

Pupil Code of Conduct

INTRODUCTION

Rydal Penrhos School is an inclusive Christian community, based on a Methodist foundation, dedicated to ensuring that the unique potential of each young person is realised. The school fosters respect for the individual in a safe and secure environment, thereby developing self-confidence and personal independence. Rydal Penrhos School strives to ensure that we are inclusive and welcoming, a place where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense is pursued.

Do all the good you can,
by all the means you can,
in all the ways you can,
in all the places you can,
at all the times you can,
to all the people you can,
as long as ever you can.

John Wesley

This policy sets out the School's aim to provide a disciplined and ordered community in which all pupils, irrespective of gender (including those who are gender questioning or going through transition), ethnic or religious background, appearance, sexuality or ability, can learn and feel safe, where every member of the School feels valued and respected and all pupils are fairly and consistently treated. The objectives of this policy are to promote good behaviour, self-discipline and respect, and to set out the School's system of rewards and sanctions.

Expectations of pupil conduct in the context of the ethos and values of the School are reinforced in all lessons, Chapel and assemblies for year groups and houses, regular periods with tutors, weekly religious assemblies and the PSHE programme. In addition, there are also many themed days and events throughout the year that encourage pupils to think of others and to respect and value other members of the School community.

The School follows the prescriptions of the Welsh Government Guidance Document 255/2019 entitled 'Exclusion from Schools and Pupil Referral Units' (November 2019).

Staff

All members of staff are encouraged to lead by example in promoting good behaviour by fostering positive interaction between colleagues, pupils and parents / carers which is based on mutual respect, self-discipline, courtesy and good humour.

Pupils

The framework for the formal recognition and reward of good behaviour comprises a system of merit points for academic or extra-curricular achievements; this structure is based on staff recommendation.

Pupils are encouraged to engage in activities which will promote good behaviour by joining or contributing to the School Council or other school committees. Sixth Form pupils can also lead by example by applying to become Prefects and / or by volunteering to become a Peer Mentor. Training is provided for those pupils who are appointed to these roles.

The behaviour of individual pupils and trends in collective behaviour are closely monitored by the Form Tutors and Key Stage Leaders, and the School's pastoral systems are responsive and flexible in dealing with issues that affect both individuals and larger groups of pupils. This may include speaking to pupils and parents / carers, and adapting assemblies for pupils as appropriate.

GUIDING CODE: POSITIVE VALUES, ATTITUDES, AND BEHAVIOURS

In order to function efficiently, every community needs rules and guidelines which are there to protect both the individual and the community. All pupils are expected to conduct themselves with dignity and common sense at all times. The School's good name and standing are defined by the fine example set by its pupils.

Pupils are expected to:

- Recognise the value of the school's Christian ethos.
- Seek to fulfil their potential both in and outside the classroom, positively responding to the opportunities offered.
- Recognise each other's worth and seek to support each other in a constructive way, avoiding hurting each other verbally, physically, or emotionally.
- Value opportunities for leadership and for healthy competition and co-operation.
- Recognise the importance of self-discipline and responsible independence, and adhere to the school's codes of conduct, appearance, and dress.
- Recognise the importance of trying to become a more sustainable school and contribute towards achieving this.
- Behave courteously towards each other, the staff, and visitors of the school.
- As individuals, seek to make their own positive mark on the world in which they live when they leave school.

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In addition to the guiding code and values, pupils are asked to:

- Arrive at school, all lessons, and other activities punctually, equipped and prepared to learn.
- Take pride in all that they do and respect the right of others to live and work in an environment conducive to learning and developing as individuals.
- Show respect for the property of others.
- Take pride in personal presentation, and adhere to the school's uniform and dress code, including permitted items to be brought into school.
- Follow the school's mobile phone and acceptable use of ICT (including social media) policies.
- Move around the school premises in a quiet and orderly manner, and not enter classrooms until invited to do so by a member of staff.
- Take pride in the school environment and keep it tidy.
- Communicate in a positive manner and not use vulgar, obscene, or derogatory language.
- If in Key Stage 5, seek permission from the Head of Key Stage 5 before bringing a motor vehicle to school. Where permission is granted, such vehicles are for personal use only. Vehicles are not to be used during the school day.

