



PUPIL DISCIPLINE AND ANTI BULLYING POLICY



Mae pob polisi yn cael ei adolygu'n flynyddol mewn Is-Bwyllgor Llywodraethwyr, a wedyn yn cael ei dderbyn gan y Bwrdd Llywodraethol Llawn. Mae Clerc y Llywodraethwyr sef Mrs D de Schoolmeester yn cadw cofnod o'r dyddiadau adolygu.

Every policy is reviewed annually in a Governors' Sub-Committee meeting and then ratified in the Full Governing Body meeting. The Clerk to the Governors, Mrs D de Schoolmeester keeps a record of all reviewing processes and dates.

**Strategic Whole School Pupil
Discipline Team**

Year 7 Pastoral Team	
Head of Year	Mrs Fiona Elias
Deputy Head of Year	Mrs Bethan Morgan / Mrs Sarah Gourlay
Line Leader	Mrs Nerys Nicholas
Year 8 Pastoral Team	
Head of Year	Miss Bethan Thomas
Deputy Head of Year	Mrs Lisa Williams
Line Leader	Mr James Durbridge
Year 9 Pastoral Team	
Head of Year	Miss Abigail Evans
Deputy Head of Year	Miss Sara Evans
Line Leader	Mr Richard Jones
Year 10 Pastoral Team	
Head of Year	Mr Chris Davies
Deputy Head of Year	Miss Leah Samuel
Line Leader	Mr Darrel Campbell
Year 11 Pastoral Team	
Head of Year	Dr Paul Beck
Deputy Head of Year	Miss Suzanne Edwards
Line Leader	Mrs Aranwen Thomas
Year 12 / 13 Pastoral Team	
Head of Year 12	Mr Dylan Lewis
Head of Year 13	Mrs Lynne Llewellyn
Line Leader	Mr Ceri Evans

Behaviour System at Ysgol Dyffryn Aman

Ready to Learn, Develop and Succeed

The aim of the system is to ensure that:

- all pupils at Ysgol Dyffryn Aman are able to learn, develop and succeed within a positive and friendly atmosphere
- pupils' successes and achievements are noted and celebrated
- teachers, pupils and parents are completely clear about the behaviour that is acceptable and what the consequences are when pupils choose to misbehave
- pupils take responsibility for their own behaviour

Pupil guidelines:

I will show teachers that I'm ready to learn, develop and succeed by keeping to these basic rules:

General school rules.

I will:

- arrive in school by 8:30am
- if travelling by school transport, enter the school grounds immediately – it is not permissible to go into town unless parental permission is given per visit. If parental permission is given I will return to school by 8.30am.
- aim to be in school everyday
- ensure that I find out what work I have missed if I have been absent and will copy up within 24 hours
- stay outside the buildings before 8:30am, and during break and lunch unless I have obtained permission from a teacher, I am visiting the Library, or I am going to the toilet
- walk sensibly in the corridors, and keep to the left hand side
- respect school property
- respect the school environment by putting my litter in the bin
- not sell goods to other pupils on school grounds
- not consume energy drinks and Lucozade
- wear my school uniform with pride
- ensure that toilet breaks are taken at break and lunchtimes. If I have a medical condition, then I will ensure that my parent / guardian provide a medical letter to my Head of Year
- get rewarded if I keep to these school rules and will make the most of the opportunities available to me by taking part in extra-curricular activities

Classroom rules:

I will:

- arrive at registration and all lessons promptly
- sit according to the teachers' seating plan
- put my Home School Contact Book, my pencil case and my exercise book on the desk
- ensure that I have the correct equipment
- listen carefully to staff members
- ensure that I don't eat, drink or chew gum
- talk respectfully to staff and other pupils in the class
- ensure that I won't disrupt other pupils' education
- work to the best of my ability at all times
- ask a staff member if I'm not sure about something
- get rewarded if I keep to classroom rules

Pupil signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

The 'Ready to Learn, Develop and Succeed' contract can be found on pages 6/7 of the Contact Book, and pupils are asked to sign the contract at the start of every academic year.

Class Charts

As a school, we use Class Charts to note positive and negative points.

