

# **GOWERTON SCHOOL**



# **BEHAVIOUR POLICY**

**Revised 25.2.15**  
**BWWP**

# **Behaviour, Discipline and Learning**

## **Policy and Practice**

### **Overview**

The prime purpose of this policy is to reinforce the school's first two aims. Briefly, this means:

Maintenance of an environment in which all feel safe and secure and in which learning is the top priority.

The school also has a responsibility to promote the values which are at the core of a decent society (e.g. honesty and truthfulness), but it is recognised that parents have a greater role and responsibility in this area. It is important that the school works in partnership with parents to promote shared values.

Our approach is to encourage good discipline by having clearly explained high expectations, and by praising good work, good behaviour and effort. Our aim is to reinforce positive aspects of pupils' and students' attitudes to their education and their lives. There are many situations in which this positive approach should be employed, but the most important is the role of the classroom teacher – in teaching style, through positive responses in lessons and in marking, and through positive reinforcement in public areas around the school. It is also important to respond in a firm, measured way whenever behaviour is inappropriate.

This document is divided into 8 further sections, as follows:

- Section 1 Behaviour Code (Pupils) and contract for parents and pupils
- Section 2 School Rules & Requirements ( Information for parents and pupils)
- Section 3 Classroom Rules and examples of notices
- Section 4 Behaviour at the start of lessons
- Section 5 School Uniform Rules – see photos on website
- Section 6 Rewards & Sanctions
- Section 7 Acceptable Use the Internet
- Section 8 Acceptable Use of Mobile phones and Electronic Devices



## Section 1

### *Behaviour Code*

#### **Gowerton pupils are expected to:**

1. Attend school regularly and always on time.
2.
  - a) Obey classroom and library rules and instructions given by teachers and others in a position of authority or care.
  - b) Bring all necessary books, homework, equipment and kit in a suitable bag.
  - c) Complete and hand in homework and coursework on time.
  - d) **NEVER behave in a way which disrupts teaching or makes it difficult for others to learn.**
3.
  - a) Act with courtesy and consideration at all times.
  - b) Try to understand other people's point of view.
  - c) Respect the rights and property of others.
  - d) Speak and behave politely to everyone.
4. Move sensibly and safely around the school
5. Keep the school clean and tidy, using the litter bins provided.
6. Stay on school premises and away from out of bounds areas.
7. Wear uniform to, from and in school.
8. Never use a mobile telephone or other personal communication, photographic or recording equipment at school.
9. Never bring, display or distribute any offensive image, recording or written material in school, electronically or otherwise.
10. Never smoke or be in the company of smokers in school or on the way to/from school.
11. Never bring to school:
  - a) Smoking materials
  - b) Alcohol
  - c) Any substance intended for abuse
  - d) Any illegal or undesirable item or substance (including anything which could be seen as an offensive weapon)
12. Never be involved in illegal activities.

## HOME/SCHOOL CONTRACT BETWEEN PUPILS, SCHOOL AND PARENTS

PUPIL NAME: ..... FORM: .....

Ysgol Tregŵyr  
**Gowerton**  
School



### Pupil's promises

#### **I will:**

- Arrive at school on time every day and attend all my lessons;
- Do all my schoolwork and homework to the best of my ability;
- Wear the right uniform and bring the right books and equipment every day;
- Follow the school rules and do as I am told by teachers and school staff;
- Behave with courtesy and respect to school staff, to other pupils and to other people;
- Treat school property and other people's property, including the school's neighbours' property, with respect;
- Ask for help if I need it.

#### **I will not:**

- Leave school during the school day without permission from school and from my parents or guardians;
- Use threatening or abusive words or behaviour;
- Bring knives, blades or other sharp instruments to school;
- Use any item as an offensive weapon or instrument;
- Use a mobile telephone or other personal communication, photographic or recording equipment at school;
- Bring any offensive image, recording or written material to school, electronically or other wise;
- Display or distribute any offensive image, recording or written material at school, electronically or otherwise;
- Bring alcohol, tobacco, or narcotic substances or paraphernalia to school or use them at school;
- Do anything to damage anything that belongs the school or to other people;
- Behave in or out of school in any way which threatens the maintenance of good behaviour and discipline among the pupil body.

