



TEULU LLANHARI

“The Family of Llanhari”

2023-2024

Cymuned – Cymreictod – Cynnydd



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These expectations, which form Ysgol Llanhari's behaviour policy, 'The Family of Llanhari' was formulated with the advice and assistance of pupils, teachers, parents and governors. Having read this document, please sign the 'contracts' page in the contact book in September and return to school.

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Guidelines for Parents

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

We ask you to keep a copy of 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, by clicking on the permission button on Classcharts.

Requires Consent





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.

Aims and Objectives of the School

CYMUNED - Community

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.

CYMREICTOD - Welshness

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.

CYNNYDD

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.



Cymuned – Cymreictod – Cynnydd

School Rules and Conduct.

Guidelines for Pupils

A copy of this booklet will be sent 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(Secondary) / Your Class Teacher(Primary):

This 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/Class Teacher 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(S)/Class Teacher(P) will also

- Discuss your progress in mentoring sessions
- help you to reflect on your strengths and weaknesses
- let the Attainment Leader know of any difficulties
- share information 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.
- hold weekly Literacy, Numeracy and Topical Thinking sessions

Courtesy

- Always speak politely to teachers and other school staff, and address them by name e.g. Mr Evans, Mrs Jones and so on. Hold the door for people behind you in corridors.
- 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 environment.

Attendance and Punctuality

By law, you must come to school every day, and go to every lesson on your timetable, on time. The Llanhari site is vast and it is important that you do your best every time to go from lesson to lesson quickly and in an orderly manner. First thing in the morning, and at the start of the afternoon session, you have to wait outside the school until the bell rings. Then go straight to your check-in room. If you arrive at school late you must sign in at reception. Failure to do this will be a serious matter and a breach of Health and Safety rules.



The attendance target for all pupils at Ysgol Llanhari is 95%. However, we would like to see all pupils aim even higher than this - indeed, several pupils manage to achieve 100% attendance each term.

Absence

- If you have been absent for any period (even a day or part of a day), ask your parents to telephone the school or contact through Classcharts 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'.
- Your parents must always let your Attainment Leader(S)/Primary Reception(P) know immediately if you are unable to come to school on the day of a previously arranged school visit or classroom test
- If you have a medical or dental appointment, ask your parents to contact the school before hand through classcharts.
- 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 contact the school to explain why.

Coursework and Homework (Secondary)

Your homework will either be assigned on Teams or Classcharts. All work must be submitted by the date stated. If you cannot do this for some reason, ask your parents to contact the teacher through the school systems.

If you do not understand the homework, **politely** ask your teacher to explain this to you again at the end of the lesson, or ask if you can see it the next day/at lunchtime.

If you are absent, it is your responsibility to copy any work that was lost, and ask about, and complete assignments given during your absence. Ask a trusted friend for help, and consult your Personal Tutor and subject teachers if necessary as soon as you return to school.



In the Classroom

We agree to make a positive contribution to the school's learning environment on a regular basis by:

- speak Welsh.
- to be respectful and polite towards others and their property.

Never damage or vandalize any furniture, machinery or equipment, or touch any posters or work on display. You may have to pay for any damage.

- not to use a mobile phone/earphones.
- not to disrupt the education of others.
- to listen to the teacher and classmates.
- to demonstrate a growth mindset (strive to complete work, persevere, learn from mistakes, deal with failure, accept and respond to feedback).
- to be ready to work together.
- to be punctual for lessons.

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

- to follow the seating plan.
- not to leave the class without permission.
- to bring the right equipment to the lesson.

It will be YOUR responsibility to bring the correct books, stationery, sports kit and other materials to each lesson. If you do not do this, you will not learn, and you will prevent other pupils from learning as well. Teachers have the right to expect you to be in the lesson on time, with the necessary equipment to complete the work.

- not to chew gum, or eat during a lesson

In the Corridor

- Please **walk** on the left, always following the one way system.
- 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. **You should never, ever go into a laboratory or workroom unless a teacher is present.**

In the Canteen (Secondary)

- Make sure you have money on your account.
- Wait your turn in a quiet and orderly queue on the bridge.
- You can stay in the canteen to eat. Clear away any plates and paper and put your rubbish in the bin. Use the recycling facilities.
- Be polite to all members of staff including the lunch ladies.
- Use good table manners.
- Do your best to choose healthy meals.

In the Canteen (Primary)

- Wait your turn in a quiet and orderly queue when collecting your food.
- Be polite to all members of staff including the lunch ladies.
- Use good table manners, and don't get up and walk around while eating your food.
- Do your best to choose healthy meals.
- Wait at the table until a member of staff releases you to go to the yard.

Assembly

- Sit quietly until the assembly starts.
- Listen and play an active part in the assembly.
- Leave in an orderly manner when you are dismissed by whoever is taking the assembly, one row at a time.

The toilets

- The toilets need to be kept clean and pleasant to use for all. This will be your personal responsibility and you are expected to remember that toilets are not places in which to play or loiter.
- After washing your hands, put any paper in the bins, not on the floor or toilet.
- Do not damage any equipment in the toilets including paper dispensers and doors.
- You should not be asking to go to the toilet during a lesson except in an emergency or if you suffer from a medical condition.



Outside school

- While you are on the playing fields and yards, consider other pupils' rights and needs.
- Use the bins for litter and recycling, 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

- Bring your bus pass to school every day. The driver has the right to refuse to allow you on the bus without it. If you have forgotten your pass, you **must** go to the Main Office as soon as possible, and **by the end of lunchtime at the latest**, to arrange a temporary bus pass.
- Walk in an orderly manner to and from the buses in the school yard.
- Wait in an orderly line by the Sports Hall 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.



- No pupil is allowed to travel on a different bus to the one shown on their bus pass.
- 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 the school office to look after it.
- Musical instruments should be left in the Music Room.
- 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 Attainment Standards Leader in case someone has handed it in.

- **Objects you should never, ever bring to school:** cigarettes, e-cigarettes, drugs, alcohol, weapons of any kind, aerosol sprays or anything that your common sense and conscience tells you is wrong.

- ### *Mobile Phones*

We want to ensure that all pupils are safe within the school and have the best opportunity to make progress. You are allowed to bring mobile phones to school if your parents/guardians are happy with this but the phone must be turned off in lessons and in the corridors and kept at the bottom of the bag. The phone should not be carried in your hand along the corridors or in lessons, and headphones should not be worn within the building. The only time you are allowed to use the phone is with the teacher's permission for educational purposes.

If you break these rules, you will need to give the phone and/or headphones to the teacher in order to hand it over to the office. They will be returned at the end of the day. If pupils refuse to give the phone/headphones then we will contact the home, and sanctions will follow. If a pupil's phone/headphones are taken on three occasions within the same half term to the school office, then we kindly ask the parents to come and pick it up. It will not be returned to the pupil.

The school does not accept responsibility for any mobile phones lost or damaged in or on the way to/from school, or on educational visits.



Bullying

Bullying is not accepted in Ysgol 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, always tell someone - a teacher or a pupil from years 12 or 13. Further details can be seen in the school's anti-bullying policy.

If you know about a bullying incident, tell a teacher/member of staff or member of Year 12 or 13. Perhaps the victim is too afraid, shy, lonely or unhappy to tell anyone himself.

Emergencies in school

- **Emergencies:** Always tell the nearest teacher who can then telephone the office
- 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. Primary pupils are nominated for awards weekly during an awards assembly every Friday and Year 7-10 pupils are nominated every term. Other rewards can include:

- Classcharts points
- verbal praise in the classroom or Year Assembly
- being sent to the Attainment Leader, Deputy Headteacher or Headteacher for praise
- a certificate for good or improved attendance
- a Positive Attainment certificate.
- Personal Tutor, Attainment Leader, extra curricular and departmental certificates/prizes
- Prizes and certificates for promoting the Welsh language and the Welsh ethos of the school



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 and participate in events organised by Menter Iaith
- **You are a rare creature - a Welsh speaker. Treasure your bilingualism, enjoy it and be proud of it!**

YSGOL LLANHARI

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 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.

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

1. Sending, down loading or displaying pictures/music/video clips or any inappropriate messages.
2. Using obscene language.
3. Insulting, disrupting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Breaking copyright laws.
6. Using other students' passwords, network accounts or informing others of your password.
7. Trespassing on other people's folders, work or files.
8. Wasting precious resources deliberately – including time 'on-line'.



