

Affirmative Behaviour Policy



Date of meeting: 19/10/2021

Chairman of Governors: _____

Date: _____

OUR VISION IS TO ENSURE CONFIDENT BILINGUAL STUDENTS WHO REACH THE HIGHEST POSSIBLE STANDARDS THROUGH CONTINUED EFFORT, COLLABORATION AND RESPECT FOR OTHERS.

Our priority as staff, parents and governors of the school is to work together to provide a positive and safe environment and ensure pupils who are ready to work together with others, support each other and respect everyone.

If pupils are unhappy, feel threatened or are being bullied the school has a moral duty to do everything it can to reverse the situation. If a pupil misbehaves or exhibits unacceptable behavior the school acts firmly, consistently and fairly to move in the right direction.

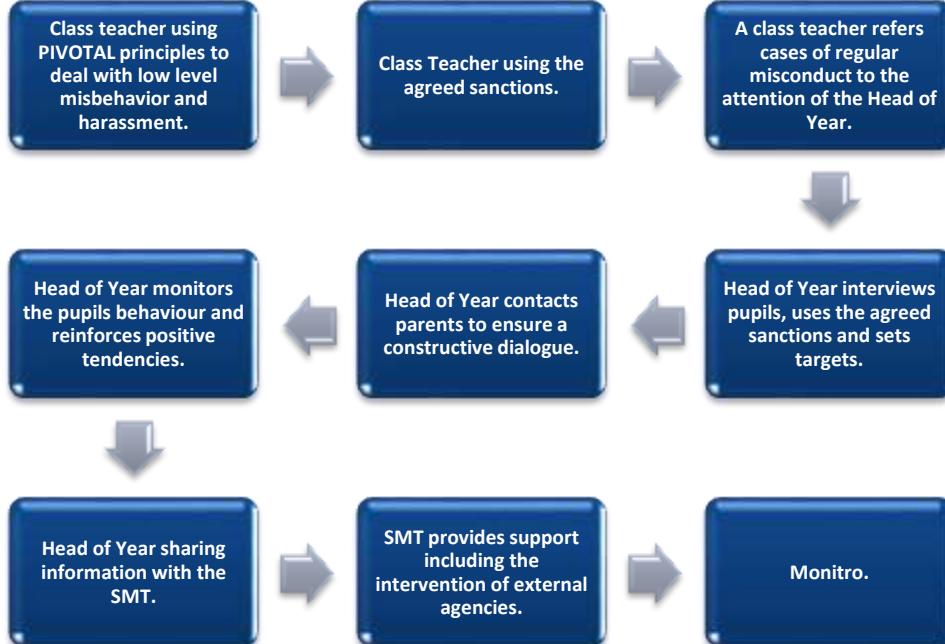
The school believes that good learning includes learning what good behavior is, and teaching pupils to respond to situations in a positive way and with respect is at the core of all the school's procedures. This principle should be spread across the school community and the wider community. Pupils should be encouraged and supported to behave respectfully and appropriately in order to develop individuals who will be aware of standards and values as they grow into adults.

Objectives

- I. Promote consistency;
- II. Facilitating the work of dealing with problems and thereby building staff confidence;
- III. Make clear what the responsibilities of the learning team, pastoral leaders, senior management and the head of the school are;
- IV. Promoting an ethos of working in partnership between pupils, school staff and external agencies.

