



# **YSGOL LLANFYLLIN**

## **6<sup>th</sup> Form Positive Behaviour Policy and Disciplinary Procedures**

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## **Positive behaviour policy and disciplinary procedures**

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## 1. Introduction

(i) The aim of this policy is to create a safe and secure environment and promote positive behaviour to ensure that all 6<sup>th</sup> form students are supported to be successful at school and in their future careers. The school's positive behaviour approach will:

- encourage students to develop self-confidence and self-discipline
- enable all students to learn in a safe and enjoyable environment
- prepare students for successful education and careers after school
- allow teachers to teach

(ii) The policy outlines the high expectations we have of our students' behaviour and the consequences of failing to meet those expectations. Good behaviour and self-discipline have strong links to effective learning and are vital for students to carry with them both during and after their school years.

(iii) The first step to promoting positive behaviour is to lead by example. Our core values underpin everything we do as a school:

- Ready to Learn
- Respectful
- Safe

(iv) All staff will ensure that behaviour and discipline are consistent across the school. This means that behaviour boundaries and consequences are clear to all and are applied fairly, proportionately and without discrimination.

(v) Ysgol Llanfyllin recognises that disruptive behaviour can often be an indication of unmet social/emotional needs. However, we also believe that students are responsible for the choices they make and therefore must take responsibility for the subsequent consequences as a result of their choices. Response to concerns regarding a student's behaviour will always focus on exploring and identifying the reasons for poor behaviour and not on excuses. Factors that are influencing poor behaviours such as learning difficulties, disabilities, personal or family problems will be considered but may not excuse unacceptable behaviour. In such cases, early intervention is essential to reduce the need for a subsequent disciplinary action.

(vi) The Ysgol Llanfyllin Behaviour Policy and the 6th Form Positive Behaviour Policy and Disciplinary Procedures is given to all 6<sup>th</sup> form students during induction. The document provides details of the school's standards of behaviour. A student who departs from the required standards of behaviour could face disciplinary action, including permanent exclusion in serious cases.

(vii) Students are responsible for their own behaviour in school, however, we recognise that parents/carers play a big role in promoting high standards. We ask parents and carers to be prepared to attend meetings with staff to discuss behaviour and to support any strategies that are put in place. Staff at school will work together with students and their parents/carers in identifying unmet needs and finding positive solutions to any instances

where students are not meeting expectations. However, some offences may be serious enough for formal disciplinary action to be taken without informal interventions.

(viii) We encourage parents/carers to communicate with the school if they have a concern about their child's behaviour, and we will do as much as possible to support parents/carers as and when they need it.

## **2. Scope**

(i) This policy and its associated procedures apply to 6<sup>th</sup> form students at the school. This policy also applies to student behaviour away from school if the reputation of the school is compromised and/or the behaviour has a negative impact on school activity or other students.

(ii) Teachers are responsible for managing behaviour in the classroom, but all staff will challenge any person whose behaviour is not in line with the school's core values or expectations whilst on the school site or taking part in school organised activities.

(iii) There is a separate Assessment Malpractice and Plagiarism Policy to deal with assessment misconduct such as plagiarism which is aligned to this policy.

## **3. Positive behaviour approach**

(i) Promoting positive behaviour is based on clear expectations, recognition, effective challenge, support and consequences that are implemented consistently. All staff at school will:

- clearly identify values and behaviours which are constructive, respectful, supportive and are associated with high levels of engagement in learning
- promote good relationships between students and staff based on mutual respect, integrity and trust
- have an uncompromising focus on learning and achievement, and developing self-confidence and self-discipline
- look for the positive and find opportunities to praise and reduce the public attention paid to students who are not on task
- challenge inappropriate behaviour in a respectful way
- de-escalate situations by dealing with situations in a firm but calm way

(ii) Students may be issued with a warning as a result of not meeting the Ysgol Llanfyllin expectations. It is not expected that a warning will be issued for all cases of minor misconduct or classroom management issues but that they will be issued where a previous discussion or intervention with a student has not resulted in improved behaviour. Examples of behaviour that may lead to a warning if previous intervention has not resulted in improvement:

- regularly absence, where it is not notified or reasonably explained
- poor punctuality
- late or non-submission of course-related work/assignments/directed study

