

YSGOL UWCHRADD
LLANIDLOES
HIGH SCHOOL



PUPIL DISCIPLINE POLICY
POLISI DISGYBLAETH DISGYBLION

(INCLUDING ANTI-BULLYING POLICY)
(YN CYNNWYS POLISI GWRTH-FWLIO)

Adopted by the Governing Body / Mabwysiadwyd gan y Corff Llywodraethol

18/04/2016

..... Chair / Cadeirydd

Review date / Dyddiad adolygu : April 2017

Llanidloes High School
Ysgol Uwchradd Llanidloes

Our aims:

- ✚ Giving Opportunities for All to Learn in a fair, caring and supportive environment.
- ✚ To enable pupils to achieve their highest academic potential.
- ✚ To work together with parents/carers and the community.
- ✚ To celebrate achievement.

There are basic, important things that we expect from all of our pupils:

- ✚ To come to school wearing the correct uniform.
- ✚ To have the right equipment for their lessons. This includes PE kit.
- ✚ To always have their planner.
- ✚ To be ready to learn.

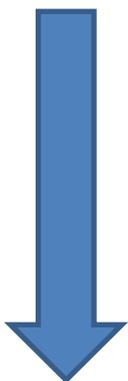
We aim to develop our pupils' skills through high quality learning experiences. Pupils who demonstrate good Behaviour for Learning are:

- ✚ Actively engaged in their own learning;
- ✚ Able to make connections between concepts and ideas;
- ✚ Conscientious about learning in and away from the classroom;
- ✚ Motivated to find their own learning opportunities in order to further develop their learning
- ✚ Confident about how to make progress when collaborating with others.

The majority of pupils at Llanidloes High School behave in an exemplary way as a result of their level of motivation and engagement.

Sometimes pupils behave inappropriately and prevent others from learning. The following pages of this policy explain how we use a consistent, stepped approach to reward good effort and behaviour and if necessary to rectify inappropriate behaviour.

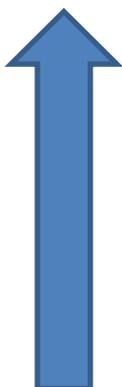
Homework



Homework not done on time or to an acceptable standard.	Teacher action	Credits Removed
1 st Time	Warning and extension given	-1
2 nd Time	Noted on SIMs Note in HW diary Teacher short Detention	Further -2
3 rd Time	Referral to CAL / YL Phone call home YL. CAL detention	Further -3
4 th Time	Referral to SLT link GOFAL full Lunchtime detention	Further -4

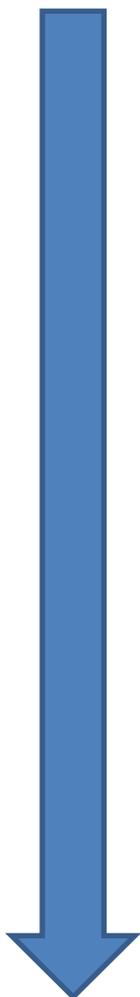
Llanidloes Rewards and Sanctions ladder
It is essential that this is followed consistently by ALL

