



Llandoverly College

CO-EDUCATIONAL DAY AND
BOARDING SCHOOL FOR BOYS AND GIRLS AGES 3 - 18
SITUATED IN THE TOWN OF LLANDOVERLY
IN RURAL CARMARTHENSHIRE

BEHAVIOUR MANAGEMENT POLICY

Rev: 0324



Llandovery College Behaviour Management Policy 2024



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

1: Policy Aims:

This policy aims to:

- Provide a consistent approach to behaviour management.
- Define what we consider to be unacceptable behaviour.
- Outline expected learner behaviour.
- Summarise the roles and responsibilities of different members of the school community regarding behaviour management.
- Outline our system of rewards and consequences.

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.

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 their 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.

Expectations

The following expectations are made of Llandoverians 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*

3: Expectations of Learners

Llandoverians are encouraged to behave in ways that promote and embody our Core Values. We expect our learners to act with:

- **Courage**- Are learners willing to try new things and to embrace new challenges?
- **Compassion**-Are learners supportive of their fellow pupils? Do they act in a constructive and orderly manner both in lessons and in the wider community?
- **Humility**- Are learners aware of their strengths and weaknesses and willing to work with staff to learn and improve?
- **Integrity**- Are learners taking responsibility for their learning? Are learners open about the things they find difficult and taking steps to get support?
- **Respect**- Are learners respectful of their own learning? Do they take pride in their own work? Are they ready to learn (both in equipment -appendix 2 equipment list- and in mindset)? Do they show respect to themselves and others? Are they respectful of College facilities, staff and equipment?

Expectations are clearly communicated to learners.

The following behaviours are NOT expected during lessons:

- **Food**: All food/snacks must remain in bags until lunchtime or break time.
- **Chewing**: No chewing gum is allowed in school.

- Mobile phones/headphones: Llandovery College has a discreet use of mobile phone policy; phones and headphones should remain in bags until break, lunchtime, or when a member of staff requests their use in class, or when it is on the specific guidance of the learning support department to support an individual's learning needs.
- Litter: Any mess created during the lesson must be disposed of appropriately. Pupils are expected to use appropriate recycling bins where possible.
- In formal spaces such as the dining hall and Chapel, it is expected that staff and pupils will ensure that they are appropriately dressed in trousers/skirt. The wearing of vests, shorts, crocs and sliders will not be permitted.

The following behaviours are NOT expected around the school, outside of lesson time:

- Eating or drinking, except in designated areas.
- Aggressive or rough play: This can escalate into more serious incidents.
- Chasing in large groups: Can lead to disruptive behaviour and injury.
- Being in prohibited areas such as the Art or science block without permission from a member of staff.
- Littering: All litter must be disposed of appropriately.

4: Expectations of staff:

All staff should:-

- Enable a strong start to lessons by being punctual, meeting and greeting learners, and supervising a calm exit from the classroom.
- Take the register within the first ten minutes of the lesson, recording and addressing late arrivals swiftly.
- Use a consistent approach in behaviour management, in accordance with the positive behaviour policy, and recognise achievement and effort using praise points.
- Ensure accurate record keeping with regards to demerits, and detentions, and to make their line manager aware of any behavioural issues within the classroom that impacts on the learning of pupils.

- Demonstrate courteous, considerate, polite, and respectful behaviour at all times.
- Teaching staff are responsible for ensuring they maintain professional boundaries, by ensuring the language they use around site is not overly informal and challenging the use of nicknames or informal names.
- Avoid shouting at learners; behaviour conversations should remain calm.
- Teachers are responsible for enabling all learners to make progress in their subject through the use of various T&L strategies
- Utilise effective questioning in lessons.
- Take responsibility for ensuring restorative conversations occur after behaviour incidents, modelling a fresh start every lesson and working with the Faculty lead to seek support and guidance as necessary.