- disrupting the learning of others
- lack of effort/enthusiasm such as not participating fully in learning activities
- lack of preparation for lessons such as not bringing the correct equipment
- use of inappropriate language
- minor cases of misconduct
- minor cases of disrespectful behaviour to other students, staff or visitors
- minor cases of misuse of the internet/IT equipment/mobile phones
- inappropriate use of mobile devices when in class or on school premises
- minor cases of misuse of facilities
- eating/drinking/smoking in inappropriate areas of the school
- persistently forgetting or not wearing the ID card

The above examples are not exhaustive or exclusive and some offences may be serious enough for formal disciplinary procedures to be taken without informal interventions (see section 4).

(iii) Warnings can be issued by any member of staff and a student may be in receipt of multiple warnings. Warnings can still be issued if a student is in receipt of a formal warning (section 4).

(iv) A warning is usually given to the student by the member of staff in person. If this is not possible, due to student absence, the student will be informed of the issue of the warning via phone or email as soon as possible.

(v) The reason for the warning and targets/expectations will be recorded on SIMS.

(vi) If the student does not demonstrate any significant improvement in meeting the targets then further action may be taken in the form of an additional warning with updated interventions/targets or escalation to a formal disciplinary procedures.

## **4. Formal disciplinary procedures**

### **4.1 General principles**

(i) Normally the formal disciplinary procedures will be escalated in the order set out below.

- First formal warning
- Second formal warning
- Final warning
- Permanent exclusion

(ii) Throughout the disciplinary procedures, a student has the right to be advised of the reason for any meeting. If a student fails, without good reason, to attend a meeting which they have been advised to attend, the meeting can take place and a decision may be made in the student's absence.

(iii) Consideration will always be given to mitigating or extenuating circumstances such as learning difficulties or disability and serious personal or family problems. However, these factors may not excuse unacceptable behaviour.

(iv) All warnings will include reasons and details of targets/expectations as well as any identified areas of support for the students to achieve these targets. This will be agreed as part of a disciplinary meeting.

(v) Parent(s)/carer(s) will be informed in writing whenever formal disciplinary action is taken.

(vi) Students have the right to appeal the outcome of a formal disciplinary hearing.

#### **4.2 First formal warning**

(i) A first formal warning can be issued by the Progress leader and any member of the leadership team.

(ii) Students will progress to a first formal warning as a result of not demonstrating any significant improvement in meeting the targets of previous warning(s) or if there is misconduct deemed a serious concern (see below).

(iii) Examples of behaviour that may lead to a first formal warning:

- persistent poor attendance, where absence is not notified or reasonably explained
- non-completion of essential work that would result in a student failing their course/programme of study, without reasonable explanation
- continued late or non-submission of course related work/assignments
- persistently disrupting the learning of others
- moderate cases of disrespectful behaviour to other students, staff or visitors
- moderate cases of misuse of the internet/IT equipment/mobile phone
- moderate misuse of school facilities
- failure to comply with the expected student standards of behaviour
- minor breach of health and safety regulations

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

(iv) There will be a disciplinary meeting held with the student and the staff member issuing the warning (see above). Other staff and the student's parent(s)/carer(s) may be invited to attend to support the process but this is not a requirement.

(v) The member of staff will state clearly the reasons for the meeting and confirm the possible outcomes. The student will be given time to express their views and outline any individual circumstances to be considered.

(vi) If the student fails, without good reason, to attend a disciplinary meeting as requested, the meeting may take place, and disciplinary decisions made in the student's absence.

(vii) Possible outcomes:

- first formal warning
- issue a warning
- in rare circumstances the outcome may be that there is no case to answer

(viii) Students and their parent(s)/carer(s) will be informed, in writing, of the outcome of the meeting and will receive a copy of the associated warning and targets/expectations and support.

(ix) The Progress leader will monitor the progress made by students against associated targets/expectations.

(x) Students will remain on a first formal warning, unless a disciplinary review makes the decision to remove the warning. See section 5.

### **4.3 Second formal warning**

(i) A second formal warning can be issued by the Progress leader and any member of the leadership team.

(ii) Students may only progress to a second formal warning as a result of not demonstrating any significant improvement in meeting the targets/expectations of a first formal warning or as an outcome of a formal disciplinary hearing (see section 4.4).

