

Penweddig School Community Behaviour Policy

PART 1

Introduction

The School behavioural policy is based upon RESPECT (See the diagram above) and on the school's values and policies.

The school's values

This school's aim is to fulfil the potential of each individual within a happy Welsh-medium community and to prepare the pupil to be a balanced, tolerant and responsible worldwide citizen whatever his or her ability.

The purpose of the policy is to ensure:

- Good behaviour amongst the pupils
- A consistent response in cases where pupils do not meet the school's expectations.

It is the responsibility of every member of staff to implement the school behaviour policy.

It is the responsibility of the school to ensure that all pupils are aware of the school's expectations with respect to behaviour and the possible results of not conforming to them.

The school is also responsible for ensuring that parents, governors, future parents and all other stakeholders are aware of its expectations and the steps which can be taken when a pupil misbehaves.

Poor behaviour will not be tolerated within the school community as it is a denial of the right of the pupil to learn and the teacher to teach.

As a pupil is admitted to year 7, parents , pupils and a representative from the school will be asked to sign a Home School Agreement.

PART 2

Definition of the word 'school':

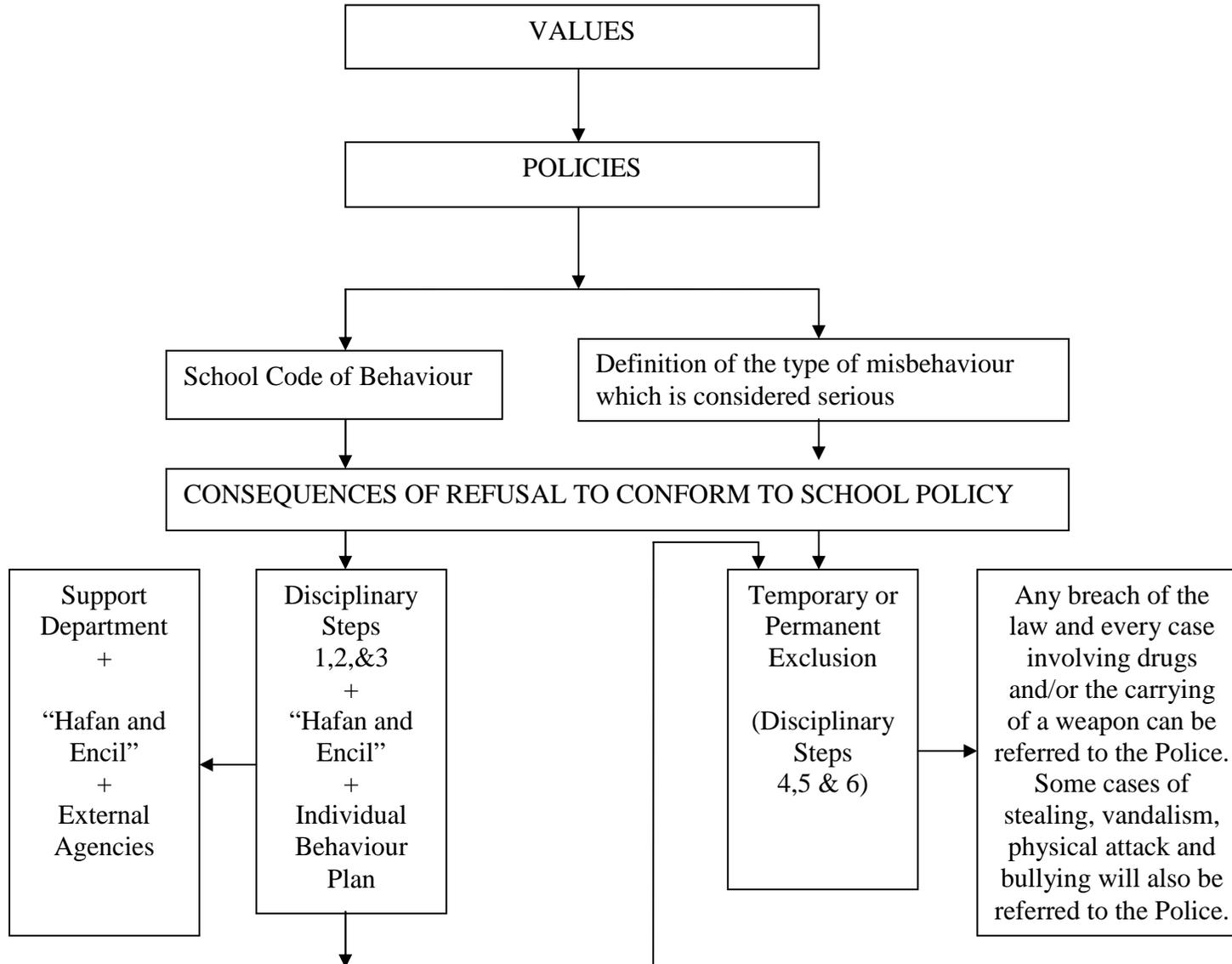
In this document misbehaviour in 'school' should be interpreted in its wider sense, namely:

- **In the school building**
- **On the school site**
- **In school activities, visits and trips**
- **On any other occasion when the pupil is in the care of the school.**

PART 3

Penweddig School Community Behaviour Policy

The framework:



PART 4

Policies:

The policies related to this document are

The Equal Opportunities and Racism Policy

The Anti-Bullying Policy

The Drugs Policy

Hafan and Encil Policy

Attendance Policy

The Welsh Assembly Government Circular 1/2004

PART 5

Code of Behaviour

A copy of the expectations is in Appendix 1

A copy of the expectations will be visible in every classroom.

