YSGOL LLANHARI

THE FAMILY OF LLANHARI
CONTENTS

Ysgol Llanhari’s behaviour policy, ‘The Family of Llanhari’ was formulated with the advice and assistance of pupils, teachers, parents and governors.

- The Home - School Contract – please sign a copy and return to school
- Child Protection Matters
- Student Access to the Internet and use of E-mail policy – please sign a copy and return to school
- Aims and Objectives of the School

Guidelines for Parents:
- In the event of absence
- Arranging holidays or visits in term-time
- Homework
- The Contact Book
- Care
- Contacting the school other than through the Contact Book
- After school activities
- Letters from school
- PTA
- Internet and e-mail access
- Photographs

School Rules and Conduct: Guidelines for Pupils
- Your Personal Tutor
- Courtesy
- Attendance and Punctuality
- Absence
- School Uniform
- Coursework and Homework
- In the Classroom
- In the Corridor
- In the Canteen
- Assembly
- The Toilets
- Outside school
- School Buses
- Respect for property and buildings
- Bullying
- Illness, accidents or emergencies in school

- Rewards

- What could happen if you break the rules?

- A summary of each partner’s responsibilities
Policy on School Order

HOME-SCHOOL CONTRACT

Guidelines For Pupils, Parents, Teachers and Support Staff

Pupils have the right to receive their education in a pleasant, safe and orderly environment, so that they can learn effectively. They have an individual responsibility not to deny that right to any other pupil. Teacher and support staff, both administrative and technical, kitchen staff, cleaners, supervisors and caretakers also have the right to expect pleasant, orderly surroundings, so that they can do their work efficiently. Within our school each individual is a valued member of the community.

In order to promote our standards and values, and ensure that pupils, parents and all members of staff clearly understand what is expected, our policy on school order and behaviour is set out in this booklet.

After studying the booklet with your son/daughter, please sign the contracts, and return them to your son or daughter’s personal tutor by the end of the second week of the Christmas term.

POLICY BOOKLET ON ORDER AND BEHAVIOUR

We have studied the contents of the booklet and are aware of our responsibilities.

Signature (pupil): ............................................. Class: ............

Signature (parent/guardian): ................................................

Address: ...........................................................................
..............................................................................................
..............................................................................................

E-mail ......................................................................................

Home Tel.: .................................................................

Mobile: .................................................................

Date: .................................................................
Child Protection Matters

Child Protection and Referral Procedures

All schools must ensure the safety of its pupils on many levels. One of these levels is to protect them from violent behaviour from others. This can mean physical or verbal attacks – either by a pupil/pupils on the school premises or by people outside the school boundaries, possibly in their homes or when out with friends or relatives.

Recently there have been many national campaigns to raise awareness of the need to protect children and young people in our society. An example of this would be the television advertisements by the NSPCC which have tried to raise awareness of the fact that some children and young people are treated in an unfair and unacceptable way. Children and young people spend a large proportion of their time in school and they often feel able to share their worries or to talk about things that have happened to them at home, in the community or with relatives - things that raise concerns over the safety of the child. When this happens every school must follow a specific procedure.

What does a school have to do?

In each case, the school hopes that the home, the pupil and the school can work together in order to overcome any issues that are causing concern. However, there are clear guidelines now regarding the procedures that schools must follow. Schools must respond immediately to any statement or disclosure which raises concern about the child’s safety – where the teacher believes that the child has, or is going to be harmed. The expected response from a school can vary or contain many steps:

- Usually the school will contact the home immediately to discuss the issue the child has raised. This conversation may provide an acceptable explanation.
- It is also possible that following a conversation with the home (and depending on what the child says) that the school will have to refer the matter to the Social Services. The school will inform the parents of this at the time.
- Sometimes, if a pupil says that abuse is happening at home, the school will have to refer the matter to the Social Services without first discussing with the parent/guardian.

In all circumstances, the school must keep details of any issue that is brought to their attention. These minutes will be strictly confidential and the school will not share this information with anyone unless directed to do so officially by the Social Services or the Police. Even then the school will make every effort to contact the home to inform of the releasing of the minutes - unless the above agencies refuse permission for this to be done. It is possible that the home will not be fully aware of the issue under discussion. These minutes will be completely confidential.

Issues of Confidentiality

Because we believe strongly that the school and the home should co-operate for the welfare of children and young people, the school will make every effort to share relevant information about the pupils with the parent/guardian as soon as possible. However, a pupil also has the right to ask for confidentiality and to ask the school not to contact home in some cases. The school must take the matter of personal confidentiality very seriously. We therefore ask parents/guardians to note that children over 13 have a legal right to expect confidentiality from the school in some cases. The school must agree to this but can break this confidentiality in a small number of situations. Examples would be:
- that the pupil is at risk of harming him/herself or others
- that the pupil is not mature enough to realise the obligations of the situation and needs the support of another agency.
- that the pupil has broken or is going to break the law or has been a victim of an illegal incident.

Sometimes a pupil will request specific medical treatment or advice – e.g. in the case of avoiding pregnancy. In this instance the school will try to arrange a visit to the school nurse so that the pupil can have further medical advice. In the absence of the nurse, the school will provide emergency contact numbers for a doctor/clinic. The school will not advise or lead the pupil to a decision on the matter. In all such cases the school will strongly recommend that the child discusses the matter at home.

Personal Advice

The school also offers a Counselling Service. An independent and experienced counsellor visits the school and is available to any pupil who wishes to see her. It is possible therefore for a pupil to see the counsellor without having to tell the parent/guardian. Again there may be issues discussed with the counsellor that the pupil would wish to remain confidential.
STUDENT ACCESS TO THE INTERNET AND USE OF E-MAIL POLICY

GENERAL GUIDELINES

Behaviour of the highest possible standard
The same high standard of behaviour is expected on the Internet as seen in the classroom and other areas of school.