(iii) There will be a disciplinary meeting held with the student and the staff member issuing the warning (see above). Other staff and the student's parent(s)/carer(s) may be invited to attend to support the process but this is not a requirement.

(iv) The member of staff will state clearly the reasons for the meeting and confirm the possible outcomes. The student will be given time to express their views and outline any individual circumstances to be considered.

(v) If the student fails, without good reason, to attend a disciplinary meeting as requested, the meeting may take place, and disciplinary decisions made in the student's absence

(vi) Possible outcomes:

- second formal warning
- re-issue/extend the first formal warning
- in rare circumstances the outcome may be that there is no case to answer

(vii) Students and parent(s)/carer(s) will be informed, in writing, of the outcome of the meeting and will receive a copy of the associated warning and targets/expectations and support.

(viii) Pastoral mentors will monitor the progress made by the students against associated targets/expectations.

(ix) Students will remain on a second formal warning, unless a disciplinary review makes the decision to remove the warning.

#### **4.4 Final warning**

(i) Students can only progress to a final warning as an outcome of a formal disciplinary hearing (see below).

(ii) A formal disciplinary hearing will be arranged as a result of not meeting the targets set in the second formal warning or as a result of an act of alleged gross misconduct. In cases of gross misconduct a student may be excluded with immediate effect for a period of normally no longer than 5 school days.

(iii) Examples of gross misconduct:

- bullying, intimidation, abuse, the use of violence or threats of violence in any form e.g. verbal, physical, via email etc.
- serious violation of the school's rules and expectations
- sexual, racial or homophobic harassment of another student or member of staff
- extremely abusive behaviour towards another student or member of staff
- theft or unauthorised possession of any property or facilities belonging to a student, the school, or any employee of the school
- serious damage deliberately carried out on school property
- refusal to carry out reasonable instructions of a member of staff
- in possession and/or under the influence of a controlled drug (see substance misuse policy) on the school site or on any activity associated with the school
- any possession of illegal items, including drug-related paraphernalia or weapons
- a criminal offence, which may adversely affect the school's reputation
- conduct which could threaten the health and safety of others
- an extended period of poor attendance, where absence is not notified or reasonably explained
- refusal to attend an external exam/assessment without reasonable explanation
- non-completion of essential work that would result in a student failing their course/programme of study, without reasonable explanation

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure.

(iv) A member of the school leadership team will be appointed as the investigating officer and chair of the formal disciplinary hearing. The meeting will be attended by a disciplinary panel which will consist of the chair and a second member of the leadership team. Other members of staff may be invited to the meeting, as relevant.

(v) Prior to the formal disciplinary hearing, students and their parent(s)/carer(s) will receive a formal invitation. The invitation will include details of the reasons for the hearing and confirmation of the possible outcomes. The student will be given a copy of the school's

positive behaviour policy and disciplinary procedures. If the student requests extra time to prepare their case, the hearing may be put back for a period not longer than 5 school days.

(vi) A student may only be accompanied by parent(s)/carer(s) and/or a member of staff acting as the student's advocate at the disciplinary hearing. If a student wishes another representative to attend this must be approved by the senior leadership team.

(vii) If the student fails, without good reason, to attend a formal disciplinary hearing as requested, the meeting may take place, and disciplinary decisions made in the student's absence.

(vii) At the formal disciplinary hearing, the chair will state the reasons for the meeting and give a summary of the supporting evidence. The student will have the opportunity to present their case and any supporting evidence.

(ix) Possible outcomes of a formal disciplinary hearing:

- permanent exclusion (see section 7)
- final warning
- second formal warning
- re-issue/extend a current formal warning
- in rare circumstances the outcome may be that there is no case to answer

(x) The outcome of the formal disciplinary hearing will be decided by the disciplinary panel and recorded on SIMS. The student and parent(s)/carer(s) will be informed of the outcome in writing.

(xi) A final warning will include what action the school will take in the event of a student failing to fulfil the conditions of this warning.

(xii) If a student fails to fulfil the conditions set in a final warning the disciplinary panel will reconvene to decide on further action. This may be permanent exclusion.

