



Ysgol Uwchradd
PRESTATYN
High School

"Cymuned yn Llwyddo Fel Un"
"A Community Achieving Together"

Ready to Learn Barod i Ddysgu

Behaviour Policy

3rd Edition 2017-18

| Author | Date Adopted by Gov Body | Signed by Chair of Gov | Review Date |
|--------|--------------------------|--|-------------|
| DCC | 10/2/16 |  | Feb 2017 |
| DCC | 15/2/17 |  | Feb 2018 |
| DCC | 20/12/17 |  | Dec 2018 |
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Ready to Learn

Barod i Ddysgu

Prestatyn High School is dedicated to ensuring that our school environment supports learning and the wellbeing of pupils and staff through a strong sense of community. Cooperation, support and respect are the foundations of our community and we work hard to provide a safe school where pupils feel included in every aspect of school life and are comfortable to voice their opinions. Success and hard work is recognised and rewarded.

This policy outlines what we expect from all our pupils in terms of their behaviour and consequences of not doing so. Good behaviour and self-discipline have strong links to effective learning and are essential lifelong skills for pupils to carry with them both during and after their school years.

1. Aims

Prestatyn High School believes that all pupils should be aware of the standards of behaviour that are expected of them and that they take responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the school with the skills they need to continue to progress to the best of their ability in all areas of life.

2. Core Professional Purpose.

As a school we aim to develop happy, well qualified and socially capable young people, prepared to participate in the community – locally, nationally and globally. We aim to inspire them to be:

- **Well qualified** – by which we mean showing strong academic outcomes at ages 16 and 18+

- **Socially capable** – having the skills to be socially confident and effective in literacy, numeracy, and digital literacy; well behaved, polite and responsible; and
- **Participative** – showing evidence of engagement in activities beyond the traditional curriculum with a developing CV and Progress File.

INSPIRE

I nspire each other to be the best we can be.

N urturing success through support, guidance and partnership.

S kills for the life developed, both functional and social.

P ositive and high expectations in achievement and conduct..

I nclusive approach embracing all the community.

R espect at the heart of relationships.

E quality of opportunity and practice for all, celebrating diversity and challenging prejudice.



3. Standards of behaviour

3.1 School

The school understands that the first step to modelling good behaviour is to lead by example. All staff, volunteers and adults should act responsibly and professionally, and should not belittle pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and consequences are clear to all. These are applied fairly, proportionately and without discrimination, taking into account additional learning needs and disabilities as well as the additional challenges that some vulnerable pupils may face. Staff are trained to deal with behavioural strategies as part of their professional development.

We work with parents/carers to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and consequences, that good support systems and praise and rewards are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents / carers regularly. We encourage parents / carers to communicate with the school if they have a concern about their child's behaviour and we will do as much as is possible to support parents / carers as and when they need it. We promote good behaviour within the school and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Staff should be a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that pupils are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of mental health needs. If such needs are identified we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of pupils with ALN and/or disabilities. Whilst all pupils identified with ALN and/or disabilities are covered under this behaviour policy, we recognise that these pupils often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils. An Individual Behaviour Plan, Pastoral Support Plan and / or Individual Reactive Strategy may be used for pupils who can display challenging behaviour where they have ALN. The school has a successful model of multi-agency working to support the needs of the more vulnerable pupils and value this. Advice will be sought from external agencies where necessary to assist with appropriate support strategies, which will be monitored and reviewed. Please read the school's special educational needs policy for more information.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 5 of this policy.

Consistency lies in the behaviour of adults and not simply in the application of procedure. The school believes that a sustainable consistent approach comes from all members of staff supporting the system firmly. When pupils feel treated as valued individuals they respect adults and accept their authority.

3.1.1 All staff

- Model positive respectful behaviours and build relationships
- Be a visible presence around the site and at change over time
- Plan lessons that engage, challenge and meet the needs of all pupils
- Ensure praise outweighs any negatives (a ratio of 5:1)
- Meet and greet pupils at the door
- Be calm and allow time for pupils to act and respond when working through the system
- Follow up after an incident of negative behaviour. Retain ownership and engage in reflective dialogue with the pupils and take part in restorative work
- Send two praise postcards per week

3.1.2 Middle Leaders

Middle leaders should not deal with behaviour referrals in isolation. They should support colleagues but not take over the behaviour management.

- Celebrate staff and pupils whose efforts go above and beyond expectations
- Support staff in returning pupils to learning by leading restorative conversations if necessary and supporting staff with this process
- Be a visible presence in the department/year and on corridors to encourage appropriate conduct including during lesson changeovers
- Share good practice within the department/year
- Enforce effective department referral system
- Ensure staff training needs are identified and targeted
- Ensure supply teachers are supported

3.1.3 Senior Leaders

Senior leaders should not deal with behaviour referrals in isolation. Rather they should stand alongside colleagues to support, guide, model and show a unified consistency to the learners.

- Celebrate staff, leaders and pupils
- Be a visible presence around the site and at changeover time
- Support middle leaders in managing pupils with more complex or negative behaviour
- Regularly review provision for pupils who have exceptional needs
- Monitor and evaluate patterns of behaviour to inform intervention
- Report data and behaviour to relevant authorities and governing body

3.2 Pupils

The school expects all of its pupils to show respect to one another, to school staff and anyone else that they may meet. Incidents of bullying or bringing intentional harm to other pupils or staff will not be tolerated. Pupils are ambassadors of our school even when off school premises and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, respond respectfully to staff and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour such as Individual Behaviour Plans and Pastoral Support Plans. School work and homework should be well presented, completed to a high standard and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If pupils are struggling to meet the requirements of their workload for any reason, they should discuss this with their Head of Year, Assistant to the Head of Year or group tutor who will work with them to draw up a support plan. The school asks that pupils carefully read and then sign a **home-school agreement** to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Under no circumstances should illegal or inappropriate items be brought into school and all pupils will respect and look after the school premises and environment.

3.3 Parents / Carers

Parents / carers play a big part in ensuring that their children are responsible for their own behaviour in school. We ask that parents / carers sign the **home-school agreement** to indicate that they will respect and support the school's behaviour policy and the authority of the school staff. Reinforcing the message that pupils need to respond to staff in a respectful manner and adhere to the three school rules. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

Parents / carers should work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents / carers be prepared to attend meetings at the school with staff or the headteacher to discuss their child's behaviour and to adhere to any contracts or plans that are put in place.

In the case of exclusions, we ask that parents / carers provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

Parents / carers can access school policies by contacting staff on the reception desk and requesting that a copy be sent to them. A list of available policies can be found on the school website.

Parents / carers should inform the school of any changes to their contact details.

4. Rewards policy

Prestatyn High School believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. The use of praise in developing a positive atmosphere in the classroom cannot be underestimated. It is the key to developing positive relationships; including relationships with pupils who are the hardest 'to reach'. Praise should form the basis of every lesson and be an integral part of the school ethos. The school should be a positive learning environment where pupils are acknowledged for good conduct, work, attitude and respect at every opportunity.

Members of the school staff should recognise that a quiet word of personal praise can be as effective as a larger, more public, reward. More formal praise can be acknowledged with the use of praise postcards. Staff should aim to send home two praise postcards a week. We encourage staff to make positive phone calls home each week as the school recognises that this will continue to encourage a positive environment for learning.

5. School rules that apply at all times to all members of the school community

The school has 3 rules which we expect all members of the school community to adhere to. They are:

- 1) To be ready**
- 2) To be respectful**
- 3) To be safe**

In order to follow these simple rules the following list is an example of how pupils can adhere to them:

- Always be on time and ready to learn
- Keep your appearance smart and tidy and wear appropriate school uniform, that has the school logo, at all times to and from school
- Be respectful to others by not using rude, derogatory, racist or defamatory language
- Be considerate of your peers and the extended community.
- Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways or when in public places
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school and to members of the general public
- Take care of your environment, both on the school site and outside and keep it tidy. Do not litter and do not vandalise property in any way
- Unauthorised absence from school will not be tolerated
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances
- Obey staff at all times
- Display appropriate behaviour to and from school

The following items are not allowed in school under any circumstances:

- Alcohol, illegal drugs and “legal highs”
- E-Cigarettes, cigarettes, matches, and lighters
- Weapons of any kind
- Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- Whilst we accept that mobile phones are now part of pupils lives, they should only be used during break and lunch times
- Gambling is not allowed on school property

5.1 Smoking

The school will not tolerate the smoking of cigarettes, e-cigarettes or other substances on school site, during off-site school activity or on the way to and from school. There are consequences in place if a pupil is caught in the possession of or in the act of smoking. More information of this can be found in the Substance Misuse Policy.

5.2 Drugs

The school will not tolerate illegal drug use of any sort on school property or during off-site school activities. The school takes its Substance Misuse policy very seriously and will discipline any person found to be in possession of illegal drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing or taking drugs. Details of the sanctions can be found in the Substance Misuse Policy.

– Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents / carers should make the school aware of this in writing as soon as their child starts taking the medication. The school nurse and school first aiders will be made aware of this. Medication will need to be kept within and administered by the first aider. Separate forms will need to be completed for this to take place. Details of this is covered in the school’s Managing Learners with Healthcare Needs Policy.

5.3 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be excluded. Details of consequences can be found in the Substance Misuse Policy.

All of these rules also apply when travelling to and from school and on school visits.

6. Restorative work

A restorative meeting should take place following a negative incident and before the next lesson where possible. In following up an incident personally, the member of staff is better placed to have an impact on the behaviour of the pupils in future. If the pupil does not attend or the reconciliation is unsuccessful, the member of staff should call on support from their line manager who will aid the restorative process. For further guidance on restorative work members of staff can consult the staff handbook 'Ready to Learn'.

7. Safeguarding

Prestatyn High School is committed to the safeguarding of all its learners, staff and visitors. Safeguarding is a priority with arrangements in place to ensure learners feel and are safe on school premises and off site activities. The learner experience and individual achievement are paramount and safeguarding initiatives are developed to impact positively upon this.

The school will ensure safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies, procedures and associated arrangements. The school provides a safe physical environment for its learners and staff, ensuring that the premises are of a good standard. Health & Safety arrangements are in place to ensure adherence to current legislation and guidance. For more information please see the Safeguarding Policy.

7.1 Bullying

Prestatyn High School wants to make sure that all pupils feel safe at school and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated. The school accepts DCC definition of bullying as follows:

There are many definitions of bullying, but they have three main things in common:

- It is deliberately hurtful behaviour (including aggression)
- Repeated, often over a period of time. It is not a "one-off" incident.
- Difficult for those being bullied to defend themselves.

Bullying frequently focuses on individual differences or anything that is implied to be different from the majority. Aspects of body shape or appearance and cultural or ethnically based lifestyles may all be the focus of bullying. It may also reflect upon race, gender, religion or nationality, or spring from

parental ignorance, bigotry or community divides. In this respect bullying undermines the school's work in promoting respect, equal opportunities and teaching social and commonly accepted moral principles. The school considers bullying via social media, cyberbullying, equally as seriously.

If an allegation of bullying does come up, the school will:

- take it seriously;
- act as quickly as possible to establish the facts;
- record and report the incident; depending on how serious the case is, it may be reported to the headteacher;
- provide support and reassurance to the victim;
- make it clear to the 'bully' that this behaviour will not be tolerated. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions;
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used; and
- consider an escalation of consequences in cases of repeated bullying.

For more information, please refer to the school's anti-bullying policy.

8. Disciplinary consequences

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline pupils. Prestatyn High School operates using the following disciplinary measures:

Sanctions are adapted relating to the seriousness and frequency of the behaviour.

The Warning System

- Warnings can be issued to warn the pupil against any behaviour that is deemed inappropriate or disruptive in that lesson.
- Warnings will be given clearly and the pupil will be informed of why a warning has been given. Other strategies will be implemented by the staff member to encourage the pupil to modify their behaviour in between the issuing of warnings.
- Warnings must be given one at a time with reflection / action time.
- Warnings can be issued in a class to support disruption within any single lesson.
- If a pupil receives 3 warnings in a lesson, they will be asked to leave the classroom and attend the '3rd warning referral room'. Pupils will be advised which room to go to.

- If there is continued negative behaviour once a pupil has been removed from a class and further strategies and interventions have meant that a pupil still has not altered their behaviour, a 4th warning may be issued by the member of staff in the referral room, this will need to be referred to the Head of Department or designated staff member with responsibility (e.g. 2nd in dept) who will decide if a pupil is to then attend the Isolation Room.
- The issuing of warnings may lead to a detention. If a pupil fails to attend this detention, there consequences for this.

The Isolation Room

- Pupils will be sent to the IR by the HoD if they have failed the 3rd warning department referral and received a 4th warning by the member of staff in the referral room and the HoD feels that it is appropriate.
- Pupils will spend a period of time in the IR which usually consists of two lessons and break or lunchtime. Senior members of staff may adjust this time depending on the nature of the incident if required.
- When in the IR pupils will undertake curriculum work.
- Members of the pastoral team will notify parents/ carers if a pupil has been sent to the Isolation Room via a phone call.
- Pupils will not be allowed their phones when in the IR and they will be asked to hand their phones in.
- There will be consequences if a pupil fails to complete their time in the IR.

