

Managing Behaviour

The School's overall system for managing behaviour is called Behaviour for Learning. The system manages behaviour in the School and takes into account the Welsh Assembly Government's Travel Measure.

Aims:

- To respond appropriately and effectively to poor behaviour so that effective teaching and learning takes place.
- To ensure that relationships between all members of the School are productive.
- To reduce the number of exclusions, especially Fixed Term Exclusions (FTE).

The Management of PB

This will be led by the Senior Management Team (SMT) who will ensure that its day to day administration runs smoothly and that the system evolves to meet the School's needs.

A Teacher's Responsibilities

Teachers should ensure that pupils conduct themselves in an orderly manner whilst on the School site.

Teachers must manage low level disruption within their own classroom/department. Only serious incidents should result in a pupil being referred to a member of SMT. If a teacher requires support to manage an incident, (s)he should send a child to the main office. The office will then contact the SMT on emergency duty by mobile telephone.

Senior Management Responsibilities.

SMT will provide support when low level disruptive behaviour is becoming more serious. On occasions when an SMT is away from school cover will be provided to ensure that the emergency duty rota is preserved.

Classroom Management

Pupils are expected to obey a simple set of rules.

Pupils should:

- be courteous, considerate and hard working;
- arrive on time to lessons and enter/leave the room quietly;
- remain in their seats unless asked to move;
- come to lessons prepared to work, be properly equipped and wear the correct uniform;
- answer and speak at appropriate times during lessons;
- listen to and follow instructions the first time they are given;
- respect people's work and property;
- not use foul language or any form of violence;
- ensure that any mobile phone or electrical device does not interrupt teaching and learning.

Behaviour has been classified into three levels. Within each level there are a range of consequences which may be applied according to the teacher's professional judgment of the circumstances. However, writing a child's name on the board is a reasonable response to alert a pupil to their unsatisfactory behaviour. No further action is needed if pupil heeds this warning.



LEVEL 1

INCIDENT (IN CLASS)	CONSEQUENCES (one or more)	ACTION
<ul style="list-style-type: none"> <input type="checkbox"/> No planner <input type="checkbox"/> No equipment <input type="checkbox"/> Lack of work/effort <input type="checkbox"/> Reluctant to settle <input type="checkbox"/> Disturbing others <input type="checkbox"/> Incomplete homework <input type="checkbox"/> Late to lesson/registration <input type="checkbox"/> Leaving seat <input type="checkbox"/> Failure to follow instructions <input type="checkbox"/> Wearing inappropriate jewellery <input type="checkbox"/> Incorrect uniform <input type="checkbox"/> Others 	<ul style="list-style-type: none"> <input type="checkbox"/> Name on board <input type="checkbox"/> 5-10 minute detention (Subject Teacher/Form Tutor) <input type="checkbox"/> Entry in planner by Subject Tutor <input type="checkbox"/> Record on Serco 'Student Events'. <input type="checkbox"/> Confiscation of item, forward to main office in marked envelope 	<ul style="list-style-type: none"> <input type="checkbox"/> Record all formal action on Serco 'Student Events'

LEVEL 1

INCIDENT (OUT OF CLASS)	CONSEQUENCES	ACTION
<ul style="list-style-type: none"> <input type="checkbox"/> Dropping litter <input type="checkbox"/> Running in corridors <input type="checkbox"/> Wearing inappropriate jewellery <input type="checkbox"/> Incorrect uniform <input type="checkbox"/> Others 	<ul style="list-style-type: none"> <input type="checkbox"/> Warning/reprimand <input type="checkbox"/> 5-10 minute detention Staff <input type="checkbox"/> Entry in planner by staff <input type="checkbox"/> Confiscation of item, forward to main office in marked envelope 	<ul style="list-style-type: none"> <input type="checkbox"/> Record all formal action on Serco 'Student Events'



LEVEL 2

INCIDENT (IN CLASS)	CONSEQUENCES	ACTION
<ul style="list-style-type: none"> <input type="checkbox"/> Failure to complete Level 1 sanction <input type="checkbox"/> Using a mobile phone <input type="checkbox"/> Using iPod or electronic device <input type="checkbox"/> Refusing to cooperate <input type="checkbox"/> Deliberate disruption to teaching <input type="checkbox"/> Verbal abuse to pupils <input type="checkbox"/> Abuse of equipment inc. ICT <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Departmental sanction <input type="checkbox"/> Departmental/PPM report <input type="checkbox"/> Confiscate item and forward to main office in marked envelope <input type="checkbox"/> Notify parents via planner/standard letter <input type="checkbox"/> School lunchtime 25 minute detention <input type="checkbox"/> Refer concerns to PPM 	<ul style="list-style-type: none"> <input type="checkbox"/> Record on Serco 'Student Events' <input type="checkbox"/> If deemed appropriate, a Behaviour Review Doc set in place by PPM/RJD informing home of school's concerns and clearly stating expectations of future behaviour

LEVEL 2

INCIDENT (OUT OF CLASS)	CONSEQUENCES	ACTION
<ul style="list-style-type: none"> <input type="checkbox"/> Irresponsible behaviour <input type="checkbox"/> Unresolved uniform/jewellery/equipment issues <input type="checkbox"/> Late to School on 3 occasions over 5 consecutive days <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Refer to concerns to PPM <input type="checkbox"/> PPM sanction/report <input type="checkbox"/> Confiscate item and forward to main office in marked envelope <input type="checkbox"/> School lunchtime 25 minute detention 	<ul style="list-style-type: none"> <input type="checkbox"/> PPM to notify parents via planner/standard letter – if deemed appropriate <input type="checkbox"/> PPM record on Serco 'Student Events'