Rewards



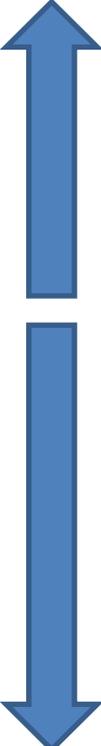
Title	Action
Rewards Brunch	For Top credits in each tutor group and best improved individual award.
Platinum Award 450+ Credits	Certificate Home. Able to attend Prom / Trips/ Represent the school e.g Sport; Urdd.
Gold award 350+ Credits	Certificate Home. . Able to attend Prom / Trips/ Represent the school e.g Sport; Urdd.
Silver Award 300 + Credits	Certificate Home. . Able to attend Prom / Trips/ Represent the school e.g Sport; Urdd.
Bronze award 250 credits +	Certificate Home. Able to attend Prom / Trips/ Represent the school e.g Sport; Urdd.
Starting point 100 credits	Credits collected for Good effort; behaviour; uniform; attendance; improvements; representing the school etc. Credits removed for having no equipment, poor effort; poor uniform; lateness; poor behaviour. See Table on next page.
Warning	Warning by teacher Forgetting to bring in pupil diary.- To be given a 1 day sheet.
Reflection	2 nd Warning by teacher in same lesson. Send out for <u>max</u> 5 mins. 2 Credits removed Any poor behaviour when outside would result in immediate removal to YNYS
Remove	Poor behaviour continues after reflection or Extremely bad behaviour (see below) Recorded on SIMs by teacher; alert to relevant YL or GOFAL via SIMs Sent to YNYS for that lesson. 6 credits removed by staff in YNYS
Remain 2 Removes in one day or 2 removes in 7 days in same subject	Removed from class and will remain in the YNYS until parents have a meeting with SLT / GOFAL to discuss sanction. Sanction will depend on the severity and persistence of the Remain. Internal or External exclusion or GOFAL detention. Recorded on SIMs at YNYS
Fixed Term Exclusion	Persistent Remains or a one off extreme incident.
Permanent Exclusion	Regular Persistent Remains or a one off very extreme incident.

Sanctions



Credit Guidance

Pupils have Credits deducted according to the nature of their poor behaviour. Pupils are awarded Credits for excellent effort, attendance, representing the school community etc. The following list is used to guide staff in their awarding of Credits. It is not expected that staff stop teaching every 5 minutes to record credits it is more practical to keep a mental tally and award once every 3 weeks when the books are taken in for marking. Tutors can award weekly when checking planners.

	Award 3 Credits	A*For Effort when books marked Representing the school e.g. Athletics / Urdd
	Award 2 Credits	A For Effort when books marked
	Award 1 Credit	B For Effort when books marked Attending rehearsal / revision session Correct uniform for the week (Tutor) 100% attendance for the week (Tutor)
	Remove 1 Credit	No book / Pen Incorrect uniform without a note – each day (Tutor) Late to lesson
	Remove 2 Credits	Poor attitude Distracting others Talking while the teacher is talking Failure to follow simple instructions Incorrect Uniform 2 nd week -2 each day (Tutor to log on SIMs)
	Remove 3 Credits	No Calculator to a Maths lesson / PE kit to PE ; Games. Using Mobile phone/mp3 in classroom Swearing (not at teacher) Smoking (Also detentions and phonecall home)



Extreme Behaviour

This will result in immediate placement in YNYS or GOFAL and could lead to permanent exclusion.

Supplying illegal drugs
 Substance abuse
 Possession of a knife or other dangerous implement
 Use or threatened use of an offensive weapon e.g a knife
 Threatening behaviour involving a dangerous implement
 Threatening behaviour towards another pupil or member of staff
 Theft
 Major vandalism
 Conflict with other staff or parents over action to be taken
 Fighting Swearing at a member of staff
 Racist or homophobic remarks
 Aggressive or intimidating behaviour.
 Actual or threatened violence against a pupil or member of staff
 Sexual abuse or assault etc.
 Truancy
 Going off site without permission

This is not a definitive list and behaviour not seen before can be added.

Support

Who supports Behaviour for Learning:

Classroom teachers work with the pupils to improve their behaviour.

If behaviour does not improve GOFAL get involved. They will call home and set a lunch or break time detention.

If the pupil's behaviour continues to disrupt the learning of others a member of the Leadership Team may become involved.

How we support Behaviour for Learning:

There are certain sanctions we use to address behaviour that stops learning and teaching from taking place:

Extra learning to compensate for missed learning

Short detention with class teacher, YL or CAL

We record concerns in the student's planner and ask for a parental response/ signature

The Next Level of Sanctions:

GOFAL detention for the whole of break or lunchtime.

Phone call home; letter or meeting with parent.

Internal exclusion to complete work away from pupils in their year group.

SLT detention after school for 45 minutes.

If a pupil has to attend an after school detention parents/ carers will be informed in writing in the pupil's planner or by telephone to give notice.

Removal From Lessons:

If a pupil stops others from learning they are removed from their lesson and are allowed to work in YNYS. This room provides a calm, working environment for pupils who need to have their behaviour supported by the school. When a pupil is removed parents/carers are informed with an invite to attend school by a telephone call or by letter depending on the incident or the number of times the pupil has had to be removed from lessons.