*I have read and understood these promises and I agree to keep them.* Signed: ..... Date:.....

### School's promises

#### **Gowerton School will:**

- Provide you with teaching and support to enable you to achieve your potential;
- Encourage you to have a high standard of work and behaviour;
- Give you a safe, happy and caring school environment;
- Make sure that you know who to go to for help if you have difficulties at school;
- Keep you and your parents or guardians informed about your progress;
- Support you through any difficulties you may have in your school life;
- Welcome and encourage you and your parents or guardians to be involved in school life.
- Discipline pupils who break the school rules (*see 'notes' below*).

*Gowerton School will keep these promises.*

Signed: *[Signature]* Date:.....

### Parent's promises

- I will make sure that my child attends school on time each day;
- I will make sure that my child has the right books and equipment with him/her each day;
- I will tell the school about any difficulties which my child may have in his or her school life;
- I will reply promptly to messages from the school about my child's conduct or progress;
- I will not communicate with my child on his or her mobile telephone during the school day;
- I will telephone the school if I need to contact my child urgently;
- I will make sure that my child remembers the promises in this contract;
- I will support and encourage my child to keep his/her promises in this contract;
- I will not allow my child to truant from school.

*I have read and understood these promises and I agree to keep them* Signed: ..... Date:.....

### Notes:

This home/school contract forms part of the pupil's school record.

Pupils who break the school rules can expect to suffer a range of sanctions, including: lunchtime or after-school detention; internal exclusion from lessons ('referral'); withdrawal of permission to participate in off-premises activities; confiscation of property and other sanctions. Misconduct is noted on pupils' school records. The Head has authority to exclude pupils for serious breaches of school rules, for a fixed period or, in extreme cases, permanently. All of these sanctions inevitably disrupt the continuity of the child's schooling.

Truancy is monitored daily and the parents of absentees are contacted by the school. The school takes absenteeism very seriously and the school will prosecute the parents or guardians of persistent truants.

**Further information, school rules, discipline procedures and complaints process:** Copies and full details of the school rules, discipline procedures and complaints procedure are also available from the school office, where a small charge may be made for copying.

## Section 2 – School Rules & Requirements – information for parents and pupils

Gowerton School is an ordered and caring community. It seeks to provide an environment in which all pupils are safe and can work and develop to the best of their ability. All pupils are expected to behave with consideration for the needs and rights of others at all times; this is clearly set out in the Behaviour Code which is issued to all pupils.

Breaches of the Behaviour Code are punished. Punishments may include extra work, litter collection and detention (with 24 hours written notice). There is a formal official school detention held for one hour every Wednesday at the end of the school day.

In all matters of discipline the school seeks to work in partnership with parents. Parents are encouraged to telephone the school to make an appointment to discuss any matter which is causing concern. It is most unlikely that anyone who arrives at the school without an appointment will be able to be seen.

### *Regulations & Requirements*

The following are the school rules in a little more detail than they are presented to pupils in the Behaviour Code. It is expected that parents and pupils will recognise the necessity for them and be supportive of the school in maintaining them.

1. (a) **Pupils should attend school regularly.** Any pupil absent should bring a note explaining the absence immediately on returning to school. In addition, parents should notify the school (by telephone) of the reason for absence as soon as possible, and preferably on the first day of absence.  
  
(b) A note should be brought **prior** to known absence (e.g. medical/dental work).  
  
(c) **Holidays** A pupil's education can be significantly damaged by the taking of holidays during term-time. We actively **discourage** the taking of holidays during term-time, and do not set work in such circumstances. Exceptionally, parents should apply in writing to the Headteacher for permission for a holiday to be taken during term-time.  
  
