



DISCIPLINE POLICY

CREATED BY
APPROVED BY THE GOVERNING BODY
REVIEW DATE

SMT
07/2022
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Discipline Policy

School discipline is based on **respect**.

This means respecting:

- Self.
- Other individuals.
- Possessions and environment.
- Our education.
- The Welsh language and culture.

In so doing we nurture a happy and friendly atmosphere among pupils and staff alike that enables everyone to work together effectively.

The school has clear rules in order to maintain a safe and orderly community.

The basic principle is that everyone should consider others on all occasions and give of their best at all times.

School Rules

Pupils are expected to behave in a courteous and reasonable manner at all times.

In order to sustain and uphold the Welsh ethos of the school, pupils are expected to communicate with each other in Welsh at all times.

Every pupil in this school must adhere to the following rules:

1. School uniform must be worn in school at all times.
2. No pupil is allowed to leave lessons or the school campus without the Headteacher or Deputy Headteacher's permission. Pupils must sign out before leaving the school.
3. Every pupil is expected to be present in school on a regular basis. Parents are expected to contact the absence line before 8.30am stating the reason for their child's absence.
5. Pupils must arrive punctually at morning registration period and to all lessons.
6. One simple and plain stud (gold or silver) is allowed in each ear. The wearing of all other jewellery is strictly prohibited, pupils who do not follow this rule will have their jewellery confiscated until the end of the term. In the event that a pupil needs to remove earrings that do not comply with the school uniform rules, the school can provide a pair of transparent acrylic stud earrings for the pupil to wear in their place. Face or body jewellery, unnatural hair colour and patterns in the hair are **not allowed**. Extensive make-up is **not allowed**. This includes fake eyelashes, eye liner, eye makeup, lipstick, nail varnish and fake nails.
7. As the school is used by the community in evenings, all items of clothing and personal belongings must be taken home at 3.20pm. The school is not responsible for any items left overnight.
8. Antisocial behaviour will not be accepted for example consumption of alcohol, smoking, vaping, drug use etc on the school campus or on school transport. Offenders will be excluded.
9. Vandalism. It is expected that pupils who break any school equipment will have to pay for such damage. They must also pay for damage done to other pupils' property.
11. Bullying will not be tolerated. Hate comments or hate crimes will not be tolerated.
12. School bags should be taken to every lesson and they must be left in the appropriate places during break and lunch periods.
14. Chewing gum is not allowed on the school premises.
15. Pupils who wish to receive medical attention during lessons time, must first obtain permission from the Headteacher, the Deputy Headteacher or the Heads of Progress and Wellbeing. No pupil should be out of lesson without permission.
16. Tippex is not allowed in school.
17. No one must cross the road to the shop on any account.
18. Pupils must walk on the left-hand side of the corridors. No running at all.
19. Food must be eaten in the Refectory or the 'Pantry'. Pupils should not eat food in any other part of the school.
20. Rubbish should always be placed in bins.
21. Pupils are not permitted to play rugby or football on the school yard around the building.
22. Pupils are not permitted to go to the Leisure Centre without a member of staff Supervising or on school excursions.
24. The school reserves the right to withdraw a pupil who has misbehaved/been excluded from going on school trips/school activities.
25. The school's reputation should not be brought into disrepute.

Classroom Rules

As well as the general school rules, these are the rules as regards expectations in the classroom.

1. One should be punctual for lessons and enter the room quietly.
2. Ensure a disciplined start and end to all lessons with pupils standing behind their chairs.
3. A seating plan – boy/girl should be implemented in the classroom.
4. If the teacher is not present a pupil should inform Mrs Anwen Phillips at once.
5. The register should be taken immediately at the beginning of the lesson.
6. All necessary equipment should be brought to the lesson – pen/pencil/ruler/compass /protractor/apron/kit/books.
7. One should listen intently to the teacher's instructions and obey at once.
8. One must raise his/her hand before answering or speaking.
9. Pupils are not allowed to wander in the classroom without the teacher's permission.
10. Respect must be shown towards others – their work and equipment, and towards the class environment. Every book should be kept clean and tidy. A cover must be placed on every book; Every heading and date must be underlined; Tidy handwriting; No graffiti of any kind inside or outside the building.
11. Every homework must be completed on time and to standard. If a pupil is absent ensure that all work missed is noted in the books.
12. Pupils should not wander around the school during lesson time and pupils should not be released from lessons before the bell.
13. Nobody to leave the classroom without a note from the teacher in the contact diary, signed and dated by the teacher and also giving reason.
14. Teachers should not leave their class during lessons.
15. Pupils should leave the lesson in an orderly manner and stand behind their chairs until they are released quietly by the teacher.

