



Whole School Policy on Pupil Positive Behaviour & Discipline

*This Policy is used in conjunction with other school policies – Anti-Bullying Policy,
Mobile Phone Policy, e-safety Policy and Child Protection Policy.*

Reviewed January 2017.

POSITIVE DISCIPLINE & BEHAVIOUR IS A CLEAR POLICY OF REWARDS & SANCTIONS

The Policy assists pupils to:-

- Work hard and achieve high standards
- Behave appropriately in class, on the bus and outside school
- Develop a positive attitude towards –
 - CONDUCT
 - ATTENDANCE
 - PUNCTUALITY
 - SCHOOL UNIFORM
 - CLASS WORK
 - HOMEWORK
 - COURSE WORK
 - DECISION MAKING

Principles and Good Practice for All school staff

All teachers must encourage responsible behaviour at all times and ensure that responsible behaviour manifests itself in the classroom & outside. We are permanently on duty, in every situation. We operate on the principles of respect and mutual respect.

- Around the school: -
 - Set high standards for communication / conversation, behaviour and dress.
 - Greet the pupils
 - Start a conversation with them
 - Show interest in what they are doing
- In class: -
 - Remember that the best tool for discipline in a lesson is that it has been prepared well.
 - Begin the lesson on time
 - Make sure that each worksheet and resource is to hand
 - Manage any comings and goings during the lesson
 - Keep your room clean and tidy
 - Maintain an effective learning environment in your classroom
 - Keep all pupils on task, busy and be aware of what is happening during the lesson
 - Make sure that the pupils know that you also want to enjoy the lesson
 - Set homework in accordance with the requirements and provide sufficient opportunity for pupils to record what needs to be done
 - Mark the work constructively and return it on time to the pupils.

Things to avoid

- excessive shouting

- humiliation
- over reacting
- Punishing the whole class if one/some of them misbehave - as the pupils who behave will see this as unfair
- Unfair or disproportionate penalties/detentions
- Mocking

Good Practice

Use humour - it can often help in a difficult situation

Listen - this is gaining respect and can avoid mistakes

Be positive - it builds good relations.

Make an effort to: -

- get to know your students - you can make better decisions
- be consistent - the students have to know where they stand
- not to place pupils outside the classroom, except in exceptional circumstances and unless it is necessary for them to calm down or be spoken to.
- Deal with the misbehaviour. If this is impossible, follow the agreed discipline steps, or if the situation is one that needs attention immediately phone "0" for assistance.

Expectations and Rules for Pupils

This is a general guideline and not an exhaustive list

As pupils, we recognise that everyone at Ysgol Gyfun Rhydywaun has a right to:

- feel safe and happy in school
- voice an opinion about issues in school
- feel part of the family of Ysgol Gyfun Rhydywaun
- receive the best support possible
- receive the best possible education and opportunities

To reach this aim, we agree to the 6 Classroom rules and the following throughout the school day and when traveling to and from school:-

- To wear the correct uniform at all times
- To speak Welsh at all times
- To respect the school site
- To keep the school clean & tidy
- To show respect for staff, visitors and other pupils at all times inside and outside of school
- To be present and punctual to school and to lessons during the day
- Not to use items that are prohibited in school
- To respectfully follow instructions given by staff at all times inside and outside of school
- To do our best in all schoolwork

- To do our best when representing the school and to honour the reputation and good name of the school at all times.

In class we will -

- Be on time and bring the right equipment
- Enter quietly and methodically, remove coats and put bags on the floor
- Listen to and follow the instructions immediately
- Work quietly within the time given
- Let others work undisturbed
- Remain seated until instructed to move
- Raise a hand if we want to get involved - not shout
- Follow safety rules of the room
- Do all homework and by set deadlines

In the corridor we will:-

- Walk on the left
- Give priority to people coming from the right
- Not push

In the canteen we will: -

- Eat properly using a knife and fork
- Clear everything on the table after eating including all rubbish

General rules to follow -

Be sensible and responsible at all times

- When traveling to and from school on the bus - sit quietly
- Put your rubbish in a bin
- Never leave school boundaries or be in areas that are out of bounds
- Never chew gum in school
- Leave expensive property / valuables in the house and look after your belongings at school
- Never bring prohibited items to school
- If late, visit the office immediately
- Never run along the corridors - always walk on the left

You will always show COURTESY

- Open doors for visitors and staff.
- Stand up when someone comes into the room.
- Use "Please", "Thank you", "Excuse me".

Sanctions

The following 'Steps' apply in relation to classroom misbehaviour

- STEP 1 First Warning
- STEP 2 Second Warning
- STEP 3 Punishment inside the classroom by classroom teachers eg move pupil for a fixed period; note in the Personal Organizer; lesson; detention at break time / part of lunch time to discuss their behaviour.
- STEP 4 Referring the pupil to the Head of Department. Head of Department to discuss the problem with the pupil; to pull pupil out of the classroom if they see the need; note in the Organizer. Detention break time / lunch time within the Department. If the problem remains the Head of Department to contact the Head of Progress. HofP then to survey work / pupil behaviour. If it is found that there are problems in terms of development, work or conduct, the Head of pupil progress to give a daily report and to contact the pupil's parents.
- STEP 5 Heads of Progress are the only ones who can provide pupil Detention in central lunchtime detention room and only after using steps 1, 2, 3 & 4. There will be some exceptions to this eg Serious behaviour issues and/or aggressive misconduct.

The following 'Steps' apply in more serious incidents of misbehaviour, persistent misbehaviour, incidents outside lessons or incidents referred directly to Heads of Progress.

- STEP 6 Head of Progress will monitor pupil closely. Parents will be invited to school.
- STEP 7 After school detention. Removal from class for a period of time. Referrals to agencies and professionals to assist with behaviour.
- STEP 8 Fixed term exclusion 1-5 days.
The Headteacher may decide to exclude a pupil for a fixed period following a breach of the school rules. This is at the discretion of the Headteacher. The Headteacher or Deputy Headteacher, in his absence, may decide on exclusion and parents have the right to make representations to the school's Governing Body Committee for Discipline & Exclusions.
- STEP 9 Fixed term exclusion exceeding 6 days.
The Headteacher may decide to exclude a pupil for a fixed period following a serious incident or for continued breaches of school rules following earlier fixed term exclusions. Parents have the right to appeal to the school's Governing Body Committee for Discipline & Exclusions.

STEP 10

Permanenet Exclusion

We hope to avoid this step, but it can happen for persistent & prolonged behaviour problems or for one-off incidents e.g. an incident which breaks the law. The school adheres to the Welsh government protocols on this and the Governing Body is an essential part of this process. Parents will be invited to a meeting with the school's Governing Body Committee for Discipline & Exclusions.

A fixed term or permanent exclusion may result from breaches of the principles of one or more of the school's policies.

Appendices

1) 6 Classroom rules – These are on classroom walls and in pupils' Personal Organizers

- Accept the teacher's authority at all times
- Speak Welsh at all times
- Show respect to my fellow pupils
- Complete work to the highest possible standard
- Listen quietly when the teacher is speaking
- Do not bring prohibited electronic items into class – mobile phones, ipods, etc

2) Prohibited Items

- Weapons
- Drugs
- Alcohol
- All smoking products, including e-cig products & equipment
- Solvents including tippex, aerosols etc
- Defamatory material
- Radical literature
- Incendiary devices
- Mobile phones & electronic devices

Please refer to other policies for other prohibited items.