(d) **Lateness** Pupils should be at registration points by 8.25 am for registration at 8.30 am.  
**Late Arrival**  
Up to 8.50 am pupils should report to registration  
After 8.50 am pupils should report to the Pupil Records Office to sign the Late Book.  
The teacher of the first lesson the pupil will register the child as 'late'.  
If the pupil is **very** late, a parental note indicating knowledge of lateness and the reason is required.
2. **In class, pupils should make it as easy as possible for everyone to learn and for the teacher to teach.** This means:
  - (a) Behaving sensibly in lessons and following the teacher's instructions immediately and without question.
  - (b) Arriving punctually to lessons with all things necessary for that lesson, including specialist equipment or kit and **completed homework** and/or coursework.
  - (c) Beginning and ending lessons in an orderly and courteous manner.**Any behaviour which disrupts teaching or impedes the learning of others strikes at the very core of the school's function, and will be treated very seriously.**

3. **Pupils should always:**
  - (a) **Act with courtesy and consideration at all times.**
  - (b) **Try to understand other people's point of view.**
  - (c) **Respect the rights and property of others.**
  - (d) **Speak and behave politely to everyone.**
4. **Pupils should move sensibly and safely around the school.** There should be no running, barging or shouting in corridors. In crowded areas and corridors pupils should keep to the left.
5. **The school should be kept clean and tidy so that it is a pleasant and welcoming place all can be proud of.** All litter should be put in bins. Graffiti must not be written on walls or furniture.
6. **It is important for everyone to be in the right place at the right time.**
  - (a) Certain areas are out of bounds – pupils should not go to them.
  - (b) **During the school day and at lunch break** pupils must not leave school premises without specific permission from the Pupil Learning Coordinator (PLC) or Year Tutor. KS5 pupils may leave school premises at lunchtime provided that they behave in a responsible manner which reflects well on them as individuals and on the school. In the event of any problems this privilege will be withdrawn immediately and parents informed of the reason.
7. **Correct school uniform is to be worn in school and on the way to and from school** (Uniform detail attached).
8. **Cigarettes, e-cigarettes, matches and lighters must not be brought to school.** There must be no smoking in school or on the way to and from school.
9. **Pupils should not bring to school**
  - (a) **any valuable property** as the school cannot accept responsibility for its safety.
  - (b) **alcohol**
  - (c) **any substance intended for abuse**
  - (d) **any illegal or undesirable item or substance** (including **anything** which could be seen as an offensive weapon).

**Safekeeping (Games/PE etc)** – Parents are strongly urged not to allow pupils to bring valuable items or large sums of money to school. The school cannot accept responsibility for these. The Games/PE changing rooms will be locked, but staff have been advised not to accept items for safekeeping as there has been abuse of this system. If keeping such items or large sums of money is unavoidable, these should be checked into the school office. Where large sums of money are required for trips etc. crossed cheques should be sent in.
10. **Pupils must never be involved in illegal activities** of any kind, in or out of school.

***THE SCHOOL REGARDS OBSERVANCE OF THESE RULES AS VERY IMPORTANT, BOTH IN SCHOOL AND ON THE JOURNEY TO AND FROM SCHOOL, INCLUDING ON BUSES. FAILURE TO KEEP TO THE RULES WILL RESULT IN DISCIPLINARY ACTION.***

### Classroom Rules

- ✓ **Turn off your mobile phone/ipod other media;**
- ✓ **Sit in silence for the register to be Taken;**
- ✓ **Keep your planner on the desk;**
- ✓ **Put up your hand:**
  - ▶ **if you want help**
  - ▶ **if you have something to say;**
- ✓ **Listen when the teacher is talking;**
- ✓ **Listen to what other people have to say;**
- ✓ **Work quietly;**
- ✓ **Put chewing gum in paper in the bin.**

## **Section 6**

### **Rewards and Sanctions**

Pupils have a right to an education which is not disrupted or diminished by the actions of others. Good behaviour allows pupils to learn. Bad behaviour undermines the whole process of learning. This policy is designed to reward and promote good behaviour and to discourage bad behaviour.

#### ***Section 6a – Rewards***

##### **Department, Faculty and Pastoral Rewards**

###### **‘Reward Points’**

These are awarded to pupils in KS3 and 4 for:

- “Outstanding Achievement” (or)
- “Consistent good behaviour/work/attitude” (or)
- “Considerable improvement in behaviour/work/attitude

They are recorded by the awarding member of staff directly on to the appropriate page in the pupil’s planner.

The Reward Draw will take place during the second half of the summer term.