Implementation of the policy

Dealing with misconduct is the responsibility of all school staff. The school has established a concrete structure for action:



SCHOOL RULES – FOR THE PUPILS

1. General Rules Rheolau Cyffredinol:

1. Respect all members of the school – classmates, teachers and other school employees and visitors in the school and online.
2. Respect the property of other members of the school. Parchu eiddo aelodau eraill yr ysgol.
3. Respect school property.
4. Mobile phones should not be brought to school except for educational or health reasons. A text message will be sent to your parents if you have a phone at school without permission. *Parents can collect it from the office during normal school hours or you can collect it 3:30 pm at the end of term / half term holidays.*
5. Wear full school uniform. Only one pair of **stud**s may be worn.
6. Excessive make-up is not allowed.
7. It is not allowed to dye hair in unnatural colours e.g. blue, purple, green.
8. Nail varnish is allowed on natural nails.
9. Arrive at school and lessons promptly.
10. Walk on the left and do not loiter on the corridors.
11. Stand as a sign of respect when a teacher or visitor comes to class.
12. Obey the school's safety instructions.
13. Always take care of your health and your property.
14. Do not leave the school grounds without permission.
15. Obey reasonable instructions from members of the school's staff.
16. Make sure that the school and the school grounds are kept tidy at all times.
17. Make every possible effort with school work.
18. Remember that the purpose of rules is to make life easier and more pleasant for everyone.

Pupils' responsibility

It is important that pupils recognize the difficulties that the staff may encounter when trying to ensure that the purpose and content of the Bullying policy are presented and enforced in an effective manner. In relation to this, pupils are expected to:

- report all cases of bullying using the available arrangements.
- show respect and support for their classmates by telling about any incidents that the sufferer might be afraid to talk about.
- adhere to and promote the aims and objectives of this statement.
- always react to avoid behaving in a way that could be tantamount to bullying a classmate

2. Rules of behaviour in the lessons

- It is important that you arrive on time to the lessons. Enter the room in an orderly and quiet manner.
- Take off your coats. (*During the period of the Covid pandemic if the room is too cold coats can be worn).
- Take your books, pencils and other equipment out ready for the lesson and keep your bag tidy.
- Obey the teacher's instructions immediately.
- There is no right to chew or eat in a lesson.
- Water can only be drunk during the first and last minute of the lesson.
- You are expected to stand up when the Head teacher or a visitor comes to class.
- The homework set within the Hwb Google Classroom must be completed.
- Homework must be submitted on time.
- You should work together quietly and sensibly with your classmates - and never disrupt the lesson.
- Remember that your behaviour affects the opportunity for others to learn.
- At the end of the lesson after getting permission keep your books carefully. Remember that the bell is a signal to the teacher - not to you.

- Place your chairs neatly under the table and put any rubbish in the bin.
- When given permission, exit the room in an orderly manner.

Around the school

1. Everyone should behave responsibly at all times, showing special courtesy to adults. (A door should be held for teachers and other school staff).
2. Priority should be given to the person coming out of the building or room when meeting at the door.
3. One should walk on the left along the corridors and move in an orderly and quiet manner. Running is not allowed in the corridors.
4. The school's main entrance should only be used at the end of the day (ext. Cym. 1, 2 and 3, Ma. 1, 2 and 3) or in case of emergency.
5. You should wait in a straight line outside a classroom and not block the traffic on the corridor.
6. Rubbish must always be put in the bins.
7. School uniform should be worn at all times. Full dress must be worn to morning service every time. At other times (hot weather) you must ensure that your appearance is neat and decent.
8. Use the path when walking to and from school.

Break time

1. You must stand in a neat line while you wait your turn to go to the canteen.
2. The food should be eaten in the Hall.
3. Ball games should not be played close to the windows of the building in case of an accident (the same at lunchtime).
4. Bags should not be thrown or left in places where they can cause an accident.

Lunch Time

Pupils are not allowed to leave the school grounds without having a letter signed by the Management Team.

Those who have been given permission to leave the school site will receive a 'pass' from the office.

Only the pupils with a 'Pass' have permission to leave the school grounds at lunchtime. Misuse of the pass will mean that you will lose the right.

Permission to leave the school grounds during the lunch hour on a particular day can be obtained by bringing a letter from your parents / guardians explaining the reason.

The letter will have to be signed by the Management Team in the office during the morning break.

