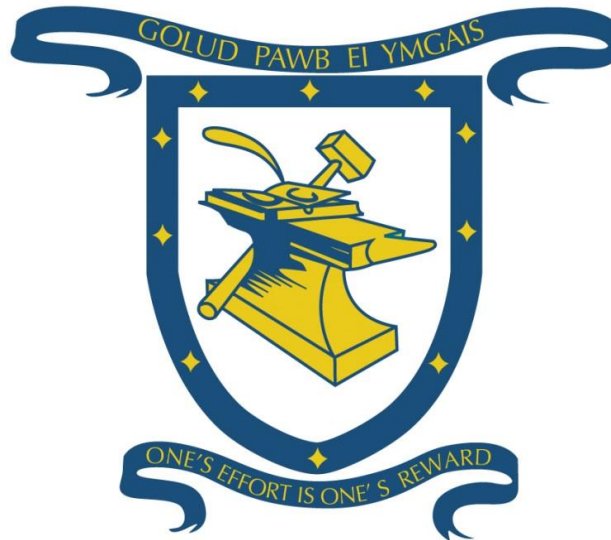


Ysgol Uwchradd CAEREINION High School



PUPIL DISCIPLINE AND BEHAVIOUR POLICY

Date reviewed: 31-01-2018
To be reviewed: Two yearly

Signed
Chair of Governors

YSGOL UWCHRADD CAEREINION HIGH SCHOOL



PUPIL DISCIPLINE AND BEHAVIOUR POLICY

At Ysgol Uwchradd Caereinion we believe that:

- Teaching students the skills of self-discipline, co-operation, respect and tolerance are an important part of the curriculum. Without these skills our academic objectives cannot be achieved.

These are skills which can be learnt, particularly if we work together with parents to achieve our goals.

- Everyone in school has the right to be treated as an individual and with respect. Good relationships are vital to the successful working of a school. We value achievements of every kind, academic and non-academic, and everyone should have equal opportunity to achieve their potential.
- Young people respond well to high expectations. In our school we expect everyone to work hard and give of their best.

RESPONSIBILITIES OF ALL MEMBERS OF THE SCHOOL COMMUNITY

The basic principles on which all our school rules are based are from the expectations that everyone will:

- act with courtesy and consideration to others at all times
- work collaboratively to ensure the health and safety of all individuals
- maintain and respect the school environment and every person within the establishment

These rules will be promoted via a consistent set of rewards and sanctions or consequences. Rewards and sanctions will be recorded in pupil diaries and on Go4Schools.

Code of Conduct and Sanctions

This will be displayed in each classroom and printed in student homework diaries.

Rewards

The School seeks to use rewards to promote and celebrate good behaviour, work and attendance and has a points system of awards to achieve this. Pupils start the academic year on 0 points, and are rewarded positive points and deducted negative points on Go4Schools.

Academic achievement, progress and effort awards are presented at the school's annual prize ceremony evening.

Guidance on In-class Sanctions

It is the primary responsibility of all staff to discipline students themselves rather than referring the students in the first instance to more senior members of staff. A range of sanctions are used by staff;

- challenge of poor behaviour - the challenge need not be aggressive, it could be effected by;
 - a 'look'
 - a change of tone of voice
 - or even a silence

- public/private verbal reprimand or quiet warning – 3 verbal warnings are given, if disruptive behaviour persists, pupils are removed from the lesson by the Pastoral Leaders, Head of Year 7 or SLT members and placed in Encil for a period of time
- a detention by the class teacher is recommended for a Level 1 incident.
- an SLT detention will be given to pupils who receive a Level 2 incident
- moving the student within the class
- isolate within class, i.e. sit away from other students
- keep back after class – severe verbal reprimand
- points taken off on Go4Schools
- referral to head of department / head of year 7 / Pastoral Leaders
- SLT lunchtime detention – with heads of year (Recorded in homework diaries and recorded on the detention register on SIMS)
- after- school detention – after giving parents twenty-four hours' notice

Please refer to the 'Discipline Procedures' yellow sheet in Appendix B which is also present in every teaching classroom.

Head of Year 7 / Pastoral Leaders will monitor the detention lists for regular offenders. They will be discussed as part of the whole school pastoral meetings and appropriate strategies put in place e.g. use of behaviour cards and interview with parents to set appropriate targets.

Head of Year 7 / Pastoral Leaders will follow the Behaviour flow chart when placing pupils on behaviour cards and strategies to follow to try and improve the pupil's behaviour. Please see appendix A.

ENCIL

Pupils can be removed from lessons if their disruptive behaviour persists in the lesson and is preventing the learning of others or if the pupils display Rude / Defiant / Unacceptable Behaviour and will be placed in Encil for a period of time and parents/guardians will be contacted (this might often be following the incident). Head of Year 7 and Pastoral Leaders will place pupils in Encil for other serious incidents and parents/guardians will be contacted. Any incidents will be recorded on Go4Schools by Head of Year 7/Pastoral Leaders or the members of staff who has witnessed the incident.

