

St David's High School

Behaviour Policy



Review by Governing Body Oct 2024

SCHOOL AIMS AND VALUES: 'To be the best we can be, every day.'

St. David's High School is committed to:

- providing a high quality, student-centred education in which every student can achieve their full potential.
- valuing and respecting all members of the school community.
- maintaining a well disciplined and supportive environment for learning.
- developing a partnership with parents and stakeholders.
- preparing our students for adult and working life.
- ensuring our actions match our belief that all young people are of equal worth whatever their age, ability or background.

HOME SCHOOL PARTNERSHIP

One of the main aims of St. David's High School is to involve parents and learners in an active partnership between the school and home. A way to strengthen this link is an agreement between the school and home which will create a genuine and meaningful partnership.

St. David's will:

- Strive to maintain the highest standards of academic achievement and pastoral care.
- Set work that is appropriate to the ability of the individual child ensuring appropriate challenge for all through differentiation.
- Assess work on a regular basis.
- Report progress to parents on a regular pre-determined basis.
- Involve parents in discussions about a child's academic progress and pastoral welfare.
- Provide a wide range of extra-curricular opportunities.

Parents can help if they:

- Inform the school of any concerns relating to their child.
- Support the school by ensuring standards of behaviour are expected and maintained in the home.
- Support the school when sanctions are issued.
- Make sure that their child wears school uniform and brings all equipment and kit needed for school.
- Take responsibility for the completion of homework.
- Make sure that their child attends school regularly, are punctual, and ensure that they inform the school of any absences. Clear justification for absence must be provided.
- Monitor progress at home
- Attend at parents' evenings; or meetings with relevant staff to address any difficulties which may arise.

Learners can help if they:

- Attend school and are punctual.
- Dress in line with the uniform expectations.
- Are prepared for the school day with relevant equipment and kit.
- Demonstrate good behaviour on site and on their way to and from school.
- Show respect towards all.
- Show respect towards the building, facilities and equipment provided.
- Try their best at all times. Effort and engagement mean more to us at St David's than individual outcomes and we firmly believe that all will achieve if they give their all.

The aims of St. David's High School provide agreed standards to which all can work; it enables the school to establish a positive, healthy, caring, and secure learning environment. The aim is to sustain a happy, effective working environment based on the recognition of mutually accepted values:

- The appreciation of the contributions made by others to the work of the school community;
- The expression of trust, friendship, encouragement and loyalty within the open atmosphere of integrity and respect.

All members of the school and wider community should be treated according to the values acknowledged and expressed above.

Best Practice and achieving consistency.

Acceptable standards of behaviour, work and respect depend on the example set as well as the implementation and consistency of application by all members of staff.

- We all have positive contributions to make.

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

- Set high standards
- Apply rules firmly, fairly and consistently.

Most important of all:

- Expect to give as well as to receive respect.

Everyone at school is here for a purpose.

- **Respect** every person.
- **Treat** everyone as an individual.

Good Relationships are vital: relationships between everyone and at every level.

Take the initiative:

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

'Problems' are normal where children are learning and testing the boundaries of acceptable behaviour.

Our success is tested not by the absence of problems but **by the way in which we deal with them.**

Don't overreact:

- Address the problem calmly
- Avoid confrontation
- If possible, isolate the learner away from an audience to discuss.
- Listen
- Establish the facts
- Judge only when certain
- Use punishments sparingly and follow school policy.

OUT AND ABOUT THE SCHOOL

All informal contact contributes to standards of behaviour. **Control that behaviour** by taking the initiative at every opportunity. **Expect to:**

- Start the dialogue
- Greet students
- Deal with misbehaviour – to ignore it is to condone it!
- Set high standards of speech, manner and dress
- Enjoy relating to students

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 before the class and greet them wherever possible.
- Begin promptly.
- Be prepared for the lesson.
- Keep everyone on task and interested.
- Extend and motivate all students ensuring differentiation is used.
- Mark all work promptly and constructively in line with policy.
- Set homework to schedule that is purposeful.
- Encourage creative dialogue – confidence in discussion is important
- Keep an attractive, clean and tidy room. ('Broken Window' Theory)
- Maintain interesting wall displays.
- Use first names.
- **Utilise the school C system if needed.**