Registration

1. You must attend registration promptly in the morning and afternoon, at 8.55 and 1.25
2. If you are late for any reason you should go to the office immediately or you may be marked absent.
3. If you are absent the school will contact your home on the first day of the absence.
4. Where it is not possible for your parents to organize their annual holiday during the school holidays, they must complete an appropriate form available from the school office and return it to the school before going.
5. As far as is reasonably possible, visits to the doctor, the dentist or the hospital should be arranged outside school hours. You should bring your appointment card or letter to school, if you need permission to visit during school hours.
6. If you want to be excused from PE lessons due to illness then you should bring a letter from your parents to school.
7. If you are concerned about any medical problem, then you should inform your tutor - preferably if you have a letter from your parents / guardians explaining the circumstances.

Personal Property

All pupils are responsible for personal property. Everything should be named - clothes, books, bags and so on. Nothing valuable should be left in the classrooms or changing rooms. If you are unable to protect valuable property it should be handed over to the office for them to look after.

School Buses

A high standard of behavior is expected on the buses or when waiting for a bus (smoking / vaping is not allowed – and also not allowed on school grounds). Unsatisfactory behavior may mean that the pupil will have to look for another method of travel to school.

Damage or loss of school property

Anyone who damages or damages property is expected to make good on the damage.

If a pupil loses property lent to him by the school he is expected to compensate the school.

Willful damage will result in serious disciplinary action

Smoking / Vaping

Smoking or vaping is not allowed on school grounds. The school will always contact the parents / guardians of pupils who break this rule

Illegal Drugs

If any pupil is found in possession or under the influence of illegal drugs and/or alcohol, they will be banned from school while further inquiries are made. The Police will receive information in all cases. The appropriateness of permanently excluding the pupil will be considered.

A high standard of behavior is expected at all times as your behavior reflects on the school. That is especially true outside of school - on the way to school and on the way home in the afternoon and also on any school trips.

Be proud of Ysgol Eifionydd and always insist on maintaining the good name of the school.

Other more serious misconduct

The types of misconduct below are not acceptable on any occasion in the school.

- Theft.
- Vandalism.
- Physical or sexual assault.
- Possession / Use / Distribution of Alcohol.
- Possession / Use / Distribution of Drugs.
- Possession / Use of a Dangerous Weapon.
- Threatening behaviour towards a member of staff.
- Behaviour that puts others at risk.
- Use of the computer equipment to damage the work of others.
- Interfere with the management of the computer system
- Bullying / Cyber-Bullying including text and phone messages.
- Inappropriate sexual behaviour.

These types of misbehaviours can lead to a permanent exclusion or temporary suspension from the school. The school will notify the police in all cases of breaking the law which include drugs and carrying a weapon and some cases of theft, vandalism, physical assault, bullying and misuse of the computers.

Exclusions

Welsh Government guidelines 255/2019 Exclusion from School and pupil referral units should be followed.

The steps to deal with misconduct or unacceptable behaviour are based on a number of simple principles:

- I. that the teacher who is in charge of the pupil ('i'n loci prentis') does so in a positive and caring manner;
- II. every pupil is important and a valuable member of the school's society;
- III. that all pupils are treated consistently and fairly;
- IV. that praising pupils is key for providing direction to pupils together with encouraging a reduction in cases of unacceptable behaviour;
- V. that consistency and order contribute towards pupils' happiness and well-being;
- VI. that fostering accountability and responsibility in individuals is a key part of the school's wider aims;
- VII. that maintaining constant contact with the pupils' homes is key to establishing an effective and constructive working relationship with pupils and parents/guardians.

Action by the Class Teacher

1. Get the pupil's attention
2. Warning : Explain the expectations, 'These are the rules...' and explain the implications, which is stage 3 of moving a seat.
3. Move the pupil to another seat in the class
4. Explain that the teacher will have a conversation with the pupil during lunch or a break (renovation and construction time), the explanation can suddenly take part outside the class.
5. 'Time out' for 5 minutes ONLY or move class to another teacher.
6. 'Renovation and construction' at break or lunch time will lead to detention for a certain period. A text message is sent to the parents.
7. Send a reliable pupil to the Office to ask for help from the Head of Year or a member of the UDRH.