BREACHES OF THE CODE OF CONDUCT

The following are considered to be serious misdemeanours and represent anti-social behaviours which act against the Rydal Penrhos Community:

- a) Bullying, including cyberbullying.
- b) Racial or sexual harassment.
- c) Theft.
- d) Dishonesty.
- e) Malicious damage.
- f) Leaving the school premises without permission.
- g) Smoking, this includes using electronic cigarettes.
- h) The possession of any prohibited, dangerous, or age-restricted items (drugs, alcohol, knives etc.).
- i) Repeated breaches of the school rules.
- j) The school expects high standards. If a pupil's actions adversely affect the school community or its reputation, whether taking place within the school day or outside of the school day, the school may impose sanctions as defined in this policy.

REWARDS

At Rydal Penrhos, recognising achievements and offering appropriate rewards is an important aspect of our overriding aim to encourage every pupil to make the most of his or her individual talents. The School recognises that, in many situations within a school, formal rewards as such are not always necessary and that a simple comment such as 'Well done!' or a note from a member of staff or a senior teacher is reward enough. This sort of contact is very much part of the ethos at Rydal Penrhos. Pupils are also rewarded by being offered different positions of responsibility within the School. There are specific rewards given for outstanding achievement and / or effort within academic work:

House Point System for Pre School and Years 1 – 6

- staff award House Points for pieces of work and actions completed above expectations;
- every form also has a 'Star of the Week', presented in Friday assembly.

House Point System for Years 7 – 13

- the staff award House Points for pieces of work and actions completed above expectations;

- House Points count towards both the House Cup and individual totals;
- pupils who reach the thresholds of 5, 10 or 25 House Points receive a certificate and are awarded entry to a prize draw each term.

House points are logged on iSAMS, the School's Management Information System.

SANCTIONS

It is hoped that sanctions do not have to be applied, as the School expect the behaviour of pupils at Rydal Penrhos to be exemplary. However, should it be necessary due to any misdemeanours, sanctions are issued according to levels / stages. The details of the Code of Conduct (including School sanctions) are displayed in classrooms.

The guidelines that follow provide part of the framework for developing the self-discipline and individual responsibility which are essential in any civilised adult community.

Sanctions for Minor Offences

These include lateness for a lesson or activity, disruptive behaviour, poor manners and a poor standard of work or dress. Punishment is at the discretion of the staff concerned and should be dealt with at the time. Sanctions may include the following:

- a verbal reprimand;
- requesting a pupil to stay behind at the end of a lesson;
- reporting in at break time;
- completing work or doing extra work as appropriate.

A misdemeanor is recorded through iSAMS.

If the matter is more serious, or the pupil has accumulated a number of misdemeanours, he or she may be given a Faculty Detention as arranged by the Faculty concerned, or a Key Stage Leader detention.

Further or more serious breaches may result in a Vice Principal's detention. Detention takes priority over all other commitments or activities.

Pupils may also be placed on a two-week behavioural report which is overseen by the relevant Form Tutor and Key Stage Leader.

Parents / carers will be notified when a pupil is put in detention or goes on report, and this will be recorded by the Key Stage Leader.

Sanctions for Major Offences

These relate to offences that reveal a serious disregard for others, for the School community, for an individual's health and character development, or for the law. Once the offence has been investigated and it is deemed that a punishment is necessary, the Vice Principal will contact parents / carers and an appointment will be arranged to see the Principal, if possible, before the final decision is made.

Each case will be treated on its own facts and merits, and with due regard to any mitigating circumstances. Major offences are recorded on the pupil's file and in a Major Punishment Book. A list of example major offences can be found in the Code of Conduct, but please note this is not exhaustive.