LEVEL 3

INCIDENT (IN CLASS)	CONSEQUENCES	ACTION
<input type="checkbox"/> Failure to complete Level 2 sanction <input type="checkbox"/> Possession of weapon <input type="checkbox"/> Possession of illegal substances <input type="checkbox"/> Verbal abuse to staff <input type="checkbox"/> Physical abuse to pupils <input type="checkbox"/> Physical abuse staff <input type="checkbox"/> Serious disorder <input type="checkbox"/> Serious misuse of equipment inc. ICT <input type="checkbox"/> Refusal to leave classroom <input type="checkbox"/> Other	<input type="checkbox"/> Request SMT support <input type="checkbox"/> Referral to SMT (if child has absconded) <input type="checkbox"/> PPM/HOD informs pupil of After School detention	<input type="checkbox"/> Withdrawn from lessons by SMT <input type="checkbox"/> Fixed Term Exclusion <input type="checkbox"/> Ban on use of School network <input type="checkbox"/> Staff record incident on Serco. SMT record action and request interview with parents. <input type="checkbox"/> If appropriate, PSP drawn up and/or involvement with Outside Agencies

LEVEL 3

INCIDENT (OUT OF CLASS)	CONSEQUENCES	ACTION
<input type="checkbox"/> Fighting (major) <input type="checkbox"/> Deliberate damage to property <input type="checkbox"/> Deliberate activation of fire alarm <input type="checkbox"/> Possession of weapon <input type="checkbox"/> Possession of illegal substances <input type="checkbox"/> Unmanageable behaviour <input type="checkbox"/> Threatening behaviour <input type="checkbox"/> Refusal to leave specific area of site <input type="checkbox"/> Truancy	<input type="checkbox"/> Request SMT support <input type="checkbox"/> Referral to SMT (if child has absconded)	<input type="checkbox"/> PSP drawn up <input type="checkbox"/> Withdrawal from lessons by SMT <input type="checkbox"/> Fixed Term Exclusion <input type="checkbox"/> Involvement with outside Agencies <input type="checkbox"/> SMT record on Serco. Contact parents requesting interview with SMT

The Role of the Exclusion Room.

The purpose of the Exclusion Room is to provide appropriate accommodation for pupils whose behaviour has prevented teaching and learning from taking place in a classroom.

A pupil who is withdrawn from a lesson by SMT may be:

- placed in an appropriate classroom for a fixed period;
- placed in the Exclusion Room for a fixed period. Parents of a pupil sent to the Exclusion Room will be required to attend a meeting at school with a member of the SMT to discuss their child's behaviour.

- A pupil who is referred to SMT on more than one occasion during the day will be given a Fixed Term Exclusion;
- SMT will record the formal action taken on SERCO.

'In-school exclusion'

SMT on emergency cover may decide that an incident is sufficiently serious to warrant a period of 'In-school exclusion'.

In such cases:

- the pupil will remain in the Exclusion Room for an agreed period of time. The pupil will complete a Behaviour Review Proforma (BRP) and complete work set by the supervising member of staff. A pupil who misbehaves in the Exclusion Room will be given a Fixed Term Exclusion.
- on the day of the 'In-school exclusion', the pupil will register with his tutor group and then report to the Exclusion Room. The member of staff supervising the Exclusion Room will supervise work set for the pupil. Pupils in the Exclusion Room will have a toilet break from 10.50 – 11.00pm. They will be supervised by the member of staff on duty in the Exclusion Room during lesson 3.
- a pupil who misbehaves during an 'In-school exclusion' will be subject to a Fixed Term Exclusion.
- parents must attend school to discuss the BRP and SERCO incident report with SMT.

Fixed Term Exclusion

SMT on emergency cover may decide that an incident is sufficiently serious to be considered for a Fixed Term Exclusion.

The decision to issue a Fixed Term Exclusion, including the number of days, will be taken by the Headteacher/Deputy Headteacher.

In cases where a Fixed Term Exclusion is issued:

- the pupil will be sent to the Exclusion Room and the office will contact the parents. If the home cannot be contacted, the child will remain in the Exclusion Room for the day. The Fixed Term Exclusion will then begin on next day.
- pupils who remain in the Exclusion Room will complete a BRP and will complete work set by the supervising members of staff.
- a copy of the BRP will be held by the PPM;

If a child is given a Fixed Term Exclusion the parents must attend school to discuss the incident with SMT.

Behaviour Reponse Proforma

Pupil:..... **Tutor Group:**

.....

Teaching Group: **Teacher:**

.....

Period: **Date:**

.....

What happened in the lesson ?

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Why did I behave like that ?

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.....

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How do I feel now ?

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What can I do to stop this happening in the future ?

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.....

Ysgol Coedcae School

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Signed: **(Pupil)**

Date:

Dear Parent/Guardian,

Today your son/daughter of was withdrawn from lessons for poor behaviour.

This disruption to teaching and learning is a serious matter and requires immediate discussion. An appointment is available to you tomorrow to discuss the incident and your child's future behaviour. Consequently, I would appreciate that you contact the School as soon as possible to confirm your ability to attend the interview. Your child should not return to school until this appointment has taken place.

Yours faithfully,

R. Davies
Headteacher