will liaise with the Executive Headteacher who will make this final decision. The Head of School will then ensure all necessary paperwork is put in place.

Serious acts of violence towards other children or adults
Fighting
Bullying
Swearing
Stealing
Being verbally abusive or rude to a member of staff.

This automatic sanction will be applied to all children, including those considered 'pupils beyond' who commit any of the above behaviours.

Bullying

The Deputy Headteacher, who is also a Safeguarding Lead, fully investigates any alleged bullying. A bullying log is kept that records the investigation and its outcomes (please see separate Anti-Bullying Policy).

Formal Exclusion

The school strives for an exclusion rate of 0%. However, formal exclusion is available as a consequence of negative behaviour but would only ever be used as a last resort.

Positive Handling

Good professional relationships between staff and pupils are vital to ensure good order in school. It is recognised that the majority of pupils in school respond positively to the discipline practised by the staff. This ensures the well-being and safety of all pupils and staff. It is also acknowledged that in exceptional circumstances staff may need to take action in situations where the use of positive handling may be required (please see separate Positive Handling Policy).

Every effort is made to ensure that all staff at The Parkland Federation clearly i) understand the Positive Handling Policy and their responsibilities in the context of their duty of care in taking appropriate measures where positive handling is necessary and ii) are provided with appropriate training to deal with these difficult situations should they occur.

Staff **seek alternative strategies wherever possible** in order to prevent the need for positive handling.

Positive Handling will only be used as a last resort when all other behaviour management strategies have failed or when pupils, staff or property are at risk.

Preventative Measures

As part of good inclusive practice and meeting the needs of our most vulnerable pupils, many preventative measures are taken to support children's successes to avoid yellow slips being received. 'Pupils Causing Concern' is a standing agenda item at phase meetings and senior leadership team meetings. Pupils who may benefit from additional support are highlighted and Nurture / intervention sessions based on the personalised needs of the child are provided by members of our highly skilled pastoral team.

Thrive

Thrive addresses the needs of children with emotional gaps in their development.

We have members of staff who have undergone intensive training to become Thrive Practitioners. In addition to this, whole-school training has taken place led by our Thrive Specialist.

Children are assessed and those that we feel would benefit most from this approach are identified. The Thrive practitioners then meet with them at a designated time as a formal 1:1 or small group intervention; as well as when the need arises.

To ensure all staff are kept aware, the Deputy Headteacher provides regular updates at weekly staff professional development meetings and support staff meetings.

Lunchtime Club

Some pupils find unstructured times, such as playtimes and lunchtimes difficult. These children may be referred to attend the school's Lunchtime Club. This club provides for EYFS, KS1 and KS2 pupils in separate locations.

It is by invitation only and supports any pupil, who for a variety of reasons, might be feeling vulnerable and would benefit from supervised indoor play.

INA/ HLTA

Where a need is identified named children are supervised by a INA/ Thrive HLTA over break and lunchtimes

Playleaders

Playleaders are made aware of concerns regarding specific children through w e e k l y meetings. In some circumstances a playleader will be assigned to be the 'go to' person for a child and will keep a special eye on them.

This policy will be reviewed annually and presented to Governors.

Appendix 1 – Red, Amber and Green Letters to Parents

Date

Letter Code: Green

Dear Parent/Carer,

I am writing to let you know that your child, was sent to see me because he made the wrong 'choice' of behaviour. Please see below details of the antecedent (what happened before the incident) and then your child's behaviour which has broken our school rules / code of conduct.

Antecedent:

Your Child's Behaviour:

I can assure you that the incident was initially dealt with by one of our fully trained staff and then passed on to a member of the School Leadership Team. I have investigated the event and have spoken to all pupils involved in the matter.

This is the FIRST time this term we have had to speak ----- about behaviour although a verbal warning has been given for a prior unacceptable behaviour. We will therefore be monitoring his/her actions carefully and will contact you again if any other matters arise.

To help you, please find our Rainbow Rules below. We would appreciate it if you could discuss the importance of these with your child:

We are honest.

We listen.

We have good manners and walk sensibly around the school.

We look after property.

We are gentle and calm at all times.

We are kind and helpful.

We work hard.

Please do not hesitate to contact me if you have any queries. I greatly appreciate your continuing support as The Parkland Federation commits to making the school a safe and happy environment for all its pupils.

