



# **PUPIL BEHAVIOUR POLICY**

Updated 2021-2022

## **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 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.

## **Section 1 – Guidance for Parents and Carers.**

### **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

A copy of this policy is given to every pupil at Cefn Saeson. 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 at Cefn Saeson. School is a partnership between parents, pupils and teachers and the behaviour policy will only work if we work together to provide the best outcomes for your child.

Cefn Saeson expects high standards of behaviour. This booklet sets out our expectations

**Required Equipment.** In order to facilitate smooth communication between home and school and to allow your child to get the most out of the school experience, pupils must have the following equipment.

1. The Pupil Planner - an important link between school and home and is 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 Sportec in Neath Abbey.*

### **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 or black leather trainers. No coloured markings on the trainers or canvas shoes

Note KS4 Boys will be expected to wear a Blazer, with an optional jumper.

### **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, plain black leather trainers, No coloured markings on the trainers or canvas shoes

Note. KS4 Girls will be expected to wear a Blazer, with an optional jumper.

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 change.

- Jewellery and make-up are not encouraged in school, one pair of stud earrings is allowed and a mechanical or digital watch, however smart watches are not permitted. Other jewellery such as rings and chains may be confiscated if the pupil refuses to remove them. If you are unclear on this rule please talk to your child's head of year for further clarification.
- Coats and other outdoor clothing may not be worn in classrooms. Hoodies of any kind are not permitted in the school and may be confiscated if pupils refuse to put them into bags.
- Mobile phones and smart watches are banned from school. Pupils that need to bring a phone should refer to the Mobile phone policy for further information. If a pupil is found using a phone in school then the phone could be confiscated, held in a secure location until the end of the day. Repeated infringements will result in parents or guardians being asked to attend school to pick up the phone.

### **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 inform the attendance officer in the main office by Telephone. There is also an absence not available in the pupil planner which can be used to inform the Form tutor of a planned appointment or unplanned illness.

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

The Welsh Government no longer allows authorised absences for holidays during term time. Please be aware that if a holiday is booked during term time it may lead to involvement by the Educational Welfare service and could eventually lead to prosecution.

## **The Pupil Planner and the SIMs APP/School Gateway**

The pupil planner is the main point of contact between School and Home. Messages may be written in the planner by the form tutor and replies from parents may be sent in via the planner as well. Please check it regularly for details of homework, important dates, and your child's progress. Please sign it weekly. If pupils fail to bring Planners to school, they will be punished.

The Sims app is available to all parents and is an excellent way to track rewards and behavioural issues that crop up during the school day, as it uploads in real time to your phone. If you do not have access to the App, please contact Cefn Saeson main office and a form will be sent to you. The school also now has SchoolComms this is the best way to communicate with the school with regards to attendance.

## **Coursework and Homework**

The completion of coursework and homework is essential as it feeds directly into our reward system and allows pupils to graduate at the end of the year. Please review your pupil planner to ensure that all homework and coursework is noted, and the due dates are known. If there is confusion or lack of clarity, then please do not hesitate to contact the Head of Year for assistance.

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.

## **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, and 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.

### **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 any issues 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 always 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!

### **Inclusion policy at Cefn Saeson**

Exclusion of pupils from Cefn Saeson is unproductive and not fit for purpose as it tends to lead to pupils being not safeguarded and out of education, also there can be a lack of parental supervision at times due to work commitments.

To combat this Cefn Saeson has introduced a Pupil Inclusion Centre approach. This is an offsite facility where pupils who would normally have had an Exclusion for behaviours that are unacceptable will now attend and complete programs of work associated with the reason for the inclusion. Parents will be informed of an inclusion period by phone, and this will be recorded in Sims as an Inclusion rather than an Exclusion. This is not a matter of parental choice or permission; this is a school decision to deal with poor behaviour.

This facility is also available for extended or full-time educational provision for pupils who are unable to cope with mainstream education for behavioural or emotional reasons. In this circumstance, there must be a meeting with both parents and the leader of the pupil inclusion centre to decide on the best form of timetable and the Application for attendance at the centre must be signed by all parties.

### **Covid regulations and Sanctions – Information for Parents.**

Due to the pandemic, Cefn Saeson has to introduce rules and consequences to combat infringements of the Covid systems put in place by Welsh Government.

## **Covid Regulations**

1. Pupils will be placed into year group bubbles to minimise contact between year groups during the school day.
2. Pupils have different Break and Lunch schedules and are housed in different zones in the Canteen and outside provisions.
3. Pupils will wear masks whilst travelling in the school, only removing them when at the tables eating their food and when on the designated outside area for that year group. Masks must also be worn on Bus transport to and from school.

## **Consequences for breaking the Covid regulations.**

1. Verbal warning from Head of Year
2. Detention – parental phone call to explain danger and reasoning behind Covid consequence stages.
3. Day of Inclusion in the Pupil Inclusion Centre – offsite provision.
4. Attending school after 2.45pm for a period decided upon by the Head of School
5. After repeated infractions home learning for a period of 3-5 days, in order to re-enter the school population a meeting with parents will be required to enable a phased return to school to ensure that safety is ensured.

**A copy of these regulations and sanctions is included in the Appendix section of the Pupil Guidance.**

## **Section Two – Guidance for Pupils**

You are required by law to come to school and attend all timetabled lessons every day.

The Welsh Government attendance target for all pupils is **95%**

You are expected to be on time in your first lesson at the start of each morning (8.30 a.m.) and attendance at Form time is mandatory. Registers will be taken in all lessons and repeated lateness will result in detentions. Truancy is not permitted, and pupils need to be aware that should they be missing from lessons the school policy is to phone the Police on 101 after phoning parents to inform of a missing child. If for some reason you are late for registration you must report to main reception and then go straight to your lesson.

### **Uniform**



**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

second time: parents informed/ DFL detention on a Tuesday after school

third time: jewellery confiscated/parents asked to come in have a meeting / Senior staff after school detention

### **Before School**

Pupils are expected to come into school as soon as they get off the bus you must go straight to your first lesson, if you arrive before 8am you must go to your holding area until 8.15am and then proceed to your first lesson. You should wait outside in an orderly manner until your Teacher arrives.

**Covid Note – Pupils need to be wearing masks on the bus coming into school and those walking must wear masks at all times when coming up to school. Failure to do so will result in Covid consequences (See Appendix 1.)**

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.

### **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.

### **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.

### **Toilets**

- There are toilets situated around the school and are open use toilets.

Toilets are to be used during Break time and lunchtime or between lessons. Going to the toilet during lessons is not allowed unless you have a toilet pass that has been provided by heads of year.

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### **Break-time and Lunchtime**

Pupils should go directly to the canteen for food.  
No food is to be allowed outside the canteen.

There may be different timetables for lunch and break times depending on year groups, these will be given out in form time at the beginning of the year.

- All pupils must follow the instructions of teaching staff, Supervisory Assistants and Prefects.
- Pupils must wait in quiet, orderly queues when necessary
- 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. Missing children will be identified by the teacher and an email sent to the office in order that parents might be informed of truancy.
- 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.
- 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 Left. 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 main office in case of absence.

### **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.

### **Schol 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 result in the bus pass being removed and an alternative arrangement for coming to school being made.

**Covid Note – Pupils must wear Face masks on all transport to and from School. If pupils do not comply they may be asked to arrange alternative 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 the reprographics room after proper efforts have been made to find it.

**Bullying - Please see Cefn Saeson's Anti Bullying Policy in your planner**

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.

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:

- *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.

### **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 e.g. 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 the Head of Year, who will make the final decision whether a pupil is sent home.
- If you leave site without the permission of the Head of Year then there will be disciplinary consequences when you return to school.

### **Smoking and Vaping.**

Smoking or Vaping 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 be placed into the Pupil Inclusion centre for one day. Parents will be required to attend a meeting to discuss this behaviour.

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

**Illegal substances in school.**

If a pupil is found in possession of any illegal substances within school ground, it is the schools duty to phone the police immediately. Further action can be taken by the school include placement in the pupil inclusion unit for a time to be specified by the headmaster, up to and including permanent exclusion.

**Information sheet for parents and pupils.**

<b>Problem</b>	<b>Pupil Responsibility.</b>	<b>Home Responsibility.</b>	<b>School Responsibility.</b>	<b>Possible Action</b>
Academic 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: On Report. Parents called to school.
Alcohol/drugs/other dangerous substances 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>
Attendance and Punctuality	Attend school and lessons punctually and every day - min. target 95%attendance Parental note if absent. Record	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

	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: mandatory attendance at the Pupil Inclusion Center 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: long-term attendance at the Pupil Inclusion Center (PIC)
<b>Pupil behaving in a dangerous/seriously disruptive manner</b>	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
<b>Leaving school lunchtime without permission</b>	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/Pupil Inclusion center for repeat offenders.
<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, attendance at the PIC
<b>Poor behaviour on buses</b>	Remember rights of others and respect	Support school in emphasizing need for good	Make pupils understand the dangers and	Minimum: referral to Head of Year

	driver's responsibility	behaviour and safety issues	their responsibilities	Maximum: lose transport. Parents involved
Theft/damage to property	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: Inclusion at the PIC 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.	Minimum – 1 day attendance at the Pupil Inclusion Unit Maximum – before Governors.