Rules are introduced to Year 7 pupils when they start school. The class teacher and Heads of Progress and Wellbeing should consolidate these every year.

Outcomes of Failure to Conform

Every teacher is responsible for discipline. All are asked to play a full role to ensure high standards and in the first instance every effort must be made to deal with offenders within the classroom. In order to avoid discipline problems, the teacher should ensure that the work is interesting and suitable for the teaching group.

1. Warning and oral reprimand for pupil who offends for the first time.
 - a) Refer the pupil to the Head of Department and note this in the contact diary.
 - b) Head of Department to confer with the Head of Progress and Wellbeing, and the Head of Progress and Wellbeing to decide whether the pupil should be referred to the Improving Behaviour Room.
Time to be spent in this room to be decided according to the seriousness of the offence.
 - c) The Head of Progress and Wellbeing to liaise with members of the Senior Management Team if necessary.
2. Place pupil on report and inform parents. The Head of Progress and Wellbeing to decide whether it is necessary to place pupil on report and inform parents.
3. In special circumstances keep some pupils in during break / lunch hour.
4. Invite parents to school.
5. In very special circumstances, isolate pupil from lessons. The Headteacher to decide.
6. Teachers arranging trips to discuss with the Headteacher regarding excluding individuals.
7. Suspend for a period of time – length of suspension depending on seriousness of offence.
8. Expel.

The school staff have been trained in Restorative Practice and aim to make use of restorative strategies at all times. Every pupil's voice will be heard before any further steps are taken regarding consequences.

Restorative Practice

Ysgol y Preseli is a school which has turned to restorative approaches to create a harmonious learning environment where pupils are able to self-regulate their own behaviour and learning. They have been found very effective when implemented as a whole school approach by aiming to:

- **develop** - emotional literacy, truth telling, accountability, responsibility.
- **improve** - behaviour, attendance, learning environment, teaching.
- **increase** - empathy, happiness, social and communication skills.
- **reduce** - bullying, exclusions, conflict, need to sanctions.

Restorative approaches are based on **four key features**:

- **Respect** - for everyone by listening to other opinions and learning to value them;
- **Responsibility** - taking responsibility for your own actions;
- **Repair** - developing the skills within our school community so that its individual members have the necessary skills to identify solutions that repair harm and ensure behaviours are not repeated;
- **Re-integration** - working through a structured, supportive process that solves the problem and allows young people to remain in mainstream education whilst also achieving all of the above.

Fair process

Three principles

- **Engagement** - involving individuals in decisions that affect them by listening to their views and genuinely taking their opinions into account.
- **Explanation** - explaining the reasoning behind a decision to everyone who has been involved or who is affected by it.
- **Expectation clarity** - making sure that everyone clearly understands a decision and what is expected of them in the future.

Restorative Questions

What happened?
What were you thinking at the time?
What do you think now?
Who has been upset/affected by this?
What needs to happen to put things right?

As a school, we would like to be supported by parents in order to aim to deal **restoratively** with incidents at school.

Behaviour in the Classroom

Form teachers should ensure on a daily basis that pupils comply with these rules:

The following should not be accepted:

- Frequent regular absences without sufficient explanation: see Attendance Policy
- Refusal to comply with instructions
- Persistent talking
- Forgetting necessary equipment
- Chewing gum
- Vandalism
- Bullying
- Insolence
- Absence from lesson
- Homework not completed
- Not conforming to rules regarding school uniform.

Guidelines regarding behaviour

(a) In assembly:

1. Enter and leave in an orderly manner
2. Quieten at beginning of assembly
3. Listen during the service
4. No talking or seeking attention
5. Participate i.e. sing.

(b) In the Canteen / lunch queue

1. Food and drink to be consumed in the canteen only
2. Queue in a single line and in an orderly and quiet fashion without pushing
3. No throwing or spilling of food / drink
4. Return plates and cutlery
5. Rubbish to be placed in bins
6. Pay for everything in an honest manner
7. Nobody to wear coats or carry bags in the queue.

