

Caldicot School
Ysgol Cil-y-Coed



Caldicot School

Behaviour and Discipline Policy

November 2017

Ratified by Governing Body on 21st November 2017
(Further updated with Governing Body approval, 10th July 2018)

CALDICOT SCHOOL – BEHAVIOUR AND DISCIPLINE POLICY

1. Opening Statement

A happy school is an orderly and disciplined school, where there is a clear definition of acceptable behaviour which reflect the ethos of the school. Our values of honesty, tolerance, respect, self-esteem, self-discipline and responsibility underpin how we behave within and outside our school community.

The two principles that underpin our Behaviour and Discipline Policy are:

- Every pupil has the right to learn without interruption.
- Every teacher has the right to teach without interruption.

2. Aims

We intend to create a caring learning environment by pursuing the following aims:

- To promote good behaviour and discipline at all times.
- To promote self-esteem, self-discipline and proper regard for authority and positive relationships based on mutual respect.
- To promote a positive attitude to learning.
- To provide a safe environment free from disruption, violence, bullying and any form of harassment.
- To ensure fairness of treatment for all.
- To provide consistent and effective support for staff and pupils.
- To ensure that staff, pupils and parents/carers are aware of the expected standards of behaviour and work together to uphold them.

3. Outcomes

We seek to achieve the following actions by adherence to this policy. A school is a microcosm of society and therefore it cannot ignore the patterns of behaviour that often pervade society. Nevertheless, we will strive to ensure that these outcomes are achieved.

- 3.1 The establishment of expected standards of behaviour, based on a consensus of essential values and beliefs.
- 3.2 A commitment from pupils and staff to achieve high standards of work and behaviour from all pupils.
- 3.3 The philosophy of trust, responsibility and self-discipline to be evident within the school.
- 3.4 The assurance that the policy will be consistently applied.

4. Roles and Responsibilities

- 4.1 **The Governing Body** will, in consultation with the Headteacher, staff and parents/carers:

- 4.1.1 establish the policy for the promotion of good behaviour and keep it under review;

- 4.1.2 ensure that it is communicated to pupils and parents/carers annually and is non-discriminatory and the expectations are clear;
- 4.1.3 support the school in maintaining high standards of behaviour.
- 4.2 The Head teacher will:**
- 4.2.1 be responsible for the implementation and day-to-day management of the policy and procedures.
- 4.3 Staff, including teachers, support staff and volunteers, will;**
- 4.3.1 be responsible for ensuring that the policy and procedures are followed and applied consistently and fairly;
- 4.3.2 with the support of the Headteacher, have a responsibility for creating a high quality learning environment, teaching good behaviour and mutually supporting one another in the implementation of the policy on a daily basis.
- 4.4 The Governing Body, Head teacher and staff will:**
- 4.4.1 ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, religion, gender, disability or sexual orientation;
- 4.4.2 ensure that the concerns of pupils, parents and carers are listened to and appropriately addressed.
- 4.5 Parents and carers:**
- 4.5.1 have responsibility for the behaviour of their child both inside and outside the school;
- 4.5.2 will be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour;
- 4.5.3 will have the opportunity to raise with the school any issues arising from the operation of the policy.
- 4.6 Pupils will:**
- 4.6.1 be made fully aware of the school policy, procedures and expectations and be expected to conform to them;
- 4.6.2 respect the authority of staff;
- 4.6.3 have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.
- 4.7 Oversight**
- 4.7.1 Mr Shane Mock, Deputy Headteacher (Safeguarding and Wellbeing), will have oversight of this policy and the Wellbeing team, who will manage the transactional issues of the policy with the support of all staff.
- 5. School Council and Pupil Liaison Group representatives:**
- Any pupil on the School Council and/or Pupil Liaison group who breaches the behaviour policy may forfeit his/her place on either/both groups.

6. **Codes of Conduct**

The Codes of Conduct arising from this policy will be developed by the Head teacher in consultation with the staff. The Codes of Conduct will have a clear rationale and will be made explicit to staff, pupils and parents/carers. The Codes of Conduct will be applied fairly and consistently and promote the idea of personal responsibility to the school community. The Codes of Conduct will be reviewed annually and are attached to this policy as Appendix 1.

7. **Rewards and Recognition**

7.1 A school ethos of encouragement and praise is central to the promotion of good behaviour. Rewards and recognition have a motivational role in helping pupils to realise that good behaviour is valued. Integral to the system of rewards is an emphasis on praise, both informal and formal, to individuals and groups. The Rewards System is contained within the Caldicot School Rewards Policy.