DO ALL YOU CAN TO AVOID:

- | | |
|-----------------------|------------------------------------|
| • Humiliation | it breeds resentment. |
| • Shouting | it diminishes you. |
| • Over-reacting | the problems will grow. |
| • Blanket punishments | the innocent will resent. |
| • Over punishment | never punish what you can't prove. |
| • Sarcasm | it damages you. |

Please never leave students outside rooms unattended for long periods of time. **(5 minutes maximum)** However, there are occasions when a student may need removing. This is acceptable if the student can return to the classroom activity quickly, or alternative supervision arrangements are made with a senior colleague.

The 'problem' needs a solution not complicating. **Seek help** if you need it. **And do all you can to:**

Use humour as knocks down walls and can build bridges

Keep calm as it reduces tensions

Listen as it earns respect

Be positive and build relationships

Know your students as individuals

Carry out any threats you have to make. (Empty threats lead to future problems)

Be consistent.

Accept apologies.

Treat every day as a fresh start.

Always apply school rules positively.

MAINTAINING DISCIPLINE

Insist on acceptable standards of behaviour, work and respect.

Expect to:

- Apply school rules uniformly
- Work to agreed procedures
- Insist on conformity
- Follow up problems to their conclusion

The majority do conform and are co-operative. Deal immediately with the few who present problems.

- **Establish your authority firmly and calmly**
- **Separate the problem from the person**

Only if you cannot resolve a problem, do you refer it on to another colleague. Passing on to quickly will ultimately undermine you as the class teacher.

SANCTIONS

It must be emphasised that it is the primary responsibility of individual staff to deal with discipline themselves. This will in the long run lead to positive management.

C System:

The behaviour consequence system is to be implemented in the classroom across the school so as to provide a consistent approach.

If individuals do not settle then they should be given:

- **C1:** Warning

- **C2:** 10 Minute detention with the subject teacher at break/lunch.
*Failure to attend will result in a C3 being issued.

- **C3:** Removed from lesson to DoL with a 30 min after school detention issued and carried out by the class teacher.

*Failure to attend a pre-arranged C3 detention without notifying the class teacher without a valid reason leads to a 1-hour NET detention. The learner will be picked up Period 5 by the NET manager the following day.

- **C4:** Continued disruption whilst being supervised by the DoL will result in the student being placed in the NET. The duration will be for what remains of the current day and the entirety of the following day. The learner will be dismissed at 4pm on the second day.

*Failure to report to a DoL will result in a C4 being issued automatically.

*The NET manager will notify parents of the referral but the DoL or class teacher must call home to explain the circumstances.

Notes:

- Every C must be recorded on SIMS.
- With C3 and C4's staff must provide a brief narrative of the incident. Be factual and **never** express personal opinion.
- When issuing warnings, pupils must be given take-up time in between warnings being issued. A further reminder before the next level is advisable as it ensuring the learner is fully aware via verbal notification and a visual note on the board.

After school detentions:

Make sure that parents have been notified at least 24 hours in advance.

Parents should receive the notification via the app, but please tell the learner as they ultimately have a responsibility for this.

As an additional layer please notify the school office by 2pm and they will also text the parent the time and date. Staff may, if they wish, call the parent. Calling the parent is advised to build relationships with home and for clarity, but not mandatory.

It is the parent's responsibility to re arrange and only for valid reasons. Lunch time detentions (C3/4) are discouraged and can only be agreed in extreme circumstances. These will need to be authorised by SLT.

If you do not hear anything from the parents, assume it is agreed and follow procedure of a referral to the NET should the learner fail to attend.

Failure to attend results in a NET referral with the learner picked up the following day during period 5 and, detained until 4pm.

Sanctioning Continued

Teaching staff could also consider the following alternatives: -

- Reprimand
- Change of seat
- Repeat of work or completion at home. Could also include additional work.
- Withdrawal of privilege of working in class or participation in practicals.
- Restorative practices such as clearing litter and cleaning if related to misdeed.
- Referral to DoL/ Group Tutor / Year Head /SLT.
- Contact with parents to discuss difficulties.
- A group change with Year Head, DoL and SLT approval.
- Isolating student from peer group /removal from lessons.