5: Expectations of Parents/Carers:

Parents/Carers are expected to:

- Take responsibility for their child's behaviour, both inside and outside of school.
- Ensure their child adheres to all school policies and procedures.
- Work in partnership with the school to maintain high standards of behaviour.
- Communicate any concerns or problems that might impact their child's work, behaviour, or attendance.
- Help their children understand the importance of respecting this policy for the well-being of all learners and the smooth running of the school.
- Parents/Carers are expected to:
 - Take responsibility for their child's behaviour, both inside and outside of school.
 - Ensure their child adheres to all school policies and procedures.
 - Work in partnership with the school to maintain high standards of behaviour.
 - Communicate any concerns or problems that might impact their child's work, behaviour, or attendance.
 - Help their children understand the importance of respecting this policy for the well-being of all learners and the smooth running of the school.

Praise and Reward:

Llandovery College strives to provide an environment where every learner has the chance to learn and develop. Praise is used to develop the emotional resilience learners need to take on the challenge of learning and an individual's achievements will be recognised, acknowledged and rewarded by our reward system.

Staff understand that rewarding learners is crucial in promoting positive behaviour and raising self-esteem and the responsibility for rewarding pupils lies with all staff.

| TYPE OF REWARD | REWARD ISSUED FOR | ISSUED BY | REPORTED TO | FURTHER DETAILS |
|----------------|-------------------|-----------|-------------|-----------------|
|----------------|-------------------|-----------|-------------|-----------------|

| | | | | |
|----------------------------------|---|---|---|---|
| Verbal Praise | Noteworthy homework, academic achievement, effort, demonstration of School values or noteworthy cocurricular contribution | Any member of staff | Form Tutor -if desired | Praise can be given to the pupil but also to others in recognition of the pupil such as their Form Tutor. |
| Merit (1 points) | These are awarded to pupils for commitment or achievement in any School context (including academic), and for actions that promote the ethos or values of the school. | Any member of staff. | Form Tutor, Head of House and parents via Parent Portal | The accumulation of set numbers of points will result in a Bronze, Silver, Gold awards (See below) |
| Commendations (3 points) | These are awarded for notable achievements of an academic or non academic nature. | Head of House/ Faculty Lead/ House parent | Form Tutor, Head of Year and parents via Parent Portal | Any member of staff can nominate a pupil to receive a commendation through their HoH/ HoF. These can be celebrated in House meetings. |
| Warden's Commendation (5 points) | These are awarded for exceptional work, contributions, or progress in any areas | Warden | Form Tutor, Head of House and parents via Parent Portal | Heads of House or Faculty lead may recommend pupils to the Warden who then makes the final decision and may give a Warden's Commendation. |
| Colours | These are coloured braids that are sewn onto the blazer, issued to signify that a pupil has represented the school with distinction and commitment; | Warden | Whole school during assemblies and published in speech day programme. | Colours are issued for Sport, Outdoor Activities, Music, Drama, (see Appendix 1) |

Further details on the rewards system

Merits are recorded on ISAMS by the member of staff issuing the award and contribute to the inter-house Competition. A merit receives 1 point, a Commendation 3 points and a Head's Commendation 5 points.

| Year groups | Bronze badge | Silver | Gold |
|-------------|--------------|-----------|-----------|
| 7-8 | 30 Merits | 60 merits | 80 Merits |
| 9-11 | 25 Merits | 50 Merits | 70 Merits |
| 12-13 | 20 Merits | 40 Merits | 60 Merits |

Merits, Commendations and Wardens commendations are awarded for:

| 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 | <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 | <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) • At the end of each reporting cycle a WC will be awarded for: <ol style="list-style-type: none"> 1. The highest academic achiever in each Year Group |

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| | <ul style="list-style-type: none"> • Excellent academic performance | <ol style="list-style-type: none"> 2. The most improved academic performer in each Year Group 3. Pupils who have exceeded their target grades in four or more subjects |
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Managing behaviour inside and outside of the classroom- Consequences:

We want all learners to be enjoy school and be able to learn in a stimulating and challenging learning environment. However, at times, misbehaviour may occur.

The key purpose of a sanction is to educate pupils to understand that choices and actions have consequences, to ensure that such behaviour is not repeated, and thereby to benefit the whole school community. Sanctions are issued as a result of not following the School Rules.

Consequences for poor behaviour operates on a graduated response with behaviours and outcomes recorded on ISAMS with further details on REACH as required.

| TYPE OF REWARD | REWARD ISSUED FOR | ISSUED BY | REPORTED TO | FURTHER DETAILS |
|-------------------|--|---------------------|------------------------------------|---|
| D1 Verbal Warning | Any behaviour which if is not corrected will result in a sanction issued. | Any member of staff | | |
| D2 Demerit | Examples might include: <ul style="list-style-type: none"> • Uniform infraction • Missing equipment • Missing homework • Lateness • Unauthorised use of mobile phone • Chewing gum | Any member of staff | ISAMS Parents via parent portal | Can be recorded on REACH if the teacher feels that there is a need to record further information regarding the incident Form tutor should offer support with low-level disorganisation |

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| | <ul style="list-style-type: none"> • Breaking other College rules | | | |
| D3 Removal from lesson/activity | <ul style="list-style-type: none"> • Persistent/ongoing behaviour despite warning and demerit being given • Continuous disruption to the learning of others • Swearing at a staff member • Endangering other pupils or staff, • Violence/assault. | Any member of staff | ISAMS. Parents will be informed by class teacher | <p>Pupils will be collected by a member of SLT and kept in isolation for the remainder of the school day.</p> <p>Work will be provided by class teachers.</p> <p>Restorative conversation will take place between member of staff, pupil and SLT.</p> |
| <p>D4 Form tutor detention (15 minutes)</p> <p>Pupils may be placed on either an academic or behavioural report at form teachers' discretion.</p> | 5 Demerits accrued in a three week period | Form tutor | <p>Form Tutor, Head of House, Faculty lead, Senior Pastoral Lead, and parents via Parent Portal</p> <p>Recorded on REACH</p> <p>If pupil is placed on report, targets will be shared with parents.</p> | <p>The detention time should include some form of remedial action, such as completing or re-doing work. Detentions are held at breaktime and allow a five minute break for the pupil to use the bathroom before the next lesson.</p> <p>Pupils are expected to attend any Detention issued. Non-attendance without having sought out the appropriate member of staff to discuss rescheduling will</p> |

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| | | | | result in an escalated sanction. |
| <p>D5 Head of House detention (30 minutes)</p> <p>Pupil placed on behavioural/academic report and parents invited in for a meeting</p> | <p>10 Demerits accrued in a three week period (e.g. five demerits following the form tutor detention)</p> | <p>Head of House/ Faculty Head</p> | <p>Form Tutor, Head of House/ Faculty Lead, Senior Pastoral Lead</p> <p>Recorded on REACH</p> <p>Report targets shared with parents</p> | <p>Detention will be held at lunchtime.</p> <p>Pupil should bring academic work to complete.</p> <p>Head of House will discuss demerits with parents and look at any patterns/trends.</p> <p>Action plan will be developed to clarify what supportive measures are being put in place or trialled.</p> |
| <p>D6 SLT detention (45 minutes)</p> | <p>15 demerits accrued in a term</p> | <p>Senior Leaders hip team</p> | <p>Head of House, Houseparent. Parents informed</p> | <p>Pupil will meet with SLT member during a co-curricular slot</p> <p>Pupil should bring exercise books with them to this meeting.</p> |
| <p>D7 Further sanctions such as meeting with the Warden, removal from school activities, internal/external suspension or the review of scholarships, bursaries will be considered.</p> | <p>20 + demerits in a term</p> | <p>Senior Leaders hip team/ Warden</p> | <p>Warden, Parents, SLT, Head of house</p> | |
| <p>D8 External Suspensions</p> | <ul style="list-style-type: none"> • Persistent bullying | <p>Warden, SLT</p> | <p>Governors, Parent, Head of</p> | |

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| <p>(temporary or permanent)</p> | <ul style="list-style-type: none"> • Misuse of Alcohol, Drugs or other Prohibited Substances, • Sexual activity • Theft • Fighting • Seriously inappropriate use of communication technology (pornographic images) <p>All behaviours, sanctions and communications with parents must be recorded on REACH</p> | | <p>House, Class teachers as appropriate</p> | |
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College rules:

Specific Rules and Guidance

A. Academic

1. Pupils should arrive at lessons prepared and equipped to learn (see Appendix 2 for equipment list)
2. Unacceptable work, late prep, careless presentation, poor classroom behaviour or a lack of punctuality will be challenged and demerits awarded.
3. Pupils are responsible for informing staff of planned absences and for 'making-up' missed work
4. Sixth Formers may take Study Periods in the Library, classrooms or Sixth Form Centre. Pupils in sixth form may be granted permission to use boarding houses to study, with the permission of SLT/ House parents. Other pupils with Study Periods will either work in Learning Support or under the supervision of another class teacher.
6. The Library should be respected as a quiet working area and no food or drink should be consumed.
7. Pupils who wish to discontinue a subject should seek advice from the Deputy Warden; Academic Dr Georgina Bevan.
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

Examinations:

1. Pupils must arrive for External examinations in full school uniform and bring with them a clear pencil case containing any equipment they need.
2. Pupils must familiarise themselves with the rules governing examinations and assessments and observe them
3. Cheating is unacceptable. Cheating in public examinations can lead to pupils being excluded from taking all such examinations.

B. Dress and Appearance

1. It is the responsibility of Llandoverians to ensure 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 not extreme in style
3. Clothes lists indicate what is official School uniform and more detailed guidelines are published in Houses and the main College Building
4. Boys must be clean shaven unless medical or religious exemptions are granted by the Deputy Warden

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 and pupils who are not attending lesson due to ill health must present themselves to the Medical Centre manager. Medication brought from home should be declared to the HP/HoH, and stored securely
2. Pupils must abide by all guidelines pertaining to the Sports Hall and Fitness Suite and follow the guidance of staff
3. Pupils must respect all Fire and Health & Safety precautions and be familiar with the routines designed to promote and safeguard their well-being
4. Pupils in years 11 and below are prohibited from leaving the College campus during the school day unless signed out for a medical appointment etc by a member of staff or parent.
5. Llandovery College is situated close to two rivers, pupils are strictly prohibited from entering the water at all times due to risk of infection, as well as risk of drowning and other mis-adventure.

General College Rules

*It is considered a '**Serious Offence**' to contravene any of 1-9*

1. The possession or use of weapons, fireworks or smoking/vaping 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 relationship and sexualised behaviours are not permitted at the College
5. The production or distribution of inappropriate images may result in the immediate involvement of external authorities
6. **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 (see peer on peer abuse policy/anti -bullying policy)
7. Theft and vandalism are unacceptable
8. The purchase, possession or consumption of alcohol is forbidden. Pupils are generally not permitted to visit public houses during term time. Please see alcohol policy for further information. The Law of the Land must be adhered to at all times and in all circumstances.
9. Pupils should not take or distribute photographs or videos of other pupils or members of staff without their agreement
10. All breakages and damages must be reported immediately to either Head of House or Houseparent.

Boarding:

11. Pupils must abide by rules concerning personal equipment in Houses
12. Pupils must sign in and out when leaving the boarding house and may not leave their Houses after final Roll Call
13. Boys and girls may visit other Houses only at designated times and with the permission of duty staff, visitors must remain within Common Room areas at all times

Boarders' Rewards and Sanctions

Boarders policy

| TYPE OF REWARD | REWARD ISSUED FOR | ISSUED BY | REPORTED TO | FURTHER DETAILS |
|--------------------------|--|----------------------------|-------------------|--|
| Boarders Merit | <ul style="list-style-type: none"> • Continuous positive attitude in boarding • Excellent organisation • 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 | House parents, House staff | Recorded on ISAMS | <p>Ten boarding merits will be rewarded with a certificate and positive communication with home by the Boarding house parent</p> <p>Twenty boarding merits will be rewarded by contact home by the Head of Boarding.</p> |
| Boarders mentoring Award | Completion of the mentoring award paperwork, demonstrating how they have displayed positive traits in boarding | Head of Boarding | Recorded on REACH | Pupils receive a Boarders mentoring badge and certificate and will be asked to support other boarders and boarding initiatives. |

| TYPE OF REWARD | REWARD ISSUED FOR | ISSUED BY | REPORTED TO | FURTHER DETAILS |
|------------------|---|----------------|--|-----------------|
| Boarders Demerit | <ul style="list-style-type: none"> • Insufficient work planned/prepared for study • Lack of equipment • Inappropriate use of ICT in study. • Untidy bedroom • 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 either in study or during free time • Chewing gum • Out of bed after lights out • Causing a disruption in the boarding house • Showering after lights out • Late/missed to roll calls • Inappropriate language in the presence of boarding staff | Boarding staff | Recorded on ISAMS and boarding report on REACH | |

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| Boarder Detention | Three demerits will result in a Houseparent detention to discuss behavioural issues and reinforce behavioural expectations. | House parent | ISAMS/REACH Parents to be communicated with. | This should be a two-way conversation with the pupil expected to account for their behaviour and suggest ways to move forward positively. |
| Head of Boarding Detention | Six Demerits in a term will result in a 20 minute detention with the head of boarding to discuss behavioural issues. | House parent/Head of boarding | Houseparent will contact parents | If behavioural issues continue, discussions on suitability to board may take place and a reduction in nights in boarding may be requested. |
| Gating (one evening)/Community service Pupils who have been gated are asked to hand in electrical devices for the evening, they are not allowed to leave site and must check in with duty staff every half an hour. | <ul style="list-style-type: none"> • Rudeness to boarding staff • Not signing out / Off site without permission • Sent out of supervised study to HM • Disrespectful behaviour to others • Dangerous behaviour • Misuse of electronic devices • Causing a disruption in the boarding house after lights out | House parent | Head of boarding | Pupils can receive a Gating sanction for any behaviour that sits separately to boarders demerits |
| Boarders report | <ul style="list-style-type: none"> • Persistently untidy room • Persistently late to role call/registrations • Lack of respect shown to other boarders or staff | Houseparent/Head of boarding | Head of boarding Parents will have oversight of targets being set. | Pupils' targets will be agreed by Head of boarding, house parent and communicated to parent. Head of boarding and house parent will meet with pupil at the end of |

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|-------------------------|---|------------------|-------------------------------|----------------------------|
| | <ul style="list-style-type: none"> • Regularly out of bed after lights out. • Off site without permission | | | the week to review report. |
| Meeting with the Warden | <ul style="list-style-type: none"> • Persistent and continued failure to follow behaviour policies despite above sanctions being implemented | Head of boarding | Warden, Parents, House parent | |

Appendix 1

LLANDOVERY COLLEGE COLOURS

| Discipline/area | Braid | Criteria ½ Colours | Criteria Full Colours | Proposed by |
|---------------------------------|------------|--|--|------------------------------------|
| Academic | Royal blue | NA | GCSE performance & AS performance; constantly above benchmarks; contribution to academic societies | Deputy Warden |
| Rugby | Red | 10 games | 20 games | Head of Rugby |
| Cricket | Green | NA | Outstanding contribution over a minimum of two seasons | Head of Cricket |
| Sports: Hockey | Sky blue | 9 games | 18 games | Coach |
| Sports: Netball | Sky blue | 9 games | 18 games | Coach |
| Shooting | Purple | Shoot weekly and on CADSAM (Cadet Skill At Arms Meeting) | In addition to ½ colours, representing College with distinction at the annual Cadet and School Meeting at Bisley | Head of Shooting |
| Sports Colours (General) | Turquoise | NA | Regular representation of College, dependant on discipline | Individual sport coaches |
| Drama/Music | Lilac | NA | Outstanding contribution to performances and productions | Head of Drama Director of Music |
| Choir | Burgundy | NA | Outstanding contribution to vocal ensembles | Director of Music |
| International | Cream | NA | U18 international honours in any discipline | Warden |
| College | Gold | NA | Outstanding contribution to College life across various fields of endeavour | Warden |

Satisfying criteria recommends a pupil for the award of Colours rather than ensures that award – the final decision lies with the Warden

Only in exceptional circumstances should Colours be awarded to pupils below Year 11

Appendix 2:

Equipment list:

All students should be expected to have with them:

2x pens (Blue or black ink)

2x pencil

Pencil sharpener

Ruler

Rubber

Protractor

Compass

Calculator

Colouring pens (*optional)

Glue stick (*optional)

Highlighters (*optional)

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| SLT owner | J. Edwards |
| Reviewed by SLT | 24 September 2024 |
| Effective from | September 2024 |
| Next review | July 2025 |
| Governor approval (Y/N)? | Y Y |
| Approved by Board of Governors (if Y) | Y |