

# **WELLINGTON SCHOOL**



# **PUPIL WELFARE AND GUIDANCE POLICY**

Updated 15 September 2009  
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## Introduction

Guidance at Wellington is a quality caring provision which has a range of contributors to support and encourage ALL our young people in their learning and development.

At the heart of our First Level Guidance system is our young people being known and valued, and their progress and development being monitored effectively, so that their school experience is both rewarding and relevant to their needs. This occurs within a community of excellence where teaching and learning are of the highest quality based on relationships characterised by mutual trust and respect.

## **1. First Level Guidance**

### **Senior School**

The school regards the Form Tutor as the primary carer for pupils within their class, having adopted a *First Level Guidance* approach to pastoral care within the school. A structured FLG approach has now been introduced within the Senior Department.

### **Aims of First Level Guidance**

- To ensure that each pupil knows and is known personally and in some depth by at least one member of staff.
- To build on existing good practice and formalise structures for the provision of effective pastoral care.
- To provide pupils with a base where daily contact with the Form Tutor takes place and where trusting relationships can be established and maintained.
- To reinforce school policies and promote in pupils a positive attitude towards themselves, their House and the wider school community.
- To identify quickly and respond appropriately to the social and academic needs of individual pupils.

## **2. Form Tutor's Responsibilities**

Each young person has a Form Tutor, who remains with that young person from Senior 1 through to Senior 6. The Form Tutor is supported by the Year Head, who is responsible for a team of eight Form Tutors spanning two Year Groups.

This structure:

- allows for regular reviews of progress in learning, and personal and social development, through New Pupil Interviews, Monitoring Pupil Progress Interviews, Extra-curricular data capture forms, twice annual Form Teacher and Personal and Social Education Reports and Parent/Teacher meetings
- allows for implementation of an effective Peer Buddy System, where buddies are allocated to new pupils, either at the start of a new session or as they join the school, providing an additional point of contact for the Form Tutor and/or Year Head should the new pupils be experiencing transition difficulties
- helps with transitions between stages in education, with the Year Head of S1 and S2 having close links with Primary 7, and established transition programmes being in place

Form Tutors at S2 and S4 stage being responsible for conducting Subject Choice Interviews:

- helps to plan for the future with the development of a Work Experience Programme, Careers Education in S1 and S2, ISCO Career Scope membership from S4, Young Enterprise for S5 and 6 and the Year Head of S5 and S6 being responsible for co-ordinating the pathway to Further or Higher Education for each pupil
- allows for access to support by the young people and their parents, and allows for clear co-ordination of support between partner agencies and the school

## Routine Duties.

- registering Form at 8.50 am every morning and 1.55pm every afternoon, dealing with absence notes, appointments out of school, etc.
- recording House Marks and Indiscipline Slips
- announcing bulletin information for pupils, room changes, etc
- making pupils aware of and monitoring observance of school rules
- accompanying tutor groups to Assembly or alternative meetings
- checking homework diaries

## Registration

Weekly Registers are completed by the Form Tutor twice each day, at 8:50 am and 13:55 pm. Registers are a legal document and must be completed accurately.

The **Codes** to be used for the Centralised Computer System are:

A	Authorised Absence
F	Family Holiday
L	Late
M	Medical Appointment
O	Sick
S	Study Leave/Exam Leave
T	School Trip
U	Unauthorised
W	Work Experience
?	Unknown /Unexplained
X	Suspended
#	School closed

The Receptionist is the *Registrar* and will issue staff with the appropriate Weekly Register and enter all information into the computer that has been recorded by staff.

Form Teachers are required to:

- Record all absences using the standardised Codes
- Submit the Register each morning on the way to Assembly.
- On days when no assembly takes place, send a pupil with the Register to the Receptionist by 8.55 am.
- Inform the Receptionist of any alterations that need to be made.

**N.B** *Any pupil arriving in school between 8.55 and 9.05 will be recorded in the Late Book. Any pupil who arrives in school after 9.05am must report to the Office. If a pupil is not in school and their absence is unexplained, then their parents will be contacted by the Receptionist as soon as possible after 9.30am.*

The system can generate a variety of reports regarding absence and information will regularly be passed on to Form Teachers and other members of staff. We have activated an Absence Alert which will notify us of any pupil who has less than 85% attendance per term or who is absent from school for 6 or more consecutive school days. Letters will then be sent out to parents as appropriate. Form Teachers may request any sort of absence report on their tutor group at anytime in the school year and will be provided with summary, statistical information at reporting times.