New Technologies and Behaviour:

We encourage and support pupils to be equipped for the challenges of an ever changing world. We have high expectations of our pupils whilst they are using Information Communication Technology. Appropriate behaviour keeps all pupils and staff safe from harm, abuse and ridicule.

Whilst using the school's internet system pupils will be restricted from using certain websites because they are blocked by the county's firewall. Occasionally inappropriate sites are accessed by pupils because they have not been blocked. These sites are reported immediately. Purposely going onto an inappropriate site will result in the pupil being barred from using the internet for a fixed period of time.

The school's intranet system allows pupils to email each other during some lessons. The purpose of these emails must be work related. It is a way of engaging in group and pair work. If pupils use this system to bully or abuse other pupils they will be denied access to the system and other sanctions will be applied in proportion to their behaviour. Pupils' conversations are recorded and can be instantly accessed by staff. Pupils do not have the ability or the right to keep the contents of these conversations private.

GOFAL

Some pupils need a more sustained and structured support plan. Some pupils attend GOFAL to receive coaching in behaviour techniques, behaviour modification support and counselling. A small number of pupils have to report to GOFAL every day to make sure that they are coping with the demands of the day.

An inability to demonstrate good Behaviour for Learning can also be a result of circumstances beyond the pupil's control. For example, a bereavement, disruption in the family or feelings of isolation or alienation. Some pupils also have Additional Learning Needs which make it difficult for them to sustain good Behaviour for Learning for five hours per day. GOFAL supports these pupils' well-being.

Where a need for some form of counselling is identified pupils will have school support from the deputy child protection officer/learning coach.

This diagram illustrates support that pupils may receive in GOFAL. The support is a responsive package and will be tailored to meet the needs of individual pupils.



Exclusions:

Some pupils have to be internally excluded because their behaviour is a more serious cause for concern. We keep the pupil isolated for the whole day– this includes over break and lunchtime. We feel that this allows the pupil to remain in a calm environment. Many pupils have reported that they find being internally excluded worse than being made to stay at home.

Unfortunately, we sometimes have to externally exclude pupils for fixed periods of time. Exclusions are a way of making sure that the school community is safe and comfortable for everybody. Exclusions go onto a pupil's permanent record.

After exclusion, pupils **will only be re –admitted into the classroom following a re-admittance interview with a parent / carer.** Pupils will complete their learning in YNYS until the re-admittance interview has taken place.

Behaviour off the School Premises:

Pupils whose behaviour is unacceptable whilst in uniform e.g. walking to and from school or on the school buses will receive appropriate advice depending on the level of concern. School transport companies in conjunction with the local Authority have the right to ban pupils from buses; close liaison with school takes place in such cases.

The school views any incident involving Llanidloes High School pupils in the community as very serious; bringing the school into disrepute damages the school's reputation as well as having an impact upon members of the public who are affected.

Working With Stakeholders:

We encourage parents/carers to contact us to discuss behaviour in school. If a pupil's behaviour is a cause for concern then parents/carers are invited in for a School Based Behaviour Planning Meeting. Any phone calls about behaviour from the community are logged.

Lunchtime behaviour is monitored by a team of supervisors. They are supported by the leadership Team.

Accusations / complaints against members of staff by learners / parents

All allegations against members of staff are taken seriously and will be thoroughly and fairly investigated. In the case of accusations involving an incident that does not fall within the All Wales Child Protection Procedures (AWCPP) 2008, for example unfair detentions or poor teaching etc. the school will conduct an internal investigation following agreed disciplinary procedures if the complaint is found to be justified.

In the case of allegations that do fall within the All Wales Child Protection Procedures (AWCPP) 2008, for example assault, the Headteacher is duty bound by to refer the matter to Social Services. Any further investigation is then conducted by Social Services and/or the Police. In some cases, the referral may be re-directed to the Headteacher to investigate as an internal disciplinary issue.

