



Coleg Llanymddyfri
Llandovery College

Behaviour Policy (Including Rewards and Sanctions)

promoting positive conduct, helping to build self-discipline and encouraging respect for others

March 2021

Introduction

Llandovery College is rightly proud of the behaviour, manners and general attitude of its pupils. All members of the community benefit when conduct is good. This relies as much on the common sense of individuals and the collective responsibility of the community than on Rules and in any community there are 'unwritten rules' which are reasonable and customary. Trust is of paramount importance and believing in the good sense of individuals allows the number of rules to be kept down and the wording kept short.

Also, participation in a community does not place the individual beyond the Law of the Land. The Rule of Law is for the protection and betterment of society as a whole; to break the Law is not only a breach of College Rules, but also renders the individual liable to any penalties which that Law provides.

These rules will be amended from time to time and shall continue to apply as long as an individual is a pupil at the College, regardless of his or her age. Regulations apply to boarders throughout the term while in residence at the College and to day pupils daily from the time they leave home in the morning until they arrive home in the evening, unless specifically stated otherwise.

All pupils are reminded that they should at no time bring the name of the College into disrepute or behave in a manner that is at odds with the College Mission Statement.

Other guidelines, rules or policies will be posted in Houses and in the main College and any required clarification can be sought from HMs (Housemasters/mistresses).

Failure to meet standards may lead to a pupil's loss of privileges or withdrawal of an Award and may put a pupil's place at the College in jeopardy, particularly in cases of '**Serious Offence**'.

Expectations

The following expectations are made of Llandoveryans and form the basis of the College ethos:

- they are ambassadors for the College and should act accordingly at all times
- they should take a pride in their work and contribute to a positive and stimulating learning environment
- they should seek out a variety of skills for development in both the academic and non-academic arenas
- they should always strive for the good of the whole community and represent the College with pride
- they should promote an orderly, constructive and supportive atmosphere
- they should always be courteous and act with respect for others
- they should demonstrate the College values: *Compassion, Courage, Humility, Integrity, Respect*

College Rules

Covid-19 Rules

Undertake temperature check every morning

Maintain social distancing at all times

No physical contact

Adhere to the one-way system; keep left

No town leave during the school day (including to the petrol station)

Wash and sanitise hands before every lesson or activity

Dispose of tissues and masks in a suitable bin

Wear face coverings on College Transport and in all indoor and outdoor communal areas

It is considered a 'Serious Offence' to contravene any of 1-10

1. The possession or use of weapons, fireworks or smoking materials are forbidden
2. All forms of gambling are forbidden
3. The possession or use of any class of 'drug' is forbidden
4. Public shows of affection between pupils are not permitted at any time. Sexual relationships are not permitted at the College
5. Sexualised behaviour is not permitted
6. The production or distribution of inappropriate images may result in the immediate involvement of external authorities
7. **All** types of aggressive, threatening or bullying behaviour are unacceptable, including physical, verbal or emotional abuse, any form of cyberbullying, sexual harassment, racist or sexist abuse
8. Theft and vandalism are unacceptable
9. The purchase, possession or consumption of alcohol is forbidden. Public Houses are out of bounds during term time. The Law of the Land must be adhered to at all times and in all circumstances.
10. Pupils may not leave their Houses after final Roll Call

11. Boys and girls may visit other Houses only at designated times and visitors must remain within Common Room areas at all times
12. Pupils must attend punctually all lessons, activities, meals, Assemblies and Chapel
13. No ball games should be played within the immediate vicinity of College buildings
14. No food, crockery or cutlery may be removed from the Great Hall. Food and drink may not be consumed whilst walking around the campus or in town
15. Personal music devices should not be used in College during the working day, unless as part of a lesson as instructed by a member of staff
16. Pupils must abide by rules concerning personal equipment in Houses
17. Pupils should not take or distribute photographs or videos of other pupils or members of staff without their agreement
18. Spiked or studded footwear may only be worn on playing fields
19. All breakages or damages must be reported immediately
20. Pupils must abide by the rules pertaining to bicycles and motor vehicles at College
21. Lost property should be handed to a member of staff or into the main reception
22. Chewing gum is forbidden at all times
23. All pupils are obliged to conform to the IT Acceptable Use Policy
24. Mobile 'phones may be used at College, in common rooms, or with explicit permission from a class teacher only.
25. Permission to go out with parents and friends is required from the HM

Specific Rules and Guidance

A. Academic

1. Pupils should arrive at lessons prepared and equipped to learn

2. Unacceptable work, late prep, careless presentation, poor classroom behaviour or a lack of punctuality will be challenged
3. Cheating is unacceptable. Cheating in public examinations can lead to pupils being excluded from taking all such examinations
4. Pupils are responsible for informing staff of planned absences and for 'making-up' missed work
5. Sixth Formers may take Study Periods in the Library, classrooms or Sixth Form Centre and must follow all appropriate conditions. Other pupils with Study Periods will be instructed as to what action to take
6. The Library should be respected as a quiet working area
7. Pupils who wish to discontinue a subject should seek advice from the Director of Studies
8. Classrooms may be used in the absence of staff only for schoolwork or other authorised school activities, with the permission of the staff member concerned
9. Pupils must familiarise themselves with the rules governing examinations and assessments and observe them

B. Dress and Appearance

1. It is the responsibility of Llandoverians to see that they are well groomed and neatly and appropriately dressed at all times, including when off the College campus
2. Hair must be natural in colour and smart in style
3. Clothes lists indicate what is official school uniform and more detailed guidelines are available from the school Shop, and on the College website