School work only
Access to the Internet is allowed to enable students to carry out research which is directly related to their school work, and to communicate with others to discuss such work. It may also be used in other ways which are specifically allowed by teachers.

Parental consent
Parental consent is essential before access can be authorised. Even then, students should be aware that access is a privilege, not a right, and it will be withdrawn if misused.

The individual’s responsibility
Individual users are responsible for their behaviour and their personal connections over the internet. All users will be expected to respect the terms of this signed access agreement.

Network and disk files
Electronic storage areas (including external storage devices and network areas) will be treated as student lockers within the school. Members of staff will have the ability to view these areas, to examine files and connections, and to ensure responsible use of the system. Users should not, therefore, be under the impression that files stored on the server, or disks, are entirely private.

Monitoring students work
Work will be reviewed and monitored by staff, as in all other areas of school. Remote monitoring of students’ work on screen will take place periodically using monitoring software within and outside the classroom.

Mature and responsible behaviour
Any user who comes across inappropriate material, or is aware of misuse by others, should contact a member of staff immediately.

THE FOLLOWING ARE NOT ALLOWED

- Sending, down loading or displaying pictures/music/video clips or any inappropriate messages.
- Using obscene language.
- Insulting, disrupting or attacking others.
- Damaging computers, computer systems or computer networks.
- Breaking copyright laws.
- Using other students’ passwords, network accounts or informing others of your password.
- Trespassing on other people’s folders, work or files.
- Wasting precious resources deliberately – including time ‘on-line’.
- Playing games other than those allowed by a member of staff for specific educational purposes.
- The use of any computer equipment, including E-mail, for purposes other than school work.
- The use of chat lines.
- Using mobile phones or any other electronic devices to gain access to network resources

CONSEQUENCES OF MISUSE

- Failure to follow the above guidelines, or to break any of the rules set out above, will result in temporary or permanent exclusion from use of the Internet and/or the school.
- Additional discipline measures, in accordance with the school’s rewards and punishment policy could also be taken.
- If deemed appropriate, the Police and/or Local Authority will be informed.
Student Access to the Internet and use of e-mail Policy

Student’s Name:                  Class:

I, the parent/guardian of the above named student, give permission for my son/daughter to have access to the Internet for the purpose outlined in this letter, in accordance with the acceptable use policy linked to this contract. I have emphasised to my son/daughter, the importance of working within the framework of the policy.
Although the school has security and filtering measures in place, I fully understand that the school cannot guarantee that students will not come across unacceptable or inappropriate material by accident. I agree that the benefits of using computer networks in order to enrich education far outweigh these dangers.

Signature (Parent/Guardian):      Date:

I, the student named above, have read the STUDENT ACCESS TO THE INTERNET AND USE OF E-MAIL POLICY, and I agree to act responsibly in accordance with its content.

Signature (Student):              Date:
Aims and Objectives of the School

Within our school we aim to create a supportive, caring and inspiring learning community. We want each individual who is a member of our school community to grow in self worth and self-esteem. We want them to take full advantage of the wide variety of educational, social and cultural experiences and opportunities offered to them so that they can develop fully and become well rounded individuals.

Together, we take pride in our identity, our heritage and our language and we feel confident that each individual will feel proud to belong to our school, proud of their Welshness and their bilingualism.

We want our pupils to be confident learners who have a strong sense of their ability to succeed and to make a difference in their communities and in our society.

Our main aims therefore are to nurture:

- Independent, enquiring and enterprising learners who can adapt quickly in a rapidly changing world,

- Pride in being Welsh, the Welsh language and heritage, thus developing an understanding and tolerance towards the different cultures of the world,

- Responsible, caring and considerate individuals who can make a positive contribution to their communities – both local and global,

- A culture of success and high expectations so that each individual is fulfilled by his or her educational experience and can realise their potential,

- A community where every individual is appreciated and respected in their own right and can contribute confidently to the full development of our school.
Guidelines for Parents

A copy of this booklet and home-school contract is given to every pupil on entering the school. Please study it carefully with your son/daughter.

We ask you to keep the book in a safe place, and use it as a reference throughout your son/daughter's school career. The school, in partnership with parents and pupils, expects high standards of behaviour, and this booklet sets out the guidelines, rewards and sanctions so that all may be clear about our standards.

Please sign the contract, and return to your son or daughter's Personal Tutor by the end of the first full week of the Christmas term.

A summary of our expectations and basic rules are included in the Home/School Contact Book, and we would welcome any comments you may care to make about this booklet or the Contact Book.

In order to enable your son or daughter to gain the best possible educational experience while attending Llanhari, please study the booklet and support your child by ensuring that he or she keeps to the guidelines.

Especially make sure that he or she brings to school every day:

- the Home/School Contact Book, which is the main link between school and home, and essential for monitoring your child's progress
- essential books, writing materials, games kits or essential equipment for that day's lessons
- a reading book in Welsh and English

Also please make sure that:

- your son or daughter wears the correct school uniform as described in the Information Booklet for parents. We emphasise in particular that no jewellery should be worn by either girls or boys, other than one stud in each ear, and that trainers may not be worn on the way to and from school. Pupils are allowed to change into trainers for playing outside if they wish. If for some reason your child is temporarily unable to conform, please write a note to the personal tutor explaining why in the Contact Book
- your son or daughter has money on his/her dinner card if he or she has school dinners.