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#### ***Section 6b – Sanctions***

From time to time pupils may not behave appropriately. It is then necessary to respond fairly and to be consistent. It is also necessary to be able to respond flexibly to individual circumstances. Automatic or mechanistic punishments are usually counter-productive. Sanctions can be broadly divided into punishments (e.g. detention) and other actions used in response to behaviour problems (e.g. involving outside agencies). The type of sanction employed will depend upon individual circumstances.

##### **Classroom Behaviour**

There must be consistency in that the following types of behaviour, which strike at the core of the prime aims of the school (see section 1), must not be tolerated:

- (a) defiance
- (b) rudeness to staff
- (c) any aggressive or dangerous behaviour
- (d) persistent:
  - distraction of others
  - interruption of the teacher
  - failure to obey instructions

It is the responsibility of the **class teacher** to respond whenever behaviour of any of these types occurs. The appropriate response must be judged at the time by the class teacher taking into account his/her background knowledge and experience of the pupil. Often a reprimand is all

that is needed. If this does not work the class teacher may decide to impose further sanctions, which could include the following (this is not a progressive or exhaustive list):

- a brief "cooling off" period (this could be outside the classroom door - maximum 5 minutes)
- involvement of a colleague from the department (if a system for this has been agreed in advance)
- verbal or written apology
- setting a written punishment (e.g. repeating work and/or meaningful extra work)
- keeping in at lunchtime or break time
- note to parents in pupil's planner
- discussion with the Head of Department (after the lesson, prior to the next lesson).

If there is a **severe** incident, in which the classroom teacher feels that it is essential to remove the pupil from the classroom, in order to avoid further disruption or confrontation then the pupil may be referred, using a referral form. Pupils will be sent to the D3 Inclusion Room. **This system must not be used unless there is a major problem and a need for immediate help.**

### Responses to particular situations

*In the following situations the response of the teacher involved will be automatic:*

Offence	Response
Smoking	Refer to PLC. Official School Detention will be given.
Swearing at another pupil, outside the classroom situation	Oral reprimand – referral to PLC if appropriate.
Incorrect uniform	<i>Form Tutor</i> : oral reprimand for first offence. For further offences refer to PLC, who will contact parents, using the standard letter.

*In all other situations responses, of necessity, will vary. The following rough "ground rules" give an indication of appropriate responses in most cases.*

Offence	"Ground Rule" Response
Bullying	Referred to PLC, who will liaise, as appropriate, with Headship Team.
Persistent disruptive behaviour	Referred to PLC, who may put pupil on report and/or contact parents. If problems persist, refer to Mr T MacCarthy.
Obscenity/Extreme rudeness to staff	Referred to PLC, who will involve Headship Team if severe.
Truancy	Referred to PLC, who will give Official School Detention and/or involve Educational Welfare Officer (EWO) and parents if persistent. Penalty Notice information if available from the Local Authority (Tel: 01792 636000).
Fighting	If more serious than "horseplay", refer to PLC, who may decide to involve Headship Team in severe cases.
Alcohol, solvent or substance abuse	Referred to PLC, who will consult with Headship Team.
Theft	Referred to PLC, who will consult with Headship Team.

In case where sanctions referred to above prove to be ineffective the following responses can be implemented:

- Development and implementation of Pastoral Support Plan and/or Individual Behaviour Plan;
- Use of Learning Support Assistant;
- Referral to Educational Psychologist and/or Behaviour Specialist;
- Modification of curriculum;
- Internal Exclusion;
- Referral to Disciplinary Panel;
- Education Other Than At School (EOTAS);
- External exclusion.



**Section 7**

***INTERNET USE***

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate.

Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would ever be private.

During school lesson times, teachers will guide pupils toward the appropriate materials. Outside of school, families bear responsibility for such guidance, as they do with information sources, such as television, telephones, movies, radio and other potentially offensive media.

**The following are NOT permitted:**

1. Send, display or transfer, in any format, offensive messages or pictures.
2. Use of obscene language.
3. Harass, insult or attack others in any form or media.
4. Damaging computers, computer systems or computer networks.
5. Violation of copyright laws and intellectual property rights.
6. Plagiarism – copying work from the Internet to pass off as one's own.
7. Use of other's passwords.
8. Trespass in other person's folders, work or files.
9. Intentionally waste limited resources.
10. Conduct any action contrary to the Computer Misuse Act.
11. Access of unsuitable and inappropriate sites.
12. Storage of unsuitable and inappropriate materials on user space.