Emergency Referral

- On rare occasions, more serious incidences may require the use of an Emergency Referral system where a pupil is referred to the IR immediately. ER system is used by SLT who will consult with the headteacher to decide if a fixed term exclusion is appropriate. The patrol member of staff will support with removing pupils from a class if necessary.

Consequences for swearing

- Swearing will not be tolerated and consequences will be imposed to all pupils who swear causing disruption to the learning environment.
- If a pupil swears directly at a member of staff, they will receive a fixed term exclusion unless there are extenuating circumstances where this would not be appropriate. Use the patrol system to remove pupil from the class.
- Staff should use their judgement if a student is swearing in the peer group without the intention of causing offense to a member of staff. It may be appropriate to issue a warning.

Detentions

A pupil will receive a break and/or lunch time detention for receiving warnings or not following the school rules.

If an after school detention is issued parents / carers will be given 24 hours' notice and they are required to collect the pupil. Failure to complete after school detentions will result in further consequences being issued.

Patrol

There will be a member of staff on 'patrol' at all times. They will assist with supporting in maintaining the calm and orderly manner of the corridors during lesson times. They will also assist in escorting pupils who have been sent to the IR by the HoD.

Exclusions

For further details on exclusions please see the school's Exclusion Policy.

8.1 Searching and confiscation

Following guidance set out by the Education and Inspections Act 2006, our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of pupils that are illegal or banned by the school. It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers, lighters
- fireworks

- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

Appropriate consequences will be issued if a pupil is found in possession of these items.

The school works closely with our police liaison officer and the local police teams and seek support and advice from them if it is appropriate to do so.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. Please see netbook agreement for further information.

8.2 Use of force

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any pupil (including him or herself);
or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

Prestatyn High School does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff including those given delegated responsibility have the authority to use force when necessary. This extends to staff when they are lawfully in charge of pupils but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents / carers concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents / carers.

Such serious incidents involving the use of force will also be recorded by the school. Please refer to the Use of Reasonable Force and Physical Intervention Policy.

9. Attendance

Regular attendance at school is required by law and Prestatyn High School takes attendance very seriously. There is a register taken daily and at the start of each lesson. Disciplinary action will be taken against any pupils who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. Fixed Penalty Notices may be issued for unauthorised absences. More information can be found in the school's Attendance Policy.

Punctuality

Pupils are considered to be late if they are not in Registration by 8:45 a.m. and in their period 4 lessons by the 2nd bell.

- The school records pupils who are late and will take action to address persistently late pupils.
- If a pupil arrives to school after 30 minutes of the registers closing, they will be marked down as having an unauthorised absence and will be coded as such.
- A Fixed Penalty Notice may be issued if a pupil has been late in more than 10 occasions in one term.

Lunchtime Attendance (Year 7-11)

All pupils are to remain in school at lunchtime unless they go home for lunch and in these rare circumstances, a contract will be set up between the school, the pupil and their parents to outline the clear expectations on pupils during this time if they are leaving the school site at lunchtime.

10.Uniform and appearance

Smart professional dress supports a sense of belonging and identity and helps to establish a workplace mentality. It helps to instil discipline and pride in appearance in pupils and reduces the risk of distraction in lessons.

The standard uniform is as follows:

UNIFORM

| SWEATSHIRT | POLO SHIRT |
|---|---|
| Maroon with crest. Pupils must wear their sweat shirt when in school. They may only take it off in lessons when they ask the teacher for their permission to do so. | White with PHS crest. Tucked into trousers/skirts NO BARE MIDRIFTS. |
| | BAG INFO |
| | All pupils must bring a suitable bag with them in order to carry their netbook/notebook and equipment/books for the day |
| SKIRT/TROUSERS | SHOES |
| Plain black. Not corduroy, denim, leggings, patterned or culottes, no extremes of length. | Black low heel. All black footwear no coloured logos. If they are all black, then they are a shoe. |

BAGS
Pupils should bring a bag with them every day to carry equipment, books, PE kit, netbook and their homework diary.

OUTDOOR COATS
No outdoor coats to be worn inside the school building.

Dear Parents/ Carers,

It is with great delight that I introduce myself for the first time as Head of Prestatyn High School (September 2016). I knew that this school was a good school in the heart of the community, but over the past four weeks I have experienced first-hand the amazing students, staff and activities that set Prestatyn High apart from every other school. My mission is to continually improve the school and make it the best school in Wales and beyond so that the pupils get the finest experience of education and the best start in life.