Attendance

As a school, we strive to ensure the highest possible attendance rates so that every pupil is able to benefit fully from the curricular, extra-curricular and social opportunities available at Ysgol Llanhari.

We monitor attendance carefully and work closely with Rhondda Cynon Taf and Bridgend Welfare Services in order to maintain high attendance rates.

Each pupil at Ysgol Llanhari has a COMPACT target of 95% attendance. However, we would like to see pupils aim even higher than this – indeed, many pupils succeed in attaining 100% attendance every term.
We appreciate the support you give the school in this process by explaining the importance of high attendance and by encouraging your child to attend school regularly. We ask also for your support in ensuring the school receives a prompt explanation of any absence. The process is outlined below:

Parents should:

- Telephone the school on the first morning of a child’s absence. This will ensure that day’s absence is authorised. If the school does not receive a telephone call, it is very likely that you will be contacted through the school’s electronic attendance monitoring system, ‘Truancy Call’.

- If the absence continues for more than one day, a note should be sent in (back of the Contact Book) immediately on the child’s return. This is essential in order to authorise the absence.

- Inform the school beforehand if a pupil will be absent due to a medical/ dental appointment.

This is essential; otherwise the absence will be recorded as unauthorised. Please also make sure that your child is punctual every day.

Arranging holidays or visits in term-time
You are asked to note that permission must be gained from the school if you have to arrange holidays or visits during term-time; a form is available from the Main Office or the Progress Leader. Please also avoid arrangements during term-time which would cause your son/daughter to miss school and especially during examination time or when GCSE controlled assessments have been arranged in Year 10 and 11. A policy on School Attendance which includes the statutory requirements is available if you wish to see a copy. Please note that the 10 days is the maximum allowed for holidays during term time in any school year.

Homework
Your son/daughter should write homework details in the Contact Book on a daily basis. Please check the details. If your child is unable to complete the homework by the date given, please write, giving the reason, in the Contact Book, and suggest a reasonable alternative date.

If your son or daughter is unable to do the work because he or she has not understood it, or has any other difficulty, again, please suggest to your son/daughter that he or she tries to see the subject teacher before the next lesson. If this does not happen, please write a note to the teacher in the Contact Book.

The Contact Book
As you will appreciate, this book is a vital link. Please check it for details of important dates, rehearsals or after school activities, and sign it weekly. Teachers may have written notes in Contact Books to keep you in touch with progress. Please sign any notes from teachers so that we know you have read them.

Parents of pupils in Year 7 will receive a guide to their child’s Contact Book and Personal Action Plan entitled “Working Together”.

Care and Support
Ysgol Llanhari prides itself on the pastoral care provided to all. Your son/daughter will have a Personal Tutor who will care for his/her general welfare from day to day. The Personal Tutor is supported by experienced Progress Leaders, Social, Emotional and Behavioural Co-Ordinator, the Learning Support Department, Deputy Headteacher and the Headteacher. The
school also has an independent counsellor who the pupils can see if the wish in some circumstances. The school also works with a number of external agencies also in order to support pupils.

After school activities
Please do your best to be on time if arrangements have been made to collect your child at a certain time.

Contacting the school other than through the Contact Book
If you have a really urgent message for your son/daughter during the day, please phone the school office between 8.30 and 3.00, giving your child's name and form.

If you wish to speak to the Progress Leader, please phone the school office to arrange an appointment.

If you wish to see the Headteacher, please make an appointment by telephoning her secretary, Mrs. Rhian Rapsey.

Letters from school
From time to time, letters regarding special events, out-of-school visits and activities, and governors' meetings will be sent home with your son or daughter. Please ask regularly if there are any letters. Pupils can forget! Communication through e-mail is also very effective.

Ffrindiau Teulu Llanhari
Ffrindiau Teulu Llanhari would welcome new members. If you would like to contribute, please write a note in your son/daughter’s Contact Book or telephone Mrs Rhian Rapsey, the Headteacher’s secretary or simply attend the next meeting.

Access to the Internet and Email
All pupils have their own account and have many opportunities to use the ICT facilities during the school day. Please read the Student Access to the Internet and use of Email Policy with your son/daughter and return it to school along with the Home-School contract at the beginning of term. We constantly monitor all pupils’ use of the Internet.

Photographs
From time to time we photograph and publish photographs of pupils in school displays, the school website and also in school, local and National publications in order to celebrate success or to promote the school and its activities. Please write to Mrs Rhian Phillips, Deputy Headteacher if you are not willing for photographs of your son/daughter to be used in this way.

Lastly, but most important of all - encourage and support your child in all aspects of their education, and especially encourage him/her to speak Welsh. Please discuss and sign the Language Contract (Cytundeb Cymreictod) in the Contact Book with your son/daughter.

Thank you for your co-operation. If all pupils, parents and staff keep to these guidelines, running a school is much easier, and we can concentrate on giving your child the best possible Welsh-medium education. Thank you for choosing to give them an opportunity to become bilingual.
School Rules and Conduct:

Guidelines for Pupils

This booklet is given to every pupil on entering the school. These rules are operated throughout the school and enforced by all the staff so that you can work to the best of your ability in a safe and orderly atmosphere.

Your Personal Tutor:
is the person who will guide you and ensure that you keep to the school’s code of conduct throughout your time at Llanhari. You should ask your Personal Tutor about anything you don’t understand or that worries you. He or she will look after you when you come into school and will stay with your registration or pastoral group as you move up the school. He or she will appoint a time for you to chat about your progress, either on your own or with a small group of your friends, and will help you to set targets for the future.

Your Personal Tutor will also
- Help you to write and record your progress in your annual report and your Progress File
- help you to reflect on your strengths and weaknesses
- check your Contact Book regularly and let the Progress Leader know of any difficulties
- give you letters about school events - always show them to your parents
- remind you of the standards of behaviour expected in Llanhari
- discuss your academic and social progress with your parents.
- Give you the opportunity to be involved in School Council matters.

Courtesy

- Always speak politely to teachers and other school staff, and address them by name if you know it e.g. Mr Evans, Mrs Jones and so on.
- Always greet others pleasantly, even if you feel like Monday morning. Smile!
- Never use abusive, offensive or threatening language towards other pupils or staff. You could be excluded if you do.
- Fighting with fists or any weapon is regarded as a major offence, as is any kind of bullying. All these offences may lead to exclusion.
- Be welcoming and helpful towards visitors, and offer help when it is needed by anyone.
- Respect the school’s Green Flag and Eco-code.

Attendance and Punctuality

You are required by law to come to school and attend all timetabled lessons every day, punctually. The school site is big and it is vital that you do your best to move from lesson to lesson swiftly and in an orderly way. First thing in the morning, and at the beginning of the afternoon session, you must stay outside until the bell rings. Then go straight to your registration room. If you are late you must notify the secretary when you arrive at school. Failure to do so is a serious breach of Health & Safety regulations.

Absence

If you have been absent for any period (even a day or part of a day), ask your parents to telephone the school to explain. If the school is not notified in the morning of your absence, your parents may be contacted through the school’s automated Attendance Programme, ‘Truancy Call’. Ask your parents to fill in both sides of the absence notes in your Contact Book. On the day you come back to school, give the note on the right-hand side to the Personal Tutor during your pastoral lesson. If an absence note has not been received your absence will be registered as unauthorised
Your parents must always let your Progress Leader know immediately if you are unable to come to school on the day of a previously arranged school visit or classroom test/examination.

If you have a medical or dental appointment, ask your parents to write a note in advance in your Contact Book to let the Personal Tutor know. Don't forget to show the note to your Personal Tutor!

Ask your parents to do their best to avoid taking you on holiday in term-time. If this cannot be avoided, ask your Progress Leader for a special holiday permission form and ask your parents to fill it in and return it to the school. Permission can only be granted for 10 days in any school year. Tell your parents when you have tests/controlled assessments and examinations.

Playing truant is regarded as a very serious offence. If you play truant you are breaking the law. Your parents will always be informed if you are absent from school.

Missing lessons is also regarded as very serious. You will be kept in to make up the work and your parents will always be informed.

School Uniform
Always wear the full school uniform, and mark all your possessions clearly with your name and form. Looking after your property is your responsibility, not the school’s.

The uniform is checked regularly. If for some reason you are unable to wear the correct clothes or shoes, ask your parent to write a note in your Contact Book to explain why, and show this to your Personal Tutor and Progress Leader.

Coursework and Homework
Home / School Contact Book

Please make sure that you and your parents study the information in the Contact Book. This book is the main link between your home and your teachers and you must carry it at all times. Make sure that you show your parents any notes in the book written by your teachers, or any other information they need to know.

Note in the Contact Book any dates for presenting homework, coursework, controlled assessments, including details and instructions regarding each task. This will help you to organise your work better. Check your Contact Book every night and show your diary to your parents / guardians. Ask one of them to sign it every week, and give it to your Personal Tutor when you are asked to do so.

All work must be given in by the required date. If, in exceptional circumstances, you can't do this for some reason, ask your parents to write a note on the right-hand page of your Contact Book to explain why in advance to your teacher, and ask for an extension.

If you can't understand the homework, politely ask your teacher to explain again at the end of the lesson, or ask if you can see him/her the next day/at lunch time.

If you are absent, it is your responsibility to copy up any missed work, and find out about and complete assignments set during your absence. Ask a reliable friend for help, and consult your Personal Tutor and subject teacher if necessary as soon as you return to school. Work must be copied up at lunchtime and on no account should you take any pupil’s book home to copy up. Make up work as soon as possible after your return.

Letters from the school to your parents or guardians
Make sure you give any letters to your parents as soon as you get home. If you don't, you could miss out on something special.

In the Classroom
Study the classroom rules, which are displayed in every classroom and also read the summary of rules in your Contact Book.

If you are late, you must always apologise politely to the teacher and explain why. Always ask permission beforehand if you have to miss a lesson or leave early.

Stand up when any teacher comes into the classroom.

Take your coat off at the beginning of the lesson, and remember to wipe your shoes if you have come in from the playground.

When the bell rings at the end of a lesson, remain seated, without putting books or equipment away, until you are dismissed. You should then stand and go out in a quiet, orderly manner.

YOU are responsible for bringing the right books, writing materials, games kit and other equipment for each lesson. If you do not do this, you will not learn, and you will also hinder other pupils from learning. Teachers do have the right to expect you to be in class on time with adequate materials to complete work. Look at your timetable and Contact Book every night to see what you will need for the next day. Always carry your Contact Book.

YOU are responsible for your property, which should be clearly marked with your name and form. You will be expected to pay for any damaged or lost books and equipment. Never borrow anything from another person without asking for permission first, and always return it to the owner.

Never damage or vandalise any school furniture, machines or equipment, or touch any posters or displayed work. You may have to pay for any damage done.

Always listen to your teacher. If you chatter, you will miss important information yourself and stop other pupils learning.

Please bring a reading book in Welsh and English to school every day so that you can take advantage of any opportunity to improve your literacy skills and your general knowledge.