All staff members have access to Class Charts, and pupils are informed every Monday during registration of their weekly points. Pupils should then make a note of their points in the Contact Book on page 82.

All pupils have been notified of their unique ID code to access their personal Class Charts account online to check their overall points. The online account also allows to convert their positive points into prizes, and also to check if they have a detention.

Information fed into Class Charts is automatically passed on to SIMS, and parents are informed of positive / negative points through the SIMS parent app.

Rewarding Positive Behaviour and Attitude

When all pupils are ready to learn, develop and succeed, a positive ethos will be created at the school. At Dyffryn Aman, we strongly believe that pupils who keep to school rules and show a positive attitude towards their school work, their peers and staff members make the most of the excellent extra-curricular provision should be rewarded.

All pupils start the year with 50 positive points.

Pupils can receive positive points for the following:

Focus of the week – this is noted on the daily power point that is sent by FWE	Daily / weekly uniform check
Reading book in the lesson	Excellent effort with class / homework
Excellent standard of work	Excellent test results
Siarad Cymraeg	Extra-curricular activities
Representing school on a local / regional / national/international level	Helping others / showing kindness towards others
Meeting targets	Youth Worker sessions
Full extra curricular card	100% attendance
Helping out with the Open Evening	Restorative Meeting
Other (if a member of staff want to award positive points, and the there is no other suitable positive category	

Negative behaviour

All negative behaviour incidents should be recorded on Class Charts.

Negative behaviour has been divided into three categories, low level, general and serious incidents.

When noting the relevant negative behaviour on Class Charts, teachers should note if the incident is academic or behaviour related

Academic – incidents that happen in lessons, and should be dealt with by the class teacher and then the HOD. All departments have a weekly detention (some departments have two).

Pupils will have two opportunities to attend their detention. If they don't attend their second detention, they will be placed in our reflection room, Cyfle

Pastoral – incidents that happen in the form class or outside lessons. These incidents should be dealt with by the form teacher and then through key stage detentions. Key stage detentions are held three times a week in room 308, and are manned by DHOY's.

Pupils will have two opportunities to attend their detention. If they don't attend their second detention, they will be placed in our reflection room, Cyfle

However, staff members need to be mindful that some pupils have different needs and issues, and therefore the consequences noted below might not always be suitable. When deciding on a suitable consequence for certain actions, HOD's / HOY's might need to liaise with their line leader, CLG (SEN & LAC pupils), NN will have the final say for any decision regarding the behaviour system.

Restorative Approaches

Ysgol Dyffryn Aman has started on its journey to become a school that uses restorative approaches in order to resolve conflict and to repair harm. All members of staff have a restorative approaches card in their lanyard. Restorative approaches are being used at Ysgol Dyffryn Aman in order to develop:

- a more positive learning environment
- stronger relationships between pupils and staff
- suitable skills so that pupils are able to take responsibility for their own actions
- suitable skills so that pupils are able to move on in a positive manner following an incident, and to ensure that the same thing doesn't happen again
- skills that make pupils more aware of the need to listen, and to think of the needs of others

Wherever possible, a restorative meeting should be held with a pupils in order to be able to move on and to start on a clean slate. It should also be noted that even though a restorative meeting might have been held, consequences might also be put in place.

More information about Restorative Approaches can be found on pages 12/13 of the Contact Book

Cyfle

Cyfle is our internal reflection room, and is manned by Mr Kevin Jones three days a week. On the other two days, Senior Leadership Team and Head of Year will manage the situations. Pupils are placed in Cyfle if:

- their behaviour is unacceptable in a lesson, and a member of staff on support duty is called to remove them from the lesson
- there has been a serious incident, and it's been decided that a fixed term exclusion can be avoided (NN and the relevant pastoral team will decide how long each pupil should spend in Cyfle.
- a pupil has missed two opportunities to attend a detention
- a pupil has been given a bespoke time-table

A restorative meeting will be held in Cyfle between the pupil and Mr Kevin Jones

Mr Kevin Jones will keep a note of all pupils attending Cyfle, and if a pupil is placed in Cyfle on more than one occasion, then the relevant pastoral team will call parents and invite them in for a meeting to discuss the next steps.