Warm Regards,

Mr McDonald
Deputy Head

Date:

Letter Code: Amber

Dear Parent/Carer,

I am writing to let you know that your child was sent to see me again today because he made another wrong 'choice' of behaviour. Please see below details of the antecedent (what happened before the incident) and then your child's behaviour which has broken our school rules / code of conduct.

Antecedent:

Your Child's Behaviour:

I can assure you that the incident was initially dealt with by one of our fully trained staff and then passed on to a member of the School Leadership Team. I have investigated the event and have spoken to all pupils involved in the matter, until I am happy that I have the full and true version of events.

Following a green coded letter sent to you earlier this term your child's behaviour is now becoming a greater concern. It would be helpful if we could meet and talk about _____'s behaviour jointly with the classteacher. Please make an appointment with your child's class teacher at your earliest convenience.

I greatly appreciate your continuing support as The Parkland Federation commits to making the school a safe and happy environment for all its pupils.

Warm Regards,

Mr McDonald
Deputy Head

Date:

Letter Code: Red

Dear Parent/Carer,

I am writing to let you know that your child, was sent to me today because of further unacceptable behaviour.

Please see below details of the antecedent (what happened before the incident) and then your child's behaviour which has broken our school rules / code of conduct.

Antecedent:

Your Child's Behaviour:

I can assure you that the incident was initially dealt with by one of our staff and then passed on to a member of the School Leadership Team. This event has been investigated. Sadly, _____ has made the wrong choice of behaviour and for this he/she will receive an internal seclusion at lunch and break time(s) on the following day(s):

Please do not hesitate to contact me if you have any queries. I greatly appreciate your continuing support as The Parkland Federation commits to making the school a safe and happy environment for all its pupils.

Warm Regards,

Ms Simpson
Head

Date:

Letter Code:

AUTOMATIC RED

Dear Parent/Carer,

I am writing to let you know that your child was sent to me today because of serious unacceptable behaviour.

As stated in our policy if any of the following **unacceptable** and **intentional** behaviours occur this will result in automatically being sent to the Head of School who will determine whether an internal seclusion or temporary fixed term exclusion applies:

- Serious acts of violence towards other children or adults
- Fighting
- Bullying
- Swearing
- Stealing
- Being verbally abusive or rude to a member of staff.

Today your child _____ which will result in an internal seclusion / fixed term exclusion for the period of ___ days (**delete as necessary*)

Please see below details of the antecedent (what happened before the incident) and then your child's behaviour which the school does not accept.

Antecedent:

Your Child's Behaviour:

I can assure you that the incident was initially dealt with by one of our staff and then passed on to a member of the School Leadership Team. This event has been fully investigated.

As stated in the school's Behaviour Policy, we expect parents will take responsibility for the behaviour of their child both inside and outside the school, working in partnership with the school to maintain high standards of behaviour and safety/welfare of all pupils..

Your child's internal seclusion / fixed term exclusion (**delete as necessary*) will take place on the following days:

Please do not hesitate to contact me if you have any queries. I greatly appreciate your continuing support as The Parkland Federation commits to making the school a safe and happy environment for all its pupils.

Warm Regards,
Ms Simpson
Head

Appendix 2 – Class Based Intervention Reward Chart

(to be agreed at meeting with parents at Amber Letter Stage)

Dedicated To Excellence

Name:

Date:

8:50 – 9:40	9:40–10:10	10:10-11:00	11:00-11:15	11:15-12:15	12:15–1:15	1:15-2:15	2:15-3:15
Session 1	Assembly	Session 2	Break	Session 3	Lunch	Session 4	Session 5

Pupil / Parent / School Agreement: Example Only

6 stickers or more equals

At Home:

At School:

6 stickers or less equals:

At Home:

At School:

Home/School Communication

Appendix 3 – Children Beyond ‘Turn Around’ Charts

Dedicated To Excellence

Turn Around Charts

Name				
2	4	6	8	10

Name				
2	4	6	8	10

Name				
2	4	6	8	10

Name				
2	4	6	8	10

Name				
2	4	6	8	10

Name				
2	4	6	8	10

Appendix 4 – Behaviour Reflection Sheet

(pupil to complete if receive Red Letter)

Dedicated TO Excellence

My Behaviour Reflection

Name:.....Class:.....

Date:.....

Description of my Behaviour:

Reasons for my behaviour:

Consequences of my behaviour:

Plan for improvement: