

YSGOL UWCHRADD TYWYN

Ffordd yr Orsaf/Station Road, Tywyn, Gwynedd, LL36 9EU

☎ 01654 710256



Pennaeth/Head Teacher: Mrs Helen Lewis

Polisi Ymddygiad Disgyblion/Pupil Conduct Policy

The Governors of Ysgol Uwchradd Tywyn believe that the school is a community and that for it to flourish it must be civilised and orderly and enable pupils to enjoy and profit from their education. The following policy has been framed with a view to promoting an ethos which is in keeping with the preceding statement. The Governors further believe that pupils' achievement will be enhanced if there are clearly understood minimum standards of acceptable conduct, together with incentives for and recognition of exemplary conduct and attitude.

The Governors do not believe that the jurisdiction of the school should begin and end at the school gate, nor should it be confined solely to school hours. It is recognised that problems can occur on the way to and from school and that such difficulties can have a detrimental impact on pupils' educational development. Furthermore, when pupils wear the uniform of the school, their actions can have a bearing on its reputation. Thus the school may on occasions exercise its jurisdiction from the moment pupils leave home in the morning to the time that they are received at home by their parents at the end of the school afternoon.

The following rules concerning pupil conduct are designed to promote positive attitudes and to indicate forms of conduct which are unacceptable:

Pupils should:

- make the most of the opportunities which the school will give them;
- co-operate with the requests and instructions of staff;
- respect all other members of the school community and treat them with courtesy and understanding;
- respect the property of others and the property and fabric of the school;
- strive to achieve the highest possible level of attendance;
- arrive punctually for school sessions and for each individual lesson;
- conform to the school's dress code.

Pupils should not:

- behave in a way which causes discomfort, distress or injury to others;
- behave in a manner which is detrimental to their own or others' health and safety;
- hinder the work or learning of others.

The school aims to promote positive attitudes among pupils by:

- certificating regular attendance;
- certificating outstanding effort;
- presenting certificates and prizes for the above in presentation evenings;
- recognising such achievements by giving prizes to pupils in years 7-11;
- encouraging departments to recognise and certificate effort;
- promoting the discussion and recognition of pupils meriting commendation in departmental meetings;
- recognising achievements on notice board displays;
- making presentations in assemblies.

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The Governors are aware, however, that there will be instances where sanctions have to be imposed on those pupils who do not conform to the reasonable standards which the school is entitled to expect.

The Governors and Senior Management Team believe that good discipline and the promotion of acceptable standards of behaviour largely begin in the classroom and to that end each teacher should take responsibility for the conduct of his or her lesson. The teacher should use his or her professional judgement as to the sanctions to be adopted in cases where pupils do not behave in an acceptable manner. The Head teacher will expect to see that such steps have been taken before a referral is made under the following procedures. However, it is acknowledged that there will be instances where all the strategies employed by a teacher to promote good conduct in his or her lesson will not have the desired outcome with some individual pupils. In cases where the teacher's efforts have failed or the pupil has been unco-operative, the pupil should be referred to the Head of Department or Key Stage Leader. In exceptional circumstances the referral should be directly to the Head teacher or, if he/she is unavailable, to the Assistant Head teachers.

In some circumstances a pupil may have to be removed from a lesson for a short period, possibly to allow him or her to cool off, or to allow others in the class to commence their work prior to the teacher dealing with the disruptive pupil. However, disruptive pupils should not be sent to the Inclusion Room without informing the member of staff on duty there of the situation, and without appropriate work. The child remains the responsibility of the class teacher until the member of staff in Inclusion formally assumes that responsibility.

The parents should be contacted when a pupil is placed on a daily report and no progress has been made after a period of 2 weeks maximum. Targets for future conduct should be agreed and the pupil encouraged to set his or her own targets on a daily and weekly basis. The report will be monitored by the Form Tutor and Pupil Progress Co-ordinator. If the report indicates that all the disruption is in one subject, the matter will be referred back to the Head of Department.

In cases of persistent misconduct, none or not all of which arise directly from lessons, the Pupil Progress Co-ordinator will monitor the situation, liaise with the Inclusion Support Officer and impose sanctions as appropriate. The Pupil Progress Co-ordinator/Inclusion Support Officer will advise the Head teacher if he or she feels the pupil is not responding to the sanctions and the situation is not improving. The Head teacher will at this time consider a temporary exclusion and the provision of a support plan via Hafan. The Head teacher will inspect reports from staff and any daily reports outlining the problems which have arisen prior to this referral. The PPC and ISO will have put in place a support plan for any pupil who has been excluded on two occasions.

