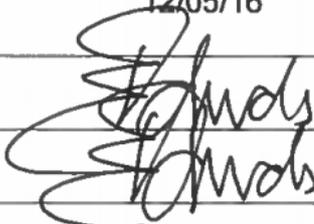




Dream. Reach. Achieve.

Ysgol Bryn Alyn

Behaviour Policy

Approval	
Approved by Full Governing Body:	12/05/16
Signed by Chair:	
Copy for school signed:	
Review Date:	

**Two copies to be signed by Chair of Governors – one to be retained by the school.

The Principles

The Governing Body believes that in order to enable teaching and learning to take place, desired behaviour in all aspects of school life is necessary. It seeks to create an inclusive caring, learning environment in the school by:

- promoting desired behaviour and discipline;
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ensuring equality and fairness of treatment for all;
- encouraging consistency of response to both positive and negative behaviour;
- promoting early intervention;
- providing a safe environment; free from disruption, violence, bullying and any form of harassment;
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures;
- promoting a culture of praise and encouragement in which all students can achieve.

Roles and Responsibilities

The Governing Body

- The Governing Body will establish, in consultation with the Headteacher, staff and parents, a policy for the promotion of desired behaviour and keep it under review. It will ensure that this is communicated to students and parents, is non-discriminatory and the expectations are clear. Governors will support the school in maintaining high standards of desired behaviour of students and staff.
- The Governing Body, Headteacher and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that the concerns of students are listened to, and appropriately addressed.

Staff

- Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.
- Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Senior Pastoral Lead on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headteacher, for creating a high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy and procedures consistently.

The procedures will be monitored by the Headteacher via the Senior Pastoral Lead to ensure they are consistently and fairly applied, and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community.

Students

- The school expects all of its students to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated. Pupils are ambassadors for our school even when off school premises, and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive.
- All students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students will also be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all undesirable behaviour.

Parents / Carers

- Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of the child both inside and outside the school. The school will encourage parents to work in partnership with the school to assist it in maintaining high standards of desired behaviour and will be actively encouraged to raise with the school any issues arising from the operation of the policy.

Standards of behaviour

- The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never denigrate students.
- We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face.
- Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.
- We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards (see Rewards Policy for further information) for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly.
- We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

School rules that apply at all times to all members of the school community

- Always be on time.
- Keep your appearance smart and tidy, and wear regulatory school uniform at all times to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through the corridors.
- Do not shout out during lessons, or shout to one another when in public places.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying or being disrespectful to staff is not tolerated.
- Bullying of any kind is not tolerated in Ysgol Bryn Alyn.
- The following items are not allowed in school under any circumstances:
 - Alcohol and drugs
 - Cigarettes, matches, and lighters
 - Chewing gum
 - Weapons of any kind
 - Material that is inappropriate or illegal for children to have; such as racist or pornographic material
 - Using mobile phones or other items of person technology during school hours
- Gambling is not allowed on school property.

These rules are displayed in every classroom and around the school site

Students travelling to and from school

- The school has authority over but are not responsible for pupils travelling to and from school.
- Unacceptable behaviour on the school bus will not be tolerated. If students are putting others safety in danger they may be 'banned' from the bus for a period of time. This would result in parents / carers finding alternative transport to and from school for this period.
- Students who are caught or known to have been misbehaving on the way to or from school, or near the school premises, will be disciplined by the school.
- This also applies to students who break school conduct during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

Use of force

Refer to - Welsh Government document Safe & effective intervention – use of reasonable force & searching for weapons

- School staff may need to use reasonable force to prevent a student from doing, or continuing to do, any of the following:
 - committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
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 - causing personal injury to, or damage to the property of, any student (including him or herself); or
- **Ysgol Bryn Alyn does not encourage the use of force and it will be used very rarely in special circumstances.** There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

Please refer to Welsh Government guidance;

Safe and effective intervention – use of reasonable force and searching for weapons;

Guidance document no: 097/2013

Date of issue: March 2013

Replaces guidance document no: 041/2010

Rewards (Refer to Rewards Policy for more detail)

- A school ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the procedures.
- Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups. Alongside this is informing parents regularly on their child's desired behaviour.

