



# **PUPIL BEHAVIOUR POLICY**

## **2017-18**

## **GUIDELINES FOR PUPILS, PARENTS, TEACHERS AND SUPPORT STAFF**

Pupils have the right to receive their education in a pleasant, safe and orderly environment. They also have the individual responsibility not to deny that right to any other pupil. Teachers and support staff also have the right to work in a civilized atmosphere. Within Cefn Saeson each individual matters.

In order to promote the school's standards and values it is important that pupils, parents and everyone connected with Cefn Saeson understands what is expected of them. Therefore our policy on school order and discipline is set out in this booklet.

After studying the booklet with your son/daughter please read the summary of all this detail in the Home School Agreement. This draws together what Parents, Pupils and School can expect of one another during your child's time at Cefn Saeson.

Many aspects of the Home School Agreement are a brief summary of the Discipline Booklet.

Having gone through both documents with your child please both sign the appropriate sections and return to his/her Form Teacher by the date given.

### **SCHOOL ORDER AND DISCIPLINE**

This booklet contains a detailed breakdown of Cefn Saeson's policies and expectations with regards to good order and discipline. However every pupil is also made aware of these rules in a summarised form in their Planner and in Form Room displays.

#### **The school will make every effort to**

- provide a broad and balanced education
- promote the highest standards throughout the school
- inform parents about their child's progress and school issues
- prepare and mark pupils' work including homework
- provide a caring, well-disciplined environment
- be polite, consistent and fair
- provide a stimulating range of extra-curricular experiences

#### **Parent(s) Guardian(s) will make every effort to:**

- make sure their child attends regularly
- provide a written explanation for their child's absence
- make sure their child is punctual

- ensure that their child brings the correct equipment/books
- provide the correct school uniform
- ensure homework is completed, monitor and sign the Pupil Planner
- attend Parents' Evenings to discuss their child's progress
- make the school aware of any concerns or problems
- support the school's guidelines for discipline and behaviour

**The pupil will make every effort to:**

- Attend school regularly and be punctual
- Wear uniform and follow the dress code
- Show respect to others and be polite
- Bin all litter – only eat and drink where allowed
- Move around the school quietly
- Follow ALL school rules and routines
- Do not bring banned items – e.g. mobile phones, personal stereos, jewellery
- Be punctual
- Listen carefully – follow all instructions
- Do not disturb other pupils
- Follow each room's safety rules
- Bring all appropriate books and equipment, including Planner
- Complete all work on time
- Meet all homework/coursework deadlines
- Inform their teacher if they have problems with work
- Work to the best of their ability

## **Guidance for Parents**

A copy of this booklet is given to every pupil at Cefn Saeson. The same details are contained in our Staff Handbook. Please study it carefully with your son/daughter.

We ask you to keep the booklet in a safe place and use it as a reference throughout your son/daughter's career. School is a partnership between parents, pupils and teachers. Cefn Saeson expects high standards of behaviour. This booklet sets out our expectations - as well as our rewards and sanctions - so that everyone may be clear just what those standards are.

A summary of our rules is also contained in the Pupil Planner that all pupils receive at the beginning of this term. It is hoped that regular use of the planner together with a more detailed understanding of our rules and standards will help your son or daughter get the most from their time at Cefn Saeson.

Please study the booklet and support your child by ensuring that he or she keeps to the guidelines.

***In particular make sure that he or she brings to school every day:***

1. The Pupil Planner - an important link between school and home and essential for monitoring your child's progress.
2. Essential books, writing materials, games kit or special equipment for that day's lessons, and a sturdy bag to contain this.
3. The correct school uniform ***purchased from the school i.e.:***

### **Boys**

- Plain white tailored shirt with collar and school tie.
- School V-neck sweater with badge
- Black tailored trousers, NOT SKINNY JEANS
- Plain grey or black socks
- Plain black shoes, NOT TRAINERS OR CANVAS

### **Girls**

- Plain white tailored shirt with collar and school tie
- School V-neck sweater with badge
- Black skirt/tailored trousers, NOT SKINNY JEANS
- Black tights
- Plain black low cut, flat-heeled shoes, NOT TRAINERS OR CANVAS

A high standard of personal appearance is expected of all pupils and anyone arriving at school in non-uniform clothing may expect to be sent home to get changed.

- Hair colour must be a 'natural' colour, and style must be appropriate for school e.g. no patterned hair.
- Jewellery and make-up are not permitted in school.
- Coats and other outdoor clothing may not be worn in classrooms.

*We emphasise that no jewellery is allowed* other than a plain wrist watch and that trainers are not allowed other than in P.E./Games lessons.

**N.B.** Valuable items such as mobile phones/personal stereos are banned. They will be confiscated. If for some reason your child is temporarily unable to conform please write a note to the Form Teacher explaining the situation. Pupils are not allowed to wear trainers for medical reasons unless there is specific evidence for this outlined by a doctor.

## **Attendance**

All existing evidence points to a strong correlation between good attendance and high attainment. 95% attendance is the target set by the Government for all pupils.

### **In the event of absence**

If your son or daughter is absent even for a day or part of a day (including medical appointments), please write a note explaining the details to Mrs. Tandy. This is essential otherwise the absence will be recorded as unauthorised. Unauthorised absences or repeated lateness will be punished (see later details).

### **Arranging holidays or visits in term-time**

You are asked to note that permission must be gained from the school if you have to arrange holidays or visits during term-time. A form is available from Heads of Year.

Please try and avoid such arrangements during the term and especially during examinations as this will affect the 95% attendance target.

A policy on School Attendance (including the statutory requirements) is available if you wish to see a copy.

## **Homework**

Pupils should write details of all homework given in the Pupil Planner. Please check the details as homework should be regularly given and completed.

If your child is unable to complete the homework by the date given then please use the Planner to explain why and suggest an alternative date.

## **The Pupil Planner**

As you will appreciate this is a vital link between home and school. Please check it regularly for details of homework, important dates, your child's progress. Please sign it weekly. If pupils fail to bring Planners to school they will be punished.

## **Annual Coursework**

Pupils must complete their Annual Coursework ON TIME. This is essential if pupils are to successfully Graduate at the end of the academic year. Details of all coursework guidelines and deadlines are distributed to pupils in the Pupil Academic Progress booklet each September.

## **Extra-Curricular Activities**

Cefn Saeson offers a wealth of activities over and above the normal curriculum. After school there are literally dozens of clubs, societies, rehearsals, training, matches etc taking place. Please encourage your child to take part in as many of these activities as possible. Pupils who take advantage of these opportunities develop a positive attitude to school and get the most out of their time with us. Further details can be found on the school website:  
[www.cefnsaeson.baglanit.org.uk](http://www.cefnsaeson.baglanit.org.uk)

## **Contacting the School**

During your child's five years at Cefn Saeson we hope to have regular dialogue with you through the Pupil Planner and Parents' Evenings. If, however, you have a worry or concern about your child at school then please do not hesitate to let us know. You will be able to make an appointment to meet with a Head of Year or a Senior Staff member by phoning the school office and making an appointment.

For issues relating to Attendance/Heads of Year ring **01639 791334**.

For all other matters please ring **01639 791300**.

Of course in an emergency, or if the matter is urgent, you are welcome to call at the school.

However, **for reasons of security and organisation**, you must at all times report to the school office at the main entrance when visiting us.

## **Letters From School**

From time to time your child will be given letters regarding special events - information which is meant for you. Please ask regularly if there are any letters. Pupils can forget!

Thank you for your cooperation. If all pupils, parents and staff keep to the Code and these guidelines then the school can be run more easily. We can then concentrate on giving your child the best possible education at Cefn Saeson.

## **Guidance for Pupils**

This booklet is given to all pupils and everyone who works at Cefn Saeson. These rules are operated throughout the school and enforced by all the staff so that you can work to the best of your ability in a safe and orderly atmosphere.

### **Attendance and Punctuality**

You are required by law to come to school and attend all timetabled lessons everyday. **A target of 95% attendance is not unreasonable.**

You are expected to be on time in your Form Room at the start of each morning (8.30 a.m.) and in the teaching room in the afternoon at 1.05 p.m. If for some reason you are late for registration you must report to **ROOM 15** then go straight to your lesson.

### **Uniform**

- All pupils must wear the school uniform.
- No jewellery ( except a wrist watch ) is allowed.\*
- Trainers are only to be worn for P.E./Games.
- Outside coats/hoodies/jackets are not to be worn inside classrooms.