8. **The Restorative Approach**

8.1 The school is committed to the delivery of the Local Authority's strategy on 'Restorative Practice' which is a process to help pupils reflect on difficult situations e.g. poor behaviour. Through this method of approach to behaviour and discipline issues, students are encouraged to understand the harm done, accept responsibility for their actions, repair relationships and move forward constructively.

9. **Discipline**

9.1 We expect excellent behaviour at all times. However errors of judgement occur and therefore a strong, fair and firm disciplining code of practice must exist to ensure that our high standards are maintained and are an example to all, promoting a calm, secure learning environment for our pupils.

10. **Sanctions**

10.1 Sanctions are applied to respond to inappropriate behaviour. A range of sanctions are clearly defined in the procedures. These include:

10.1.1 Catch-up work

10.1.2 Detention/appropriate sanctions

10.1.3 Letters home

10.1.4 Parental interviews

10.1.5 Monitoring of work and behaviour using Pupil Report Booklets

10.1.6 'Time Out' sessions

10.1.7 Fixed term exclusion (if appropriate)

10.1.8 'Managed move'

10.1.9 Permanent exclusion (where appropriate)

NB: In accordance with Welsh Government Guidance "Effective Managed Moves" (Document: 096/2011), the School will give consideration to a managed move where it is in the best interest of the pupil concerned and to provide the pupil with the opportunity to make a fresh start in a new school. A managed move can be used as a strategy to support the pupil and/or prevent a permanent exclusion.

10.2 Pupils need to be clear why the sanction is being applied and what changes in behaviour are required to avoid future sanctions. The Year Tutors and Pathway Leaders will work with our pupils to provide support and guidance to help them achieve good behaviour to stay on 'track'. The Codes of Conduct provide further detail on how this operates in practice (see Appendix 1).

10.3 Although in most cases sanctions will be imposed in the stages set out in 10.1 above, sanctions may be imposed at any stage based on the seriousness of the pupil's behaviour. The intention behind imposing any sanction is to improve pupil behaviour to meet the outcomes stated in this policy.

11. **Training**

11.1 The Governing Body will ensure that appropriate training is provided for all staff on all aspects on behaviour management in order to support the implementation of the policy as a regular feature of the In-service Training Programme.

12. **Interrelationship with other school policies**

12.1 In order for the Behaviour and Discipline Policy to be effective, a clear relationship with other school policies has been established, particularly Equality of Opportunity, Special Educational Needs, Code of Conduct, ICT Usage and Bullying Prevention.

13. **Involvement of outside agencies**

13.1 The school works positively with external agencies. It seeks to ensure that the needs of all pupils are met by utilising the full range of external support available, including the educational welfare service, the Local Authority educational psychologist and behaviour support officer, youth access workers and the local police.

14. **Monitoring, Evaluation and Review**

14.1 The Headteacher reviews this policy regularly with the Senior Management Group and makes any further recommendations to the Governing Body.

14.2 The Governing Body, in consultation with the Headteacher, the pupils, staff and parents/carers, will regularly review this policy and associated procedures in order to ensure its continuing effectiveness.



APPENDIX 1

CALDICOT SCHOOL BEHAVIOUR AND DISCIPLINE POLICY:

CODES OF CONDUCT

CALDICOT SCHOOL

CODE OF CONDUCT ON THE SCHOOL CAMPUS

PUPIL RESPONSIBILITIES

- ✓ Come to school on time.
- ✓ Wear full school uniform.
- ✓ Be fully equipped for lessons and activities.
- ✓ Complete all homework on time.
- ✓ Listen to instructions.
- ✓ Behave in a polite and courteous way to pupils, staff and visitors.
- ✓ Try our best at all times.
- ✓ Stay on site during the day in the area for your Key Stage.
- ✓ Keep the school site clean and tidy.
- ✓ Do not leave site unless you have permission from your Year Tutor and a pass from the relevant office.
- ✓ Walk quietly without running or shouting.
- ✓ Keep to the right hand side of corridors and stairways.
- ✓ Line up outside classrooms quietly.
- ✓ Switch your mobile phone to silent mode and keep it in your bag during lessons (along with ear phones/pods/buds), unless under the direction of a member of staff for curricular purposes. Mobile phones must not disrupt lessons with ring tones, music, vibration or beeping. Should you need to contact your parent/carer during the school day, then you may do so via the school office or ask permission from a member to use your own device.