If a child who has been excluded on one or more occasions completes a full year without further temporary exclusions, the first exclusion on his or her record will be discounted when considering future sanctions. When a child has three current temporary exclusions on his or her record (or an internal exclusion from lessons and two temporary exclusions) the Head teacher, having regard to paragraph 1.3 of National Assembly Circular 1/2004, must decide whether all available strategies are in danger of being exhausted and the parents be issued with a final written warning about future conduct and a recommendation to consult the Education Welfare Officer about the

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possibility of a managed move to another school. In reaching her decision, the Head teacher may not conclude that all strategies have been tried without success unless:

- the child has received a support plan after an internal exclusion from lessons;
- a referral has been made to an outside agency, with the agency or agencies in question being determined by the Well-being Co-ordinator or Pupil Progress Co-ordinator according to the needs of the child;
- attempts have been made to secure parental co-operation to improve conduct at an early stage;
- the child has received appropriate support through the use of support interviews.

Both the parent and the child are informed of the reasons for any exclusion. The school will always attempt to contact the parent by phone on the day of the exclusion and the pupil is given reasons for it at the time. A letter which confirms the reasons for the exclusion, is given/posted to the parent(s). Parents will be contacted after the period of exclusion by the PPC or ISO to discuss next steps. Pupils may be interviewed in the absence of their parents.

A pupil may be permanently excluded for serious misconduct or in exceptional circumstances which, in the view of the Head teacher, constitute gross misconduct. The Governors and Head teacher deem serious or gross misconduct to include, but not be limited to the following:

- Violence or the threat of violence against another pupil or member of staff.
- Abusive language directed at or deliberately used in the presence of members of staff or the public
- Theft of school property or property belonging to staff of the school, or the property of pupils which has been legitimately brought to school
- Malicious damage, particularly to school property or the property of staff of the school
- Provoking a confrontation with or a deliberate refusal to co-operate with a reasonable instruction of a member of staff
- Bringing an offensive weapon on to school premises*
- Bringing (or use of) a prohibited substance such as controlled drugs or alcohol on to school premises
- Repeated non- co-operation with sanctions or punishment imposed by staff of the school
- Serious, repeated disruptive behaviour in class.

Some incidents which fall within the school's definition of exceptional circumstances may in themselves be so serious as to merit permanent exclusion. In these circumstances the Head teacher will not be required to demonstrate that a range of alternative strategies to exclusion has been tried and failed. The incident could be a first or one-off offence.

Exclusion in any of the above cases could be temporary or permanent at the discretion of the Head teacher according to the severity of the incident and the previous record of the pupil.

Pupils' behaviour outside school on school business, for example on school trips, away school sports fixtures or work experience placements, is subject to the school's behaviour policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in school. For behaviour

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outside school, but not on school business, the Head teacher may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole. For example, abusing or harassing staff outside of school hours and off school premises will be dealt with as if it had happened in school.

*Where an offensive or potentially offensive weapon is brought to school, the item must not be returned to the pupil concerned. It will be retained by the Head teacher and returned to either the parent on personal application or to the police according to its nature and the Head teacher's discretion.

Punishment and Sanctions

A variety of punishments and sanctions is used by the school. It is expected that teachers take responsibility for the conduct of their own lessons and that they use their professional discretion as to the sanctions which support the good management of lessons. These may involve extra work, being kept in at lunch or break time or not being given privileges available to other pupils. However, if these fail, staff often impose after school detentions. Such detentions are also used by senior staff, who set a range of tasks during detention with the intention of making the punishment meaningful and useful to the school. These may include collecting litter, tidying etc. as recommended in National Assembly consultation documents. Pupils will be given confirmation either in writing or by phone call with parent with at least one clear day between the issuing of the detention letter and the date of the detention when it will be served after school hours. Parental permission is not required in law for the detention to take place but the school is willing to be flexible where important appointments or illness prevent a pupil from attending a detention on the date given.

Pupils may not be permitted to participate in school trips and activities where their behaviour leads the supervising staff to believe that their presence may be prejudicial to the safety and good order of the activity. Pupils who have been excluded from school will forfeit the right to participate in certain extra-curricular activities.

On rare occasions at the end of the school day a pupil may be removed from a school bus where his/her behaviour is prejudicial to the safety and good order of the pupils travelling on the bus. The school will make every effort to inform parents when this occurs.

