

LLISWERRY HIGH SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY

Behaviour for Learning (BfL) is based on

- Clear rules
- The language of choice
- Praise for students who make good choices
- Clear consequences for students who make poor choices

Central to BfL is that teachers have the right to teach and students have the right to learn. BfL is designed to complement teaching skills and to support teachers with their teaching and learners with their learning.

BfL depends on consistency from all staff, the full support of parents and a system of rewards and sanctions. It is also recognised that where pupils display challenging/inappropriate behaviour caused by long term social or psychological problems or impairments there needs to be some flexibility / differentiation in the operation of the policy and the associated rewards and sanctions system. Our knowledge and support of individual needs and circumstances are crucial.

Teaching staff are expected to use Assertive Discipline methods before applying sanctions. It must be recognised that pupils accept fairness if they have done wrong and staff must adhere to the protocol of giving at least 2 warnings to a pupil, stating clear reasons for the warning, each time behaviour escalates from W1 - W2. If poor behaviour in the classroom continues after the W2 warning the pupil is to be given a W3 and removed to A46.

Pupil should not be put directly to a W3 unless he or she is a danger to other pupils or staff. This would be very rare - such as fighting in the classroom or throwing furniture.

As a school we are committed to ensuring that all of our pupils are provided with every opportunity to develop academically, personally and socially to their full potential. We believe that an important contributor to such development is the creation and maintenance of an ordered and safe environment in which pupils are made clearly and frequently aware of the high standards of behaviour and discipline which are expected of them and are:

- able to develop a sense of right and wrong
- supported and encouraged in the development of self-discipline
- able to develop a respect for authority
- aware of the need for and the importance of honesty and respect/care for the property and possessions of others
- aware of the need and importance of understanding and respecting the beliefs and opinions of others, including those whose religion and culture may be different to their own
- aware of the school's Strategic Equality Policy which requires them to refrain from all forms of racist, sexist, homophobic, ageist behaviour including those who are disabled
- aware of the right of each teacher to teach and each individual student to learn and develop without interference or disruption from the actions of other pupils

We recognise that the translation of these values into practice requires a code of conduct which sets out what is required of pupils in terms of their behaviour and that which is deemed to be unacceptable.

Code of Conduct

Pupils should:

- 1 Keep to the list of '**classroom**' rules displayed in classrooms:
- 2 Be polite, honest and well-mannered at all times.
- 3 Show respect for the beliefs and opinions of others.
- 4 Arrive in school and for lessons on time.
- 5 Wear school uniform.
- 6 Take care of the school building, equipment and textbooks and show respect/care for the property and possessions of others.
- 7 Respect the right of other pupils to feel safe and to learn without disruption / interference.
- 8 Walk quietly on the left in corridors and on stairways.
- 9 Place litter in bins.
- 10 Show respect for peers, staff and visitors.
- 11 Not to discriminate, harass, prejudice or bully others.
- 12 Not to eat or drink in non - permitted areas.

They should not:

- 1 Leave the premises during the day without permission. A lock down procedure is currently in place for both Key Stage 3 pupils and Year 10 pupils. Year 11 pupils are only allowed out at lunchtime if they show their pass for the academic year 2015 - 2016. Thereafter no key Stage 3 & 4 pupils will be allowed out of the school grounds at lunchtime.
Pupils in year 11 coming back late at lunchtime will have their pass removed for a period of 2 weeks. If lateness after lunch were to happen again a 4 week period will follow. Further lateness will result in the pass being removed indefinitely.
- 2 Be disrespectful or use verbal or physical abuse towards members of staff and other pupils
- 3 Chew in lessons and eat/drink in corridors or classrooms.
- 4 Enter the staffroom or an office without permission.
- 5 Use a mobile phone or any electronic devices in corridors or classrooms. These devices can only be used whilst in the school canteen at breaks, the link corridor or outside the building.
- 6 Smoke on the school premises/grounds or in the vicinity of the school.
- 7 Bring on to the school premises/grounds any alcohol, illegal substances or any item considered to be an offensive weapon.
- 8 Undertake any action/activity which brings the good name of the school into disrepute and/or endangers the well-being of others.

