



Discipline Policy at Ysgol Gyfun Gymraeg Llangynwyd

The purpose of this policy is to define rules for behaviour and ensure order in the school. These rules are drawn up to ensure that Ysgol Gyfun Llangynwyd is a happy and orderly school community. Setting the rules below ensures fairness and consistency in the operation of the school rules.

This discipline policy is based on an ethos of respect and mutual respect. Below is a section of the home-school agreement relating to rules for pupils.

As a pupil, I agree to the following:

- Respect staff, other pupils, school rules, school premises and any property belonging to the school or others.
- Comply with school uniform rules.
- Arrive promptly to school and to lessons.
- Seek my best in my school subjects, both within lessons and through out-of-lesson studies.
- Be relevant when traveling to and from school; during any school visits and during any extra-curricular activities.
- To complete independent work on time to the best of my ability.
- Let a parent or teacher know if I have problems at school.

Aspects of good discipline

Learners are expected to behave in a way that is respectful to the school and others and in a way that maintains a good reputation for the school. They should also ensure that they bring the relevant equipment or uniform to lessons.

Learners expectations - general

- Always speak Welsh.
- Refer to a teacher in a polite manner.
- Hold a door for a member of staff / visitor.
- Respect others and the site
- No running within the building.
- Walk on the left in corridors and on the stairs.
- Wait outside classrooms until the teacher arrives. Pupils should not be in a room without a teacher being present unless express permission has been given by the teacher in charge of that room.
- Don't shout out - raise your hand to answer a question.
- Don't impede the education of others.
- Do not speak within lessons unless permission has been given by the teacher.

En route to school and home

- Be safe and respectful when travelling to and from school (whether by bus, public transport or walking). Be respectful of any other adults in charge of you on your way to and from school.
- Cycling to and from school is not permitted until a full assessment of the safety of the cycle ride along the main road has been completed.
- School rules when travelling to and from school about violence to others, bullying or using obscene words are taken as seriously as incidents within the school. Respect other people.
- Put any rubbish in a bin.

Within lessons or other periods under teacher supervision

- Bring any necessary equipment or clothing for the lesson.
- Arrive promptly to the lesson. Stand outside the room in a line. Don't be too noisy.
- Respect all learners' right to education without interruption.
- Raise your hand to answer and ask a question.
- Take part in the lesson:
 - o Always follow the teacher's instructions.
 - o Do your best during the lesson.
 - o Don't speak unless you are allowed to.
 - o If you have finished your work, look over the work and then inform the teacher who will direct you to the next task.

Break and lunch times

In the canteen

- Queue sensibly.
- Put any rubbish in the bin.
- You are not allowed to take food or drink outside the canteen / hall.
- Clear your plates and make sure the table is clean before leaving.
- Many people are in the canteen: walk and don't shout.
- Always speak Welsh.

The rest of the site

- Speak Welsh.
- Be sensible and aware of others as you play or move around the premises.
- You are not allowed to be in a classroom or corridor at break or lunch unless you have permission from a teacher.
- If the weather is severe, you will be allowed to go to the canteen, hall, or gym.
- The only place you should play a ball game is on the main yard, astro or fields.

Camau Cywiro - guidance for staff

The steps below are designed to ensure consistency and fairness in the implementation of school rules. Learners are expected to show respect for their work and others (other learners, staff and any visitors) during lessons and at any time during the school day.

The guidelines below are not comprehensive or cover all types of misconduct that occur in school life. However, they do show concrete steps to take in some situations. The teacher carrying out the actions will be expected to take the situation into account.

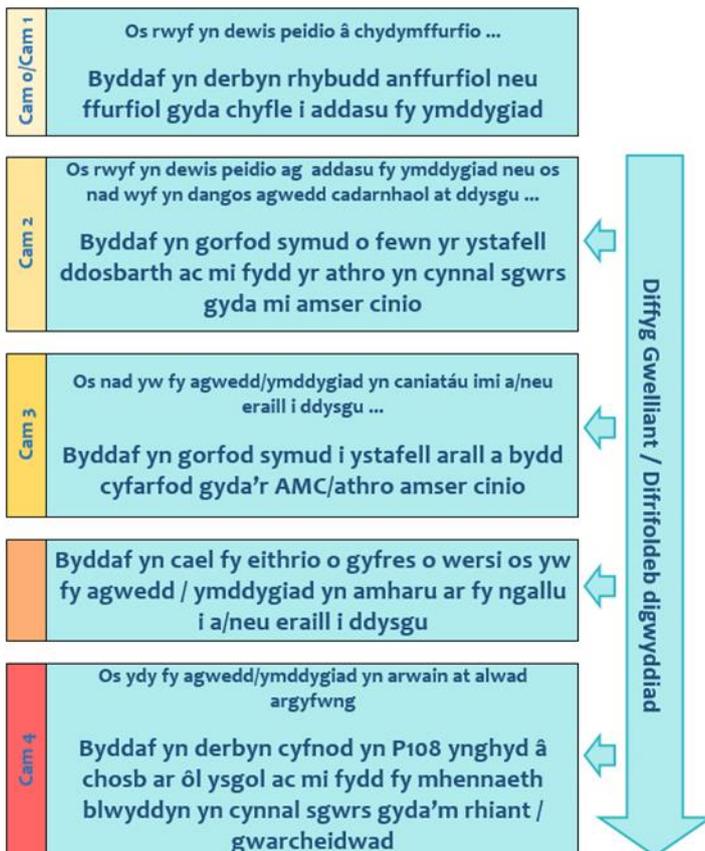
If a learner breaks the rules, teachers are expected to follow the steps below.

The script below can be used to support the action steps:

Disgwyliadau Dysgwr Llan Camau Cywiro Ymddygiad



Syniadau Sgript Camau Cywiro



Cam 0

(Enw), diolch am ffocysu ar dy waith, mae hynny'n helpu pawb Oes problem o gwbl?

(Enw) cofia mae rheolau gennym o ran.....

(Enw) hoffwn dy fod yn ffocysu ar dy waith fel y gwnest ti ddoe/wers ddiwethaf.

(Enw) diolch am gyfrannu at y wers a byddaf yn dod yn ôl atat mewn munud.

(Enw) cofia fod rheol gennym o ran siarad ar draws eraill.

Cam 1

(Enw), dwi newydd d'atgoffa felly unai rwyf yn aros fan hyn i ffocysu ar dy waith, neu elli di symud i'r sedd yna fel sydd yn ein rheolau ysgol.

Cam 2

(Enw), rwyf ti wedi dewis peidio cydymffurfio, felly er mwyn cael cymorth ychwanegol gyda'th waith, diolch am symud yma.

Cam 3

(Enw), mae'r ffordd yr wyt yn dewis ymateb heddiw yn golygu symud i ystafell arall i ffocysu ar dy waith, diolch.

Cam 4

(Enw), er mwyn i ti, a phawb arall, weithio i'w gorau, ffoniaf yn awr am ragor o gefnogaeth i ti.

Step 0 - 2: Deal with the misconduct within the classroom.

Step 0 - Explain the misconduct to the learner and how they should behave

Step 1 - Give the learner a formal warning

Step 2 - Move the learner to work with other learners

Move the learner to another area of the room on their own

Step 3 - Move the learner to another class (within the same section where possible - to the Subject Leader room where possible / practical).

Possible strategies

- Move the learner to another room within the department or to a colleague's room. Learners should not be sent out of a room to stand outside for any reason.
- A note in the learner's handbook.
- Write a report to the Progress Leader through Classcharts.

Step 4: Exclude the learner from the lesson

If a learner refuses to comply with step 3 or the learner misbehaves in a room after being moved, step 4 will need to be implemented.

Stage 4 of the learning system is defined as the lesson cannot continue or the learner refuses to follow the teacher's instructions.

Strategy

- Pick up the phone, call the office and ask for a member of the SLT. Members of the SLT or a member of staff are "on duty" for such calls.
- The staff member needs to fill in the red slip to take the learner to Llannerch.
- A report from the relevant teacher is expected on Classcharts by the end of break / lunch / end of day depending on the time of the event.
- Following an exemption from lessons, the Head of Year will contact the parent of the learner.
- There is the possibility that the learner will be excluded for a whole day in Llannerch, where he / she will continue with subject work under calm and supportive circumstances.

If the behaviour is worthy of Step 4 the member of staff on call will take the learner to Llannerch. If the learner enters Llannerch for the first time, they stay there until the next break e.g. lesson 1 and 2 - leave after break, lesson 3, 4 (and 5 to KS3) - leave 15 minutes after lunchtime begins. If learners go to Llannerch for the second time in a day, they stay there for the whole day and have a separate lunch.

- Teacher completes report on Classcharts by end of day at the latest and notifies Head of Department
- Llannerch staff to record a period of isolation on Classcharts noting the lesson and a report declaring the learner's commitment whilst there e.g. "Complied well", "head on the desk" and check if there is a record of the learner there earlier that day.
- By creating a period of isolation on Classcharts an email will inform the Head of Year of the incident to ensure a call home. If the incident is serious the learner will remain in Llannerch for longer.

Monitoring Incidents

Reports to be made weekly by the Head of Year:

First Stage

Learners who have received 20 or more points over the three weeks receive a standard email home with a warning that the Head of Year is monitoring the situation.

Second Stage

- Learners who have already received an email and added to penalties this week receive a phone call stating that an after-school meeting will be the next step.

Third Stage

- Learners who have already received an email, an after-school penalty and who still add to the penalties this week receive an after-school pastoral meeting with the HOY to draw up a progress plan and parents receive a copy when collecting the learner. The progress plan must be reviewed every three weeks. If the targets have been met the plan ends. If the learner fails the progress plan twice, the learner receives a behaviour plan following a meeting with the parent.

Temporary suspension

This is for serious acts that violate school rules or an incident that endangers individuals.

Learners are temporarily suspended for violence, repeated bullying, theft, using abusive language towards members of staff, abusive behaviour towards staff or other learners, or acts which violate the common law, e.g. alcohol, drugs, bringing a weapon or lighters to school.

This is decided by the Headmaster or the SLT.

Permanent exclusion

Next step following a series of temporary suspensions or through very serious actions. The school does its best to avoid this step. The Governing Body will be an integral part of this process.

Rewards

As a school we use Class Charts in order to give reward points to learners. There are several categories and the points will automatically be added into SiMS.