Physical Restraint of Pupils

Section 550A of the 1996 Education Act gives any members of staff who have control of pupils on or off the site if they have been so authorised by the Head teacher the right to exercise reasonable force to prevent a pupil from:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property including their own
- Engaging in any activity prejudicial to the maintenance of good order and discipline

The Head teacher has authorised all members of the teaching and support staff and any other member of staff paid as a lunchtime supervisor to physically restrain pupils in any of the above circumstances, provided that their actions shall be reasonable.

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Examples of situations in which it may be reasonable or appropriate to control or restrain a pupil are:

- To stop pupils fighting
- To prevent deliberate damage or vandalism
- To prevent injury through rough play or misuse of dangerous materials
- To prevent accident or injury from irresponsible behaviour such as running on a stairway
- To remove a pupil persistently refusing to obey an instruction or causing serious disruption in a lesson
- To prevent a pupil absconding if to do so would place him or her at risk

Staff should not use any of the following to restrain pupils:

- Holding a pupil in any way as to restrict the ability to breathe
- Striking, tripping or kicking
- Twisting or forcing limbs against a joint
- Holding or pulling hair

Staff should always try to use other strategies to resolve a situation and should only resort to physical restraint in cases of urgency or danger or where other methods of control have failed. Staff should not physically intervene if doing so would put them at risk. Other pupils should be removed from the scene and assistance sought in such circumstances.

Any member of staff using physical restraint should as soon as possible after the incident produce a written report for the Head teacher which details:

- The name of the pupil(s) involved
- Where the incident took place
- Names of witnesses (where possible)
- The reason force was used
- A description of the incident itself, particularly that point at which the teacher deemed physical intervention to be necessary
- The pupil's response and the outcome of the incident
- Details of any injury or damage

The teacher should give a copy of the report to the representative of their trade union or association. The Head teacher will inform the parent in writing of the details of the incident.

Admission of Pupils who have been Temporarily Excluded from other Schools

The school will consider requests from the educational welfare service to admit pupils who have been temporarily excluded from other schools provided the school has not reached the relevant admission number agreed with the LEA for that year group. When such a pupil is admitted, it will normally be on the basis of a behaviour agreement signed by the parents, the pupil and the Head teacher which will outline the school's expectations of the pupil's conduct. Any temporary exclusions from a previous school will count as a temporary exclusion in this policy. Admission will not normally take place until the full curricular and pastoral records of the pupil have been received from the previous school.

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Attendance

The school seeks to promote regular attendance by awarding prizes and certificates to those who achieve maximum attendance, by phoning home to check the pupil's whereabouts on the first day of an absence, by writing to the parents following an absence of three school days and by insisting on a note signed by a parent, explaining the reasons for the absence, to be handed in on the pupil's return. The school appreciates the co-operation of the educational welfare service which often assists in dealing with cases of truancy and whose support is invaluable to the school.

School Dress Code

The school has a dress code which is published in the prospectus for parents. Parents are deemed to have accepted it by taking up the offer of a place at the school. Pupils are expected to conform to the requirements of the code and to present themselves smartly.

Behaviour on School Transport

The school believes that the maintenance of safety and good order on school transport is important. The school will punish pupils who misbehave on school or public transport. Regular or serious misbehaviour may lead to the matter being referred to the County Planning Department who may temporarily or permanently ban a pupil from travelling on school transport.

Safe pupil behaviour guidelines at school during the Covid 19 pandemic

Opening the school in this situation presents particular challenges. We are aware that many pupils will lack confidence when coming back to school for two reasons - a prolonged absence and a concern for the virus. We want to give them the best support on site and at home.

We all understand that the safe opening of the school requires very high standards of safe behaviour.

School staff will remind pupils to keep to the safety rules consistently. There are also posters and visual guides in classrooms and corridors. They are there to remind us of the safety rules constantly and to keep pupils and the staff safe.

We want to establish our expectations clearly for the safe behaviour of all pupils. Expectations are based on the principle that all learners and staff have the fundamental right to know that all other individuals, staff and learners, will respect the 2-metre rule and behave safely.

The following is in addition to the normal behaviour expectations of the school.

- The two-metre rule must be adhered to. We may or may not agree with this rule. That doesn't make a difference. If any pupil does not wish to exercise this right, it does not give permission to remove it from others. Every person on the school site, learners and staff, has the basic right to keep a distance of 2 metres from everyone else.
- When pupils arrive at school, they will be given guidelines on where to go until the day begins - this is weather dependent.
- At the end of the school day, they will leave at different times (over a period of about 20 minutes) to make sure there are not too many pupils together.
- If they are walking home, they should not walk home and gather in groups.
- The school now has a one-way system. It is expected that pupils follow this one-way procedure. This means that sometimes they need to go out - even if it's raining! They can keep their coats with them during the day.
- Lockers will not be in use.