The searching of pupils for Drugs, Illegal substances, Alcohol and Weapons

The school has a zero tolerance of pupils in the possession of drugs, illegal substances, alcohol and carrying weapons on the school site. The school has the legal right to search pupils who are suspected of carrying such items. It is good practice to have a second member of staff present when a pupil is searched, only by senior staff.

If a pupil is in possession of drugs, illegal substances, alcohol or a weapon on the school site parents will be informed and school disciplinary measures will be taken. The police will be informed in instances involving drugs, illegal substances and weapons.

NB If a pupil is caught dealing drugs on the school site a permanent exclusion will follow.

Rewards

Rewards give recognition that the vast majority of pupils are willing and co-operative and will, with encouragement, behave well. They must be meaningful and desirable to the pupils and can take a number of forms;

- **Praise including verbal praise and praise postcards.**
- **Certificates for pupil of the month in each Form.**
- **Headteacher's stamp.**
- **The school operates a monthly good attendance raffle drawn in assemblies for all pupils who have obtained 93% attendance in any one month. A £10 voucher is given for the winner in each year group.**
- **The school also operates a Reward System via Vivo Miles which is accessible by all pupils and staff both internally and remotely. Pupils can spend their Vivo Rewards on High Street vouchers or jump the dinner queue. 500 Vivo's equals a £5 voucher.**

League tables are published each week and displayed outside Key Stage Offices to inform pupils of the highest earner in each year group. Data regarding Vivo's is also collated on individual pupils and shared with Heads of Key Stage and Heads of Year every half term as part of the monitoring process.

Tariff:

Pupils can earn Vivo's for numerous reasons as listed on the Schools Vivo web site. A few examples are:-

- **Attending after school extra-curricular clubs**
- **Producing excellent work in class**
- **Making a very good effort**
- **Obtaining the Headteacher's Stamp for good work**
- **Obtaining full attendance in a week**

Sanctions

Sanctions should serve two main objectives:

- i) To deter the individual from repeating an unacceptable action
- ii) To deter others from carrying out a similar action.

In aiming for consistency in the application of sanctions, care needs to be taken to ensure that our knowledge of pupils and their individual circumstances is not forgotten. For example, in line with the aims and values of the school's Strategic Equality Policy we recognise that some pupils with behaviour needs and difficulties will not always respond to sanctions and need to be provided with support and mentoring to develop strategies to manage their anger and emotions. It is, therefore not appropriate for a particular sanction to be linked to a particular misdemeanour. Staff must be able to exercise their professional judgement and expertise when deciding if a sanction is to be employed. It is also important that suitable counselling is offered to try to ensure that the misdemeanour is not repeated. Pupils must be helped to learn from their mistakes and to have them forgiven.

The system

If a student makes poor choices and ignores rules then sanctions will follow. The sanctions need to be clear and understood by all.

The sanctions are

W1 – Verbal warning

W2 – Second verbal warning and move seat

W3 – Referral room and subsequently issued with a 1 hour detention

W4 – Isolation in the Internal exclusion Room (for 1, 2 or 3 days) or fixed term exclusion. A W4 will be given to a pupil who is in A46 and is continuing to disrupt after 2 warnings. W1 – W2. The pupil will need to be removed to the LSC Centre which will count as an internal exclusion.

At W1 and W2 the teacher will explain the rule broken and encourage the student to make good choices.

- Staff should not stand students outside lessons or park students in other lessons
- Staff should not issue break, lunchtime, after school detentions or any other form of sanction for behavioural issues.
- Rules are reinforced with those pupils whose first language is not English.
- All sanctions must be recorded in detail on the schools SIM's system.

Referral Room A46

In the Referral Room the student will complete work in silence. Parents are informed of the detention via telephone calls and by letter. Letters have been translated into those languages that are most pertinent to our EAL population. When a pupil exits A46 he/she will be given a slip with the date indicating the detention date. It is the responsibility of the pupil to attend detention without being collected. Staff may also remind pupils the day of their detention when they take registers as the pupil in detention will be highlighted in red.