Behaviour in the classroom

Promoting Good Student Behaviour

Discipline in the first instance should be handled at departmental level.

Any sanction that is applied is most effective if carried out by the member of staff in whose lesson the problem occurred. Moreover, ***discipline in lessons is the primary responsibility of the classroom teacher.***

Lessons should all be carried out in accordance to the following points, which all help to minimise disruption to lessons allowing all to learn.

Rather than create confrontation, which delays and disrupts the start of the lesson, it is better to tell pupils that you will see them at the end of the lesson if there is a problem at the start.

- A punctual start to the lesson with the member of staff arriving before the students.
- students should line up outside the classroom and the teacher should meet and greet the pupils at the door as students enter and leave the classroom.
- Chewing gum should be placed in the bin as the students enter.
- Students should remove coats on entering the classroom and planners and equipment should be placed on the desk at the start of the lesson.
- It is essential that all of the above are carried out quickly and effectively.
- A good seating plan should be used for all classes.
- Students should be praised when they display good behaviour and/or improved work.
- All students should be made aware of the schools code of conduct which should be displayed clearly in classrooms.
- Staff will tell students clearly what is expected of them and rules should be applied consistently and fairly.
- students are not allowed out of the classroom without a note.

- Responsibilities and expectations should be matched to individuals and their development.

- Staff will regularly inform a student's parents of exemplary behaviour as well as achievement (letter of commendation, praise postcards, parents evening, or informally via a note in the students organiser or phone-call)

Standards of Acceptable Behaviour

Start of Lessons

Students should:-

- Arrive on time and in the correct uniform.
- Line up outside the room in single file and enter when told to do so by the member of staff.
- Enter the room sensibly and go straight to their workplace.
- Take off and put away any outdoor wear (not on desks).
- Take out books, pens, equipment and planners.
- Put bags away (not on desks).
- Remain silent and seated while the register is being taken (except when their name is called).

During Lessons

- When the teacher is talking to the whole class, students should remain silent and concentrate.
- Students are expected to work sensibly with their classmates and respect others ideas and suggestions.
- It is the teacher who decides where the students sit. If a student is asked to move it will be for a good reason.
- Homework must be recorded in the students's planner.
- Students must not leave a lesson without a note from their teacher.

End of Lessons

- The bell is not a signal for students – it is information for the teacher.

- students should not begin to pack away until the teacher tells them to do so
- Any litter should be picked up.
- Only when the teacher finally tells students to go may they leave the room (one at a time, in an orderly manner).

Confiscation

- Staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.
- Mobile phones should be confiscated if seen between the hours of 8.30 – 3.25
- Staff should hand the confiscated item to the main admin office and, where requested, complete the necessary information to identify the item, the date it was confiscated, the name of the student and the member of staff's name. Staff must not give the confiscated item to another student to hand in and must not leave the item in an unsecure area at any time.
- Any item which staff consider to be dangerous or criminal i.e. drugs must be brought to the attention of a SLT member immediately.
- Items confiscated by the school can be collected by parent/carers except where the school has chosen to dispose of the confiscated items, e.g. cigarettes, alcohol. Students can only collect their electronic devices at the end of the school day on the first occasion then parents must collect the items if confiscated more than once in any half term.
- The school reserves the right to dispose of items which are not collected.
- SLT members will use their discretion to confiscate, retain and/or destroy any item found as a result.

School Liaison Officer (SLO)

The school works closely with the designated Police School Liaison Officer in order to keep young people safe, reduce crime and fear of crime and improve behaviour in the academies and their communities.

Our aim to ensure:

- The safety of students, staff and the site and surrounding areas.
- Help for students to deal with situations that may put them at risk of becoming victims of crime, bullying or intimidation, and to provide support to those who do.
- Focussed enforcement to demonstrate that those who do offend cannot do so without facing the consequences of their actions
- Early identification, support and where necessary challenge of students involved in or at risk of offending
- Positive relations between students and the police and between students and the wider community

The benefits for the school are:

- Help to identify, challenge and support students most at risk of causing harm and offending
- Support to identify and help students most susceptible to the messages of violent extremism and/or gang culture, if these are particular issues in the area;
- Specialist support the police can offer in difficult situation
- Integrate better within multi-agency teams, helping to support more effective interventions with students and families; and

The Headteacher retains responsibility for discipline and behaviour; though look to their

SLO for support and advice as necessary. The SLO remains an operational police officer and will make his or her own decisions on when and how to intervene where the law is threatened. Members of staff may also report individual concerns to the SLO, although they may be dealt with elsewhere.

Offensive Weapons

The school determines that, in addition to legislative guidance, any knife, irrespective of length, constitutes an offensive weapon and should not be brought into school

In addition to knives; axes, BB guns, air guns, catapults, slings, etc., will also be deemed to be offensive weapons. Other types of offensive weapons will include lengths of pipe, bats, other blunt instruments, or items judged by the school to be carried with the intention to inflict injury on another individual - this includes fireworks, blades removed from pencil sharpeners, etc.

Sanctions

- Sanctions are needed to respond to undesirable behaviour. However, prior to any sanction being issued pupils need to be made aware of what rule has been broken, how they can put it right and what will happen if they reoffend.
- A range of sanctions is clearly defined and their use will be characterised by clarifying why the sanction is being applied and what changes in behaviour are required to avoid future sanctions.

Sanctions that may be issued include;

- Detentions (break, lunch or after school) Detentions are non negotiable ALL students will complete all detentions set, parents / carers will be notified if a student is issued an after school detention.
- Students may be placed on report for poor behaviour or poor punctuality, parents / carers will be notified by letter.
- Students may be withdrawn from trips, visits, fixtures / tournaments, parents / carers will be notified.
- Internal exclusion - this is when a student works out of class for a set period of time, parents / carers will be informed. They will collect work from their lessons then return to their Achievement CO-Ordinator to complete the work. They will be supervised at break and lunchtimes.
- Students may be placed in **Cyfle Newydd** (isolation) for a set period of time, parents / carers will be notified. Students will work in silence whilst in Cyfle Newydd. They will be given work to complete and will not leave the room unless supervised by a member of staff. They will have a supervised break and lunch at a separate time to the rest of the school community. They will complete a 'turn around' session with a member of the Wellbeing team - this will focus on why they are in Cyfle Newydd and how to modify their behaviour to avoid repeat sanctions. All students that spend time in Cyfle Newydd will be placed on a White Target book and be monitored every break and lunchtime for at least 1 month.

- In serious cases of poor behaviour a student may receive a Fixed Term Exclusion. The Senior Pastoral Lead or the Achievement Co-ordinator will meet with the parent / carer and student. The student will be placed on either a Green Target book, Individual Behaviour Plan or a Pastoral Support Plan and be monitored every break and lunchtime for at least 6 weeks.

- In extreme circumstances a student may be Permanently Excluded from the school. In this case the parent / carer and student will meet with the Headteacher and Senior Pastoral Lead. These circumstances may include:

- A series of episodes of behaviours contrary to school rules and or harming the education or welfare of other learners within the school.
- Serious or threatened violence towards pupils or staff
- Sexual abuse or sexual assault
- The supplying of illegal substances
- The use or threatened use of an offensive weapon.

Please refer to the Welsh Government guidance on exclusions from school;

Exclusion from schools and pupil referral units

Guidance document no: 171/2015

Date of issue: April 2015

Replaces guidance document no: 081/2012

Key staff that support the inclusion of all pupils in Ysgol Bryn Alyn

School based

Miss Claire Corfield – Assistant Headteacher

Miss Lisa Jones – Year 7 Achievement Co-ordinator

Mrs Lynette Norris - Achievement Co-ordinator

Mr Ian Ledger - Achievement Co-ordinator

Mr William Beddoes - Achievement Co-ordinator

Mrs Jo Ebrey - Achievement Co-ordinator

Mrs Sarah Hennessey – Key Stage 3 Progress Manager

External Agencies

Mrs Vicky Brooke – Education Social Worker

Ms Sharon Macintyre – School Councillor

Ms Caroline Prew – School based Youth Worker

Ms Tracey Thompson – School based Youth Worker

PC Debbie Barker – School Liaison Officer