9. Playing games other than those allowed by a member of staff for specific educational purposes.
10. The use of any computer equipment, including E-mail, for purposes other than school work.
11. The use of chat lines.

CONSEQUENCES OF MISUSE

1. 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.
2. Additional discipline measures, in accordance with the school's rewards and punishment policy could also be taken.
3. If deemed appropriate, the Police and/or Local Authority will be informed.

Updated by Mrs Ffion Porter and Mr Marc Evans
October 2023



APPENDIX 1 – SCHOOL UNIFORM

LLANHARI SCHOOL UNIFORM GUIDELINES

- Ysgol Llanhari black polo shirt
- Llanhari's official black hoodie which includes the school badge in the Secondary Department and Llanhari's official red jumper which includes the school badge in the primary department.
- **Trousers**
Black school trousers, straight legged with a loose hemline.
Tight, 'skinny' trousers , leggings or jeans are not permitted.



- **Skirt**
Plain black, knee length skirt. The skirt needs to be a sensible length



- **Socks / Tights**
Black or white socks with black trousers
Thick black tights with skirt



- **School Coats**

A dark black or blue coat. There should not be large logos on the coat. Pupils are not permitted to wear coats in the classroom. Please note that hoodies (which are not school hoodies), are not permitted in school.

- **Shoes**

Flat black leather school shoes. **Trainers are not permitted**



Pupils are not permitted to wear

- Makeup
- Jewellery (necklace, bracelet, nose studs) apart from ear studs.
- Painted, fake or acrylic nails

- **Hair**

A natural hair style and colour is expected. Hairstyles should be sensible and suitable for the workplace.

If pupils do not have the correct school uniform, then we will be contacting you as parents to ask for your cooperation to ensure the correct standard of uniform.



PART B - PHYSICAL EDUCATION UNIFORM GUIDELINES

Pupils must ensure they have the correct uniform in every lesson.

- The school's Physical Education shirt
- Plain BLACK shorts without a logo. **Short shorts such as Nike Pro shorts are not permitted.**
- Plain black socks or the school's rugby socks for games / extracurricular activities
- A pair of shoes suitable for running and games on h



APPENDIX 2 – POSITIVE BEHAVIOUR GUIDE

Pupil expectations within the classroom

We agree:

- to speak Welsh.
- to be respectful and polite towards others and property.
- not to use a mobile phone.
- not to disrupt the education of others.
- to listen to the teacher and classmates.
- to demonstrate a growth mindset (strive to complete work, persevere, learn from mistakes, deal with failure, accept and respond to feedback).
- to be punctual for lessons.
- to follow the seating plan.
- not to leave the class without permission.
- to bring the correct equipment to the lesson.
- not to chew gum, or eat during a lesson.



Positive Behavioral Steps (low level)

1. A quiet respectful conversation between the teacher and the pupil about our expectations (one to one if possible)
2. Second conversation with the pupil about their behavior and what next steps will be taken (Verbal warning)
3. Pupil moved within the classroom (note/classcharts button)
4. Lunchtime 'Improving Behaviour' session with the subject teacher (10 minutes). Subject teacher to send a note home to parents via Classcharts.
5. Subject teacher to refer the pupil to the Subject Leader. Lunchtime 'Improving Behaviour' session with the Subject Leader.



6. Referral to the Standards Leader. SL to set targets together with the pupil. Lunchtime 'Improving Behaviour' session. SL to contact home.

Low level positive behavior (Nursery - Yr 1)

- Reinforce positive behavior (whole class) e.g. identify what the problem is and then identify what needs to be done e.g. I need you to
- Helper to sit on the mat with the pupil / take the pupil out of the situation and discuss e.g. I notice that you are still not Is there something wrong?
- Helper to reinforce expectations.
- Identify the next step with the pupil e.g. if it happens again you will have to have time to think (with the teacher)



Low level positive behavior steps (Yr 2-6)

1. A quiet discussion with the pupil (state what the problem is and then state what needs to be done e.g. I need you to
2. A quiet card and a warning
3. Move the pupil to a different area within the class
4. Behavior improvement session during next break/lunch time, and note on Classcharts (Class teacher)
5. Referral to a member of the Senior Leadership Team/Key Stage Leader if there is no improvement.



