



Ysgol Penglais School

Positive Behaviour Policy

Signed: 

**(Chair of Governors on behalf of the Governing
Body)**

Date: 21/11/2023

Amended 27/02/2024 by Achievement committee

**Date to be reviewed: November 2026
(by the Achievement Committee)**

Introduction

Ysgol Penglais School is a happy, ambitious and high achieving school where everyone is respected and valued. We are a strong community where everyone cares for each other, knowing that only through collaboration and respect will we achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We recognise that overcoming challenges is key to success and by developing bravery, confidence and resilience our students will become successful citizens of their communities, Wales and the world.

We will achieve this vision together by:

- Being respectful and kind
- Being ambitious and resilient
- Developing independence and confidence
- Celebrating diversity and success

Aims of the policy:

- To support staff and students to develop a positive working relationship.
- To ensure that Ysgol Penglais School is a safe and happy environment, where effective teaching and learning takes place.
- To develop in students a sense of self-discipline, ownership of learning and acceptance for the sanctions of their own actions.
- To ensure teachers, students and parents have a clear understanding of expectations regarding acceptable standards of behaviour.

Ysgol Penglais School Expectations

Good relationships are fundamental to our positive behaviour management. Staff will encourage and recognise good behaviour first, they will adopt a calm consistent approach at all times and will use restorative conversations to prevent unacceptable behaviour.

Parents play a vital role in supporting the development of their children's good behaviour. The Home-School-Agreement explains the roles of students, parents and staff. Parents, students and a representative of the Headteacher are asked to sign a copy of the Code of Conduct Home-School-Agreement when their child enrolls at the school.

Students will:

- ✓ Be careful and considerate, respectful and kind to all
- ✓ Be polite and friendly to peers and adults alike
- ✓ Be safe, responsible and courteous at all times, to all members of the school.
- ✓ Follow the school rules
- ✓ Follow, without argument, staff instructions.
- ✓ Work hard and believe that they can do well.
- ✓ Arrive on time to school and not miss any school.
- ✓ Arrive to lessons on time.
- ✓ Respect the environment by putting litter in bins, keeping walls and furniture unmarked and taking great care of displays and other people's work.
- ✓ Ask for help if they don't understand the work.
- ✓ Do work on time and catch up with work that is missed for any reason.
- ✓ Wear the correct published Ysgol Penglais School uniform without exception, at all times.
- ✓ Have the correct equipment/kit for lessons.
- ✓ Adhere to the mobile phone policy.

Parents will:

- ✓ Ensure that their child follows the school rules.
- ✓ Ensure that their child has excellent attendance and arrives on time.
- ✓ Ensure that their child has the correct uniform for Ysgol Penglais School and wears it to school without exception, at all times. (Informing the school should there be a financial or other issue that prevents this).
- ✓ Ensure that their child has all necessary equipment for school including a bag, pens, diary, PE kit and is properly prepared for school each day.
- ✓ Take an interest in their child's work and encourage them to do well.
- ✓ Attend all meetings with teachers/staff to discuss their child's progress.
- ✓ Let the school know if there are any problems that may affect their child's ability to learn.
- ✓ Log into *Classcharts* regularly and recognise their child's achievements.

Staff will:

- ✓ Support students to follow the school rules.
- ✓ Provide a stimulating, safe and caring learning environment.
- ✓ Adopt a calm and consistent approach to behaviour management.
- ✓ Give first attention to positive behaviours and achievements.
- ✓ Give visible recognition to effort and attainment by awarding points on classcharts, postcards home and departmental/Year group awards and certificates.
- ✓ Meet and greet students promptly at the start of each lesson.
- ✓ Use a restorative approach to behaviour management.
- ✓ Undertake their roles as described towards the end of this policy

Restorative Practice

Ysgol Penglais School is committed to working restoratively with students to manage conflict and enable students to progress and reflect. All staff will receive Restorative Practice training during the academic year and will be issued with cards for the key questions. The Local Authority has endorsed RP as part of an anti-bullying strategy across the county.