External Exclusion / Managed Move

Exclusion from school or a managed move to another school is used as a last resort when the sanctions above have been used without sufficient improvements in behaviour, or following one particularly serious incident.

Serious breaches of the School Policy can be referred to the Governor's Disciplinary panel. Parents and students can be interviewed by the panel.

The school will work in conjunction with School Beat Officers when dealing with very serious matters.

School uniform / dress code

At the start of each registration, staff will issue a general reminder to all students that they should be complying with the school dress code in all respects. Any student who does not comply will automatically lose points.

Lunchtime detentions should be given to students who are inappropriately dressed. Persistent offenders should be referred to the Head of Year 7/Pastoral Leaders.

Recording Incidents

An incident should be recorded on Go4Schools and any relevant members of staff should be notified. Incident reports should also detail any action already taken.

Incidents during unstructured time

Incidents will be investigated and witness statements taken by Pastoral Leaders or SLT. CCTV footage may also be reviewed if relevant. These incidents happen during break, lunch time or between lessons.

Sanctions Involving Others

For students who misbehave persistently, or for particularly serious incidents, staff will need to refer to other members of staff for support:

Referral to Form Tutor

Staff are encouraged to discuss concerns about a student with the relevant form tutor as soon as possible. Any incidents should be recorded on Go4Schools

Referral to Head of Department

Subject teachers should discuss persistent misbehaviour in lessons with their Head of Department.

The Head of Department will respond in a number of ways including:-

- advice on teaching strategies/materials;
- individual discussion with student;
- Departmental detention; informing parents.

Referral to Head of Year 7/Pastoral Leader

If concerns persist, the subject teacher, in consultation with the student's tutor and the Head of Department, will express concerns to the relevant Head of Year 7/Pastoral Leader. The Head of Year 7/Pastoral Leader will respond in a number of ways including:

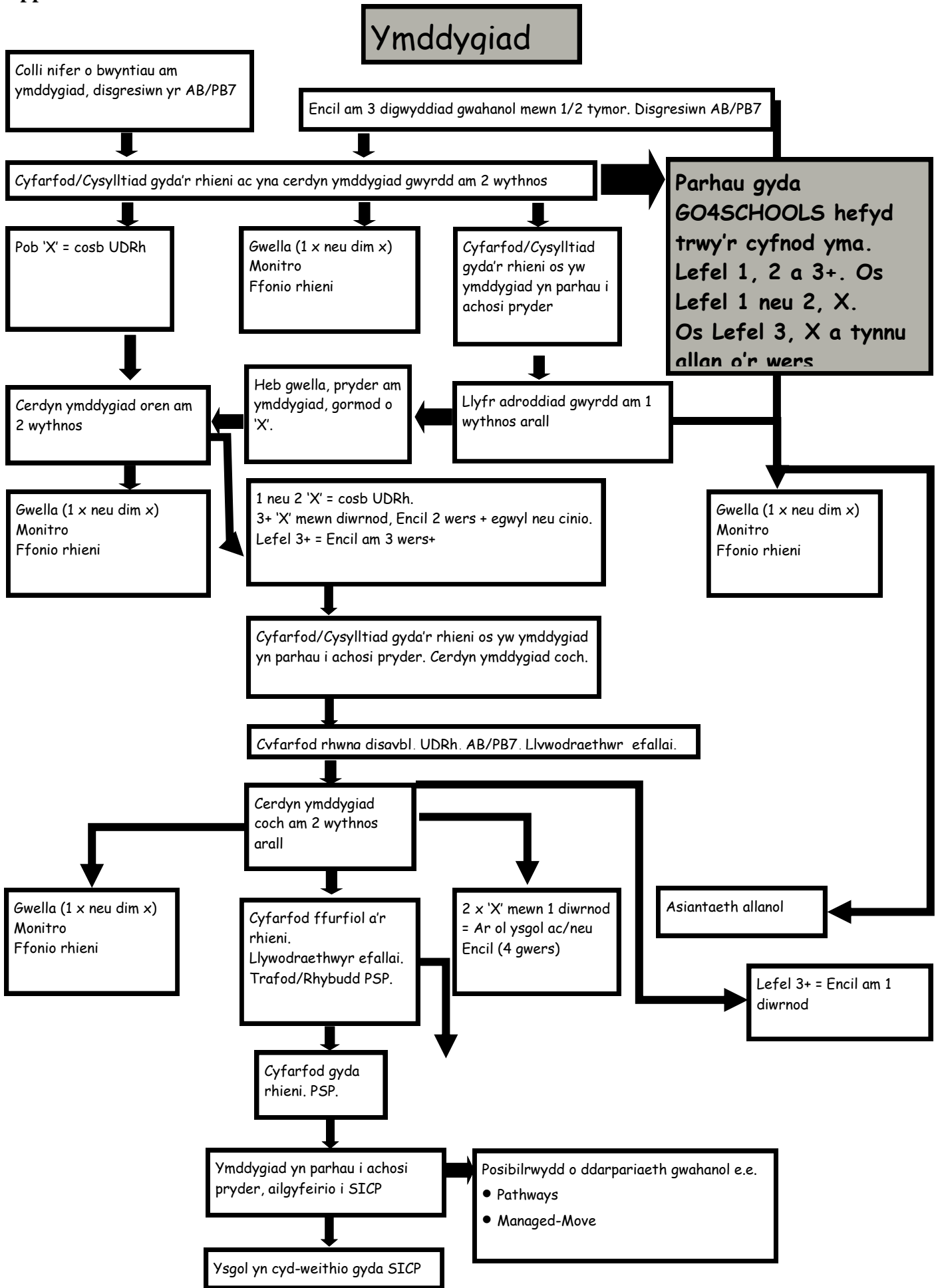
- individual discussion with the student
- placing the student in lunch time SLT detentions
- placing the student on daily behaviour cards
- isolating the student from the class
- formally involving parents
- formally involving Senior staff/Head of Discipline and/or outside agencies