In the Corridor
- Please walk on the right.
- Take care when opening doors. Hold the door for the person behind you.
- Allow teachers and other adults to go first.
- The corridors are very narrow. Stop and wait instead of pushing your way through a crowd coming towards you.
- If your teacher is unable to get to a lesson, wait outside the classroom in a quiet, orderly line against the wall, unless you are told by a teacher to go in. If you are noisy, you will disturb other people's lessons. The form captain should go to the staffroom to inquire if the teacher does not arrive within five minutes. You should never, ever go into a laboratory or workroom unless a teacher is present.
In the Canteen
- Make sure you bring your dinner card to school every day and that you have money on it.
- You must stay in the canteen to eat; never take food out into the corridor or school grounds.
- Sandwiches must be eaten in the canteen, never in the classroom, corridor or school grounds.
- Clear the table of plates and paper when you finish. Put all rubbish in the bin. Use the school’s recycling facilities.
- Wait in a quiet, orderly queue for your turn.
- Be polite to the dinner ladies and supervisors.
- Use good manners at the table.
- Do your best to choose healthy meals.

Assembly
- Sit quietly until the service starts.
- Listen and play an active part in the assembly. Sing with all your heart and voice!
- Go out in an orderly manner when you are dismissed by whoever is taking the service, one row at a time.

The toilets
- It is in everybody's interests to keep the toilets clean and pleasant to use. This is your individual responsibility and you are expected to remember that the toilets are not a place to play or to linger in. When you have dried your hands, always put the paper in the bin, not in the toilet or on the floor.
- Since cigarettes are banned for health reasons by law, smoking in the toilets will be regarded as a very serious offence.
- Do not write on the walls of the toilet. If you are caught doing this, you may have to pay for the walls to be repainted.

Outside school
- While you are on the playing fields and yards, consider other pupils' rights and needs. Never act like a bully.
- Use the bins for litter and the recycling bins, and do not move the bins around.
- Keep an eye on the time and avoid going so far away that you do not hear the bell.
- Keep away from and do not encourage trespassers in the school grounds. Inform a member of staff immediately if you see trespassers. This is for everybody's safety and welfare.
- Never leave the school grounds without permission.
- If you are taking part in a visit outside school arranged by teachers, the same standards of order and behaviour are expected as in school.
- Respect our neighbours' land and their privacy.
School Buses

**KEEP YOURSELF AND OTHER PEOPLE SAFE**

- Walk in an orderly manner to and from the buses in the school yard.
- Wait in an orderly line on the pavement until your bus arrives.
- Help the driver to drive safely by behaving responsibly.
- Stay in your seat all the time. Sit down while the bus is travelling. Wear a seatbelt.
- Do not fight, swear or act as a bully on the bus.
- Do not smoke, or use drugs or other illegal substances, drink alcohol or do anything that could harm others.
- Do not touch the bell, windows or safety doors.
- If you wish to be dropped at a different stop from your usual one or travel on a different bus for a specific reason, ask your parents to write a note in your contact book and show it to your Personal Tutor.
- If the bus breaks down, do not fool around. Sit quietly in your seat. Do not, on any account, try to make your own way home.
- You must obey the bus driver if you are asked to keep to the school rules.
- Always respect the safety and comfort of others.
- Take care as you get into and get out of the bus. Do not cross the road until the bus has moved off and it is safe for you to cross.
- Speak to a member of the school’s office staff if you have a problem specifically to do with the buses.

**IF YOU BREAK THE ABOVE RULES YOU COULD BE DISCIPLINED ACCORDING TO SCHOOL RULES, WHICH CAN INCLUDE EXCLUSION AND SANCTIONS. THESE SANCTIONS CAN BE IMPOSED EITHER BY THE SCHOOL OR BY THE LOCAL EDUCATION AUTHORITY WHICH ARRANGES THE TRANSPORT.**

**Respect for property and buildings**

- Never bring anything valuable to school.
- Mark all your own property clearly with your name and form, and look after it; this is your responsibility, not the school’s.
- If you do have to bring anything of value or a large sum of money to school, ask your Progress Leader to look after it.
- Musical instruments should be left in the Music Rooms.
- Never borrow anything without first asking the owner’s permission. If you are responsible for damaging or losing another person’s property you will be expected to pay for or contribute towards the cost of repair or replacement.
- If you damage school buildings, furniture or property inside or in the grounds, in the grounds, you will be expected to pay for or contribute towards the cost of repair or replacement, as laid down in the school rules.
- Report any accidental damage immediately to the school office. Also report anything that you notice is broken.
- Never hide any other pupil’s bag or property. This is silly, inconvenient, and disrupts lessons. If you are caught doing this, or helping in any way, you could be severely punished.
- Lost property: You should take any property or clothes which have no apparent owner to the office or Room 10. If you lose anything, look carefully in all the places you’ve been that day. Then go and ask the office, in the Lost Property section of room 10 if a member of staff is present or your Progress Leader in case someone has handed it in.

**What you should never, ever bring to school**

Cigarettes, drugs, alcohol, weapons of any kind, aerosol sprays or anything that your common sense and conscience tells you is wrong
Mobile Phones
You are allowed to bring mobile phones to school but they must be switched off at all times in lessons and in the corridors. Teachers will confiscate phones if used during lessons/in the corridors. The school does not accept responsibility for lost phones in school.
Bullying
Bullying is not accepted in Ysgol Gyfun Llanhari. Bullying can make pupils feel very sad and unhappy, and can prevent them from learning. Name-calling, threats, extortion, hitting and fighting, spreading rumours, not allowing someone into a friendship group or anything that is deliberately intended to make someone unhappy are all things that can come under the heading of bullying. If you feel you are being bullied, follow the anti-bullying posters in your Contact Book. Always tell someone - a teacher or one of the specially trained Year 12 students. Perhaps the following guidelines will also help. The guidelines below may also help.

