



Discipline Policy 2019-2020

Ysgol Gyfun Penweddig – Discipline Policy

This policy is intended to define rules for behaviour and ensure order in the school. These rules are drawn up to ensure that Ysgol Gyfun Penweddig is a happy, organized, fair and consistent school community.

Setting the rules listed below ensures fairness and consistency in the operation of the school rules.

This discipline policy is based on an ethos of respect and mutual respect and insisting on the highest standards of expectations and behaviour.

The section of the home-school agreement relating to Penweddig's rules for pupils is noted below.

As a pupil, I agree to the following:

- be punctual at all times
- stand when a member of staff enters the classroom
- bring all the equipment to the lessons
- enter and leave the class in an orderly manner
- work quietly and follow the teacher's instructions
- put my hand up to ask a question
- not to interfere with the work of others
- work hard to meet set deadlines
- ensure that missed work is completed
- work quietly in the library
- not to drink in the classroom or library
- keep phones out of sight in the bags
- wear the correct school uniform

Aspects of good discipline

Pupils are expected to behave in a way that is respectful to the school and others and in a way that gives Ysgol Penweddig a good reputation. They should also ensure that they bring the relevant equipment or uniform to lessons.

Expectations of pupils – general

- Always speak Welsh.
- Refer to teachers using "sir" and "miss".
- Hold a door for a member of staff/visitor.
- Respect others and the site.
- Don't run inside the building.
- Walk on the left in corridors and on the stairs.
- Stay outside classrooms until the teacher arrives. Pupils should not be in a room without a teacher being present unless clear permission has been given by the teacher responsible for that room.
- Don't shout out.
- Don't interfere with the education of others.
- Don't speak within lessons unless permission has been given by the teacher.
- Don't chew gum.

On the way to/from school

- Wear your school uniform.
- You should behave in a safe and respectful when traveling to and from school (whether by bus, public transport or walking). Be respectful of any other adults in charge of you on your way to and from school.
- Remember that you are a pupil at a Welsh school: speak Welsh with your peers.
- You are not allowed to ride a bike to school for 2019-2020 until a full assessment of the safety of the cycle ride along the main road has been undertaken.
- School rules when travelling to and from school relating to violence to others, bullying or using obscene words are taken as seriously as incidents within the school. Respect other people.
- Put any rubbish in a bin.

During assemblies

- Walk quietly with your tutor to and from the assembly.
- Sit quietly on a chair.
- Take part in the assembly, e.g. concentrate, be quiet, follow the rules of prayer.

Within lessons or other periods under teacher supervision

- Make sure any preparation or homework is done beforehand to the best of your ability.
- Bring any necessary equipment or clothing for the lesson.
- Arrive promptly to the lesson. Stand outside the room in a row. Don't be too noisy.
- Respect all pupils' right to education without interruption.
- Raise your hand to ask the teacher a question.
- Take part in the lesson.
- Always follow the teacher's instructions.
- Do your best during the lesson.
- Don't speak unless you are allowed to.
- If you have finished your work, look over the work and then inform the teacher who will direct you to the next task.

Break and lunch times

In the canteen

- Queue in an orderly and sensible way.
- Eat your food sensibly.
- Put any rubbish in the bin.
- You are not allowed to take food or drink outside the canteen.
- Clear your plates and make sure the table is clean before leaving.
- There are many people in the canteen: walk and don't shout.
- Always speak Welsh.

The rest of the site

- Speak Welsh.
- Be sensible and aware of others as you play or move around the premises.
- You are not allowed to be in a classroom or corridor at break or lunch unless you have permission from a teacher.

- If the weather is poor, you will be allowed to go the NAB, or the library.
- The only place you should play a ball game is the fields.

Disciplinary Action – guidelines for staff

The steps below are designed to ensure consistency and fairness in the implementation of school rules.

Pupils are expected to show respect for their work and others (other pupils, staff and any visitors) during lessons and at any time during the school day.

The guidelines below are not comprehensive or cover all types of misconduct that occur in school life. However, they show concrete steps to be taken in each lesson at each key stage. The teacher implementing the actions will be expected to take the context into account when acting.

If a pupil breaks these rules, teachers are expected to follow the following steps.

Action – School Code of Conduct ***(Progression through the steps depends on the behaviour)***

Dealing with the misconduct within the classroom.

Step 1 – Verbal Warning

- Verbal warning and explain the misconduct to the pupil i.e. what he/she has done wrong and how he/she should behave “You're at Stage 1, you need to...”
- Note on SIMS (Step 1)
- Note the pupil's name on the whiteboard - C1 + pupil's initials

If the situation persists and the pupil does not comply with the stated rules, it will be necessary to move to stage 2.

Step 2 – Move Seat

- Move the pupil to work with other pupils or alone, where possible.
- Verbal warning and explain the misconduct to the pupil i.e. what he/she has done wrong and how he/she should behave “You're at Stage 2, you need to...”
- Note on SIMS (Step 2)
- Note the pupil's name on the whiteboard - C2 + the pupil's initials

If the situation persists and the pupil does not comply with the stated rules, it will be necessary to move to step 3. Step 3 involves departmental detention at lunch or break time by the subject teacher.