C. Health, Safety and Well-being

1. All health care comes under the authority of the Medical Centre. No pupil may engage in self-diagnosis or unauthorised medical treatment. Medication brought from home should be declared to the HM, and stored securely
2. Only pupils in Year 11 and above may use nutritional supplements, and only those purchased from the School shop.
3. Pupils must abide by all guidelines pertaining to the Sports Hall and Fitness Suite
4. Pupils must respect all Fire and Health & Safety precautions and be familiar with the routines designed to promote and safeguard their well-being
5. River bathing is strictly prohibited at all times

Rewards

PHASE 1	PHASE 2	PHASE 3
Merit (recorded on iSAMS)	House Commendation	Warden's Commendation
<ul style="list-style-type: none"> • Good prep work / classwork • Helpfulness/good manners • Showing respect to others • Excellent appearance • Good contribution to college life • Good contribution or effort to other extra-curricular activity • Good performance in music, drama and sporting activity <p>Boarders:</p> <ul style="list-style-type: none"> • Continuous positive attitude in boarding • Organised for boarding • Regularly willing to help the boarding community • Good manners • Initiative shown to enhance the boarding experience • Good contribution to the wider school community / citizenship • Showing respect to fellow boarders • Positive contribution to a boarding activity 	<ul style="list-style-type: none"> • Exceptional or consistently excellent prep work • Exceptional or consistently excellent Class work • Exceptionally good attitude • Consistently helpful and polite • Consistently respectful of others • Excellent contribution or effort to extra-curricular activity • Excellent performance in House activity • Excellent behaviour which benefits the School Community • Top effort grades • Improvement in effort grades • Excellent contribution to the wider community • Excellent academic performance 	<ul style="list-style-type: none"> • Outstanding academic performance in classwork, prep work • Outstanding performance in internal or external exams • Outstanding extra-curricular performance or contribution (Music, Arts, Sport etc...) • House Colours (awarded for outstanding contribution to House activities) • School Colours • At the end of each reporting cycle a HC will be awarded for: <ol style="list-style-type: none"> 1. The highest academic achiever in each Year Group 2. The most improved academic performer in each Year Group 3. The highest application grade score in each Year Group

Sanctions

School Day

PHASE 1	PHASE 2	PHASE 3
1. Warning 2. Demerit 3. Phone call to parents: class teacher	Behaviour/Academic Report Phone call and email to parents: Faculty Lead	Internal Suspension Letter to parents: SLT
<ul style="list-style-type: none"> • Insufficient prep work /homework presented • No planner • Lack of equipment • Chewing gum. • Unruly/Poor behaviour in lessons (shouting out, talking persistently) • Uniform infringements (following warning) • Lateness to lesson/co-curricular • Eating in lessons • Littering • Lack of respect towards prefects • Using mobile phones inappropriately (e.g. texting in lessons) • Inappropriate use of ICT in lessons. • Missed/late registration • Inappropriate language • Lack of effort • Low level inappropriate behaviour/contact e.g. PDA 	<ul style="list-style-type: none"> • Persistent lack of prep work / homework • Persistent lack of equipment • Persistent poor behaviour in lessons • Lack of care for others / provocation • Persistent uniform infringements • Missing Chapel's/Mtg's • Rudeness to staff /Disobedience/ Defiance • Inappropriate language/behaviour in the presence of adults • Persistent lack of respect towards prefects • Not signing out /Off site without permission (e.g. Town break/lunch) • Sent out of lessons to Faculty Lead • Missed Prep detention • Not meeting academic expectations. • Inappropriate behaviour/contact • Day pupils in boarding house dormitories without permission 	<ul style="list-style-type: none"> • Swearing at an adult • Serious provocation / inciting to fight • Inappropriate use of ICT (pornography) • Unauthorised absence from lessons, Wellbeing/Inspiring Futures and Co-curricular sessions • Day pupils in boarding house dormitories without permission (continued breach) • Vandalism/wilful damage to college equipment e.g. desks • <i>Other considered reasons* e.g. smoking at break/lunch</i>

Boarders' Sanctions

PHASE 1	PHASE 2	PHASE 3
1. Warning 2. Demerit 3. Phone call to parents: HM	Gating (one evening) Contact with parents: HM	Gating Friday night to Monday morning. Contact with parents: SLT
<ul style="list-style-type: none"> • Insufficient work planned/prepared for study • Homework left in room/boarding house. • No planner • Lack of equipment • Inappropriate use of ICT in study. • Littering • Poor behaviour in study (shouting out, talking persistently) • Lack of respect towards boarding prefects/staff supervising study • Inappropriate language • Lack of effort in study • Audio equipment distracting others • Lateness to study • Eating in study • Using mobile phones inappropriately in study • Chewing 	<ul style="list-style-type: none"> • Persistent lack of homework in study • Persistent lack of equipment in study • Persistent poor behaviour in study • Rudeness to boarding staff • inappropriate language in the presence of boarding staff • Not signing out / Off site without permission • Sent out of supervised study to HM • Missed roll call/ registration. • Persistently untidy room • Disrespectful behaviour to others • Persistent lack of respect towards senior boarders • Dangerous behaviour • Regularly out of bed after lights out. 	<ul style="list-style-type: none"> • Common boarding expectations and rules consistently not followed / other considered reasons e.g. <i>smoking during the boarding day</i> • Lack of respect shown to boarding staff • Persistent lack of respect to other boarders • Consistently disruptive behaviour e.g. <i>after lights out</i> • Vandalism /Wilful damage to boarding environment

External Suspensions (temporary or permanent)

Persistent bullying

Misuse of Alcohol, Drugs or other Prohibited Substances,

Sexual activity

Theft

Fighting

Seriously inappropriate use of communication technology (pornographic images)

All behaviours, sanctions and communications with parents must be recorded on REACH

SLT Owner	Deputy Warden
Reviewed by SLT	
Effective from	
Next review	
Governor approval? (Y/N) Approved by Board of Governors (if Y)?	