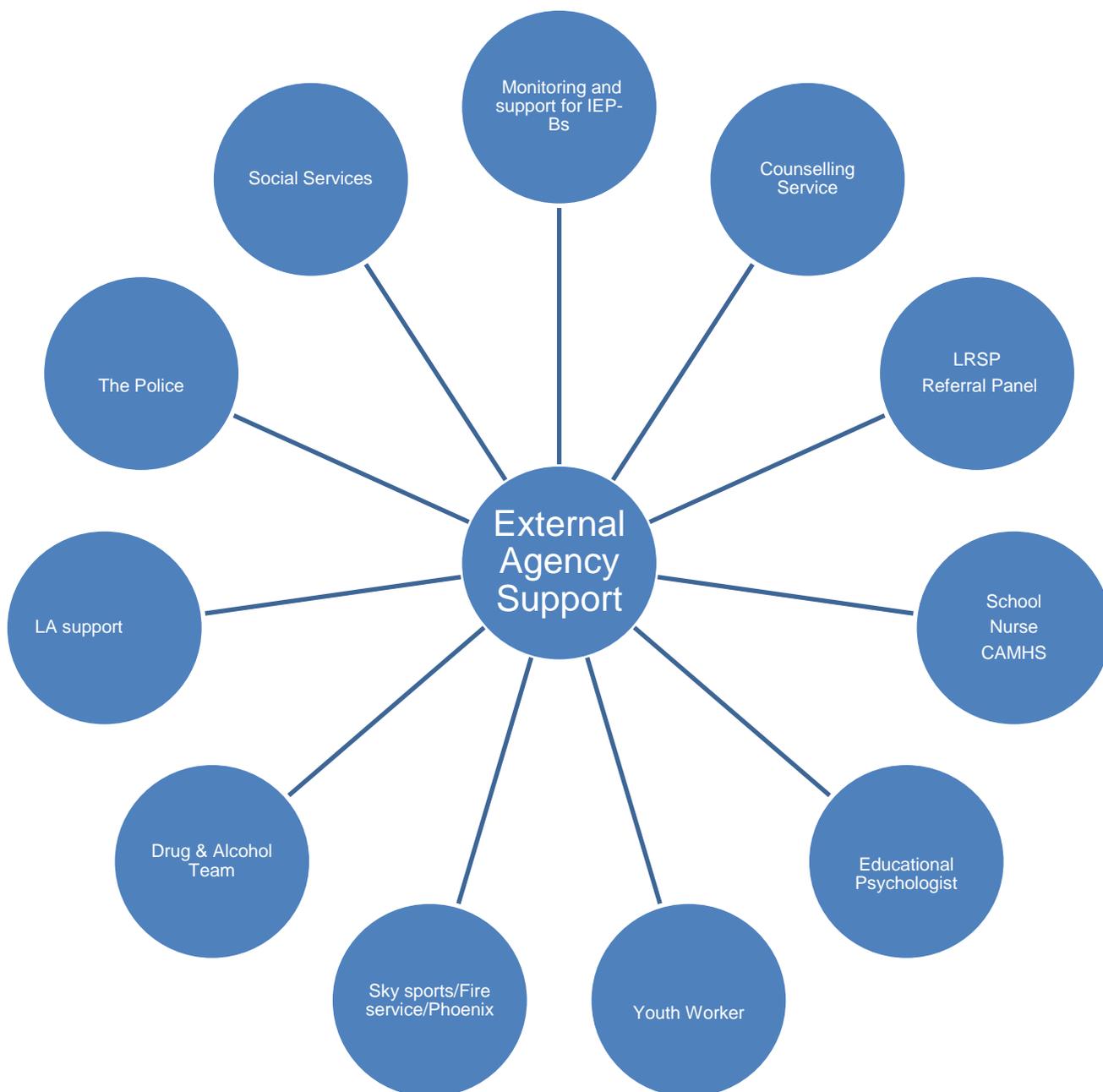
False accusations against members of staff

If an allegation against a member of staff is proved to be false and malicious, then the school will deal with the incident according to its own internal procedures and policies. This could result in sanctions that range from fixed period exclusions to a permanent exclusion according to the individual circumstances of each case.

