

BEHAVIOUR POLICY: PUPILS

PREAMBLE

Pupils of the school must be made to realise that, whatever their age, ability and interest, they are members of a community in its broadest sense, and that they should act in a manner which reflects the general well-being of the school.

To achieve this, pupils must show respect for:

1. Themselves - by being sensible and behaving in a dignified manner.
2. Their teachers - by being courteous and conducting themselves in an orderly manner.
3. Their elders - by being polite on the way to and from school, and being a good neighbour to the people who live near our school.
4. School property - by preventing damage to buildings, fixtures, furniture and equipment, and by not writing on property or walls.
5. Present themselves for school neatly dressed in the school uniform outlined in the School Prospectus and Pupil Planner.
6. The wearing of jewellery or make-up at school is not permitted.
7. Length of hair for boys should be above the collar. Hair should be of a neat style and not dyed. Shaved or partially shaved heads are not permitted.
8. Pupils are not permitted to smoke on school premises or at any time when wearing the school uniform. Cigarettes, matches, lighters or any illegal substance must not be brought to school.
9. Mobile phones and pagers should not be used at school. Further, music/data storage devices should not be brought to school.

The school rules may be modified or amended without notice following consultation of the Senior Management Team.

N.B. Initial referrals for all categories of incident should be written as a *Cause for Concern*, using the standard proforma available in the staff room, from the Head of Department or Administrative Block.

Process:

The school policy on discipline is that it should represent firmness and fairness. Discipline is a corporate responsibility shared by all staff. It is also the school's aim to modify unacceptable behaviour as well as producing a firm hand when it is necessary.

Categories of Unacceptable Behaviour

- 1. Bullying**
- 2. Damage to: school property, personal property**
- 3. Disrespectful Conduct: verbal or written**
- 4. Disruptive Behaviour: classrooms, dining halls, other areas within the school perimeter**
- 5. Failure to Complete Tasks (homework, coursework, etc) set by Teachers**
- 6. Lateness**
- 7. Leaving School without authorisation**
- 8. Smoking**
- 9. Theft: school property, personal property**
- 10. Truancy**
- 11. Uniform: non-compliance**
- 12. Use of Illegal Substances**
- 13. Use of Unacceptable Language: verbal or written**
- 14. Violence: towards staff or pupils**

N.B. There are separate entries in the **School's Policy Directory** for several of the above named categories

What Staff can do

- observe relationships and behaviour
- report incidents by using a *Cause for Concern* document
- be punctual to lessons and when on duty
- make children aware that they should report alleged incidents of unacceptable behaviour to any member of staff
- if appropriate, deliver through PSE the units categories named above and communicate the School's policy

School Procedure for dealing with incidents of Unacceptable Behaviour

- initially take the incident or report seriously
- ascertain the nature of the incident, in particular if physical violence leading to injury has taken place – request First Aid assistance if necessary
- (show concern and support for the victim; try to calm the victim; attempt to reassure the victim and restore his/her confidence)
- listen carefully and establish the facts and factors involved
- (subject to the nature of the incident, discuss it in the context of helping the victim to overcome bullying themselves)

- gather written statements from the alleged
- gather evidence from third parties to verify or otherwise the incident as described by the informer/victim
- interview the alleged and third party witnesses to verify or otherwise the incident as described by the former
- prepare a written report – *Cause for Concern* – and follow procedures that relate to the use of this document.
- record the appropriate 'D' code on PPMS.

Action to be taken by the school:

Following a full investigation and explanation of the findings of the enquiry, the severity and frequency of Unacceptable Behaviour will determine the action to be taken:

- severe reprimand, to include any witnesses who did not intervene
- verbal warning that future incidents would lead to sanctions:
- on pastoral report
- on Headteacher's report
- detention
- inclusion
- reciprocal agreement with another school: Pencoed Comprehensive
- sanctions
- contracts
- exclusion
- permanent exclusion

Who to inform: *Cause for Concern*

- Inform Year Tutor/Senior Management/ Duty Officer. Inform colleagues if the incident arose out of a situation where everyone should become more vigilant
- Inform/ask Pastoral Staff/Senior Management to contact parents; it is advised that parents should be informed, calmly, clearly and concisely – depending on the severity of the cause, outline the action to be taken by the school

What you should avoid doing:

DO NOT:

- **in the case of assault**, do not be overprotective and refuse to allow the victim to help him/ her self
- place yourself in danger – call for assistance if there is the slightest doubt
- assume that the alleged is at fault and has no case to answer
- keep the incident to yourself because you have dealt with it

- try to hide an incident of bullying from the parents of a victim or the bully
- call in the parents without having a constructive plan to offer either side
- **in the case of incidents not involving an assault**, report the facts to a YT/SMT, and the Site Manager, if Health and Safety has been compromised.