The aim of restorative practice is to develop our community and to manage conflict and tensions by repairing harm and building relationships. It is about working with people rather than doing things to or for them. It is about offering high levels of support whilst challenging inappropriate behaviour through high levels of control, encouraging acceptance of responsibility and the setting of clear boundaries.

Restorative practices help those being bullied who are experiencing isolation and exclusion by repairing damaged connections and even building them where they do not currently exist

Procedure

- All incidents of conflict are investigated and statements taken on both sides.
- Students may still have a sanctions or sanction for their action.
- Students will be encouraged to undertake a restorative session which may be facilitated by the Student Support Managers.
- All staff are encouraged to work restoratively with students to promote better behaviour and create positive relationships.
- Staff and students can request a restorative session if they feel there are unresolved issues.
- No one is compelled to take part.

The staff have all been issued with the key restorative questions

Responding to Challenging Behaviour

- What happened?
- What were you thinking about at the time?
- What have your thoughts been since?
- Who has been affected by what you did?
- In what way have they been affected?
- What do you think needs to happen next?

Responding to those harmed by others actions

- What happened?
- What were your thoughts at the time?
- What have your thoughts been since?
- How has this affected you and others?
- What has been the hardest thing for you?
- What do you think needs to happen next?

Celebrating Positive Behaviour

At Ysgol Penglais School we believe in recognising and celebrating all achievements. Behaviour, effort and achievement that is over and above, is recognised by positives recorded on *ClassCharts*, which are converted to reward points.

Heads of Year, Form Tutors, Heads of Faculty/Subject and all staff will regularly reward excellent behaviour, effort, attainment and attendance through a variety of strategies which include assemblies and events, certificates, phone calls home and positive postcards. These reward points are awarded to individual students but an individual's points also contribute towards the termly Form/Year group point totals that the student is in.

Reward Points (Positives on *ClassCharts*) – this list is not exhaustive and we reserve the right to award other points where it is deemed necessary.

Guide for awarding points:	Awarded by:	Points
Excellent effort in class	All teachers	5
Excellent quality of classwork	All teachers	5
Excellent effort with homework	All teachers	5
Excellent quality of homework	All teachers	5
100% attendance	Attendance Officer	12
Good attendance (95%+)	Attendance Officer	8
Perfect punctuality (no lates recorded each term)	Attendance Officer	12
Participation in extra-curricular group and activity	All staff	5
Good citizenship, community service or good manners	All staff	5
Helpful to others, or contribution to your tutor or year group	HoY /FT	5
SLT reward for exceptional work	SLT	15
Head of Year and Form Tutor Award	HoY/FT	10
Headteacher's Award	Headteacher	20
Sustained improvement (no negatives over a two week period)	HoY /FT	5
Excellent use of incidental Welsh	All staff	5
Attending study club	All staff	5
Achieving target for the year in an academic report	HoY/FL	15
Going up a sub-level in an academic report	HoY/FL	10

Students will receive Bronze, Silver, Gold, and Platinum certificates for the total number of points they receive as individuals. This is on a sliding scale, will be displayed in classrooms and will be rewarded to students as a certificate.

Managing Behaviour

Teachers are expected to establish and maintain a positive climate for learning in their classroom. They should use a range of different strategies to improve behaviour and should seek to avoid escalating any potential conflict situations. If behaviour does become an issue, teachers should issue a clear 'CHANCE' warning to a student. A second 'CHOICE' warning may also be given following some take up time by the student. This can include a period of 5 minutes to calm down in the corridor/ nearby classroom. A quick restorative conversation ideally with the SL or HoY can follow before the student re-joins the lesson. If a student does

not correct their behaviour after 2 clear warnings, they will be faced with a 'CONSEQUENCE' and are removed from the lesson. The class teacher will note this on Classcharts and, when convenient, will phone home so that parents are aware of the concern. The Head of Year and Head of Faculty will ensure that a restorative conversation has taken place between the member of staff and the student before the next timetabled lesson.

The school operates a faculty system, where students are sent to another classroom within the subject/faculty area to continue their learning, due to persistent poor behaviour in the classroom. This is a time for students to reflect on their behaviour and identify how they can correct the issue that is preventing them and the class from learning.

In all cases, students should be made aware of what action has been taken. It is expected that the majority of behaviour incidents can be resolved by the teacher in the classroom. Any action taken from the point of a removal should be entered onto *Classcharts*.

Behaviours at tutor time and out of lessons will be dealt with in the same way.

Managing behaviour

	Why?	What?	Next Steps	Further Action
C1 - CHANGE	A C1 is issued when there is disruption of teaching and learning – e.g. being off-task, being out of seat, distracting others.	A C1 is a verbal warning which includes a reminder of which rule is being broken.	None.	Teacher will record on <i>ClassCharts</i> .
C2 - CHOICE	A C2 is issued when there is continued disruption of teaching and learning five minutes after a C1 is issued.	A C2 is a second verbal warning which includes a reminder of which rule is being broken.	Student will be required to have a restorative conversation with the teacher at the end of the lesson, or at break/lunch.	Teacher will record on <i>ClassCharts</i> .
C3 - CONSEQUENCE	A C3 is issued when there is no improvement after sufficient 'take-up' time.	A C3 is when 7077 (Student Services) is called to remove the student.	See below for steps to be taken following a C3 removal from class.	Teacher will update <i>ClassCharts</i> and be required to have a restorative conversation with the student concerned before the next lesson and treat the next lesson as a fresh start.

Should a C3 removal occur:

Step 1: The class teacher will contact the student's parent/ guardian to explain what occurred.

Step 2: The student is brought to see the member of staff by HoY for a 5 minute restorative conference during tutor time before next lesson. An agreement is made to modify behaviour in the following lesson. Conversation logged on ClassCharts by classroom teacher.

Step 3: If the Restorative Conversation breaks down, student refuses to attend or there is no improvement in the next lesson: The classroom teacher phones home to inform parents that despite attempts to support the student, behaviour has still failed to improve. The subject teacher informs parents that should behaviour not improve in the next lesson a meeting will be arranged with the Head of Year. HoY is responsible for notifying staff of any extenuating circumstances before calls are made and subject teacher responsible for letting HoY know of any issues raised from phone calls. Calls logged on ClassCharts.

Step 4: Continued failure to improve: HoY calls for a meeting with the parents and students. Parents are informed in person of the date and time of the detention. Attendance to detention recorded on ClassCharts.

Step 5: ENCIL for failing to attend detention or disruption of detention.

(Steps 1 and 2 can be skipped in this process if the behaviour is deemed to be extreme and with the agreement of the HoY, Hof and SLT.)

If a student then continues to display challenging behaviours in Encil, then the matter is referred to the Head of Year, Head of Key Stage 3, Deputy Headteacher or Headteacher.

In some circumstances student may be asked to attend an After School Detention as a consequence. Should this be necessary then parents/ guardian will be given sufficient notice.

Where a serious breach in behaviour occurs in a class, for example fighting, violence towards staff or students, threatening behaviour, the Senior Leadership Team will be contacted immediately, and the student removed to a safe place. Statements will be gathered immediately, and parents contacted as soon as possible. Students may be out of circulation and supervised by staff during this time. Should an exclusion be necessary the headteacher will follow the protocols as laid out in the exclusion policy.

Placement in Encil

Students can be placed in Encil following a range of incidents. Encil is a supervised classroom and students are not allowed to mix with their peers at breaktime and lunchtime. Parents will be notified of an Encil placement by telephone and a following letter.

Students can be placed in Encil for the following: (the list is not exhaustive and can be at the discretion of the HT and Head of Year)

- Truantiing lessons. (Encil placement will usually be over a break and lunchtime in order to reduce the lesson time missed).
- Leaving school site
- Fighting
- Ongoing targeted unkindness
- Swearing or abusive language
- Smoking on school site
- Poor behaviour on school buses
- Damage to school site or property
- Behaviours where individuals are put at risk

When a student displays further challenging behaviours in Encil and is disrupting the learning of others then the Senior Leadership team will contact home and parents will be invited in to discuss a positive way forward. Disrupting Encil or choosing not to attend Encil could result in a Fixed Term Exclusion.

Uniform and uniform infringements

Students are expected to wear full uniform as described in our whole school policy. Failure to comply with the policy will result in an initial ten-minute detention with the form tutor at break-time. If the issue is a financial one, then school must be informed for support to be offered. If a student persistently fails to wear correct uniform the matter is referred to the Head of Year who will arrange further sanctions including lunchtime detentions, after school detention or Encil / exclusion.

Off task behaviours

When a student is not completing classwork or homework to a satisfactory standard or if they are not completing the work at all then the class teacher will arrange an academic support session in which to catch up. This will be recorded as a "Work Concern" on Classcharts. If the student does not attend the session then the Subject Leader or Faculty Leader will place the student in a Faculty Detention. If the student does not attend this then a session in Encil will be arranged which will be dependent on the amount of work needing completion.

Offensive Weapons

Offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for use for causing injury to the person or intended by the person having it with him/her for such use'. This includes 'any article which has a blade or point or is sharply pointed'. Pocket knives and BB Guns are included in this definition for the purposes of maintaining school discipline and the safety of the whole community.

The Senior Leadership Team have the authority to search student possessions (including bags and lockers) without their consent if there are reasonable grounds for doing so. Reasonable grounds are if they suspect a student has possession of certain prohibited items and Police will be contacted. Those who have an offensive weapon will have the offending article removed from them. This will not be returned to the student. The parent/carer will be

informed and may request permission to pick the article up from the school. A decision about whether this will be granted will be made in liaison with the police. A student will be removed from circulation while the investigation takes place.

The student may receive a fixed term exclusion with consideration of a permanent exclusion as a result of this act. Carrying an offensive weapon is a 'one off' offence where a permanent exclusion may be an outcome. (See School's Exclusion policy).

All the above applies to fireworks and other explosive or dangerous material.

Steps in the relevant Protocol should be followed.

Social Media/Sharing of Offensive Material

This is deemed as unacceptable and inappropriate. The student will be removed from circulation until parents are contacted and relevant outside agencies (including the Police if necessary) have been contacted and advice taken, where appropriate sanctions will be imposed.

Downloading and/or manipulation of photographs of peers or staff and circulating them on social media is a serious matter and appropriate sanctions will be imposed. Students must not take photographs or record staff or peers.

Steps in the relevant Protocol should be followed.

Drugs, alcohol and illicit substances

If staff or students report a suspicion of any student/s involved with drugs, alcohol or paraphernalia then the student/s will be interviewed, offered to empty their bags and possessions, and parents contacted. Any relevant item found will be confiscated. Drugs and paraphernalia will be removed from the school site by the police; alcohol will be destroyed. Any incident relating to illegal substances will be reported to the police. In addition to this, appropriate sanctions will be implemented by the school. The student may be excluded either for a fixed term or permanently as a result of the investigation and the seriousness or repetitiveness of the incident. The school will also refer students to external support agencies. If a student is found with tobacco or e-cigarettes, parents will be informed, and appropriate sanctions will be issued.

Steps in the relevant Protocol should be followed.

Mobile phones

Mobile phones should not be used in school during the school day. Should a student be seen with a phone then it will be handed into Student Services.

Please refer to the school's Mobile Phone Policy.

Incidents of Discrimination

All incidents of discrimination will be investigated initially by Student Services and then referred to the Head of Year. An informal procedure will be used where the investigation shows that the racism, slur, discrimination may have been unintentional, and that the perpetrator may not have been aware of the fact that his or her behaviour was offensive or unacceptable.

Where the investigation shows that the racism, slur, or other discrimination was deliberate and intended, parents will be informed as soon as possible, and the appropriate sanctions issued. This will include the informing the Police.

Steps in the relevant Protocol should be followed.

All incidents will be reported and logged according to LEA policy.

Pastoral Support System

All year groups have a Head of Year who is responsible for overseeing all aspects of student behaviour, attendance and wellbeing. However, Heads of Year have a teaching commitment so may not always be able to deal with incidents during the school day. The student support team is led by the Student Services Manager and there are two Student Support Officers available to support students and staff throughout the school day. Under the direction of the Heads of Year and/or Senior Leadership Team, the student support team will deal with incidents throughout the school day and contact parents where necessary.

Senior Leadership Wellbeing Team

This team meets weekly and discusses referrals made by Pastoral Leaders. It arranges appropriate intervention and liaises with the Local Authority Behaviour Panel in order to ensure the best and most appropriate support/ provision.

Supporting Students in Positive Behaviour

Monitoring of Achievement Report

Report booklets will be issued by Heads of Year in the first instance. Should behaviour concerns escalate then further cards can be utilised by SLT.

Parental Meetings

Often a parent will be asked to attend school or be contacted by telephone when there is a concern regarding behaviour. It is expected that parents attend these meetings in order to deal with the concerns at hand and ensure both the school and parents are proactive in dealing with the student concerned.

Pastoral Support Plans (PSP)

A Pastoral Support Plan is a programme of intervention to support young people. A PSP helps coordinate interventions for students at high risk of permanent exclusion. It is a school-based process but may involve support from parents, external agencies or other outside professionals involved with the young person and their family. The PSP sets clear targets for the student to work towards within a specific time frame (normally 6 weeks). These targets are

agreed with the student and work alongside agreed support put in place by the school and other agencies. A PSP will be put into place following a number of concerns, or at the discretion of the pastoral team following a referral by Heads of Year.

Alternative Provision

In some circumstances where a student has become severely disengaged with school and are at risk of exclusion, they may be referred to the Inclusion Team. This is led by the Faculty Leader. The Faculty Leader and the Inclusion Team will meet with parents and discuss a package of support which will allow students to re-engage with school. In addition, they will look at outside support for individuals which would include Educational Psychology service, SEBSA support and Local Authority services. A reduced timetable and modified curriculum may be considered as well as a referral to the Inclusion Panel at the Local Authority for additional support. If any packages are in place they will be reviewed regularly to ensure they are suitable and successful.

Bullying

Bullying is treated very seriously in Ysgol Penglais School and we welcome any information that helps us to deal with all kinds of bullying.

If a student is being bullied, they should talk to their tutor or any member of staff they feel comfortable with and it will be reported to the Student Support Team for investigation. If any student, parent or member of staff is concerned that a student may be a victim of bullying they must also report it to the Student Support Team for further investigation.

All staff will be trained in Restorative Practice to enable them to deal appropriately with student conflict. Staff will seek to use restorative conversations to help repair student relationships.

A separate anti-bullying and kindness policy is available from the School.

Physical Intervention

A member of staff may be required to use physical force to prevent a student from harming him or herself or others, or to prevent damage to property. If a student's behaviour warrants physical intervention from a member of staff, then disciplinary action may be taken against that student. There is separate Local Authority Safe Handling Policy adopted by the school that covers this in more detail.

Behaviour in the Wider Community

The protection offered by the school's behavioural policies extends to the times that students are in transit to and from school, whether on public or contract transport or on foot and also on school trips. Students are required to observe the Welsh Government's Learner Travel Behaviour Code. The school will also act on behaviours beyond these hours that affect staff or students in their work at school – for example where staff or students are the victims of harassment by school students.

Investigation of Incidents

Where an incident is alleged to have occurred, the school will carry out an investigation in a timely and fair manner.

- The student alleged to have been involved in the incident will be asked to write a statement
- Written statements will be collected from witnesses and the victim

- Staff present will be asked to write statements
- CCTV footage may be used

The documentation will seek to establish what, on the balance of probabilities, happened and who was involved. Parents cannot insist on being present when students are interviewed by school staff, but the school will make reasonable attempts to contact parents if Police wish to interview a student on the school site.

If a group of students are involved in an incident, the school may take the view that all students are equally responsible/active in the incident and therefore receive a similar sanction.

Exclusions

Refer to the School Exclusions Policy

Complaints procedure

If a student has a complaint against a teacher's work or behaviour, s/he may:

- Speak to their tutor
- Refer to any teacher who will pass on the complaint to the relevant person
- Inform a member of the pastoral team (Head of Year or Head of Key Stage)
- Ask parents to contact the school.

If a parent/carer has a complaint, s/he could:

- Raise it with the tutor
- Raise it with the teacher concerned
- Raise it with the Head of Year or Head of Key Stage
- Write to the Headteacher, who will investigate the matter and report back;

When it is felt that a complaint has not been adequately dealt with by these means, parents/carers can make a complaint through the school's Complaints Policy.

Monitoring and Evaluating

This policy, once agreed, will be regularly reviewed and updated where necessary by Governors and the Headteacher.

This policy was reviewed in

Teacher responsible: Mrs N.M. Thomas

Links to other policies:

- Exclusion Policy
- Anti-Bullying and Kindness Policy
- Equality, Equity and Diversity Policy
- CCTV Policy
- Safe Handling Policy
- Complaints Policy

Home School Agreement (Included in Admission Form)

As a school we will:	As a Parent/Guardian I / We will:	As a Student I will:
<ul style="list-style-type: none"> Encourage good attendance and punctuality and follow up all unexplained absences. 	<ul style="list-style-type: none"> Ensure my child attends school every day on time Inform the school in the morning if my child is absent and give a reason. Inform the school in writing of any change of contact details or address. 	<ul style="list-style-type: none"> Attend school every day on time.
<ul style="list-style-type: none"> Insist that school uniform is worn by all students. Ensure that all students know what equipment they need. Provide all students with a Planner and a Lunch Card 	<ul style="list-style-type: none"> Ensure my child wears correct uniform according to Penglais policy. Ensure my child has the correct books and equipment for school. 	<ul style="list-style-type: none"> Always wear full school uniform, with no additions. Bring the correct equipment to school.
<ul style="list-style-type: none"> Set the highest standards for your child's education. Report regularly on your child's progress. Provide the best teaching that we can. Provide a homework timetable and a planner. Set and mark homework regularly. Praise good work and effort. 	<ul style="list-style-type: none"> Encourage my child to do his / her best. Encourage my child to record and complete homework. Check and sign my child's planner weekly. Make the school aware of any concerns that may affect my child's work. 	<ul style="list-style-type: none"> Always do my best. Use my planner to record homework and complete homework assignments on time.
<ul style="list-style-type: none"> Apply sanctions fairly to support our Behaviour for Learning Policy. Monitor student's online activity while at school using the Local Authority's Smoothwall filter. Use Classcharts to inform parents. 	<ul style="list-style-type: none"> Support the school's Behaviour Policy not only at school but also on the way to and from school. Encourage my child to have a high standard of behaviour at all times. Make the school aware of any concerns that may affect my child's behaviour. Monitor my child's online activity. 	<ul style="list-style-type: none"> Work quietly and sensibly in class. Follow all school policies not only at school but also on the way to and from school. Keep the school tidy and free of litter. Respect the school's staff, peers and the local community. Behave appropriately while online.