The following sanctions, amongst others, may be applied in relation to a major offence:

- **Internal Exclusion.** A pupil may be removed from his or her activity or lesson(s) for a period of time. This measure is used to diffuse situations occurring in School that require a pupil to be removed from class but may not require his or her exclusion from the School premises;
- **Fixed-Period Exclusion.** In such an instance, the pupil will be required to go home immediately following the decision;
- **Permanent Exclusion.** In the event of a single act of gross misconduct or a repeated series of breaches of discipline, a pupil may be permanently excluded from the School. Parents / carers have the right to appeal to the Governing Body if they disagree with the decision permanently to exclude their child;
- **Pastoral Support Programmes.** These may be used in conjunction with other sanctions for a pupil to manage his or her behaviour better, and will require him or her to be on report; in this context, he or she will have targets based on his or her behaviour and attitude to learning that will be monitored daily for a fixed period.
- **Restorative Justice.** This course of action may be used in conjunction with an Internal or External Exclusion so as to provide offending pupils with the opportunity to redress the harm that has been done to a victim. This may typically constitute raising money for a named charity.

SCHOOL ATTENDANCE

Excellent attendance and punctuality are key factors in ensuring that the pupils reach their potential. The most crucial factor in promoting good attendance is the development of positive attitudes towards school. We encourage full attendance and a desire to participate fully in school life.

Summary Expectations – pupils must:

- Attend school regularly and punctually.
- Try to achieve 100% attendance.
- Participate fully when action plans to improve attendance are put into place.
- Key Stages 3, 4 and 5 pupils should report to the main school entrance front desk to sign in / out if arriving or leaving at any time during the school day which falls outside the school's morning registration period.

REGISTRATION AND ABSENCE PROCEDURES

For safety reasons, the procedures operate as follows:

- The school day / registration begins at 08.30 for all classes.
- Pupils arriving after 08.30 should sign in at either the Prep or Senior front desk.
- Arrival after the close of registration at 08.45 will be recorded as an unauthorised absence, unless a legitimate reason for lateness has been provided.
- On the first day and each subsequent day of absence from school, parents must email Senior@rydalpenrhos.com or Prep@rydalpenrhos.com or telephone the school office by 09.30 to report the reason for the child's absence.
- If notification of absence has not been received by 09.30 the school will contact parents.
- Requests to attend dental or hospital appointments which cannot be made out of school hours should be sent to Senior@rydalpenrhos.com or Prep@rydalpenrhos.com for the attention of the pupil's form tutor.
- Permission for absence for reasons other than illness must be requested by email to the appropriate Vice Principal via Senior@rydalpenrhos.com or Prep@rydalpenrhos.com. *Parents are asked to exercise restraint when requesting such leave.*
- Attendance will be monitored, and the school's absence policy will be followed.

ABSENCE DURING THE SCHOOL DAY

- Any pupil in Key Stages 3, 4 or 5 needing to leave the campus at any point within the school day (other than for school activities / illness) must be granted permission by the Key Stage Lead.
- Pupils leaving or arriving during the school day must do so via the front desk and be signed out in the signing-out book.
- Pupils in Key Stages 3, 4 or 5 who need to miss lessons must ask permission of the teachers concerned at least a day in advance. Pupils must catch up with any work missed and show it to the teacher to ensure it has been understood.
- Pupils unable to attend games sessions or other activities for health reasons must bring into school a parental note.
- School games and activities take priority over other commitments outside school that a pupil may have. Pupils and their parents should liaise with the member of staff in charge if they wish to be excused from a game or activity that clashes in this way and where possible provide a two-week notice.

MOBILE PHONE CODE OF CONDUCT

Any pupil bringing a mobile phone to school must obey the following rules:

- Phones may not be used during the school day; Prep pupils must hand their phone in at the front desk and collect it again as they go home, Senior pupils can keep their phone with them, and a secure personal locker will be provided for each pupil (Years 7-11) to store their phone.
- Phones must be switched off (not on 'silent mode') in school except for in the Ferguson Centre for Years 12 and 13.
- Phones may not be used in the toilets or changing rooms.
- Phones (or other devices) must not be used for taking photos or recordings (either video or audio) of school staff or other pupils, without their consent.
- Users should not share their contact details with people they do not know and must not share other people's contact details without their consent.
- Users must not share their passwords or access codes with anyone else.
- Users must not use their mobile phone to bully, intimidate or harass anyone; this includes bullying, harassing or intimidating pupils or staff by email, text / messaging app or social media.
- Users should not use their phone to send or receive any material that may be criminal.