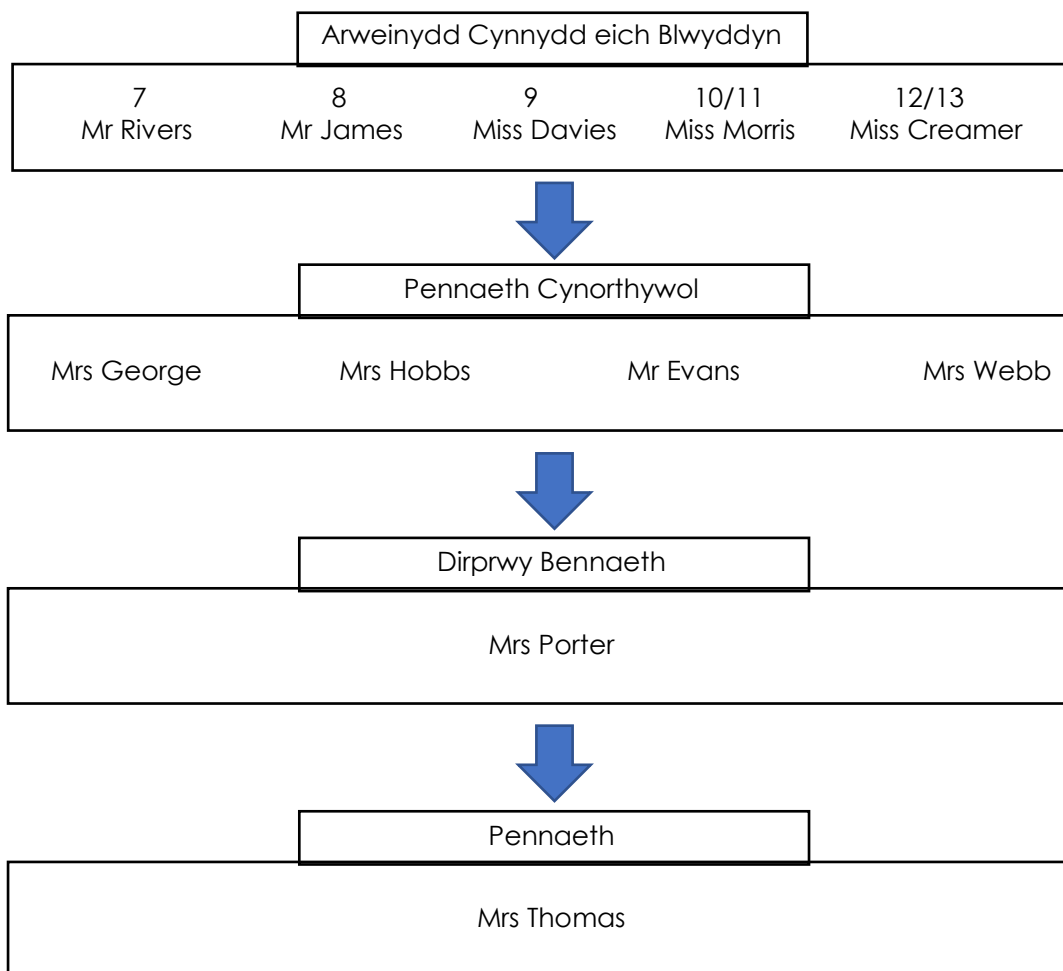


ATODIAD 3

At bwy ddylen i fynd....?

Os oes gennych broblem o unrhyw fath, yn yr achos gyntaf gallwch siarad gyda'ch Tiwtor Personol (Disgyblion).

Os yw'n achos mwy difrifol dilynwch y drefn iosd. Wrth gwrs, os nad yw'r Arweinydd Cynnydd ar gael gallwch weld Arweinydd Cynnydd o flwyddyn arall neu aelod o'r Tim Arwain. Cofiwch fod pob aelod o staff Llanhari yma i helpu.





APPENDIX 3

Who should I go to see?

If you have a problem of any kind, in the first instance you can speak to your Personal Tutor (Pupils).

If it is a more serious issue, please follow the procedure below. Of course, if your Progress Leader is not available you can see a Progress Leader from another year or a member of the Leadership Team. Remember that every member of staff at Llanhari is here to help.