**All pupils wearing jewellery will be referred to Room 15 by the Form or Subject teacher. The jewellery will be confiscated by the Pastoral Staff who will keep a record of those pupils who break the rules. Offending pupils can expect to be punished as follows:**

first time: verbal warning/confiscation/Consequence 1 of DFL

second time: parents informed/Consequence 2 of DFL

third time: jewellery confiscated/parents interviewed/after school detention

## **Before School**

Pupils are expected to come into school as soon as they get off the bus. 'Breakfast' will be available between 8a.m and 8.25a.m By 8.30a.m. you must go straight to your Form Room. You should wait outside in an orderly manner until your Form Teacher arrives.

Pupils travelling to school by bicycle must have written permission from parent/guardian. Safety helmets should be worn and the bicycle stored with the Premises Manager on arrival. Letters for parents are available from Room 15.

## **Registration**

- pupils must sit on seats at all times.
- The register will be 'taken' in silence.
- Parent's notes, explanations for absence should be handed to Form Teachers promptly.
- Failure to explain absences with a note will result in punishment (see details later).

## **Assemblies**

- Pupils must arrive at the appropriate Assembly promptly.
- Pupils must stand for Senior Staff/Guests to enter and leave.
- Pupils are to leave Assemblies in an orderly manner as instructed by the teacher in charge.

## **Break-time**

- Pupils should go directly to the Dining Hall or outside during Break. Congregating in the corridors etc is not allowed.
- Food being available in the Dining Hall during Break is a privilege not a right. Pupil should put all litter/unwanted food in the bins provided. (Failure to do this will result in food being ended and all pupils having to go to the yards).
  - All food/drink to be confined to the Dining Hall
- Toilets in the Junior Block and the yard outside are for the use of Years 7 and 8 only.
- At the end of break pupils are to enter the building at the entrance nearest their next lesson.
- For safety reasons ball games are only allowed on the lower tennis courts.



## **Lunch-time**

- Year 7 pupils should go to the Dining Hall for lunch at 12.15 p.m.
- Year 10 and 11 pupils are to go directly to the Dining Hall for lunch at 12.25.p.m.
  - Years 8 and 9 pupils should queue for lunch at 12.40 p.m.
- All pupils must follow the instructions of teaching staff, Supervisory Assistants and Prefects.
- Pupils must wait in quiet, orderly queues when necessary. No food is to be taken outside the Dining Hall. Pre-ordered food must be eaten in the Dining Hall.
- Tables must be cleared of plates, cutlery etc. when pupils have finished their meal.

**N.B.** No pupil is to leave the school grounds unless they have a permission slip from their Head of Year. Permission to leave school will only be given on receipt of an up to date letter from parents giving details of where pupils will be eating (i.e. named address/relative etc.).

## **In Lessons**

- The class/group register is taken at the start of every lesson. Unpermitted absences or repeated lateness will be punished (see later details). You should NOT normally expect to go to the toilet during lessons.
- It is your responsibility to bring all the necessary books/equipment etc. to each lesson.
- You are expected to behave in an attentive and orderly manner so that you and other pupils can learn.
- Do not leave your seat in the classroom without your teacher's permission.
- You will be expected to pay for any books or equipment which you damage.
- When the bell goes for the end of the lesson remain seated. Your teacher will tell you when to put books and equipment away and dismiss you in a quiet and orderly manner.

## **In the Corridors**

- Please walk on the right. Never run, shout or push others.
- Carry your bag in your hand, not on your shoulder.
- Allow teachers and other adults to go first through a door).
- If you have to wait outside the classroom form an orderly line against the wall. Do not disturb other people's lessons.
- Never go into a laboratory, workshop, library or Sports Hall unless a teacher is present.
- If, for some reason, your teacher is a few minutes late arriving, it is sensible for a pupil to enquire at the staff room or Room 15.
- You must NOT use the vending machines between lessons.

### **After School**

- Pupils must walk not run to the bus.
- School discipline applies when you are on your way to and home from school.
- Bicycles are to be collected at 2.55 when buses etc have left.

### **School Buses**

- Board buses in an orderly manner.
- Sit down when the bus is travelling.
- Behave responsibly and follow the instructions of the bus driver.
- Failure to follow these instructions could mean punishment (including exclusion) or being banned from travelling on school transport.

### **Schoolwork**

- Use your Pupil Planner at all times.
- All work, both in class and at home, must be completed by the required time.
- It is your responsibility to approach your subject teacher if you are having difficulties with your work.
- If there are any problems affecting your progress in school please speak to your Form Teacher/Head of Year in confidence. They are there to listen and help you.
- If you are absent it is your responsibility to find out about and copy up any missed work. This must be done as soon as possible.