<ul style="list-style-type: none"> • We will ensure our school environment is open, welcoming and safe. We do not expect anyone to bring illegal substances or potential weapons into school. • If we believe anyone to be in possession of illegal substances or potential weapons, a voluntary search will be done by staff. • Concerns raised by students, parents and staff will be dealt with appropriately. Where matters are not suitable for us to resolve, referrals will be made to other agencies including the Police 	<ul style="list-style-type: none"> • I will encourage my child to respect the open, welcoming and safe school environment. • I will ensure my child understands that for safety reasons all students are not to bring illegal substances or weapons into school. • Where I have concerns regarding my child or any other student I will inform a staff member. 	<ul style="list-style-type: none"> • I will respect the open, welcoming and safe school environment. • I will refrain from bringing any illegal substances or potential weapons on school transport or into the school environment. • Where I have any concerns regarding other students I will inform a staff member.
<ul style="list-style-type: none"> • Hold regular meetings for parents and send home a newsletter and update the school website regularly. • Respond to any concerns within two working days. 	<ul style="list-style-type: none"> • Attend parents' evenings about my child's progress. • Keep the school informed of any problems likely to affect my child's learning. • Ensure that the school always has up-to-date information for emergency contact. 	<ul style="list-style-type: none"> • Take school letters home to my parents. • Let my teachers know if I have any concerns which affect my learning or wellbeing.
<ul style="list-style-type: none"> • Enrich the curriculum by providing extra-curricular activities. 	<ul style="list-style-type: none"> • Support school community events. • Encourage my child to participate in school clubs, societies, sporting and musical activities. 	<ul style="list-style-type: none"> • Take pride in the school and make an effort to improve it. • Use the opportunities offered to me to participate in clubs, societies, sporting and musical activities.

SIGNED: _____

Student

Date:

SIGNED: _____

Parent/Guardian

Date:

Student Support System at Ysgol Penllais / Penllais School

Heads of Year

There is a Head of Year for years 7, 8, 9, 10 and 11. They are responsible for pastoral care of the students in their year group or key stage. They will hold weekly year group assemblies; monitor all aspects of behaviour, attendance and participation in school life. When a student's behaviour, attendance or wellbeing is a cause for concern the Head of Year or Key Stage will organise a pastoral support meeting to address the issues. Heads of Year will work closely with the tutors, Student Services, Attendance Officer, Faculty and Senior leaders to improve outcomes for all students.

Student Services Manager

The Student Services Manager is Ms Cara Jones. She leads a team of experienced staff who are committed to improving the behaviour and emotional wellbeing of students at Ysgol Penllais School.

Student Support Team

If students experience difficulty in behaving appropriately, staff will follow the classroom sanctions procedure. If a student fails to respond to this, the Student Support Worker on call will come to collect the student and take them to the Faculty Leader.

The Student Support Team will be on a rota for on call duties and on the desk. They will ensure that *ClassCharts* is kept updated as a result of any outcomes/sanctions actioned. They will work with the Student Services Manager and Heads of Year to ensure that students are referred appropriately for support.

Attendance Officer

The Attendance Officer is responsible for monitoring all aspects of attendance and ensuring that all students are supported in making the school attendance target. They will make calls home and send out the recommended letters regarding attendance. They are the first point of contact for parents/ guardians to report student absence. They may also liaise with the Learning Director with responsibility for Attendance and the EIO to arrange to make home visits where necessary.

Outside agencies and other types of support

Students who need additional support will have access to a number of additional services. This can include:

- Hafan. A supervised base for students to work in and access at break and lunchtime
- Caban. A support base for students.
- Lifeskills. A base in which students can access alternative courses and further support in lesson time.
- Youth workers who can work on a 1:1 or group basis
- Children and young people skills mentors
- Education Inclusion Officer (EIO) – for resolving issues with school attendance
- Young Carers Hub – an in-school provision for those who need to access support at breaktime and lunchtime
- ELSA – Emotional Literacy support available through a referral system in school
- Talkabout – the social use of language programme in school

- School counsellor – students can self-refer if they wish to do so
- Educational Psychologist.
- School Nurse and health services
- Schools in Reach project which is an outreach project through the Child and Mental Health team (CAMHS)
- Porth Cymorth Cynnar staff support in school. Accessed through a referral process.
- Choices/ Barod. Support with drug and alcohol issues
- Schoolbeat Police Liaison Officer who comes into school to introduce topics in lessons, offer advice and also to resolve issues.
- Anger Management support
- Young Carers support.
- Social Services support.
- Team Around the Family (TAF) support for families. (Families can self-refer or school can assist with the referral.)
- School Beat police officer
- PCSO – Police Community Support Officers.