Committed to Achievement

CALDICOT SCHOOL

CODE OF CONDUCT

PUPILS MUST

- ✓ Take responsibility for their own learning.
- ✓ Support the learning of others.
- ✓ Behave in a non-threatening and courteous way.
- ✓ Treat with respect school property and other students' possessions.
- ✓ Safeguard their own and others' health and safety in the school community.
- ✓ Provide your own equipment daily and not rely on others.
- ✓ Bring into school only those items necessary for the school day.
- ✓ Use ICT and other electronic devices at school in accordance with the ICT Usage Policy for Pupils.
- ✓ Comply with school policies and rules of behaviour.

Committed to Achievement

CALDICOT SCHOOL

CODE OF CONDUCT IN LESSONS

- ✓ Be punctual to lessons.
- ✓ Enter the classroom sensibly.
- ✓ Stand behind our seats, until addressed by the teacher and asked to sit down.
- ✓ Listen carefully and quietly to all instructions.
- ✓ Write down the aims for the lesson.
- ✓ Place on the desk the right equipment for the lesson, (pen, books, etc.)
- ✓ Put up our hand if we do not understand or want to ask a question.
- ✓ Record all homework and coursework.
- ✓ Put away all equipment at the end of the lesson.
- ✓ Place chairs under tables and stand quietly until the teacher dismisses pupils.
- ✓ Leave the room in a quiet and orderly manner.

Committed to Achievement

CALDICOT SCHOOL

CODE OF CONDUCT

CLASSROOM SANCTIONS

PUPILS WHO BREACH OUR CODE OF CONDUCT CAN EXPECT THE FOLLOWING CONSEQUENCES:

1. Oral warning by Subject Teacher.
2. Second oral warning by the Subject Teacher; and/or sanction or detention by Subject Teacher where appropriate.
3. Either
 - final warning by the Subject Teacher;
 - reported to Subject Leader for academic department action;
 - sanction + departmental letter home
 Or
 - referral to Pathway Leader for persistent breach of the code of conduct in lessons;
 - sanction; and
 - parent contact.
4. Disciplinary meeting with Deputy Head teacher, Pathway Leader and parents/carers if there is no significant improvement in the pupil's behaviour.
5. Meeting with Deputy Head teacher & Principal Officer for Inclusion for Monmouthshire, parents/carers and pupil to discuss issues and, where appropriate, finalise a Pastoral Support Plan.
6. Disciplinary Meeting with Vice Chairman of Governors, Head teacher, Deputy Head, parents/carers and pupil to draw up behaviour contract. This will be the final warning before exclusion is considered.
7. Exclusion by the Headteacher. Where an exclusion is considered appropriate, the Exclusion Policy will apply.

A range of sanctions will be applied at appropriate stages on the code of conduct which will include:

- Catch-up work
- Detention at break-time, lunch-time or after school
- Appropriate sanctions including loss of privileges or roles of responsibility
- Letters home
- Parental interviews
- Monitoring of work and behaviour using Pupil Report Booklets
- Time Out' sessions
- Fixed term exclusion (if appropriate)
- 'Managed move'
- Permanent exclusion (where appropriate)

Although in most cases sanctions will be imposed in the stages set out in this note, sanctions may be imposed at any stage based on the seriousness of the pupil's behaviour. The intention behind imposing any sanction is to improve pupil behaviour to meet the outcomes stated in this policy.

Committed to Achievement

CALDICOT SCHOOL

CODE OF CONDUCT ON SCHOOL TRANSPORT

PUPIL RESPONSIBILITIES

When the bus arrives, wait for it to stop before boarding.

Get on and off the bus carefully - pushing or rushing can cause accidents.

Always wear your seat belt and stay in your seat for the whole journey – it could save your life.

Store your bag or other belongings safely and out of anyone's way.

Let the driver drive without distraction during the journey.

Take care of the bus.

Never spit or smoke.

Never be rude to other learners or the driver.

Never interfere with driver controls or safety equipment.

Never throw anything in or from the bus.

Only operate the bus doors or exits in an emergency and don't get off the bus until it has stopped.

Always follow the instructions of the driver or passenger assistant.

If there is an accident, stay on the bus until you are told to leave – but leave the bus by the safest exit if it is unsafe to stay on the bus.

When crossing the road find a safe place where you can be seen by all other drivers.

Please tell a teacher, parent or driver about any bad behaviour you see.

(As provided in the 'All-Wales Travel Behaviour Code')