- Try not to show you've been hurt.
- Try to ignore or laugh at the bully. He/she enjoys seeing you show that you've been hurt, so your silence or laughter will disappoint him. This may not work at first, but generally does in the end, so persevere.
- Walk confidently (even if you feel very different).
- Try to sound assertive and confident.
- If a group is bullying you, look into their eyes and say "That's not funny" and walk away quickly.
- Don't go on your own to areas where bullying can take place.
- If you are afraid, ask your Personal Tutor, Progress Leader or other teacher/member of staff if you can stay in at break or lunch-time, and say why.
- Run away as fast as you can if you are in danger.
- Keep a diary and write down where, when, the date, names or descriptions of witnesses, what exactly is said (exact words).
- The bully will not stop if he or she thinks they can continue to get away with their unkind behaviour. So you must tell somebody, or ask a friend to tell somebody and you tell somebody if a friend is being bullied.

You can stop the bully if you are willing to do this:
- Don't stop to watch and support the bully - go and fetch help.
- Show that you do not like what the bully is doing and saying. Walk away or tell him/her to stop.
- Show sympathy for the victim and try to support him or her. Perhaps it will be your turn next.
- Be careful if you tease people or make personal remarks, or call them silly names. Perhaps the other person will not share your humour. Ask yourself whether you would think it was funny if somebody said the same thing to you.

- If you know about a bullying incident, tell a teacher/member of staff or member of Year 12. Perhaps the victim is too afraid, shy, lonely or unhappy to tell anyone himself.

Illness, accidents or emergencies in school
- If you are on any medication or suffer from any recurring illness, you must bring a note from your parents explaining the circumstances. Any medicine must be left with the Progress Leader/Main Office.
- No member of staff is allowed to give any medication to a pupil.
- If you feel ill, your teacher may suggest that you sit quietly at the back of the class, or go out for some fresh air to see if you feel better. If you don't feel better after this, your teacher may suggest that you go to tell someone in the school office. If the office staff feel you are really unwell, they will contact your Progress Leader who will give you permission to phone your parents and ask them to collect you. If they are not available or are unable to do so then you will have to sit outside the school office or return temporarily to your classroom.
- If you hurt yourself in a lesson, the teacher will either call a first aider or send you to the office if you are able to walk, accompanied by a friend if necessary.
If you hurt yourself at break-time or in the dinner-hour, go to the office with a friend if you feel able to walk. If you cannot walk, a friend should tell the office staff immediately so that a First Aider can come to you. If you see that someone has been hurt, always go with the person to the office or tell the office staff immediately if the person cannot walk. If the First Aider thinks it is necessary, she will inform your parents after consulting with the Progress Leader or Deputy Headteacher, and ask them to collect you and take you to a doctor or casualty department at your nearest hospital, or suggest that you are taken to see your doctor after returning home from school. Your parents could be asked to meet you at the hospital if it is necessary to phone for an ambulance. A member of staff will always stay with you until your parents arrive.

- If you are on crutches, ask your teacher to allow you to leave 5 minutes before the end of the lesson.
- Emergencies: Always tell the nearest teacher who can then telephone the office, or run to the office if it is nearer. If you can't find a teacher, phone the office on 200.

Remember
- If you have asthma, always bring your inhaler with you and tell your teacher if you feel ill. He/She may tell you to go outside into the fresh air with a friend until you feel better, or tell you to sit quietly, breathing deeply and slowly, by an open window.
- If you have an EPIPEN, make sure you have it with you at all times and that you keep a spare one in the school Office. Two EPIPENS must be taken on every educational visit.
- Never touch any machine or anything that you know could be dangerous.
- Make sure you know the arrangements for Fire Drill, and follow them. Never touch the fire alarm unless there is a genuine emergency. Letting off the fire alarm unnecessarily could lead to exclusion.

Rewards and Praise
We expect pupils to do their best to keep to the behaviour guidelines. We try to recognise and reward pupils who deserve praise. We have an award scheme which rewards pupils for contributing positively to the school’s learning ethos. You will collect praise points in every lesson and will receive regular certificates as your total number of points increases. You should keep these certificates in your Progress File as evidence of your important contribution to the school and your personal achievement. Other rewards can include:

- a note to your parents in your Contact Book
- verbal praise in the classroom or Year Assembly
- being sent to the Progress Leader, Deputy Headteacher or Headteacher for praise
- a certificate for good or improved attendance
- a COMPACT certificate.
- Personal Tutor, Progress Leader, extra curricular and departmental certificates/prizes
- Prizes and certificates for Welshness

Lastly, but vitally important
- Always speak Welsh, both inside and outside the class (unless, of course, you are being taught in a different language!).
- Be ready to go to any activities which will help your command of Welsh, both inside and outside school. Take advantage of all chances to become more fluent. Many jobs in Wales call for bilingual skills, so your fluency in Welsh could help you later on.
- Join Urdd Gobaith Cymru.
- You are a rare creature - a Welsh speaker. Treasure your bilingualism, enjoy it and be proud of it!
What could happen if you break the rules?
What exactly happens depends on the seriousness of the incident, the circumstances and the
general pattern of your behaviour. There are a series of progressive steps through which the
school may take you, and notes will be kept about the incidents as well as the steps taken.

Step 1 : A warning from your subject teacher and/or Personal Tutor who may also
write a note to your parents in your Contact Book. You may receive a second
warning and another note.