Step 3: Departmental Detention – break / lunch time by the subject teacher

- Verbal warning and explain the misconduct to the pupil i.e. what he/she has done wrong and how he/she should behave “You're at Stage 3, you need to... clearly stating when and where the detention will be held
- Note on SIMS (Step 3)
- Note the pupil's name on the whiteboard - C3 + the pupil's initials

If a pupil refuses to comply with step 3 and continues to behave unacceptably, then step 4 will need to be implemented.

Step 4: Exclude the pupil from the lesson – Encil

Step 4 of the discipline system is defined as follows ***that the lesson cannot continue and that the pupil disrupts and adversely affects the education of other pupils***

- Explain to the pupil “The lesson can't continue / You are adversely affecting the education of other pupils. You're in Step 4, I'm calling an emergency”
- Call emergency (1800). If there is no answer, send a responsible pupil to reception
- Note on SIMS (Step 4)

Strategy

- Pick up the phone, call the Office (1800) and ask for a member of the UDAE. Members of the UDAE are "on duty" for such calls.
- Ensure you have gone through all the steps as noted, in the correct order.
- Ensure you have entered the incident information on SIMS for the member of staff "on duty".
- The member of staff on duty will follow the following script:
"You made an emergency call for (pupil's name). Will you confirm that you have followed step 1? Step 2? Step 3? Have you stated the facts of the incident on SIMS? (Pupil's name), you need come with me and bring your bag".
- The pupil will be escorted by the UDAE to Encil where he/she will be under supervision.
- Ensure that the pupil leaves the class with purposeful work when he/she is excluded from your lesson.
- Following an exclusion from a lesson, the parent will receive **an immediate telephone call** from the member of staff on duty stating that the pupil is in Encil. All staff on duty follow the same script

"Good morning / afternoon. I'm calling to inform you that your child has been excluded from class due to unacceptable behaviour which means that the lesson cannot continue or because your child has refused to follow the teacher's instructions. The Leader of Progress and Welfare will be in touch with you as soon as possible to discuss the matter further. We appreciate your co-operation in this matter. Many thanks"

Procedures for Encil supervisors

- **Telephone the parents** to inform them that the pupil is in Encil.
- **Record on SIMS** that the pupil is in **Encil**.
- **E-mail the Progress and Welfare Leader** that a pupil is in Encil.
- **Telephone the teachers** due to teach the pupil in the next lessons and request work for the pupil.
- **Register the pupils present** for the lesson when in Encil.

Please note:

There is the possibility that the pupil will be excluded for a whole day in Encil, where he/she will continue with subject work under calm and supportive circumstances.

Step 5: Red card behaviour monitoring report

When a pupil reaches this level of misbehaviour by individual and serious action or by escalating through the various steps, input from the Progress and Welfare Leader is obtained by placing the pupil on a behaviour monitoring card. The pupil will obey a set of specific targets on a monitoring report, with the targets being monitored daily by the Progress and Welfare Leader and the home.

Step 6: Temporary exclusion

This is implemented for serious acts that violate school rules or an incident that endangers individuals. Pupils are temporarily excluded for violence, weapons, repeated bullying, theft, using abusive language towards staff or other pupils, or acts which violate the common law, e.g. alcohol, drugs, bringing a weapon or lighters to school. This is decided by the acting Head teacher or the SLT.

Step 7: Permanent exclusion

This is the next step following a series of temporary exclusions or following a very serious act/actions. The school does its best to avoid this step. The Governing Body will be an integral part of this process.

Lunchtime Detention for pupils

Individual teachers will be responsible for keeping pupils in at lunchtime and monitoring attendance. Departments or groups of teachers may decide to combine such sessions but the rules below should be followed.

- A central lunchtime detention session will be for **20 minutes**. The session should begin during lunchtime. The bell will ring to start the session.
- Pupils are to continue with work in the subject where there has been misconduct or underachievement.
- Pupils must not talk to each other while in lunchtime detention. If this occurs, it should be noted in the pupil's handbook and the pupil should be referred to the Subject Leader; the Subject Leader will arrange extra lunchtime detention for the pupil.

Please note

As the needs and circumstances of each learner are different, the school must consider a reasonable adjustment on a case by case basis.

Rewarding

It is intended to develop systems for rewarding pupils after the discipline working group has met during the autumn term. It is important that the full input of staff and pupils takes place here in order to formulate policy and procedures that will be implemented consistently throughout the school and that the procedures are owned by everyone in the school.

Pupils are to be rewarded for the following aspects:

- Effort which goes beyond expectations with regard to school work.
- Significant improvement across time in behaviour or effort.
- Significant improvement in attendance.
- Additional commitment to school development, e.g. environment, Welsh dimension.

Rhian Morgan August 2019

Rhian Morgan September 2019