Action by the Heads of Years

Where a lack of cooperation from a pupil affects the work of the teacher or other pupils and the teacher and the subject leaders have already followed the correct steps the matter will be transferred to the attention of the Heads of Year. Heads of Year have discretion to respond in a variety of ways in accordance with the circumstances and needs of the individual pupil but the following procedure is most often followed:

1. The behavior stage is discussed in detail with the pupil. During the discussion attention will be given to the pupil's lack of response to the teacher. If appropriate the Year head will do a repair and building session.
2. The pupil will be placed on a behavior monitoring sheet which will monitor the pupil's behavior over a short period (no more than a week). The pupil will be expected to present this leaflet to the attention of the Head of Year at break time and at lunch time every day.
3. If the yellow behavior monitoring sheet highlights that the problem is more than a problem in one subject and with one teacher, the parents will be called in for a pastoral meeting. Many strategies for maintaining positive behavior will be discussed at the meeting e.g. the intervention of external agencies, use of a red 'time out' card, mentoring sessions, access to the Inclusion Unit etc.

At any time following receiving a referral, the pastoral team can refer a pupil to lunchtime detention or after school detention.

Lunch time and after school detention

1. Only Heads of Year and members of the Senior Management Team are to register the pupil for detention at lunchtime and/or after school.
2. Teachers should send subject punishment work to detention if the misconduct means that work has not been completed as a result.
3. Contact will be made with the parent if a pupil is placed in detention twice.

Internal Suspension

Only members of the Senior Management Team can refer a pupil to internal exclusion. An internal ban is used as a tool to avoid external suspensions. Because of this all internal suspensions will:

1. Be recorded in the Office.
2. Lead to contacting the pupil's parent to inform them of the suspension and the specific reason(s) for placing a pupil in an internal suspension.
3. Continue for no less than half a day and no more than 3 days.

There will be a different timetable for pupils who are on internal suspension. This means that they will have a break and lunch at different times to the rest of the pupils. Every effort is made to keep the number on internal ban to a maximum of 3 at a time. Where there are more than this the Senior Management Team will take care of some individuals in their rooms.

During their internal exclusion it is key that the pupils complete their normal school work or complete work that will help them reflect on their behaviour.

Inclusion Unit

The school will identify pupils who would benefit from the early intervention of the Inclusion Unit. This is done through weekly meetings of the Pastoral Team and information about specific pupils as they transfer from primary. Parents are contacted to discuss referring a child to the Unit.

These pupils will have a variety of needs including:

1. Lack of self confidence.
2. Poor temper management skills.
3. Lack of respect for authority.
4. Weak social skills.
5. Difficulty accepting punishments and sanctions.
6. Problems with bullying.
7. Difficult circumstances in the family and/or socially.
8. Personal trauma.

The pupils will work for periods in the Unit following a curriculum that is suitable for the needs of the individual. It is required that teachers send work to the Unit at the start of each week. The main aim of the Unit is to re-integrate the pupil back into the mainstream with the support of the Pastoral Team.

Exclusion

Welsh Government guidelines 225/2019 Exclusion from school and pupil referral units should be followed.

Pupils with Additional Learning Needs

The school will give special consideration in cases involving pupils who are on the ALN register if it is considered that their medical condition, their ethnic background, their disability, the fact that he is in care etc., is a factor that has influenced the misconduct .

Communication with Homes / Parent partnership

Working with homes and ensuring the cooperation of parents is key to a successful relationship with any pupil. When disciplining the Heads of Year or the Senior Management Team will endeavor to contact parents in order to explain the context and any response or punishment given by the school. The aim is to reach full agreement regarding the way forward in order to ensure full cooperation. The school encourages parents to get in touch if there is anything that concerns them.