- Any rules on bullying, harassment, and intimidation apply to how an individual uses their mobile phone, even when that individual is not in school.
- Vulgar, obscene, or derogatory language must not be used whilst on the phone or when using social media.
- Pupils must comply with a request from a member of staff to switch off, or hand in, a phone.
- Phones are not permitted in any internal or external examination or test environment.

GENERAL ROUTINE MATTERS

All Prep pupils and Key Stage 3 and 4 pupils (Year 7 to Year 11) must stay on the school campus during break and lunchtime.

For break times, each year group has an allocated indoor base as well as access to outdoor areas. Prep pupils only use their indoor base when supervised by staff for instances such as 'wet' break. Snacks are available at morning break and before extra-curricular activities. Years 12 and 13 also have a café for purchasing drinks and snacks at various times during the day. Eating or drinking in classrooms or corridors is not permitted at any time, unless given specific permission to do so.

Lunch is provided by the school. Year groups have allocated daily times to go to lunch. Please use the queuing system, as indicated, and sanitize hands upon entry to the dining hall. Please do not take food out of the dining room. If sports kit must be worn in the dining room, tracksuit bottoms must be worn.

SCHOOL UNIFORM

A high standard of personal appearance is expected of all pupils, including when travel to and from school and while on any visits or fixtures.

Full school uniform (including the Year 12 and 13 dress code) and sports kit lists can be found on the website: <https://rydalpenrhos.com/parent-new/uniform/>

Please look smart and always take a pride in your appearance.

- Hair should not be patterned, shaved (less than grade 2) or dyed an unnatural colour, and should always be tied back for all pupils except those in Key Stage 5. Key Stage 5 hair must be neat and presentable.
- Pupils must be clean shaven.
- Make-up is optional only for pupils in Key Stage 3, 4 or 5. If worn, it should be natural and not noticeable. Nail varnish or false nails are not permitted.
- Jewellery should be kept to a minimum. Prep pupils can wear stud earrings only and must be able to remove these themselves for sports activities. Senior pupils can wear one ring, stud earrings and a necklace expressing one's faith (all jewellery must be removed for games).
- Pupils must always wear suitable shoes in school.
- All games kit worn in school must be school kit only.
- Shirt buttons must be fastened.
- Shirts and blouses must be tucked in.
- Please label all items, so that if lost, they can be returned to you.

VALUABLES AND LOST PROPERTY

- Expensive personal items or large sums of money should not be brought into school – any valuables brought in by Senior pupils should be locked in lockers.
- Lost property should be handed in to the school front desk without delay. If you lose something, enquire at the front desk, and tell your form tutor.

SPORTS KIT AND EQUIPMENT

The school's physical education and games kit is available directly from the school's online shop.

- All kit should be labelled, thus making it easier to be return to its owner, if lost.
- Please ensure that you have the full kit, as listed on the uniform / kit list.
- It is compulsory for all pupils from Year 3 to have a mouth guard (these can be ordered through school), hockey shin pads and a sports water bottle.
- All pupils from Year 7 will require a sports towel and a shower kit for all sport and activity sessions.

ILLNESS OR INJURY

The school has a number of first aid qualified staff, including those with specialised sports trauma qualifications.

If you have been injured or feel unwell whilst at school, please report to a member of staff.

It is the responsibility of the Senior Leadership Team to monitor this system of pupil conduct, rewards and sanctions in terms of the frequency of its use and its effectiveness.

This Policy is subject to review on an annual basis; however it may require earlier revision in the light of any regulatory change which comes into force in the interim.