Step 2 : If you continue to break the rules, your subject teacher or Personal Tutor
could give you a behaviour profile sheet to complete at home or at lunchtime,
or you may have to make up work between 12.50 and 1.20. This will be noted
in your Contact Book and the leaflet kept in your file.

Step 3 : After this, if your behaviour does not improve, you will be sent to the Subject
Leader, who will record your name and the nature of your difficulties. Again,
you may be detained at lunchtime to complete work, given a behaviour profile
sheet or given a punishment which is appropriate to the offence. This will be
noted in your Contact Book.

Step 4 : The Progress Leader will be informed and will contact your parents by letter
or telephone. You may be placed on a weekly Conduct Review and will be
given a report to take to every lesson for your teacher to comment on your
behaviour. You may be asked to attend after school detention. If you continue
to break the rules, you will proceed to Step 5.

Step 5 : Your parents will be invited to come into school to discuss the matter with the
Progress Leader and your Personal Tutor, if he or she is free. With your
parents, yourself and the Progress Leader, an action plan or a "contract" could
be drawn up for you. You may be given further lunch-time detention. Perhaps
you will be invited to discuss your problems with the School's Educational
Psychologist or Welfare Officer, or a representative from the Local Education
Authority. The Progress Leader will monitor your progress and keep in touch
with your parents.

Step 6 : If you continue with the pattern of bad behaviour, your parents will again be
invited into school to discuss the matter. This could be with your Progress
Leader, Social, Emotional and Behavioural Co-Ordinator, Deputy Headteacher
or the Headteacher. You may be excluded for a fixed period of days. This is
called a fixed term exclusion. Before you are allowed back into school a
written contract may be drawn up for you, setting out the conditions under
which you will be allowed to return. The School Governors and the LEA will be
informed. You will be set work to do while you are at home.

Step 7 : In some circumstances you could be permanently excluded from school.