### **Respect for Property and Buildings**

- Do not bring anything valuable to school unless strictly necessary.
- Looking after your property is your responsibility.
- If you bring anything valuable to school (e.g. large sum of money) ask your Form Teacher/Head of Year/School Office to look after it.
- All litter is to be put in the bins provided.
- Chewing gum is not allowed in school.
- Pupils found to be responsible for damaging property will pay for its repair and/or be punished.
- Any damage done to property should be reported to an appropriate member of staff.
- Lost property should be reported to Room 15 after proper efforts have been made to find it.

## **Bullying**

Bullying is not accepted at Cefn Saeson. It makes pupils very unhappy and can prevent them from learning. Bullying can be any of the following - name calling, threats, demanding money, hitting, spreading rumours or anything that is intended to hurt or upset someone.

As you probably know Cefn Saeson has clear policies to deal with bullying. A new policy – drawn up by pupils, parents, teachers has been approved by Governors and is posted on the school website. Bullying is a topic covered in P.S.E. lessons. You will receive regular information about all this. *If you are being bullied*, however, there is one golden rule - always tell someone. Perhaps the following guidelines will also help:

- Try not to show you've been hurt. If you can, don't show the bully you're upset. Appear as confident as you can.
- If bullying is going on keep a diary of what's happening - dates, names, details etc.
- Tell a teacher, an older pupil, a Prefect or your parents.

*If you witness bullying* or know it's going on:

- Don't stop and watch - go and fetch help.
- If you can, show the bully you don't approve.
- Show sympathy for the victim.
- Don't join in if someone is making personal remarks or silly comments about a pupil.

In short, treat all pupils as you yourself would wish to be treated!

## **Illness in School**

If a pupil is feeling really unwell he/she should report to

Mrs. Edwards at the First Aid office. This should only be done in the case of an emergency however, NOT eg if a pupil has a cold or a headache.

Certain other rules also apply:

- Do not report to the First Aid office during lesson time without having written permission from a teacher
- The only exception to this is:

- (1) in an emergency or during break/lunchtime
  - (2) if you have to report to the First aid office regularly for medication.
- Any medication brought to school must be left at the First Aid office.
  - No pupil can leave school on the grounds that they are unwell unless they have seen Mrs. Edwards who will refer them to Mr. S. Moyse. Mr. Moyse will make the final decision whether a pupil is sent home. In Mr. Moyse's absence pupils will be referred to Mrs. P. Martell (Director of Learning). Failure to follow this rule will result in punishment.

### **Smoking.**

Smoking in school is not acceptable and is against the law. Any pupil found smoking in the school buildings or in the school grounds will receive a serious punishment i.e. they will be sent home immediately. They will not be allowed to return to school until their parent(s)/guardian(s) has met with a senior Member of Staff.

**If a pupil is caught smoking more than once he/she will be automatically excluded.**

**Pupils who repeatedly break this rule will go before the Disciplinary Committee of Governors.**

Pupils found smoking will also be given after school detention – the number of nights will be at the discretion of Heads of Year/Senior Staff.

### **What You Should Never Bring to School:**

Cigarettes, drugs, alcohol, weapons of any kind, aerosol sprays, chewing gum, personal stereos, mobile phones or anything else that your common sense and conscience tells you is wrong.

## PUPILS AND TEACHERS WORKING TOGETHER

Cefn Saeson is a big community where over 800 young people and over 100 adults work together daily. Clearly any such body must have rules, guidelines and punishments if people behave in an anti-social way.

It's important to remember, though, that the vast majority of pupils never get into real trouble. Visitors to the school always comment on the politeness, friendliness and tremendous atmosphere that exists in the school.

That is as it should be. As a school we are always anxious to promote positive relationships between pupils, teachers and home. Pupil cooperation and success is expected and encouraged. This is being done in the following ways:

- **The School Council** - pupils from every form and teachers working together for the good of the school.
- **The Prefect System**
- **Extra Curricular Activities.**

### **Reward System**

Updated for September 2014

Cefn Saeson also has a well developed **Reward System**. This highlights all the good, positive things attempted and achieved by pupils. They are celebrated and indeed rewarded in the following ways:

- Graduation
- In school assemblies
- Presentations of certificates, trophies and vouchers
- Publicity through the School Newsletter, Governors Reports and local and national media
- Subject/Pastoral points in SIMS leading to Platinum, Gold, Silver and Bronze Awards
- Award Ceremonies, Annual Achievement Evening, commendation letters sent home
- Departmental/Pastoral Rewards

This is the positive side of school life. In the terms of the individual pupil it represents the key to personal success and fulfilment. For the school it means improved standards.