The school reserves the right to use after school detention in place of CYFLE in certain situations when in the pupil's best interest. A 24 hour notice will be given by the school to parents.

Low Level Incidents

The following are considered as 'low-level' incidents and unfortunately, continued low-level disruption can have an effect on the education of all pupils in the class. For the majority of the low level incidents noted below, members of staff will give pupils a warning, either verbally, write their name on the board or by making a note on Class Charts. At this point, by making a note on Class Charts, no points will be deducted. However, if a pupil doesn't accept the warning, then the consequences will escalate, and -3 points will then be deducted.

Cutting across when register is being taken	Breaking school rules
Chatty	Eating / drinking in class
Forgotten PE kit	Swearing in class (not at a member of staff)
Lack of equipment	Late to lesson
Use of mobile phone in lesson if not specified	No homework
Off task / inadequate work	Other low level behaviour not noted above

General incidents

The following are considered as general misconduct incidents, and are more serious than low level incidents. -5 will be deducted for each of these incidents

Disruptive corridor / yard behaviour	Selling goods to other pupils (sweets, chocolates, drinks)
Back chat	Continuation of low level incident
Fighting	Poor behaviour in assembly
Refusing to work / co-operate	Social media incident
Late on 2 or more occasions	Contact Book not signed for 2 or more weeks
Damaging property	Other general behaviour not noted above

Serious Misconduct

Serious Misconduct incidents have been divided into two categories, step 1 and step 2. The following incidents are considered as 'Serious Misconduct', and will not be tolerated. Verbal warnings **will not** be given for the following incidents. **However**, staff members need to be mindful that some pupils have different needs and issues, and therefore the consequences noted below might not always be suitable. When deciding on a suitable consequence for certain actions, HOD's / HOY's might need to liaise with their line leader, CLG (SEN & LAC pupils), NN will have the final say for any decision regarding the behaviour system

Step 1:

Walking away from class / member of staff	Truancing
Removal from lesson	Bullying
Damaging school property	Discrimination
Smoking / vaping on school premises / school bus	Other serious incidents not noted above

Step 2:

Physically assaulting a member of staff	Deliberately setting off the fire alarm
Swearing at a member of staff	Physically assaulting another pupil and the assault was unprovoked
Selling illegal substances / be in possession of illegal substances	Inappropriate use of ICT eg social media and mobile phone

30 points will be deducted for each of the above incidents. Previously, our discipline policy noted that the above incidents would automatically result in a fixed term exclusion. However, the school will always consider each incident on an individual basis, and with our new restorative approaches policy, the school will always try to avoid giving pupils a fixed term exclusion, and instead a period of internal inclusion might be decided upon in 'Cyfle'. The school will always look at pupils' behaviour record when deciding upon the consequence.

ANTI - BULLYING – A WHOLE SCHOOL POLICY

The purpose of this policy statement at Ysgol Dyffryn Aman is:

- to prevent bullying from happening between children and young people who are pupils at our school
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

Our definition of bullying at Ysgol Dyffryn Aman is:

Our definition of Bullying at Ysgol Dyffryn Aman is:

'Behaviour that deliberately hurts someone else and is repeated over a period of time. It can happen anywhere; at school, at home or online. It can hurt a person both physically and emotionally'.

The definition has been created by our pupils, and a copy of this poster should be displayed in each teaching / form room

At Ysgol Dyffryn Aman we believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

At Ysgol Dyffryn Aman, we recognise that:

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

At Ysgol Dyffryn Aman, we will seek to prevent bullying by:

- developing a code of behaviour that sets out how everyone is expected to behave in school, in face-to-face contact and online
- educating pupils about what bullying is, and what should be done if they are being bullied, or if they see another pupil being bullied
- providing support and training for all staff on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- putting clear and robust anti-bullying procedures in place
- making sure our response to incidents of bullying takes into account:
 - the needs of the person being bullied
 - the needs of the person displaying bullying behaviour
 - the needs of any bystanders