Child Protection

- Penglais School has a designated child protection teacher.
- That staff member is aware of all child protection issues. She organises child protection reports and may attend conferences / reviews.
- That staff member stores all child protection information securely.

TRAVEL BEHAVIOUR CODE

Your safety is very important. You must behave responsibly and safely when travelling to and from school or college, whether you go there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to school or college, you must also follow the rules in the School Bus Travel Behaviour Code.

If you do not follow this Code, for your own safety, and other people's, local authorities and or school may take action against you. This might involve taking away your right to school transport or other appropriate school sanctions.

Your Responsibility	Your Safety	Your Rights
<ul style="list-style-type: none">▪ Always respect others, including other students, drivers and the public.▪ Always respect vehicles and property.▪ Always be polite.▪ Never drop litter.▪ Always obey the law.	<ul style="list-style-type: none">▪ Always behave well when travelling.▪ Always follow the driver's instructions when travelling.▪ You must not distract drivers.▪ Always cross the road safely and sensibly.▪ Always travel by a safe route.	<ul style="list-style-type: none">▪ To be safe when travelling.▪ To be treated fairly and with respect.▪ To tell someone if somebody or something is causing you problems.▪ Not to be bullied or picked on.
<i>Please tell a teacher, parent or driver about any concerns you may have.</i>		

School Bus Travel Behaviour Code

- When at the bus stop, always wait sensibly, off the road.
- Make an arrangement with your parents about what to do if the bus does not arrive or if you miss it.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- Show your bus pass (if you have been given one) when you get on the bus.
- On a school bus stay in your seat for the whole journey.
- On a public bus find a seat if one is available.
- Never block the aisle with your bag or other belongings.
- Always wear a seatbelt if one is provided.
- You must not distract the driver when he or she is driving.
- Never eat or drink on the bus.
- Never throw anything in or from the bus.
- Never operate the bus doors or exits, except in an emergency.
- Always follow the instructions of the driver or passenger assistant at all times.
- If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus, then leave by the safest exit.
- Never try to get on or off the bus until it has stopped.
- Always get off the bus sensibly, taking all your belongings with you.
- Never cross the road in front of or close behind the bus.

Roles and responsibilities of individual staff

Subject/Class Teachers

- Provide a safe, engaging and stimulating learning environment in your classroom
- Apply the Positive Behaviour policy consistently and in line with agreed protocols
- Enter any rewards or sanctions into *ClassCharts* and apply the detention process.

Tutors

- Monitor all sanctions/rewards recorded on *ClassCharts* for your form. Issues with behaviour, attendance and uniform should be discussed with the relevant students during tutorial time.
- Students who continually receive sanctions should be monitored and placed on form tutor book report.
- Apply uniform sanctions at breaktime.

Heads of Faculty

- Monitor the awards and sanctions issued within the faculty and evaluate issues that arise on a weekly basis with the data provided and report on this in line management meetings.
- Learning sanctions are the responsibility of the individual teacher and the department and should be recorded on *ClassCharts*.
- Ensure all staff understand the Positive Behaviour policy and apply it consistently.
- To facilitate the daily lunchtime detention session for students who have received a work concern.
- To facilitate the C3 removals within their Faculty

Heads of Year

- Have a weekly overview of Behaviour concerns and meet with those students who have 2 or more removals in a week.
- Monitor *ClassCharts* for behaviour patterns and send letters of concern to parents. Parents to be invited in for a meeting as appropriate.
- Prepare lists in conjunction with Student Services/Attendance Officer for parental letters, assemblies and certificates.
- Liaise with Student Services to ensure that parents are informed when students have been placed in after school detention and/or Encil.
- Liaise with Student Services to ensure that parents/SLT/police are informed when students have been reported as off the premises.
- To organise rewards events with members of staff for students to achieve their token/voucher.

Senior Staff

- To facilitate the afterschool detention, alongside the Head of Year, for students who have received C3 sanction.
- In liaison with FL/HOY to deal with students who continue to misbehave after the C3 has been reached. SLT will decide on appropriate course of action. These are to be reported to the Student Services for recording purposes.