## What could happen if you break the rules?

### DISCIPLINE FOR LEARNING

What exactly happens depends on the seriousness of the incident, the circumstances and the general pattern of your behaviour at Cefn Saeson.

All pupils and parents should be aware that everything the pupil does is recorded by the school and so all behaviour at all times can have a bearing on a pupil's punishment if he/she keeps on breaking the rules.

There are a series of steps which the pupil could face if they do not cooperate. For example:  
Poor Behaviour in Class:

1 <sup>st</sup> Misbehaviour:	Warning with name on board
2 <sup>nd</sup> Misbehaviour:	Written punishment – whole code 5 times
3 <sup>rd</sup> Misbehaviour:	Written punishment – whole code 15 times
4 <sup>th</sup> Misbehaviour:	Staff detention – after school
5 <sup>th</sup> Misbehaviour:	Staff detention and Referral to Head of Year
Very Serious misbehaviour:	Immediate Referral to Head of Year/Senior Staff

### DISCIPLINE FOR LEARNING CLASSROOM PROCEDURE

#### 1. **WARNING**

This should be given immediately if an element of the Behaviour Code has been broken.

- Pupil's name to be written on board, followed by G1, 2 or B3, 4 or W5 etc.
- At end of the lesson G1, 2 etc. to be recorded by pupil's name in class register/mark book.

*N.B. The warning must be made in calm but formal manner. Pupils must be warned that if further rules are broken they are **choosing** to go on to No. 2 in the procedure.*

- If a pupil then chooses to break another rule after 2....., then they will be punished with procedure 3, and so on.
- In the Code applying to Classroom Behaviour each pupil has a 'fresh start' in the next lesson. Persistent offenders in this section should be referred to Head of Year.
- In the Code applying to General Behaviour and Classroom Work breaches of the rules are carried forward to subsequent lessons e.g. if a pupil fails to bring

equipment they choose to move on from 1 to 2 etc. The same applies to breaches of dress code, mobile phones etc.

## 2. **WRITTEN PUNISHMENT TO BE COMPLETED AT HOME**

- Pupil's name to be recorded in teacher's register/mark book plus W1, 2 etc. Pupil has to complete set task by following day OR by another time specified by teacher.
- Pupil to complete Written Punishment (2) on prepared sheet. These to be distributed each half term – extra copies available from Room 15 (see Appendix 1)

*N.B. When this punishment is given the pupil must be reminded that if he/she **chooses** to offend again they will move on to (3)*

- Punishment 3 is a doubling of (2) – i.e. the Cefn Saeson Behaviour Code to be written out the 5 times for (2) **PLUS** the 10 times for (3).
- Remind pupil that failure to hand (2) in on time will mean Punishment (3).

## 3. **EXTENDED WRITTEN PUNISHMENT TO BE COMPLETED AT HOME**

- Pupil's name to be recorded in teacher's register/planner plus W3,4 etc. **ALSO** teacher to write note to parent in Planner. If pupil has no Planner they have chosen to move on automatically to Punishment (4).
- Pupil to complete set task on prepared sheet (see Appendix 2)
- Make sure that the time/place for handing in sheet is clearly specified in appropriate space, e.g. your teaching room/registration/Break in Staffroom
- Allow a reasonable time for completion

*N.B. The non completion of homework/coursework should be met by Punishment (3). However, if a pupil normally completes homework on time but has failed to do so with no adequate reason/excuse he/she can be allowed to hand it in at the start of the next school day – at the teacher's discretion. (Colleagues should be sensitive to any "genuine excuse/special circumstance that may apply to pupils occasionally). On such occasions a note should be made in the pupil's Planner. If he/she fails to hand the work in the next day Punishment (3) should be given automatically.*

## 4. **AFTER SCHOOL STAFF DETENTION (DfL Detention)**

This will apply in the following circumstances:

- Successive breaches of the Code of Behaviour in lessons moving from (1) – (2) – (3) and then (4)
- A pupil failing to complete Punishment (3) on time

*Procedure:*

- Record pupil's name in your register/mark book
- Make a note in pupil's Planner
- Complete standard letter (Appendix 3) *but N.B., by law school **must** give parents at least 24 hours' notice of after school detention.*
- After school detention for these 'offences' will take place every Tuesday (2.45 p.m. – 3.30 p.m.)
- Photocopy the completed standard letter and send copy to Room 15 so that details can be centrally 'logged'
- Failure to attend this Tuesday Staff Detention will result in **TWO** Heads of Year Detentions (Days for this vary according to HoY).