There will be a copy in all pupils' homework diary ('Llyfr Cyswllt')

Teachers will reinforce the expectations in PSE lessons and will refer to them frequently in the classroom.

Refusal to conform to these expectations will lead to disciplinary steps 1, 2 and 3

A pupil who refuses to conform to the School Community behaviour Policy rules will be referred in the first instance to the Hafan and Encil.

Consistent misbehaviour, where the pupil does not respond to disciplinary steps 1, 2 and 3 can eventually lead to disciplinary steps 4, 5 and 6 and exclusion in the long term

PART 6

Definition of “Hafan and Encil”

Every school in Ceredigion is expected to provide both a “Hafan and Encil”

Hafan: This is a centrally situated room within the school to where a pupil is referred for emotional and practical support. It aims to support the pupil with aspects of school life which he/she finds difficult.

Encil: A pupil is referred to Encil when he /she does not conform to school rules and to internally exclude. In the case of an internal exclusion, parents are contacted to let them know and a record is kept. A pupil may spend up to a maximum of 3 days in internal exclusion.

To ensure a consistency of approach, a pupil can only be referred to Encil by the Hafan and Encil co-ordinator, by agreement with the Pastoral Head, and the SMT.

More Serious Misbehaviour:

The types of misbehaviour listed below are not acceptable at any time in School.

Stealing

Vandalism

Physical Attack

Possession/ Use/ Supply of alcohol

Possession/ Use/ Supply of drugs

Possession/ Use of a dangerous weapon

Abusive or threatening behaviour towards a member of staff

Behaviour which puts others in danger

Use of the computer equipment to damage other people's work

Interfering with or compromising the computer management system

Bullying

Cyber-bullying including texting and mobile phones

The result of this type of misbehaviour may lead to either temporary or permanent external exclusion. (Disciplinary steps 4,5 and 6 – see Section 7).

The School will inform the police in all cases where the Law has been broken including any cases involving the use of illegal drugs and/or the carrying of a weapon and some cases involving theft, vandalism, physical attack, bullying and mis-use of the computers.

It is the School's responsibility to ensure that all pupils – and other stakeholders – are aware of the consequences of this sort of misbehaviour.

Bullying:

Please refer to the school's Anti-Bullying Policy

The School will deal with every occurrence of bullying individually and will follow the School's Anti-Bullying Policy. The response may vary across disciplinary steps 1 to 6 depending on circumstances.

It is the school's responsibility to ensure that pupils are aware that

- Bullying is totally unacceptable
- Bullying may lead to exclusion from School.

Taking/ circulating photographs:

It is not acceptable to take pictures of any pupil/ member of staff/ visitor in school without their permission.

It is not acceptable to pass on to others or publish pictures of individuals (staff/ visitors or pupils) without their permission

The School will deal with every occurrence of taking/ circulating pictures individually. The response may vary across disciplinary steps 1 to 6 depending on circumstances.

Undermining the good name of the School:

The School will deal with every occurrence of undermining the good name of the School individually. The response may vary across disciplinary steps 1 to 6 depending on circumstances.

Important information for parents and pupils:

From 1 November 2010 onwards the law supports staff to

- Confiscate mobile phones from pupils if they are being used for unsuitable reasons or maliciously
- Implement the school behaviour policy beyond the school grounds e.g. on the bus, leisure centre
- Search pupils' property for weapons
- Use after school detention as a sanction
- Use physical restraint (In accordance with the Law) to prevent a pupil from harming others or himself/herself. A written record must be kept of the incident

PART 7

The Disciplinary Steps:

(The steps below are based on the Ceredigion county disciplinary steps, but have been adapted for use at Penweddig School).

Important:

The following disciplinary steps refer to specific types of misbehaviour which might occur. Naturally, it is not possible to list every case which might arise. The School will deal with misbehaviour which is not specifically listed in a way which is consistent with these steps.

Appendix 1

The School's expects you to:

Be punctual.

Stand when a member of staff comes into the room.

Bring all the necessary equipment to lessons.

Enter and leave the classroom in an orderly manner.

Work quietly and follow the teacher's instructions.

Put your hand up before speaking.

Not to disturb other people while they are working.

Work hard to keep to all deadlines.

Ensure that you catch up with any work you miss.

Work quietly in the library.

Use the computer system for work purposes only.

Not to eat or drink in the classroom or the library.*

Only use the food and drink machines at break time and lunch time.

Keep mobile phones and MP3/ music players out of sight and switched off. Not to use them at all whilst on the school site **except for the sixth formers in the sixth form room.**

Not to behave in a way which undermines the good name of the School.

* Bottled water is allowed in some lessons with the teacher's permission.

* Mobile phones may be used to contact parents outside of school hours. In an emergency, pupils and parents may contact one another via the school office phone.

Health and Safety:

Be punctual for morning and afternoon registration and sign the late book/ leaving the school site book when appropriate.

Stay on the school site during the school day (Years 7–11).

Only go to the leisure centre for lessons.

Follow all fire instructions and arrangements concerning the buses.

Not to smoke

Not to wear jewellery except for one pair of earrings

⇒ Sleepers or studs

⇒ In the ears only.

Walk on the left in the corridors.

Not to go onto the upper floors during break and lunchtime.

Put rubbish in the bins and keep the school clean.

Not to chew gum on the school site.

The School Dress Code:

Everyone:

Penweddig sweatshirt

Penweddig Polo Shirt

Plain Black shoes

No unnatural hairstyles or hair colour

Boys:

Black trousers

Black or white socks

Girls:

Black Skirt or trousers

Black or white socks or black tights

No make-up

No coloured nail varnish