Referral to Senior Management Team

Referral to Senior Management Team should be used for very difficult, serious or persistent cases. The Senior Manager will respond in a number of ways:

- individual discussion with the student
- removing the student from the normal timetable for the group
- formal interview involving parents, student and Head of Year 7/Pastoral Leader
- place on appropriate behaviour card
- place on a Pastoral Support Plan
- include in SLT mentoring

Appendix A:



Sylwer, mae gwaharddiad allanol yn bosibl ym mhob cam. Yn ogystal, mae defnyddio Ysgolion Trisgol am gosb yn bosibl.

Sylwer, mae mentora/cefnogaeth gan yr AB/PB7 ar gael ym mhob un o'r camau uchod.

Behaviour

Many points lost, discretion of PL/HOY7

Encil for 3 different incidents in a 1/2 term. Discretion of PL/HOY7

Meeting/Contact parents and then placed on a green behaviour card for 2 weeks

Continue with GO4SCHOOLS during this period. Level 1, 2 a 3+. If Level 1 or 2, X. If Level 3, X and removed from lesson

Every 'X' = SLT detention

Improved (1 x X or no X)
Monitor
Phone parents

Meeting/Contact parents if behaviour continues to cause concern

Placed on an orange behaviour card for 2 weeks

Insufficient improvement, concern about behaviour, too many 'X'.

Green behaviour card for another week

Improved (1 x X or no X)
Monitor
Phone parents

1 or 2 'X' = SLT detention
3+ 'X' in one day, Encil 2 lessons + break or lunch
Lefel 3+ = Encil am 3 wers+

Improved (1 x X or no X)
Monitor
Phone parents

Meeting/Contact parents if behaviour continues to cause concern. Red behaviour card.

Meetina between pupil. SLT. PL/HOY7. Possiblly a Governor.

Red behaviour card for another 2 weeks

Improved (1 x X or no X)
Monitor
Phone parents

Formal meeting with parents. Possibly a Governor. Discussion/Warning of PSP.

2 x 'X' in 1 day = after school and/or Encil (4 lessons)

Outside agency

Level 3+ = Encil for 1 day

Meeting with parents. PSP.

Behaviour continues to raise concerns, referral to SICP

Possibility of different provision e.g.
• Pathways
• Managed-Move

School works in partnership with STCP

Please note, external exclusion is possible in each stage. Also, using Trisgol schools for sanctions is also possible

Please note, mentoring/support from the PL/HOY7 is available in each of the above stages.

Trefn disgyblaeth / Discipline procedures

**Rhybudd Geiriol
Verbal Warning**

**L1 - Ail Rybudd Geiriol
L1 - Second Verbal Warning**

**L2 - Rhybudd Olaf ac/neu Symud Sedd
L2 - Third and Final Warning and/or Move
Seat**

Gair tawel tu allan i'r dosbarth (1-2 munud) (Dewisol)
A quiet word outside the classroom (1-2 minutes) (Optional)

**L3 - Ymddygiad Trafferthus yn Parhau ac/neu Ymddygiad
Digywilydd/Heriol/Annerbyniol – Tynnu'r Disgybl o'r Wers**

**L3 - Disruptive Behaviour Persists and/or
Rude/Defiant/Unacceptable Behaviour – Removal of Pupil
from Lesson**