If a pupil's Behaviour for Learning is persistently poor or their Wellbeing is suffering outside agencies will be involved:

LA support is requested by the completion of a CAF Form. This form is then sent to the TAF panel for consideration. This is part of the GOFAL package of support. The Form is completed by GOFAL staff. The Headteacher then checks and signs the form.

The following diagram illustrates some of the external agencies that support the behaviour and well-being of our pupils.



I. Guidance for staff

- (a)** Every organisation depends on people behaving in certain ways to achieve its purposes. A school's central purpose is that pupils should learn. Good behaviour makes effective teaching and learning possible and poor behaviour disrupts these processes. [See: SCHOOL RULES, ANTI-BULLYING POLICY, SUBSTANCE POLICY, HOME-SCHOOL AGREEMENT]
- (b)** Everyone prefers praise to blame. It is important that the positive aspects of praise and reward have great emphasis.
- (c)** Every member of staff has a primary responsibility for the discipline of the classes they teach.
- (d)** The "better for both" principle - in a heated exchange the temptation to take a pupil 'down a peg or two' is great. While this can be highly effective in the short run, it seldom helps long-term pupil/teacher relationships. If possible, conflicts should be resolved in a way that is perceived as fair by the pupil. Ideally, the pupil should be allowed a 'face-saver' (e.g. an apology) so that the outcome is beneficial to both teacher and pupil and the rights of neither party are eroded unnecessarily.
- (e)** Liaison with parents is an essential element of any policy which aims to promote positive behaviour. It is clear that regular and meaningful contact with parents is valued by parents and pupils.

2. A GUIDE TO RELATIONSHIPS AND SETTING STANDARDS

(a) General

The majority of pupils conform and are co-operative. Deal immediately with the few who present problems. "Problems" are normal where pupils are learning and testing the boundaries of acceptable behaviour. Our success is tested not by the absence of problems but by the way we deal with them. Don't over react - address the problem.

- **Avoid confrontation**
- **Listen and establish the facts**
- **Judge only when certain**
- **Use punishments sparingly**

Good order has to be worked for it does not simply happen

- **Set high standards – but not totally unrealistic**
- **Apply rules firmly and fairly**
- **Expect to give and receive respect**
- **Treat everyone as an individual**

Good relationships are vital and at every level. Take the initiative:

- **Greet and be greeted**
- **Speak and be spoken to**
- **Smile and relate**
- **Communicate**

(b) Out and About the School

Control behaviour by taking the initiative at every opportunity. Expect to:

- **Greet pupils and start the dialogue**
- **Deal with any misbehaviour - to ignore it is to condone it!**
- **Set high standards of speech, manner and dress**
- **Enjoy relating to pupils**

(c) **In the Classroom**

Create and sustain a positive, supportive and secure environment. Well prepared, stimulating lessons generate good behaviour and earn respect. Expect to:

- **Arrive promptly before the class and begin on time**
- **Be prepared for the lesson**
- **Keep everyone occupied and interested**
- **Extend and motivate all pupils**
- **Mark all work promptly and constructively**
- **Set homework regularly to schedule**
- **Encourage creative dialogue** - confidence in discussion is important
- **Keep an attractive, clean and tidy room**
- **Maintain interesting wall displays**
- **Use first names**

DO ALL YOU CAN TO:

- **Use humour** - it builds bridges
- **Keep calm** - it reduces tension
- **Be positive and build relationships**
- **Carry out any threats you have to make**
- **Be consistent**

DO ALL YOU CAN TO AVOID:

- **Humiliating** - it breeds resentment
- **Shouting unnecessarily** - it diminishes you
- **Over-reacting** - the problem will grow
- **Giving blanket punishments** - the innocent will resent them
- **Over-punishing** - keep your powder dry; never punish what you can't prove
- **Using sarcasm** - it damages you!
- **Leaving pupils outside rooms** for more than 5 minutes

(d) **Maintaining Discipline**

Insist on acceptable standards of behaviour, work and respect. Expect to:

- Apply school rules uniformly
- Work to agreed procedures
- Insist on conformity and school uniform
- Follow up problems to their conclusion
- Establish your authority firmly and calmly.
- Separate the problem from the person.
- If you cannot resolve a problem, refer it on to ONE person.