As we plan for the new school year, we have been reminding all pupils of our policies and procedures. Wearing the correct uniform is essential to the orderly operation and success of the school. There will be no change to the school uniform policy for September 2016 but we will insist that all pupils must wear the correct uniform at all times. If pupils turn up to school from September 5th 2016 in the incorrect uniform, they will be expected to change into correct uniform before entering the building.

If you have any questions or things you would like to discuss, please contact your Head of Learning. With thanks for your continued support in our mission to give the best life chances to Prestatyn High pupils.

Yours

Mr N Foley,
Headteacher.

UNIFORM

| SWEATSHIRT | POLO SHIRT |
|---|---|
| Maroon with crest. Pupils must wear their sweat shirt when in school. They may only take it off in lessons when they ask the teacher for their permission to do so. | White with PHS crest. Tucked into trousers/skirts NO BARE MIDRIFTS. |
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No outdoor coats to be worn inside the school building.

BEHAVIOUR

Behaviour Prestatyn High School has high expectations for its pupils. We want to inspire them to be well qualified and socially capable young people who participate in all aspects of school life. We want our pupils to have a positive experience in school and to leave us with aspirations for their future which build on the skills they learnt in school. Our behaviour policy, Ready to Learn, aims to support these principles and encourage good conduct and motivation from all our pupils.

The new policy has three, simple school rules which all of our pupils are expected to follow. They are to be ready, to be respectful and to be safe.

MOBILE PHONES
Pupils should only use their mobile phones and headphones during break and lunchtimes. They will be asked to put them away if seen during other times and confiscated if pupils do not put their phone away when asked.

HAIRSTYLES AND MAKEUP
No unsuitable hairstyles including extremes of fashion or colour. Makeup Should be discrete, subtle and natural.

ATTENDANCE AND PUNCTUALITY
All pupils have an attendance target of above 95%. They are expected to get to lessons on time. Persistent, poor attendance will be addressed by the attendance policy. Pupils who are late to lessons will need to make up the time in a detention. The school no longer authorises term time holidays. 10 days or more unauthorised absences may incur a fixed penalty notice. If your child must take a day off school, please contact the Attendance Office to inform them of the reasons why your child is off school.

OVER THE SUMMER
Pupils can be getting organised so that they are ready to learn on 5th September. Pupils should have a full set of equipment, correct uniform and completed any outstanding work that has been set them. Year 10 pupils can be doing the past paper set them in preparation for their exam in November.

95%

The school uniform should be worn by all pupils in year 7 through to year 11. Pupils in the 6th form are required to wear black and white smart office wear.

11.Regulating pupil's offsite conduct – residential / educational visits

Travel Behaviour Code & Statutory Guidance

The Learner Travel (Wales) Measure 2008 places a duty on the Welsh Assembly Government to produce an All-Wales Travel Behaviour Code. The Travel Code sets out the standards of behaviour expected of children and young people travelling from home to their place of learning. It covers all forms of transport, including buses, taxis, trains, walking and cycling and applies to all learners up to 19 years of age.

Out of School Behaviour

The same expectations of behaviour and conduct apply to pupils either on or off the school site during the time when the school duty of care applies. This will usually mean during term time when the pupil is readily associated with the school and / or on other special occasions. These include behaviour on activities arranged by the school such as work experience placements, educational visits and sporting events; behaviour on the way to and from school; and behaviour when wearing school uniform in a public place.

Consequences in line with the Ready to Learn policy will be applied in proportion to the severity of the misbehaviour; the extent to which the reputation of the school has been affected; whether the pupil(s) in question were readily identifiable as members of the school; the impact on the orderly running of the school and / or threat to another pupil or member of staff and the impact on future opportunities for other pupils.

The school will also take an interest in behaviour it does not regulate through liaison with the local authority, police and other appropriate agencies. Examples of the above include dropping litter; graffiti; throwing objects; smoking; foul language or other forms of anti-social behaviour; intimidating behaviour such as sitting on residents' walls or blocking pavements.

12. Complaints

The school has a standard complaints procedure. We encourage parents/carers to take any complaints or concerns to a member of staff and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our school **Complaints Policy**.

13. Related policies

- 1) Prestatyn School Website - <http://www.prestatynhighschool.net/>
- 2) Exclusion policy
- 3) Substance misuse policy
- 4) Safeguarding policy
- 5) Anti bullying policy
- 6) Special Educational Needs policy
- 7) Use of Reasonable Force and Physical Intervention policy
- 8) Attendance policy
- 9) Managing pupils' healthcare needs policy
- 9) School complaints policy
- 10) Home/ school agreement