SIMS Behaviour Coding

Code	Description	Points
UNI	Uniform Issues	2
LATE	Late to Lesson	1
C1	C1 - Warning	1
C2	C2 - Teacher Detention	2
C3	C3 - Removed to DoL	3
C4 - SLT	C4 - NET Referral	10
NET - Lang	NET - Language (Inappropriate)	5
FD	Failed to attend C3 detention	5
WC	Toilet use during lesson	0
NOHW	Failed to complete homework	0
CHEW	Chewing/Eating in class	1
BEQ	Basic Equipment (Lack of)	1
EQ	Equipment (Kit, Ingredients etc)	2
FEQ	FSM Equipment (Kit, Ingredients etc)	0

Code	Description	Points
Phone	Caught on mobile in lesson	2
IW	Inadequate Work	2
PLAL	Persistent Lateness to Lessons	5
PLAS	Persistent Lateness to School	10
TR	Truancy	5
BREAK	Incident at Break time	1
LUNC	Lunch Time Incident	1
OTH	Other (Minor)	2
OS	Other (Severe)	5
SM/VP	Smoking/Vaping	10
VAN	Vandalism	5
BULL	Bullying	5
FT	Fighting	5
IS	Illicit Substances	20

Code	Description	Points
RACI	Racist Incident	10
TH	Theft	5
EXC	Exclusion	20

Inappropriate Language Policy

Inappropriate language is prevalent in society.

Learners are encouraged to communicate without using inappropriate language.

Any learners that are heard using inappropriate and offensive terms are issued with a C4 Language referral and are then removed from lessons for the duration of that day.

They are not detained after school.

Smoking/Vaping

Both are not permitted by pupils or adults on the school site. If pupils are caught on school premises then parents will be informed of the first offence. Following offences will lead to fixed term exclusions.

Any learners caught in cubicles as groups of two or more will be assumed to be smoking/vaping and as such sanctioned in line with the above.

Referrals to 'SORTED' will also be considered on a case by case basis.

Incidents Outside of Lessons:

Incidents that occur outside the lessons are the responsibility of all staff, especially those on duty and can be sanctioned.

Major breaches of indiscipline (fighting, bullying, smoking etc) should be referred to the Head of Year or Senior Leadership Team immediately.

UNIFORM POLICY

It is the school policy that a uniform is worn by all pupils up to the end of Key Stage 4.

Uniform is seen as important because:

- * It provides a simple but smart way of ensuring that pupils are dressed in practical clothes that do not fluctuate with fashion.
- * It promotes a pride in appearance and in the school.
- * It identifies our pupils out in the community and for security in and around the school.
- * It enables all pupils to be seen as equal irrespective of background.

A comprehensive list can be viewed on the school website whilst the group tutor and learning manager are seen as key people in maintaining a good standard of dress.

Failure to wear correct uniform:

On each occasion that a learner fails to attend in correct uniform it will be logged on SIMS irrespective of whether they have a note or not.

A learner will be given 24 hours grace to correct the uniform issue. Following this period of grace, the learner will be housed in the NET until it is rectified.

If a learner arrives at St David's wearing incorrect uniform on three occasions in each half term, they will then be sent home.

Parents are encouraged to communicate with school when there are genuine reasons for incorrect uniform.*

*School may be able to support with the offering of replacement items until such time as they can be obtained by parents.

ACCEPTABLE USE OF ICT

Please see 'Electronics Communications – Acceptable use Policy'

MOBILE PHONES

Mobile phones are to be 'not seen and not heard'.

They can be brought to school but must be switched off from the moment a student enters the school grounds and remain in the school bag until they are dismissed from period 5.

If a learner is seen with a phone it will be confiscated immediately by the staff member and held within the NET securely until 3pm.

Refusal to hand over the phone will be seen as defiance and result in a C4 where the expectation is that the phone will be handed in.