**SANCTIONS**

1. Violations of the above rules could result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour in line with the existing school discipline policy.

**As a pupil user of the Internet, I have read the above Guidelines and I agree to comply with the school rules on its use. I will use the net work in a responsible way and observe all restrictions explained to me by the school.**

**Pupil Signature .....**

**Date**

.....

**Pupil Name .....**

**Reg. Group**

.....

**Please complete and return this form to the school**



## Section 8

### Acceptable Use for mobile phones and other electronic devices

The widespread ownership of mobile phones among young people requires that steps are taken to ensure that mobile phones (Etc) are used responsibly in schools. This 'Acceptable Use Policy' is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

We ask that students, their parents or carers must read and understand this policy. The acceptable use for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

### **Personal Safety and Security**

We understand that parents/carers give their children mobile phones to protect them from everyday risks, involving personal safety and security. There are also concerns about children travelling on public transport or walking to and from school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

### **Responsibility**

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents/carers.

### **Acceptable Uses**

Mobile phones should be switched off and kept out of sight during classroom lessons. Exceptions may be permitted only if a member of staff asks for phones to be switched on or, in exceptional circumstances, if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the child's PLC. Parents/carers are reminded that in cases of emergency, the school office remains the best and most appropriate point of contact and can ensure your child is reached quickly in an appropriate way.

The school recognises the importance of emerging technologies present in mobile phones, e.g. camera and video recording, internet access, MP3 & MP4 playback, blogging, tweeting etc. Teachers may wish to utilise these functions, to aid teaching and learning, and pupils may have the opportunity to use these functions in the classroom.

**On these occasions pupils may use their mobile phones in the classroom, only when express permission has been given by the teacher. They should only be used flat on the desk.**

While on school premises, student should use soundless features, such as text messaging, answering services, call diversion and vibration alert to receive important calls. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. Mobile phones must not disrupt classroom lessons with ringtones, music or beeping.

Students should protect their phone numbers, by only giving them to friends, and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting or unpleasant voice, text and picture messages.

## **Unacceptable Use**

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities.

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

Using mobile phones to bully, intimidate or threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school.

## **Theft or Damage**

Students should mark their mobile phone clearly with their names.

To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them safely and not 'advertise' they have them. Mobile phones that are found in the school, whose owner cannot be located, should be handed to the main office.

**The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.**

Students should use password/pin numbers to ensure unauthorised phone calls cannot be made on their phones.

## **Inappropriate Conduct**

Any student(s) caught using their mobile phone to cheat in exams or assessments, will face disciplinary action, as sanctioned by the Examinations Boards and Headteacher.

Any student who uses vulgar, derogatory or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Headteacher.

Students with mobile phones may not engage in personal attacks, harass another person or post private information about another person, using SMS messaging. The taking and/or sending of objectionable or inappropriate photos or images is an illegal act and may involve referral to the Local Authority or the police.

## **Sanctions**

Students who infringe the rules set out in this document could face having their phones confiscated.

On the **first infringement** of this policy the phone will be confiscated by the teacher and taken to a secure place in the school office. The student will be able to collect the phone at the end of the school day and a record will be made of the incident. A letter will also be sent home to the parent/carer to inform them.

On the **second infringement** the phone will be confiscated by the teacher and taken to the school office. Parents/carers will be notified and the pupil will not be able to collect the phone without the parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent.

On the **third infringement** the phone will be confiscated by the teacher and taken to the office. Parents will be notified and the pupil will not be able to collect their phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the phone to school.

**POLICY NAME:** Behaviour Policy

**REVIEWED BY:** Behaviour & Wellbeing Working Party

**DATE REVIEWED:** 25/02/15

**DATE TO FGB:** 26/03/15

**SIGNED:** Debbie Lloyd

**PRINT NAME:** Mrs Debbie Lloyd (Chair of Governors)

**DATE NEXT DUE TO BE REVIEWED** February 2016