## 5. **PERSISTENT OFFENDERS**

These Discipline for Learning (DFL) procedures are designed to deal with most of the unacceptable behaviour that occurs in school. Unfortunately there will always be a minority of individuals who will still cause problems despite the best efforts of staff.

While the DFL rules must still be applied to them in class, Heads of Year and Senior Staff will implement a range of sanctions/measures e.g.

- Head of Year/Senior Staff Detentions
- Letters to parents
- Pupils on daily/weekly reports
- Placement in isolation
- Parental interviews
- Pupil IEPs and contracts
- Involvement of LEA Behaviour Support or other agencies
- Fixed Term exclusions
- Governors' Disciplinary Committee

## 6. **HEAD OF YEAR DETENTIONS** *(as and when required)*

It is important that pupils see After School Detentions as being 'Graded' in terms of their status. It is all part of the DFL approach, i.e. making pupils realize that their unacceptable behaviour means they **choose** to move on to ever more serious sanctions.



Consequently Head of Year Detentions will be for offences such as persistent non co-operation (.e.g. uniform, mobile phones, bad language, minor bullying etc). Such punishments will be at the discretion of individual Heads of Year.

#### 7. **SENIOR STAFF DETENTION**

This will take place every Wednesday from 2.45 – 3.45 p.m. Pupils will receive this punishment for offences such as defiant or challenging behaviour, serious bullying, vandalism, theft or fighting. Such punishments will be at the discretion of Heads of Year and Senior Staff.

Misbehaviour in detention will not be tolerated. Pupils who misbehave will be asked to leave immediately, parents will be contacted and requested to meet with the relevant senior member of staff the very next morning.

*N.B. Smoking – pupils found smoking in school will be sent home immediately, **plus given Senior Staff Detention.***

#### 9. **SERIOUS OFFENCES**

A particularly serious offence can circumvent any of the previous procedures and lead directly to a Fixed or Permanent Exclusion.

If staff feel at any time that they or any pupils are in danger, they should send for a Senior Member of Staff immediately (by phoning Room 15/Main office) or send a reliable pupil for assistance, if more appropriate.

*N.B. Staff should never pre-empt or assume any punishment to be taken by Senior Staff and communicate this to pupils. Colleagues, will, of course, be supported at all times but the appropriate action must be judged by the staff according to the circumstances that apply.*

#### **FURTHER CONSEQUENCES**

- Pupils who have seriously misbehaved will be placed in Senior Staff Detention and/or excluded from school. This might be for such behaviour as defiance or aggression, vandalism, bullying or theft.
- Pupils who repeatedly misbehave and show little or no improvement will face further sanctions, e.g. being placed in isolation or put on report.
- If there is still no improvement parents will be sent for, final warnings can be issued and Fixed Term Exclusions can follow. At this point pupils can be referred to the Welfare Officer, Psychological Service or another agency of the LA
- Persistently poorly behaved pupils will then – with their parents – be called before the Governors' Disciplinary Board. A final warning could be issued.

- The final consequence of poor behaviour is Permanent Exclusion. Pupils would have to attend another school or centre run by the LA

*N.B. All these incidents in a pupil's school career are recorded and can be used in a future reference, e.g. a job. Any excluded pupil has to complete set work at home.*

**Also please note that any pupil found smoking on school premises will be sent home immediately as well as receiving further punishments.**

For serious incidents such as using dangerous or illegal substances such as drugs or alcohol, bullying, fighting, abusive language or doing anything that could endanger others or property – pupils could go straight to a Fixed Term or Permanent Exclusion. It all depends on the circumstances and seriousness of the offence.  
Pupils discovered in possession of illegal substances will be reported to the police.