The number of instances whereby a pupil is sent to A46 is tracked by HOKS/HOY and parents requested to attend an interview with the relevant HOKS/HOY when the number escalates to 12. Further phone calls to parents or interviews will need to take place between 12 and 25 poor behaviour incidents. 25 or more incidents would be a trigger for the pupil to be placed in the LSC for support and intervention. At 35 poor behaviour incidents Fixed Term Exclusion's may follow, if the situation gets worse to 45 incidents of poor behaviour a discussion with parents concerning a placement at the PRU for 6 weeks or managed move will need to take place.

For those pupils causing concern, testing needs to take place sooner than later to try and get to the root of the problem, in order for intervention strategies to take place before requesting a referral to the PRU or managed move. Requests for testing should go via AM who will undertake the testing or delegate to SF.

NB The guidance above is not rigid and each individual case needs to be taken on merit and earlier intervention may take place at the discretion of the Head of key Stage in discussion with RM/PAW.

Detentions

Detentions last for 1 hour from 3.05 to 4.05pm. They are supervised by a rota of support staff with Senior Leadership Team support. Silence should be maintained and pupils encouraged to continue with meaningful learning for an hour via "My Maths" or any other form of learning.

Students who fail or fail to attend a BfL detention

The Inclusion Officer or HOY will need to make phone calls as soon as possible after the failed detention. If a pupil chooses to miss a detention he/she will be given another opportunity the next school day with parents being informed. As punishment for absconding

from a detention the pupil will be internally excluded from lessons for the day in the LSC or A46 the following day, as well as completing the original detention. If the pupil then again chooses to miss the 2nd chance detention a Fixed Term External Exclusion will be given.

If a pupil misbehaves in a detention a further detention will follow or an internal exclusion the following day.

When a pupil is to attend an internal exclusion for disruption in a detention or absconding from a detention, PAW will inform parents on that day.

Internal Exclusion Room

Serious incidents will result in Isolation or Fixed term Exclusion.

In the Time Out Room students work in silence with work provided.

Failure to attend Isolation or to follow the rules of the Time Out Room may result in a fixed term external exclusion.

While **fixed term exclusions** can be for up to 45 days in any one school year, short term exclusions of up to 5 days are considered to be more effective. Indeed, exclusions of more than 5 days should only be used when time is required to plan for the re-integration of a child into the school.

Permanent exclusion must be reserved for the most serious misdemeanours and should only be used as an action of last resort when other sanctions, together with support and counselling, have either previously failed or the seriousness of the misdemeanour makes them inappropriate. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the child. Possible reasons for permanent exclusion include:

- persistent failure to adhere to, or serious infringement of the school's code of conduct
- serious violence/aggression towards another person or persons
- persistent use of foul language/abuse towards another pupil or a member of staff
- serious vandalism
- persistent disruption/unruliness
- bringing the good name of the school into disrepute

Permanent exclusion may also be necessary when the repeated behaviour of an individual child is having an adverse effect on the education of others and challenges their right to learn in an ordered and safe environment.

It is also recognised that in exceptional circumstances it may in the Headteacher's judgement be necessary to permanently exclude a child for a first or one-off offence. These might include:

- serious actual or threatened violence against another person or persons
- sexual abuse or assault
- attending school under the influence of an illegal substance or alcohol
- supplying an illegal substance on or close to the school or during the school day
- use or threatened use of an offensive weapon

NB. The Headteacher needs no authorisation to conduct a weapons search without consent. The Headteacher hereby delegates the authority for SLT members to carry out a search in her absence if a pupil is suspected of carrying a weapon. When a weapons search does take place 2 or more members of staff should be present for the safety of staff.

While not exhaustive these instances indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community.

Exclusions are carried out in accordance with the guidance and requirements contained in the National Assembly for Wales' Circular No: 1/2004 and No :(1A)/2004 of January and September 2004 respectively.

| | |
|-----------------------------------|-------------------------|
| Date: | March 2016 |
| Ratified by Governors: | April 2016 - Curriculum |