



BELONG, *believe*, ACHIEVE
PERTHYN, CREDU, LLWYDDO

The Willows Way

Behaviour Policy

Behaviour Policy

“No pupil has the right to intentionally disrupt the learning of others. All classrooms will be disruption free allowing teachers to teach and pupils to learn.”

This policy has been designed to ensure that all pupils are given the utmost opportunity to achieve their potential. We aim for lessons to be disruption free 100% of the time, allowing teachers to teach and pupils to learn.

Conduct in lessons

On a lesson by lesson basis, pupils will have one simple choice, to either be in class working hard and progressing with their learning or to be isolated from their peers for a period of time so that the learning of others is not disrupted. Pupils must:

- Arrive at lessons on time
- Enter, sit at their assigned seats and start the recap questions
- Work silently whilst the register is taken answering with ‘yma’
- Listen in silence when the member of staff leading the lesson speaks
- Raise a hand to ask a question without calling out
- Treat each other with respect at all times
- Follow all instructions the first time asked
- Work exceptionally hard, to the best of their ability, without disrupting any other pupil’s learning.

If a pupil fails to meet any of these simple expectations their name will be written on the whiteboard by way of a formal warning and the member of staff leading the lesson will briefly explain to the pupil why their name has been written on the board.

The second time during a lesson that a pupil fails to meet these expectations they will be sent to our Alternative Provision Centre (APC) for a period 2 lessons.

Failure to arrive within 5 minutes of being sanctioned or refusal to go to the APC might result in a one-day fixed term exclusion with a day in APC completed upon their re-admittance to the school.

The member of staff who sent the pupil to the APC will meet with the pupil at the end of the day for a ‘Restorative Conversation’ where they will be made aware of what they did wrong, why it disrupted learning and what needs to be done differently next lesson. To allow this to take place, pupils sent to APC will be required to remain in school until 3.40pm that day. The member of staff will also inform home of the APC sanction and why.

Conduct in school generally

All pupils are expected to take responsibility for their actions and their choices at all times.

Mobile Communication Devices (Phones/Tablets/Headphones)

Mobile phone usage is banned from the school premises after 9.00am. Pupils are permitted to keep them in their possession, but they must be switched off and kept out of sight at all times. Any mobile phone seen and/or heard at any time on the school site will result in a detention and the phone will be switched off, placed in a sealed bag and returned to the pupil. The same rule applies for headphones. Pupils will make their way to detention to show that the phone is still in the bag. If the bag is tampered with, this will result in 2 lessons in the APC.

Responsibility for the safekeeping of the phone belongs to the pupil:

- At all times, pupil mobile phones must be switched off during the School day (9.00am – 3.10pm)

Smoking

No pupil will smoke on the School grounds or when dressed in the uniform of our school.

If a pupil smokes or chooses to associate with smokers the consequences will be as outlined below:

- Smoking/associating with smokers may lead to a one day fixed term exclusion
- Refusal to hand over smoking paraphernalia when asked will lead to a fixed term exclusion
- All tobacco and related paraphernalia will be destroyed [*Note: 'Smoking' is defined to include any tobacco based products and also e-cigarettes and vaping products*]

If it is suspected that a pupil has smoking paraphernalia in their possession two members of staff will conduct a search. When available this will include the Headteacher and/or Deputy Head. The gender of the searchers will support that of the pupil being searched. If no consent to search is given the police may be called depending on the suspicion. Parents will be called to collect pupils immediately and a fixed term exclusion will be given, the length depending on an investigation.

Fighting inside and outside school:

If you are fighting in school you will be issued with time in the APC. The consequence will vary depending on the severity and circumstances of the fight. The same logic applies to fighting outside of the school. Depending on the severity of the incident pupils may be permanently excluded for bringing the school into disrepute.

“Lines in the Sand”

There are some lines that we will not tolerate any pupils crossing. If they do, there is a possibility that they will be **permanently excluded** from our school. An indicative but non exhaustive list would include:

- Bringing recreational drugs into school
- Carrying a weapon of any sort including pen knives and BB guns
- Persistent bullying
- Persistent disruption of lessons
- Persistent defiance
- A physical assault of a member of staff
- Racist/homophobic comments
- Bringing the school in disrepute

Behaviour in corridors and around the site.

During transitions between lessons (going from one lesson to another) pupils will walk purposefully and will act appropriately. Pupils will not run through the corridors or loiter in corridors. To avoid congestion, we say to all pupils:

LESS

'Left, Eyes front, Single file, Shoulder against the wall'

It is essential that all pupils are aware of the time and the need to arrive promptly to every lesson to avoid any consequence.

During break and lunch times pupils are expected to do the following:

- Only eat food in the canteen
- Not engage in behaviour that may cause injury or harm
- Sit inside, stand outside

The journey to and from home:

Pupils are expected to demonstrate a high standard of conduct on the journey to and from school as each person is an ambassador for our school in the community. Pupils are expected to:

- Arrive at school and leave school in full uniform
- Walk on pavements and cross the road safely
- Use the cycle lanes/pedestrian zones safely (following the highway code of conduct at all times)
- Take any litter home and dispose of it properly
- Respect our neighbours and all local residents

Pupils who have a PSP or an identified additional need (s) will also be expected to follow the behaviour policy, however, reasonable adjustments will be made for some individuals.

Advice from the school's ALNCO and from external agencies when appropriate will be taken and communicated to all staff. Alternative strategies will be employed as agreed with all stakeholders at regular ALN review meetings of the Individual Support Plan.

Staff can refer to the ALN register and individual support plans for further information. Some pupils may need a differentiated approach in order to break down their individual barrier to learning and understanding. Further guidance is available from the ALNCO.

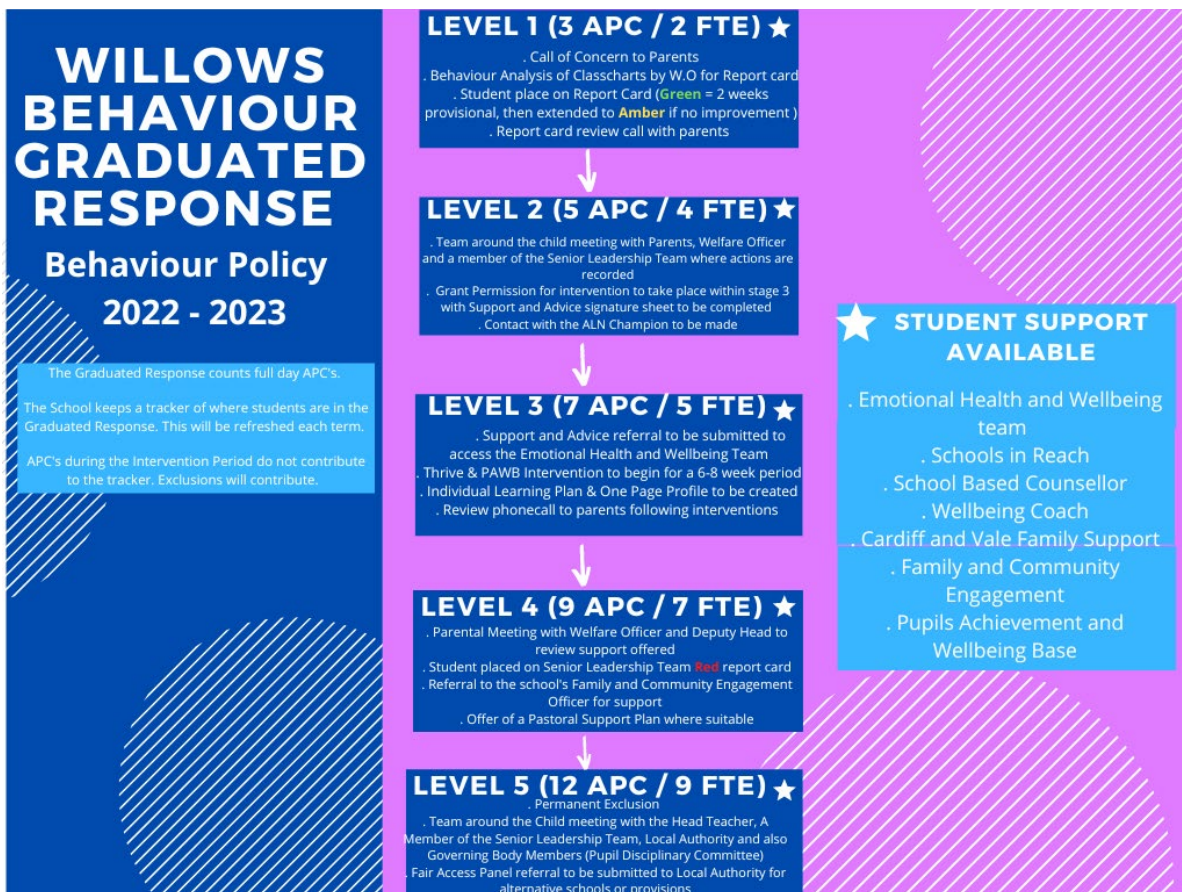
What Happens next?

There are a number of things that will happen once a pupil has been sent to the Alternative Provision Centre (APC). The following is a simplified version of our behaviour process:

1. The pupil arrives at APC:
 - Pupils complete 1 line per minute. At the end of the day the pupil is expected to engage in a restorative conversation with the teacher.
 - The pupil remains in APC for a minimum of two lessons and will serve a same day detention.
 - If the pupil does not engage with any of the above expectations, they will be given a Fixed Term Exclusion (FTE). Pupils will re-join mainstream lessons when they have successfully completed their APC.

2. Parents will be contacted by the appropriate teacher to inform them their child has been isolated:
 - The APC Manager will email the teacher concerned to remind them to attend the restorative conversation and contact home (*dedicated SLT member and form tutor to be cc'd into e-mails*).
 - The teacher will have a restorative conversation with the pupil.
 - The teacher will then contact home before the end of the day to explain/discuss the incident unless the pupil fails APC.
 - Refer to FAQs for further information about this stage.

3. The pupils will follow the school's graduated response system, as outlined below –



Willows High Detention System:

As a school, detentions will run from 3:10pm – 3:40pm Monday to Friday. This will be centrally supervised by the Heads of Year and members of SLT. They will be issued for either poor behaviour outside of lessons, for being late to school in the mornings, for failing to have the necessary equipment for learning which includes a book to read each day and incorrect uniform.

Pupils who fail to attend their after school detention will be referred to the APC for 24 hours. Please note that detentions are NOT negotiable.

Uniform

For all pupils the uniform is:

- A school blazer and school tie.
- Plain white work-style shirt or blouse – long- or short-sleeved to be tucked in at all times.
- Either tailored grey trousers or skirt. Trousers should be completely plain grey and tailored (no large decorative buttons or zips). No “fashion” extremes will be tolerated (tight, skinny fit, stretchy, low rise, chinos, jeans, drainpipe, linen, leggings or cropped). Trousers should sit comfortably over the laces and not pulled down over them.
- Formal and professional plain black shoes or ankle boots – these should be of a material that can be polished. No canvas shoes, suede shoes or trainers.
- A jumper can be purchased from our uniform suppliers. This is optional and can be worn under the blazer, but not instead of a blazer.
- Tights (no leggings) should be plain black and not patterned.
- During cold/wet weather, pupils are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime. Please note that denim / leather jackets and hoodies are NOT permitted and such items will be confiscated.

Uniform will be worn correctly at all times:

- Shirts will be tucked in at all times.
- Blazer sleeves will be worn down and not rolled up.
- Skirts will be worn to a length of 2 inches above the knee or longer.

In cases where medical reasons require a modification to the uniform policy, notice on letter headed paper from a medical professional must be addressed to the Headteacher detailing the reason and may still be refused.

Notes from parents will not be accepted for missing/forgotten items of uniform or medical dispensations

Please note: Please refer to the uniform guidelines sent out to all parents/carers.

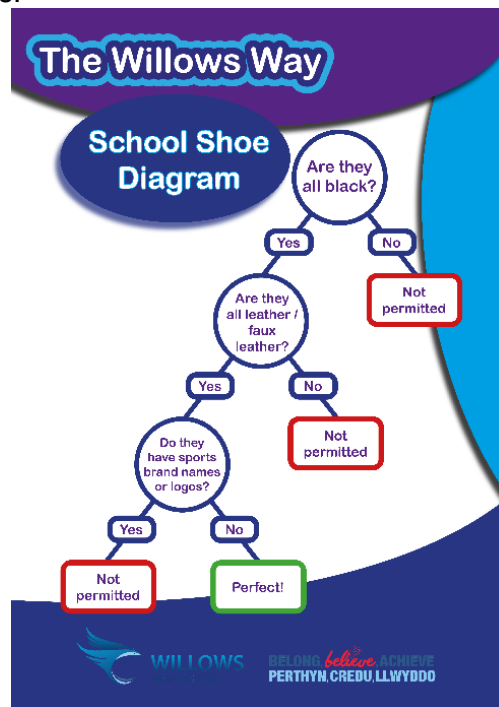
Uniform can be purchased from the YC Sports

To ensure that high standards of uniform are maintained and that the correct uniform is being worn in the correct manner at all times, morning line up will consist of a thorough check of personal appearance.