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- Pupils will be given clear guidelines on where to go during break and lunch. They will need to follow these guidelines.
- Pupils will need to queue to enter a teaching room and these areas will be marked to ensure distance between everyone.
- If pupils use a school bus or train, they will be expected to sit in the same seat throughout the journey without moving anything. They will also need to follow the driver/conductor's guidelines when leaving the bus/train safely.
- We do not suggest they use public transport, as we have no school control over the arrangement. We understand that public buses and trains will also adhere to a two-metre rule.
- Learners coughing at school will be rare as, if they are coughing at home, they need to stay home for safety reasons. If they are coughing they should put their elbow/arm over their mouth and turn away from everyone else.
- If pupils have a persistent new cough, high temperature or have lost sense of smell and taste, they should not come onto school premises at all.
- An excuse to cough is considered totally unacceptable. Explaining such behaviour by saying that the event is a joke will not be tolerated.
- Pupils will be expected to take any litter home with them. They are advised to bring two plastic bags for this purpose - one inside the other and kept in their school bag.
- Equipment can no longer be borrowed so all equipment must be brought to school. Pupils must make sure they have a pencil, pen, ruler, calculator, coloured pencils and felt tips etc. A teacher cannot lend pupils equipment. Pupils should not bring any unwanted equipment to school.
- Pupils will need a notebook for their work. Pupils will also need to bring Art books to school. They do not need to bring other books unless specifically asked by a teacher.
- Pupils are welcome to use a mask when traveling to and from school (essential on public transport).
- They can buy equipment at school. If they want to do this, they will need to open a school gateway account and ask the parent to put some money into it as we will not be able to receive money.
- Pupils are allowed to bring a mobile phone to school but they must be handed in upon arrival at their registration class. If phones are not handed in and they are seen by a member of staff they will be confiscated.
- One person allowed in the toilets at a time so pupils will need to be organized and patient when going to the toilet. They must not assemble as a group outside the toilets.

The school will not be able to allow any pupil who insists on breaking the above rules to attend school or use school transport for the remainder of this term.

Canllawiau ymddygiad diogel disgyblion Ysgol Uwchradd Tywyn

Mae agor yr ysgol yn y sefyllfa hon yn creu heriau arbennig. Rydym yn ymwybodol y bydd llawer o ddisgyblion yn ddihyder wrth ddod yn ôl i'r ysgol am ddau reswm – cyfnod hir o absenoldeb a phryder am y firws. Ein dymuniad ydy rhoi'r gefnogaeth orau i ddisgyblion ar y safle ac yn y cartref.

Rydym i gyd yn deall bod rhaid cael safonau uchel iawn o safbwynt ymddygiad diogel er mwyn i'r ysgol agor yn saff.

Bydd staff yr ysgol yn atgoffa disgyblion i gadw'r rheolau diogelwch yn gyson. Hefyd mae posteri a chanllawiau gwledol yn yr ystafelloedd dosbarth a'r coridorau. Maen nhw yna i'n atgoffa am y rheolau diogelwch yn gyson ac er mwyn ein cadw ni i gyd yn saff.

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Ein dymuniad ydy cadarnhau ein disgwyliadau yn glir o ran ymddygiad diogel pob disgybl. Mae'r disgwyliadau wedi eu seilio ar yr egwyddor fod gan bob dysgwr a phob aelod o staff yr hawl sylfaenol i wybod y bydd pob unigolyn arall, staff a dysgwr, yn parhau'r rheol 2 fetr ac yn ymddwyn yn ddiogel.

Mae'r isod yn ychwanegol ar ddisgwyliadau ymddygiad arferol yr ysgol.