(xiii) A student has the right to appeal against the outcome of the formal disciplinary hearing. Appeals must be made in writing to the Headteacher within 5 working days of notification of the outcome of the disciplinary hearing. See section 8.

## **5. Disciplinary reviews**

(i) Pastoral mentors will monitor the progress made by the students against associated targets/expectations. If a student shows sustained improvement, and/or have met the targets/expectations of a formal warning then the warning may be reduced as an outcome of a disciplinary review.

(ii) A disciplinary review will be undertaken by the Progress Leader and a member of the school leadership team on a first or second formal warning. Students on a final warning will be reviewed by the by a member of the Senior Leadership Team.

(iii) The possible outcomes of the review:

- remains on the same warning with revised targets/expectations and support.
- move down a warning with revised targets/expectations and support.
- removal of formal warning

(iv) The outcome of the review will be communicated to the student by their Progress Leader.

(v) Parent(s)/carer(s) will be informed of the outcome of the disciplinary review in writing.

## **6. Exclusion procedure**

(i) Exclusions will normally be carried out by the Headteacher.

(ii) Parent(s)/carer(s) will be informed of the Exclusion immediately or as soon as practicable and arrangements will be made for the student to return home safely.

(iii) An excluded student will be advised that any attempt to enter the school site during this period will be regarded as a serious breach of discipline.

(iv) During the period of Exclusion teachers will be required to provide work for the student to complete until the date of the formal disciplinary hearing.

(v) A written copy of the reasons for the Exclusion will be sent to the student and a copy will be sent to the parent(s)/carer(s) along with a copy of the behaviour policy and disciplinary procedures.

(viii) During an Exclusion a student may be permitted to attend school for any external examinations but will be required to report to reception and be supervised at all times.

## **7. Permanent exclusion**

(i) A student may be excluded if the student fails to comply with the targets/expectations in a final warning or as an outcome of a formal disciplinary hearing . See section 4.4

(ii) Students and parent(s)/carer(s) will be informed, in writing, of the reason for permanent exclusion and will be offered support and signposted to support provided from other agencies, as relevant.

(iii) The student's pastoral mentor, relevant heads of department, teachers, the senior leadership team, Head of Estates and reception will be informed of any student who has been permanently excluded from school.

(iv) A student has the right to appeal a permanent exclusion, under the appeals procedure.

## **8. The appeals procedure**

(i) A student has the right to appeal against permanent exclusion or the outcome of a formal disciplinary hearing. Students and parent(s)/carer(s) will be informed of this right in writing.

(ii) If a student wishes to appeal, they must do so in writing to the Deputy Principal within 5 working days of notification of the warning, unless there are individual circumstances preventing this timescale being met such as school holidays or a religious festival.

(iii) The appeal letter must include full details of the grounds of appeal and full evidence in support of the appeal request.

(iv) Potential grounds of appeal could include that:

- new evidence has come to light that should be considered
- the sanction imposed is perceived as too severe or disproportionate
- there was perceived unfairness or bias among the original decision-makers
- school policy/procedures were not followed

(v) An appeal hearing will usually be held within 5 working days of receipt of the request. The student and parent(s)/carer(s) will be informed in writing of the date, time and place of the appeal hearing and the reasons for their exclusion. If the student requests extra time to prepare their case, the hearing may be put back for a period not longer than 5 working days.

(vi) An appeal hearing will be conducted by a panel consisting of at least one member of the senior leadership team, acting as chair, and a second member of the leadership team.

(vii) A student may only be accompanied by parent(s)/carer(s) or a member of staff acting as the student's advocate at the appeal hearing. If a student wishes another representative to attend this must be approved by the senior leadership team.

(viii) The student and parent(s)/carer(s) will be informed in writing of the outcome of the appeal within 5 working days of the appeal hearing.

(ix) During the process of an appeal a student may only be permitted to attend school for external examinations but will be required to report to reception and be supervised at all times.

## **9. Recording**

Accurate records of all disciplinary action, including the reasons for the action and details of targets/expectations will be recorded on SIMS.

## **10. Other related policies**

- Acceptable Use Policy
- Assessment and malpractice policy
- Behavioural Policy
- Safeguarding and child protection policy
- Special educational needs policy
- Special leave policy
- Substance misuse policy