(e) **Respecting the Environment**

A reputation for cleanliness, attractive rooms and well-kept grounds is essential to success. As far as possible the visual impact should always be attractive and stimulating. Litter, damage and graffiti have no place here.

Encourage pride in the school;

- Insist on a clean room
- Teach in tidiness, encourage tidiness; keep your desk, shelves and cupboards

tidy

- Leave desks in place and the board clean after lessons
- Keep displays fresh and attractive
- Organize for graffiti to be cleared immediately
- Report all damage to the bursar
- Enforce a ban on chewing
- Insist on litter-free buildings and site

ANTI-BULLYING POLICY

1. Purpose of the Policy

To provide pupils, staff and parents with guidelines to enable sensitive and confident responses to incidents of bullying.

To raise staff awareness of possible situations concerning bullying among pupils of the school. To include examples of good practice from the WAG document 23/2003 and the Respecting Others Guidance 050/2011.

2. Background

Where large amounts of pupils co-exist, some will take the role of the bully at one time or another and some will consequently be bullied. There is a low incident rate of bullying at the High School but any incident is not tolerated. We endeavour to keep bullying in all its forms to a minimum by acting promptly on all information received. This includes incidents within the school grounds and on school transport.

3. Definitions of bullying

Most people consider bullying to be deliberately hurtful, repeated over a period of time and difficult for victims to defend themselves against. Bullying can take many forms, but the main types are:

Physical e.g. hitting, kicking, taking belongings, sexual harassment or aggression

Emotional e.g. seeking to isolate socially

Verbal e.g. name calling, insulting, making offensive remarks

Indirect e.g. spreading nasty stories about someone, groups, being made the subject of malicious rumours

Cyber e.g. sending malicious e-mails or text messages, *using social network sites to cause distress to others.*

Experience has shown that it is more effective to act openly because the bully thrives on an atmosphere of secrecy. So, we urge pupils and parents to inform us immediately they become aware of an act of bullying. Pupils and parents in general are very open and do inform us. However, this is not always the case and it is in these situations that the bully can persist. So, there are some circumstances when we depend on others to inform us.

4. Informing the school about an incident of bullying

Pupils

If a pupil suffers bullying he/she should immediately report the incident(s) to any member of staff eg GOFAL, Form Tutor, Year Leader, Deputy Headteacher or Headteacher, Office staff, mid day supervisors etc. as the Learner thinks fit. This can be done by reporting the incident verbally or in written form (by using a form from the main office) if a pupil is reluctant to be seen talking to a member of staff in front of the bully initially. Pupils may also

tell their friends who can draw the incident(s) to the attention of staff, or pupils may raise the matter at School Councils.

Parents

Close liaison with parents is one of our aims, and parents are always welcome to contact GOFAL, Year leaders, Deputy Headteacher or the Headteacher if their learners are unhappy for any reason. The school can be contacted on 01686 412289 (phone), 01686 413812 (fax), or by e-mail on office@llanidloes-hs.powys.sch.uk. The school will respond as soon as possible to any accusation of bullying. A pupil may prefer to inform his/her parent in which case the school would be grateful if the parent would inform the school by contacting GOFAL, Year leaders, Deputy Head or Headteacher immediately giving as much information as possible so that the school can react as quickly as possible to the allegation for the benefit of the pupil concerned (e.g. where the bullying took place, when the incident occurred, who were involved and what led to the incident etc.)

Staff

Form Tutors, Teachers and Year Leaders are vigilant as they go about their work and anything untoward, whether it be obvious unpleasantness or a change in the behaviour pattern of a pupil, is noted and acted upon immediately. If a member of staff becomes aware of any bullying then he/she should inform the Year Leader, Deputy Headteacher or Headteacher depending on the seriousness of the offence. Staff are informed and updated on incidents of bullying in regular staff meetings and staff briefings.

Cyber bullying

Cyber bullying can be defined as the use of ICT, particularly mobile phones and the internet, **deliberately** to upset someone else. Some incidents of cyber bullying are known to be unintentional and the result of simply not thinking about the consequences. What may be sent as a joke, may not be received as one and the sender may not see the impact of the message on the receiver. If this happens, then pupils will be helped to be made aware of the effects of their actions.