- Mae'n rhaid cadw at y rheol dwy fetr. Mae'n bosibl ein bod yn cytuno hefo'r rheol hon neu ddim yn cytuno hefo hi. Nid yw hynny'n gwneud gwahaniaeth. Os nad ydym yn dymuno arddel yr hawl hwn nid yw'n rhoi caniatad i ei dynnu oddi ar eraill. Mae gan bob unigolyn sydd ar safle'r ysgol, dysgwyr a staff, yr hawl sylfaenol i ni gadw pellter o 2 fetr oddi wrth bawb arall.
- Pan fydd disgyblion yn cyrraedd yr ysgol rhoddir canllawiau iddynt ble i fynd tan i'r diwrnod ddechrau – mae hyn yn ddibynnol ar y tywydd.
- Ar ddiwedd y diwrnod ysgol byddant yn gadael ar gyfnodau gwahanol (dros gyfnod o rhyw 20 munud) er mwyn gwneud yn siwr nad oes gormod o ddisgyblion hefo ei gilydd.
- Os ydynt yn cerdded adref, ni ddylent gerdded adref a chasglu mewn grwpiau.
- Mae system un ffordd yn yr ysgol bellach. Mae'n ddisgwyl pendant i ddisgyblion ddilyn y drefn un ffordd hon. Mae hyn yn golygu y bydd angen mynd allan weithiau – hyd yn oed os ydy hi'n bwrw glaw. Gallant gadw eu cotiau gyda nhw yn ystod y dydd.
- Nid oes caniatad defnyddio'r loceri.
- Rhoddir canllawiau clir i ddisgyblion ble i fynd yn ystod cyfnod egwyl a chinio. Bydd angen dilyn y canllawiau hyn.
- Bydd angen ciwio i fynd i fewn i ystafell ddysgu a bydd y manau hyn wedi eu marcio i sicrhau pellter rhwng pawb.
- Os ydynt yn defnyddio bws ysgol neu drên, bydd disgwyl eistedd yn yr un sedd trwy gydol y daith heb symud unrhyw beth. Bydd angen hefyd ddilyn canllawiau'r gyrrwr/conductor wrth adael y bws/trên yn ddiogel.
- Nid ydym yn awgrymu bod disgyblion yn defnyddio bysiau cyhoeddus gan nad oes gennym unrhyw reolaeth fel ysgol ar y trefniant. Rydym yn deall y bydd bysiau a trenau cyhoeddus hefyd yn cadw at reol dwy fetr.
- Mae'n debyg mai anaml iawn y bydd dysgwyr yn pesychu yn yr ysgol bellach gan y byddent yn aros adref, os ydynt yn pesychu gartref, bydd angen aros adref am resymau diogelwch. Os ydynt yn pesychu dylent roi eu penelin/braich dros eu ceg a throï i ffwrdd oddi wrth bawb arall.
- O oes gan disgybl beswch newydd parhaus, gwres uchel neu maent wedi colli synnwyr arogl a blas, ni ddylent ddod ar safle'r ysgol o gwbl.
- Mae esgus pesychu yn cael ei gyfrif yn hollol annerbyniol. Fydd esbonio ymddygiad o'r fath trwy ddweud mai joc ydy'r digwyddiad ddim yn cael ei dderbyn.
- Disgwylir i ddisgyblion fynd ag unrhyw sbwriel adref hefo nhw. Awgrymir bod disgyblion yn dod â dau fag plastig pwrpasol i wneud hyn – un y tu fewn i'r llall a'i gadw yn eu bag ysgol.
- Nid yw'n bosibl menthyg offer bellach felly rhaid dod â'ch holl offer i'r ysgol. Rhaid i ddisgyblion sicrhau bod ganddynt bensil, beiro, ffon fesur, cyfrifiannell, pensiliau lliw a ffelt a.y.y.b. Ni all athro roi menthyg offer i ddisgyblion. Ni ddylent ddod ag unrhyw offer diangen i'r ysgol.
- Bydd angen dod â llyfr nodiadau ar gyfer eu gwaith. Bydd hefyd angen dod â llyfrau Celf i'r ysgol. Nid oes angen iddynt ddod â llyfrau eraill oni bai fod yr athro yn gofyn yn benodol.

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- Mae croeso i ddisgyblion ddefnyddio masg wrth deithio i'r ysgol, o'r ysgol ac yn yr ysgol (yn hanfodol ar drafnidiaeth gyhoeddus).
- Gallent brynu offer yn yr ysgol. Os ydyn nhw am wneud hyn bydd angen agor cyfrif a gofyn i'r rhiant roi ychydig arian ynddo gan na fydd yr ysgol yn gallu derbyn arian.
- Caniateir i ddisgyblion ddod â ffôn symudol i'r ysgol ond rhaid eu cyflwyno wrth gyrraedd eu dosbarth cofrestru. Os na chaiff ffonau eu rhoi i'r tiwtoriaid dosbarth a bod aelod o staff yn eu gweld, cânt eu hatafael.
- Un person a ganiateir yn y y toiledau ar y tro felly bydd angen i ddisgyblion fod yn drefnus ac amyneddgar wrth fynd i'r toiled. Rhaid iddynt beidio ag ymgynnull fel grŵp y tu allan i'r toiledau.

Ni fydd yr ysgol yn gallu caniatu i unrhyw ddisgybl sy'n mynnu torri'r rheolau uchod fynychu'r ysgol na defnyddio bws ysgol am weddill y tymor hwn.