Refusal to attend the NET and hand in the phone will result in a fixed term exclusion.

If a learner is logged as being seen with a phone on a third occasion within a term, the phone will then only be handed back to a guardian when it is convenient for them to do so. This will happen each time it is seen following this.

Guardians are reminded that the correct method to contact learners is via the school office on 01244 671583. If a learner needs to contact home they must ask a member of staff for permission to do so via the school phone system.

REWARDS

There is a rewards policy, however, it is reemphasised here that it is very important that the positive aspects of praise and reward should have a great emphasis. Good discipline is, as we all know, based on mutual knowledge, respect and the setting of known standards. Good discipline must have high priority.

Children appear to respond better to systems which recognise their achievements. Recognising the learner's achievements is desirable, advantageous and encouraged.

There are a range of categories to issue achievement points to learners within SIMS.

Procedure For Dealing With Students' Behaviour Issues:

- Behaviour system is used
- If poor behaviour persists it may be identified within the subject area and a meeting called to resolve the matter.

If poor behaviour persists and is not isolated to one particular area, it will be identified by the pastoral team during weekly meeting. There are a range of options available to the pastoral team including:

Warning
Parental contact
Parental meeting
Withdrawal of certain privileges
Use of report cards
Change of group
PSP
Referral to ALN team
Referrals to external agencies
Short term reduced timetables
Managed moves
School seeking a change of placement to alternative provision
FTE's
Calling a GDC Meeting (Governors Discipline Committee)
Permanent Exclusion

EXCLUSION POLICY

Decisions on exclusions are taken with consideration of the **guidance** from Welsh Assembly 'Exclusion from school and pupil referral units' April 2024.

Exclusion is seen as a last resort to repeated poor behaviour, or as a response to an undisciplined outburst or incident carried out by a pupil.

Each exclusion is determined at the time of the incident and discussed by at least two members of the SLT.

School can issue an **FTE** (Fixed Term Exclusion) or **PEX** (Permanent Exclusion).

PEX is used in extreme circumstances or following a sustained period of continued poor behaviour following interventions to improve matters.

INFORMATION FOR STUDENTS

CLASSROOM EXPECTATIONS

Classrooms (including laboratories, workshops, sports facilities etc) are our places of work. There needs to be clearly understood rules and expectations to allow everyone to work successfully safely and enjoyably.

1. START OF LESSONS

- Enter rooms sensibly and go straight to your workplace.
- Take off and put away any outdoor wear (not on desks).
- Take out books, pens and other equipment.
- Put bags away (not on desks).

2. DURING LESSONS

- When your teacher talks to the whole class, remain silent and concentrate.
- You are expected to work sensibly, do not distract or annoy others.
- If you arrive late, without justifiable cause, you must expect to be detained for the amount of time you missed.
- Eating and chewing are not allowed. If caught you will be expected to empty your mouth and hand in any other food or drink. However, water is permitted in appropriate situations (Not around electrical equipment).
- You must not leave a lesson without permission from a teacher.
- Personal use of phones, smart watches and ear phones is not permitted.

3. END OF LESSONS

- **The bell is not a signal for you; it is for the information of the teacher.**
- You should not begin to pack away or put on outdoor wear until your teacher tells you to do so.
- Only when your teacher tells you to go may you leave the room.

*Learners are reminded that basic expectations should be demonstrated at all times including travelling to and from school.

Teachers are in a position of parents/guardians while you are in school. This means in particular that:

- 1) There is no excuse for rudeness, disrespect or insolence towards teachers.
- 2) Any reasonable request from a teacher should be carried out at once without argument.

IMPLEMENTATION OF POLICY

The Governing Body will ensure that there is no differential application of the policy and procedures on any grounds and that it is in line with our equal opportunity policy.

The Headteacher will be responsible for the implementation and day-to-day management of the policy and procedures.

Staff faced with challenging behaviour is also an important responsibility of the Headteacher. The staff will periodically receive quality training and INSET on aspects of behavioural management to support the implementation of this policy.

The Headteacher, SLT, Governors and staff will review and monitor the policy and procedures in order to evaluate them to ensure that the operation of the policy is effective.