Please note: For serious incidents such as using dangerous or illegal substances such as
drugs, bullying, fighting, abusive language or doing anything that could
endanger others, their property or school property, you would be referred
immediately to the Progress Leader, Deputy Head and/or the Headteacher.
The consequences could therefore begin at least at step 4, and possibly at
step 5 or 6, depending on the seriousness of the offence. If you play truant
from school or from lessons you would be referred immediately to the
Progress Leader, Deputy Headteacher and/or Headteacher.
<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>PUPIL RESPONSIBILITY</th>
<th>HOME RESPONSIBILITY</th>
<th>SCHOOL RESPONSIBILITY</th>
<th>EXAMPLE OF POSSIBLE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC</strong>&lt;br&gt;Non-submission of, or frequently late or unsatisfactory work</td>
<td>Keep record of dates and details of set assignments in Contact Book. Bring Contact Book to each lesson. Be attentive in class. Organise time effectively.</td>
<td>Check Contact Book. Make sure son/daughter thinks ahead and has a quiet place to work. Promote positive attitudes and be generally supportive. Contact Head of Year if there are difficulties</td>
<td>Give clear guidelines over dates and details of assignments. Bear in mind the demands of whole curriculum and individual needs. Praise! Set individual action targets.</td>
<td>MINIMUM: Informal talk with Personal Tutor - Subject Teacher - Subject Leader. MAXIMUM: Parent consultation with Progress Leader - Deputy Head.</td>
</tr>
<tr>
<td><strong>ALCOHOL/TOBACCO/DRUGS/WEAPONS, AEROSOL SPRAYS OR DANGEROUS SUBSTANCES</strong></td>
<td>Never bring to school any of these items or anything else your conscience tells you is wrong. Never use or misuse anything that could be deemed dangerous to yourself or others.</td>
<td>Make sure your son/daughter never brings any such items to school. Explain the harm to themselves and others and the possible consequences. Teach and discuss good health habits at home.</td>
<td>Teach and discuss good health habits and make pupils aware of the rights and safety of others. Report violation immediately to the Year Leader.</td>
<td>A violation of these rules always results in parental involvement and could result in exclusion either for a fixed term or permanently.</td>
</tr>
<tr>
<td><strong>ATTENDANCE, PUNCTUALITY AND REGISTRATION</strong></td>
<td>Come to school on time every day and attend lessons punctually. Follow the instructions in the Contact Book regarding absence notes.</td>
<td>Help your child to get up on time. Use the Contact Book for absence notes.</td>
<td>Check record of student attendance and lateness. Contact home when necessary.</td>
<td>MINIMUM: Informal talk with Personal Tutor. MAXIMUM: Meeting with parent - report to School Welfare Officer.</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>PUPIL RESPONSIBILITY</td>
<td>HOME RESPONSIBILITY</td>
<td>SCHOOL RESPONSIBILITY</td>
<td>EXAMPLE OF POSSIBLE ACTION</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>BULLYING/FIGHTING</strong></td>
<td>Be sensitive to the rights and feelings of others. Use self-discipline. Ask yourself why you are being so nasty.</td>
<td>Contact the Year Leader at once if you suspect your child is a victim or acting like a bully. Do not condone conflict or encourage aggression.</td>
<td>Develop positive attitudes towards the rights of and respect for others, by modelling appropriate behaviour. Be vigilant and observant, particularly outside class.</td>
<td>MINIMUM: Informal talk with Personal Tutor.</td>
</tr>
<tr>
<td><em>Physical or verbal abuse, threats or extortion</em></td>
<td></td>
<td></td>
<td></td>
<td>MAXIMUM: Contact parents - conference - help from Child Guidance Clinic. Possible exclusion. Fighting/bullying can result in exclusion.</td>
</tr>
<tr>
<td><strong>DEFIANCE OF AUTHORITY</strong></td>
<td>Be polite, whatever you may feel. Do not swear. Do your best to avoid confrontations. Follow the behaviour rules.</td>
<td>Support school staff in helping children develop self-discipline and a sense of respect for authority. Refuse to accept bad language at home, and help avoid confrontations.</td>
<td>Model behaviour. Be consistent about behaviour rules whilst bearing in mind individual circumstances. Try to avoid confrontation. Maintain an orderly learning environment. Praise and encourage.</td>
<td>MINIMUM: Informal talk with Subject Teacher/Personal Tutor.</td>
</tr>
<tr>
<td><strong>DISCIPLINE DISRUPTIVE BEHAVIOUR OUTSIDE LESSONS</strong> -</td>
<td>Remember other people's safety and comfort, including your own. Be well-mannered and use common sense. Never drop litter.</td>
<td>Support school by emphasising the need for good behaviour.</td>
<td>Always be consistent and vigilant.</td>
<td>MINIMUM: Informal talk with Personal Tutor.</td>
</tr>
<tr>
<td><em>Assembly/lunch-time/ corridor/other places.</em></td>
<td></td>
<td></td>
<td></td>
<td>MAXIMUM: Parental involvement - possible exclusion.</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>PUPIL RESPONSIBILITY</td>
<td>HOME RESPONSIBILITY</td>
<td>SCHOOL RESPONSIBILITY</td>
<td>EXAMPLE OF POSSIBLE ACTION</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------</td>
<td>---------------------</td>
<td>-----------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
| **DISORDERLY CONDUCT ON THE BUSES - Smoking/bad language/fighting** | Remember the rights of others regarding a safe and pleasant atmosphere as well as the driver's responsibility. Use self-discipline. No tobacco or alcohol. | Please discuss with your son/daughter the need for responsible behaviour on school buses and support the school in its attempt to encourage pupils to follow school rules. | Try to ensure that pupils understand why they are expected to behave responsibly on the buses and that they are familiar with the rules. | **MINIMUM:** Talk with Progress Leader.  
**MAXIMUM:** Contact parents - conference with Progress Leader/Deputy/Headteacher - lose place on school bus. Possible exclusion. |
| **DISRUPTION OF LESSON** | Remember your own rights and the rights of others to as good an education as possible. Remember teachers’ rights. Use self-discipline. Learn to listen and act on guidance. | Support school staff in helping pupils develop a sense of respect for authority and for others. Encourage self-discipline and listening skills. | Plan structured activities which match pupils' individual needs as far as possible. Model appropriate behaviour. Use a variety of teaching techniques. Reward good behaviour. | **MINIMUM:** Verbal reminder - informal talk with Personal Tutor.  
**MAXIMUM:** parental involvement - conference - possible exclusion. |
| **NOT CONFORMING TO THE RULES OF SCHOOL DRESS** | Keep to the rules. If you have to wear something different bring a note to explain the reason in your Contact Book. | Make sure that your son/daughter is dressed according to the rules. Send a note in the Contact Book to explain any deficiency. Contact the Year Leader in cases of difficulty. | Be consistent and reasonable over standards. Monthly blitz. | **MINIMUM:** Informal talk with Personal Tutor.  
**MAXIMUM:** Parents invited to discuss matters. |
<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>PUPIL RESPONSIBILITY</th>
<th>HOME RESPONSIBILITY</th>
<th>SCHOOL RESPONSIBILITY</th>
<th>EXAMPLE OF POSSIBLE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNAUTHORISED ABSENCE / TRUANTING FROM LESSONS</td>
<td>Come to school every day and stay within the school boundaries. Attend all lessons punctually.</td>
<td>Make sure the pupil comes to school and stays within the boundaries. Contact school if in doubt. Encourage positive attitudes towards personal safety and discipline.</td>
<td>Check register and report absences from lessons. Create a non-threatening atmosphere. Be vigilant. Inform parents</td>
<td>MINIMUM: Informal talk with Personal Tutor. MAXIMUM: Parents involved - interview - possibly with Welfare Officer.</td>
</tr>
<tr>
<td>SPEAKING ENGLISH CONSTANTLY</td>
<td>Always speak Welsh. Look at Welsh television programmes, listen to Welsh radio and try to visit events which will help your command of Welsh.</td>
<td>Support the school - your choice - and encourage your son/daughter to take all opportunities to improve his/her Welsh - watch and listen to Welsh programmes. Buy Welsh books. Learn Welsh yourself!</td>
<td>Carry out the school language policy. Remind pupils to speak Welsh. Create an encouraging and happy atmosphere - and praise.</td>
<td>MINIMUM: Informal talk with Personal Tutor. MAXIMUM: Parents involved - conference - to discuss the situation further, and perhaps set out a &quot;contract&quot; or action plan.</td>
</tr>
<tr>
<td>THEFT/MISUSE OR BREAKAGE OF PROPERTY BELONGING TO SCHOOL OR OTHERS</td>
<td>Leave anything valuable at home. Mark and take care of your own property. Ask first before borrowing and always return items. Behave sensibly and respect the rights of others.</td>
<td>Support the idea that taking what doesn't belong to the child is wrong. Make sure property is clearly marked, and that nothing valuable is taken to school. Develop respect for all property.</td>
<td>Remind pupils not to bring valuable items to school. Keep rooms locked to avoid temptation.</td>
<td>MINIMUM: Informal talk with Progress Leader. MAXIMUM: Contact parents. Pay for or contribute towards the cost of repair or replacement. Possible exclusion. Stealing or serious damage to property could result in legal action.</td>
</tr>
</tbody>
</table>