<b>Problem</b>	<b>Pupil Responsibility.</b>	<b>Home Responsibility.</b>	<b>School Responsibility.</b>	<b>Possible Action</b>
<b>Academic</b> e.g. Work not in on time or unsatisfactory work	Record dates/details of work in Planner Pay attention Organise work/time effectively	Check Planner. Provide quiet area. Promote positive attitudes. Contact Head of Year if necessary.	Give clearer guidelines over dates/details of work set. Bear in mind demands of other subjects. Set targets.	Minimum: talk with subject teacher Maximum: before Faculty Board. On Report. Parents called to school.
<b>Alcohol/drugs/other dangerous substances</b> weapons brought to school	Never bring to school anything which you know to be wrong!	Ensure your child never brings such things to school - explain the harm and dangers and possible consequences	Teach and discuss good health habits. Make pupils aware of rights and safety of others. Report violation to Director of Learning immediately.	Parents always involved. Probable exclusion - fixed term or permanent. Police involvement.
<b>Problem</b>	<b>Pupil Responsibility.</b>	<b>Home Responsibility.</b>	<b>School Responsibility.</b>	<b>Possible Action</b>
<b>Attendance and Punctuality</b>	Attend school and lessons punctually and every day - min. target 95%attendance	Legal requirement to ensure your child attends. Encourage punctuality. Provide note - always!	Attendance and late checks. Inform parents of problems. Advise Education Welfare Officer.	Minimum: after school detention for truanting or unauthorised absence. Maximum: Parents before Attendance Board or Prosecution

	Parental note if absent. Record attendance in Planner.			
<b>Bullying/fighting</b>	Respect the rights of others. Use self-discipline	Contact school if you suspect any problem. Do not condone or encourage aggression	Be vigilant and observant. Develop and encourage positive attitudes and respect for others.	Minimum: referral to Head of Year - for counselling or discipline Maximum: temporary or permanent exclusion. Referral to school counselor, Child Guidance or Ed. Psychologist
<b>Defiance of authority e.g. rudeness or offensive language</b>	Be polite. Control temper. Avoid confrontation.	Encourage self-discipline and respect for authority. Refuse to accept bad language at home.	Avoid confrontation. Lead by example. Be consistent with rules. Maintain orderly behaviour. Praise and encourage.	Minimum: after school detention  Maximum: exclusion
Pupil behaving in a dangerous/seriously disruptive manner	Respect others. Use common sense	To encourage self discipline and respect for others	To follow Local Authority guidelines on controlling and restraining pupils	Use of reasonable force to restrain/control pupil as set out in local authority and school policy
Leaving school lunchtime without permission	To be aware of the school's responsibility for all pupils	To encourage self discipline and reliability	To enforce rules consistently and monitor situation	Minimum: detention Maximum: parental involvement/possible exclusion
<b>Not conforming to uniform etc</b>	Keep to rules. If the problem is genuine bring a note from parents	Ensure adopts the right dress code. Contact school if there is a problem.	Take care of all pupils. Apply rules consistently. Notify parents in writing of changes to uniform	Minimum: first warning from form tutor Maximum: sent home parents involved
<b>Poor behaviour outside lessons including to and from school</b>	Respect others safety and comfort. Use common sense	Support school in emphasizing need for good behaviour and being good citizens	Take care of all pupils. Apply rules consistently.	Minimum: referral to Head of Year Maximum: detention, possible exclusion
<b>Poor behaviour on buses</b>	Remember rights of others and respect driver's responsibility	Support school in emphasizing need for good behaviour and safety issues	Make pupils understand the dangers and their responsibilities	Minimum: referral to Head of Year Maximum: lose transport. Parents involved
<b>Theft/damage to property</b>	Leave valuables at home. Look after property. Respect the rights of others	Support the idea that taking what doesn't belong to you or damaging property is wrong	To take measures to protect property. Encourage respect for property from pupils.	Minimum: detention, replacing item, paying cost for damage/loss Maximum: exclusion and/or police involved
<b>Problem</b>	<b>Pupil Responsibility.</b>	<b>Home Responsibility.</b>	<b>School Responsibility.</b>	<b>Possible Action</b>

Truancy (in or out of school)	Attend regularly – share the reasons for your attitude to school with a teacher or Welfare Officer	Contact school if suspicious of child not attending. Encourage positive attitude to school.	Regular attendance checks. First day response calls. Be vigilant. Inform parents.	Minimum: counseling or possible sanction like detention Maximum: put on report and/or referral to Education Welfare Officer
Pupils smoking in school	Not to bring tobacco/cigarettes	To ensure pupil does not buy cigarettes. Support school No Smoking Policy	To make pupils aware of dangers of tobacco. To apply rules/punishments consistently.	<b>Minimum – sent home/detention.</b> <b>Maximum – exclusion/before Governors.</b>