Cyber bullying takes different forms: threats and intimidation; harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages; defamation; exclusion or peer rejection; impersonation; unauthorised publication of private information or images (including what are sometimes misleadingly referred to as 'happy slapping' images and manipulation. The head teacher has the power to regulate the conduct of pupils when they are **off-site as well as on-site**. Criminal laws in relation to cyber bullying can apply in terms of harassment and threatening and menacing communications. The school will contact the police if it feels that the law has been broken. Internal or external sanctions will apply in school to any pupil that is found guilty of cyber bullying pupils or staff.

Pupils will be informed of the consequences during Year 7 induction and throughout the School's PSRE Scheme of Work.

5. What happens when an incident of bullying is reported

The aim is prevention. However, in the event of this failing, each case is dealt with promptly in a manner which is deemed appropriate to the occasion. Usually,

- An appropriate member of staff will discuss the allegation with the pupil making the complaint.
- The same member of staff will discuss the allegation with the pupil against whom the complaint is made.
- The member of staff will bring both pupils together and try to resolve the issue.
- If the issue can be resolved then support will be offered to the victim and the perpetrator. Both sets of parents will be informed.
- If the issue cannot be resolved then both sets of parents will be informed and invited

to school to a meeting to try and resolve the issue.

- If the issue cannot be resolved then a warning will be put in place and the consequences of breaching that warning will be explained (e.g. an exclusion may follow if there is a repeat of the incident in the future).
- All bullying reports will be logged on the school's behaviour log for future reference and follow-up actions will be noted.
- In some cases of text message or internet bullying, the school will advise parents to contact the police.

No two cases are the same but each and every one is taken very seriously and every effort is made to eradicate the problem. This will always involve working with the parents of both the victim and the perpetrators. In this way the reasons for any bullying should come to light, the most suitable measures can be taken to prevent it happening in future and leaving those who may have been involved with a clearer picture of the situation.

6 Preventative Measures

The ethos of the School is one of consideration and tolerance, and the staff strive to have open and friendly relationships with the pupils where they are encouraged to share their problems whether incidents occur inside or outside school premises.

It is made very clear to all pupils when they enter the school that bullying will not be tolerated. Our aim is to equip pupils with the skills and strategies to help themselves should they or others be subjected to bullying. Pupils are made aware of the School's Policy on bullying and the School's Code of Conduct (RESPECT) is displayed in form rooms and corridors. When an issue of bullying has been identified the school will mediate between the involved parties to resolve the issue. This may include the involvement of parents and/or other agencies.

Posters promoting anti-bullying awareness are displayed throughout the school.

7 Personal, Social and Religious Education (PSRE)

The full scheme of work is available in school. In Year 7 as part of the PSRE programme pupils are presented with a short module which gives them an opportunity to discuss the issue as a whole. The emphasis being on openness and honesty at all times.

The coping strategies and skills are reinforced during PSRE lessons throughout Years 7-13, during assemblies and through subject lessons as appropriate.

8. School Council

The school council examines and discusses the Anti-Bullying policy annually. Any changes are presented to the Headteacher and amendments are made accordingly.

9. Transition Days

Year 6 pupils are thoroughly immersed in anti-bullying talks and discussions during their taster days at the High school in July. Strategies are highlighted and appropriate courses of action discussed.

10. Follow-up after incidents

Incidents of bullying will be followed-up by the investigating member of staff to check that the bullying has not started up again.

11 **Useful phone numbers and websites**

www.childnet-int.org
www.stoptextbully.com
www.cyberbullying.org
www.chatdanger.org.uk
www.anti-bullyingalliance.org.uk
www.ceop.police.uk

www.kidscape.org.uk
www.bullying.co.uk
www.kooth.com
www.schools-out.org.uk
www.stonewalls.org.uk
www.bbclic.com
www.acas.org.uk

NSPCC Helpline : 0808 100 2524
Parentline Plus : 0808 800 2222
ACAS : 08457 47 47 47
Stonewalls : 08000 502020

12. **Policy review : April 2017**

This will involve consultation with staff, parents, pupils and the Governing Body.