Procedures

- an incident is reported by the victim themselves, other pupils, parents.
- if the incident is reported to a teacher, and the teacher judges it to be minor or isolated incident, the teacher may decide to deal with it directly. In that case, the relevant Head of Year and Deputy Head of Year should still be notified.
- other incidents judged to be more serious need to be passed on to the relevant Head of Year and Deputy Head of Year.
- all pupils involved should be asked to produce a written account of the incident.
- those involved will then be interviewed individually and then collectively so a way forward between all parties can be agreed upon.
- as Ysgol Dyffryn Aman is starting on its journey to become a school that uses restorative approaches in order to resolve conflict and to repair harm, a restorative meeting will be held between the bully and the victim
- although a sanction is not always required, it could be considered as an obvious result of bullying.
- bullying may result in serious sanctions being applied, including exclusion from the School in the case of severe and persistent bullying. Those who bully may also require alternative support to address reasons for bullying and to allow them to move on in the school community. Examples of support that can be offered to these pupils are a referral to Area 43, our school based counselling service and Heidi Davies, our school based Youth Worker.
- Pc Tristan, our School Police Liaison Officer might also be involved if a restorative meeting held between the bully and the victim has already been held by the Head of Year / Deputy Head of Year, and the situation hasn't been resolved.
- Parents of pupil involved in bullying will be informed, except in the case of minor incidents. If the case is very serious or involves sustained bullying, parents will be asked to visit the School.
- The teacher responding to the incident will monitor it for as long as necessary so that further incidents are avoided. Pupils involved will require on-going support, which will be provided by the School.
- The teacher dealing with the incident should make a note of the incident on Class Charts, and deduct negative points from the bully

- Inform parents of the incident and of any measures taken. If the situation persists, further action will need to be taken e.g. involving Pc Tristan, drawing up a contract between the pupils and even calling a meeting with parents;
- Inform colleagues if need be via e-mail to keep an eye on the situation
- It is important that feedback be given to the member of staff / parent who originally reported the bullying.

Home-School Agreement

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It is a statutory requirement for all schools to have Home School Agreements.

The purpose of this agreement is to clarify expectations on both sides and to show that the School and the Parents / Guardians are working together in the best interests of the child.

Agreement by the school –

Ysgol Dyffryn Aman will –

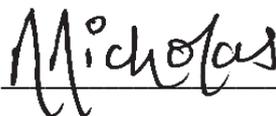
- Provide your child with a quality education and prepare him/her for public examinations.
- Take care of your child while he/she is in school and give priority to his/her safety and welfare.
- Maintain a disciplined and orderly environment conducive to effective learning.
- Set high standards and expectations of work, dress, appearance and behaviour.
- Contact you when there is a cause for concern about your child's personal, social or academic progress.
- Provide good quality educational and careers guidance, advice and support.
- Set and mark classwork and homework regularly.
- Treat your child as a human being with politeness, humanity and respect and will oppose all forms of unfair discrimination.
- Encourage every pupil to participate in a range of extra-curricular activities.
- Raise every pupil's awareness of Welsh heritage and culture.

Agreement by the parents / guardian –

As parents / guardians we agree to –

- Regularly and notify the School if he/she is absent; in the correct school uniform; with the right equipment e.g. pen, pencil, rubber, books.
- Support the School's system of rewards and sanctions and its efforts to establish high standards of pupil work, dress, appearance and behaviour.
- Encourage my/our child to have ambitions and to be prepared to work hard to achieve them and be successful.
- Attend parents' meetings and visit the school to discuss my/our child's progress when asked to do so.
- Do my/our best to support my/our child's involvement in extra-curricular activities like work experience, trips, visits, music and sport.
- Advise and encourage my/our child to show politeness, courtesy and respect to school staff and visitors and to respect the School grounds, buildings and equipment.
- Advise my/our child to value school, teachers and a good education.
- Encourage my/our child to do his/her homework and to prepare properly for examinations.
- Contact the School and ask for further information if I/we feel that we have a grievance.

Headteachers signature on behalf of the school -



Date – 04/09/2018

Parent / Guardian signature - _____

Date - _____