DUTY OFFICER: Process and Procedures

The nature and severity of the problem will determine whether it is necessary to ask for the intervention of a Duty Officer.

(I) Problems within a Classroom, e.g. no homework to present, failure to provide equipment and failure to settle down to work, should be dealt with initially by the classroom teacher. Having exhausted the methods usually employed by the classroom teacher, it may then be necessary to involve the Head of Department. The Head of Department must be provided with a completed *Cause for Concern* and implement the Department's behaviour policy.

The Duty Officer can be called when all other discipline processes have been tried or the seriousness of the incident demands the presence of a more senior teacher. Gross insolence, disobedience and the use of unacceptable forms of language could fall into this category. However, fast-tracking of problems to the Duty Officer should be avoided. Furthermore, the Duty Officer must be provided with a completed *Cause for Concern* and be satisfied that it is not a problem that the Department could deal with. Pupils sent to 'A' Block without some written explanation will be returned to the lesson to collect the evidence. Every precaution must be taken to avoid the possibility of pupils wandering around the school looking for a senior member of staff who may be otherwise engaged on other duties.

It is the responsibility of the Duty Officer to inform staff of the action taken in the event of a pupil being referred via the *Cause for Concern*. The cause for the referral and action taken is recorded in the duty officer book held in 'A' block.

(II) Problems arising during breaks or at other non-lesson periods in the day can be dealt with by the Year Tutor and Link SMT. Where neither are available, the Duty Officer can investigate and report on the problem to the YT.

(III) Truancy

When a pupil is missing from a lesson without a valid explanation having registered as being in school. The Duty Officer is responsible for making enquiries and reporting on the incident. Having checked relevant sources of information, e.g. signing-out book, the duty officer will attempt to locate the pupil. When available the matter is passed to the E.W.O. to investigate further and, or a telephone call is made

to advise parents of the situation.

The truancy is logged in the duty officer book and the copy of the incident is passed to the relevant year tutor. The Year tutor will take the appropriate action that must involve a letter to parents.

Detention of Pupils

A detention system operates on Tuesday and Thursday in Room A5 from 3.30 to 4.00 p.m. supervised by Year Tutors and Senior Staff on a rota basis. A minimum of 24 hours notice must be given to pupils before they attend an after-school detention.

N.B. Pupils may only be placed in detention by members of the Pastoral Team referred to earlier. Individual members of staff should not place pupils in detention without prior referral to the Year Tutor or Senior Staff. - The pastoral team only do so having first completed the letter of notification to parents which includes the pupils acknowledgement, signature for the letter.

A departmental detention may be held at lunchtime supervised by staff for pupils failing to complete homework or written assignments.

Friday Detention

For persistent misdemeanours, a special after school detention is convened on Fridays. The period of the detention will be longer.

Pupils "On Report"

Members of the Pastoral Team may place a pupil "On Report" - this will mean that the pupil must:

- a) obtain a written comment and signature on his/her attendance and behaviour for every lesson from the member of staff teaching him/her
- b) report twice a day to the Year Tutor or Senior Staff.
- c) obtain the parent's signature on the 'Report Form' each evening. The Headteacher may decide that the pupil should have the privilege of attending normal lessons withdrawn. In this case, the pupil will follow an individual programme prepared by the Deputy Headteacher. Heads of Department, in consultation with the Deputy Headteacher, are responsible for setting the work for this programme. Supervision of the pupil concerned will be the responsibility of Senior Staff.

Exclusion of Pupils

Occasionally, in the interest of all concerned, a pupil will be excluded by the Headteacher after consultation with the Deputy Headteacher. The duration of the exclusion is determined by internal discussion between Headteacher and Deputy and is reported to the Chairman of the Governors if this exceeds five days in any one school term or is of or permanent nature. If a Pupil is excluded for more than 5 days in any school term, a meeting of the Disciplinary Sub-committee of the Governing Body is convened to discuss the matter.

Pupil Messengers

The use of pupils to convey messages during lesson time should be kept to a minimum. When pupils are required to carry messages they should be sent singly and not in pairs. All staff sending pupils on messages should provide the pupil with the blue tag issued to all staff, bearing the name of the member of staff. Failure to do so may result in the pupil being returned to the classroom by one of the Senior Staff.