In cases where personal appearance and uniform fails to adhere with the guidelines detailed, pupils may be sent home to resolve this issue. Prohibited items of clothing will be confiscated on sight. Refusal to remove prohibited items will result in time spent in the APC.

Uniform acceptability check

Acceptable footwear examples:



Acceptable and unacceptable (grey) trouser examples:



PE Kit

To ensure that pupils look presentable and comfortable during their PE lessons and other sports events we expect **all pupils** to have a Willows High School PE top. This top can only be sourced from YC Sports - 86-90 Crwys Rd, Cardiff CF24 4NP.

Consequences will be issued in cases where PE kit fails to meet the high standard expected. Incorrect PE kit may result in the exclusion from lessons and/or after school sporting events including representation in competitive school teams.

(If in doubt, please keep the receipt and check with the school to avoid any unnecessary conflict with pupils arriving without the correct uniform).

The following expectations apply to all pupils:

Jewellery:

The only jewellery which is acceptable is a wrist watch and one pair of small stud earrings. Any other form of jewellery is not allowed. Willows High School does not allow facial piercings of any kind, including transparent piercing retainers. Pupils will be asked to remove any other piercings if they are visible. Failure to do so will result in the pupil spending the day in the APC where they will remain until any prohibited piercings are removed.

Hair:

No extreme hairstyle or dyed hair is allowed, including dip-dyed. Hair is to be of natural colour and only one colour. This includes tramlines and other shaved patterns, Mohican or skinhead-type styles.

Pupils arriving in school with an unacceptable hairstyle will be sent to the APC. Male and female pupils with long hair must tie it back for PE, Technology and Science lessons.

Please note: please make informed decisions with your children with respect to piercings and hair styles that may be changed during school breaks – If a pupil's arrives on their first day back with prohibited styles or piercings they may be isolated immediately from mainstream pupils until the situation is resolved.

Make-Up:

Make-up which is not skin coloured (including nail varnish) will need to be removed, wipes are available in form rooms.

Failure to remove will result in the pupil being sent to the APC.

The wearing of 'false' nails is not allowed and parents are asked not to buy them for pupils during term time.

If not removed pupils will be sent to the APC. There will also be the opportunity for the pupil to have false nails removed at school, free of charge by a qualified nail technician after school on a Tuesday and Thursday in order to avoid being sent to the APC.

Aerosols:

For health and safety reasons, aerosols (including but not limited to deodorants, hairsprays, body sprays and aftershaves) are not to be used in school.

The canteen:

- Pupils using the canteen will enter in an orderly manner through the designated door for their yeargroup.
- Years 8 and 9 will use the door on the nearest side to the main building.
- Years 7, 10 and 11 will use the furthest door.
- Pupils in the canteen should be either be lined up or sat down.
- Pupils will be expected to line up respectfully and wait to be served, there should be no pushing into queues.
- Both sides of the canteen will be supported by staff to ensure all pupils are served with in good time.
- Pupils will be responsible for putting rubbish in the bins provided and ensuring the area that they are seated in is left clean and tidy.
- Pupils in the main yard will be allowed to play and socialise healthily but should not engage in any activity that might cause injury to themselves or others. Use of the MUGA and sports in the barn will be available on a year group rota.
- The end of break and lunch will be signalled by a whistle and pupils will need to make their way to their lessons. They will be expected to ready themselves for entering the school by removing and carrying outdoor clothing and ensuring their uniform is correct.

Toilets: keep it swift, keep it clean

- Pupils should plan to not use the toilet during lessons. Use the toilet before you leave home, before school starts, and before lessons during break or lunchtime.
- Pupils are expected to leave the toilets in good order and use the sanitary bins only for sanitary products.