(c) Lunch time / Break

1. No bullying of other pupils
2. No teasing or physical contact with other pupils
3. No damage to be caused
4. Keep clear of areas that pupils are not allowed to frequent
5. Rubbish to be placed in bins
6. Nothing to be thrown at another pupil or into the road.

(d) On the Buses

1. Sit quietly – nobody to stand
2. Wear seat belts
3. Behave responsibly. Do not bother other children
4. Listen to the bus driver and bus prefects
5. No food or drink to be taken on the bus
6. Be courteous to the public on the buses and when waiting for the buses.

(e) On school trips

1. Behave responsibly on all occasions
2. Listen to and obey every instruction
3. Keep in groups and never separate from the group
4. Be courteous to the public
5. Be tidily and reasonably dressed either in school uniform or in own clothing
6. Be honest and do not steal.
7. Taking photographs and filming are not permitted on school trips unless permission has been given by the teacher/Headteacher.

Travel Behaviour Code - Learner Travel Measure

The code took effect from 4th January 2010. It sets out standards of behaviour expected of a pupil when travelling to and from the school. Parents, as well as pupils need to be aware of the implications if a pupil does not follow the code. Pembrokeshire Local Education Authority can withdraw an individual's entitlement to free transport, or the school can take action against them. In the event that transport is withdrawn from a pupil, it is the responsibility of the learners' parents to arrange suitable transport to and from their place of work.

Your safety is very important. You must behave responsibly and safely when travelling to and from school or college, whether you go there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to school or college, you must also follow the rules in the School Bus Travel Behaviour Code.

If you do not follow this Code, for your own safety, and other people's, local authorities, schools and colleges can take action against you. This might involve taking away your right to school transport and even excluding you from school.

Your Responsibility	Your Safety	Your Rights
<ul style="list-style-type: none"> • Always respect others, including other pupils, drivers and the public. • Always respect vehicles and property. • Always be polite. • Never drop litter. • Always obey the law. 	<ul style="list-style-type: none"> • Always behave well when travelling. • Always follow the driver's instructions when travelling. • You must not distract drivers. • Always cross the road safely and sensibly. • Always travel by a safe route. 	<ul style="list-style-type: none"> • To be safe when travelling. • To be treated fairly and with respect. • To tell someone if somebody or something is causing you problems. • Not to be bullied or picked on.
<p>Please tell a teacher, parent or driver about any bad behaviour or bullying you see.</p>		

School Bus Travel Behaviour Code

- When at the bus stop, always wait sensibly, off the road.
- Make an agreement with your parents what to do if the bus does not arrive or if you miss it.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- Show your bus pass (if you have been given one) when you get on the bus.
- On a school bus stay in your seat for the whole journey.
- On a public bus find a seat if one is available.
- Never block the aisle with your bag or other belongings.
- Always wear a seatbelt if one is provided.
- You must not distract the driver when he or she is driving.
- Never eat or drink on the bus.
- Never throw anything in or from the bus.
- Never damage or vandalise any part of the bus.
- Never operate the bus doors or exits, except in an emergency.
- Always follow the instructions of the driver or passenger assistant at all times.
- If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit.
- Never try and get on or off the bus until it has stopped.
- Always get off the bus sensibly, taking all your belongings with you.
- Never cross the road in front of or close behind the bus.

If a pupil misbehaves on the school bus, the following steps will be taken:

- Pupil will be issued with official warning by a member of the SMT.
- Pupil will be issued with a final warning and a letter will be sent home to parents outlining the offence.
- Pupil will be suspended from using school transport depending on the nature of the offence. Parents will be responsible for transporting the pupil to and from school.

Procedure when behaviour is unacceptable

1. Discussion. Warning if necessary.
2. Note in the contact diary and parents to sign.
The form teacher should monitor the contact diary on a weekly basis and inform the Head of Progress and Wellbeing if two or more comments are written during the week.
3. If there is persistent or serious trouble the Head of Department and Head of Progress and Wellbeing should be informed who will then liaise with members of the Management team.
4. Send the pupil to the Improving Behaviour Room for a period.
5. Place the pupil on report:
 - a) The Head of Progress and Wellbeing must fill the report form in detail and place it in the contact diary.
 - b) Form teacher and teachers to be informed of children who are on report.
 - c) Subject teachers will sign the form/booklet at the end of the lesson, but the pupil on report should give the form/booklet to the teacher at the beginning of the lesson.
 - d) The report will be signed by the Head of Progress and Wellbeing and parents on a daily basis.
 - e) Pupil will be kept on report until there is a marked improvement.
6. The pupil can also be kept after school if necessary.
7. Invite parents to school to discuss the situation.
8. Suspend pupils if there is no improvement. Move on to other steps in the discipline process.
9. If pupil / pupils refuse to conform in the lesson staff should contact the school office and the Management team immediately.

Note:

1. Prepare and plan lessons in detail ensuring that work is at the correct level of challenge for pupils.
2. Make every effort to ensure that the work is interesting and that exercises and teaching methods are varied.
3. Consider the different type of learners in the class and aim to create a positive and inclusive learning environment.

Monitor and Record

1. The Heads of Progress and Wellbeing will monitor pupil's behaviour carefully and record the procedures taken when pupils misbehave in the diaries provided.
2. Heads of Progress and Wellbeing will regularly check the contact diaries and the file in the Improving Behaviour Room in order to gather information regarding misconduct.
3. The Heads of Progress and Wellbeing will contact the Management Team in order to ensure that any information regarding a child is shared.

Pupil Exclusion

All teachers should promote pupil self discipline, appropriate response to authority, good behaviour and respect towards others.

In cases where every appropriate measure has failed, only the Headteacher is responsible for exercising the power to exclude.

A child should only be excluded as a final step.

- A) We are of the opinion that some offences are serious enough to merit exclusion e.g. attacking a fellow pupil or teacher, drinking alcohol on school grounds, taking drugs or carrying drugs to school; smoking; vaping; stealing; swearing at a member of staff; vandalism; behaviour which impairs the good name of the school.
- B) Sometimes we will be of the opinion that a pupil's consistent pattern of misbehaviour over a period of time is just as damaging to good order as individual actions that appear more serious at face value.

Exclusion for serious offence:

- i) No decision on exclusion will be made until the Headteacher has all relevant facts and sound evidence to uphold allegations made.
- ii) As a measure of fairness this will always include an opportunity for the pupil facing exclusion to express an opinion.

Exclusion as a result of regular pattern of misconduct

Small offences do not merit exclusion.

- 1) In this situation it is important that the incidents and the steps taken in response to such are noted in detail by the pupil's Head of Progress and wellbeing.
- 2) Before excluding a child from school, the following steps should have been followed (i) other forms of punishment including isolation in school; (ii) liaising with parents and inviting them to school to discuss their child's behaviour when it is a cause for concern.
- 3) Consider changing the arrangements within school e.g. changing teaching groups.
- 4) Consult staff and child fully regarding the child's problems in school.
- 5) Consult the support services within the authority e.g. Psychology Service.
- 6) Issue formal warning.

3. Special care must be taken when considering whether exclusion is the appropriate answer to an offence undertaken by a pupil with additional learning needs.

When a pupil has been out of the school for a period, the school, with the help of external agencies, will plan carefully for the pupil's return. The Head of Progress and Wellbeing will be responsible for co-ordinating the process and in so doing, the possibility of poor behaviour recurring again can be lessened.

Types of exclusion

1. Exclusion for a period – specific exclusion
2. Permanent exclusion – i.e. expel.

Exclusion for a period

Exclusion for a period means exclusion for fifteen days at the most in any one term. The pupil will be given a specific date to return to school. The Headteacher must inform the parents of the exclusion immediately. The letter must include a full description of the reasons for the exclusion and must also note the dates the exclusion will begin and end. Every reasonable step must be taken to ensure that the parents accept the information as soon as possible.

Information is given to the Chairperson of the Governing Body and the Director of Education.

Permanent exclusion

Permanent exclusion occurs when the Headteacher decides that a child will no longer be allowed to attend the school.

As above, parents should be informed immediately and the letter must contain the reasons for exclusion and information for the parents regarding the next steps to be taken.

The Chairperson of the Governing Body and the Local Education Authority must be informed of the exclusion giving reasons and dates.

The Local Education Authority can instruct that the child be readmitted and the Governing Body can appeal against the decision. Teachers can be called as witnesses in cases and this underlines the importance of keeping evidence.

If the period of exclusion coincides with external examinations, the pupil will be allowed to return to school to sit the examinations.