### **3. School Rules**

#### **Senior Department**

The purpose of all education is to prepare pupils by encouraging them to maximise their potential and develop their social skills to enable them to lead satisfying adult lives.

#### **Conduct and Appearance**

- Pupils must demonstrate a high standard of behaviour and consideration of others at all times. When travelling to and from school pupils must remember that they represent the school and should behave accordingly.
- Pupils must travel to and from school in uniform and must wear blazers at morning assembly. Hair must be kept tidy and makeup and nail varnish may not be worn. The only permissible jewellery is one watch, one ring and one pair of stud earrings (one per ear).
- When moving around the school building, pupils must keep to the left-hand side of the staircases and corridors. Food or drink should only be consumed in designated areas during breaks and lunchtime.
- Bringing mobile telephones to school is discouraged. Any telephones seen or heard during the school day will be confiscated. It is an offence for pupils to make improper use of electronic messaging. The school accepts no responsibility for loss or damage to mobile telephones. In the case of trips, visits, exchanges and other off-site activities, please refer to the Trips Policy.
- Pupils should respect the school environment by not dropping litter or vandalising property.
- Pupils should not bring electronic equipment into school, such as ipods and games consoles.
- Chewing gum is not permitted in school.

#### **Procedure and Safety**

- All pupils must be in Form rooms by 8.50 am at the latest. Senior pupils who have not registered and who have not had their name entered in the Late Book will be marked late.
- An explanatory, parental note regarding any absence must be given to the Form Teacher.
- Pupils must not absent themselves from class without first requesting permission to do so and must not leave the school buildings without written notification from parents. Primary pupils must not go beyond the front gate or fence.
- All individual clothing and property must be named. Pupils must take full responsibility for their own belongings and must not leave money or valuables unattended in cloakrooms, classrooms or bags. Pupils in the Senior Department must ensure that their lockers are kept locked.
- Pupils must be suitably equipped for all lessons and extra-curricular activities. All prep must be handed in on time.

#### **4. Form Class Rules**

1. Pupils must be in their Form Room by 8.50 a.m. each morning and by 1.55 p.m. each afternoon. Pupils who fail to meet their Form Teacher at these times will be marked absent until they report to their Form Teacher and explain their absence.
2. After any absence pupils must provide the Form Teacher with a note from their parent or guardian explaining their absence. A phone call is no substitute.
3. On wet weather days, pupils may eat their morning snack in the Form room but must ensure that rubbish is placed in the wastepaper bin. At lunchtime, pupils who have a packed lunch must use Drumley Hall. S5 – S6 pupils may have packed lunches in their form room and remain inside during break.
4. Furniture and equipment must be treated with respect and care and any damage, be it accidental or otherwise, must be reported to your Form Teacher as soon as possible.
5. Pupils may only invite other pupils from their own year group into their Form Room and must not enter other Form Rooms other than those of the same year.
6. Every pupil must ensure that they have a Red or Purple Hymnary with them each Monday, Tuesday and Friday morning.

It must always be remembered that being given the use of this room at break and lunchtimes is a privilege and if abused this privilege will be taken away.

#### **5. Discipline**

It is the policy of the school to promote a positive attitude towards discipline. A major consultation and review of disciplinary policies and procedures has been undertaken by the Discipline Committee during the course of session 2000/2001. These procedures were implemented in January 2002 and revised in June 2003.

#### **Positive Reinforcement**

It is the school's policy to acknowledge and praise good behaviour and a system of House Marks is operational from Primary 3 - Senior 6. Housemarks may be awarded for outstanding personal work, for particularly helpful behaviour and for other acts which staff feel should be rewarded or encouraged.

Housemarks are recorded in Form Teachers reports and credit given to the House to which the pupil belongs. The 'House Mark Awards Scheme' where pupils (P5-S3) who accumulate significant numbers of house marks are further rewarded is highly successful. As part of our 'Promoting positive Behaviour' initiative we will continue to look at ways of further developing this and including a wider range of pupils.

School rules are deliberately kept to a minimum, their purpose being to ensure the comfort and safety of everyone within the school community. The rules are a skeleton structure around which pupils are encouraged to develop 'self-discipline' rather than discipline which is constantly imposed from above. This is in line with the school's policy in encouraging independence.

## **6. Rewards and sanctions**

### **Rewards**

At the discretion of a member of staff a Housemark may be awarded to a pupil for a piece of good work or improvement in work or for any other good act which staff wish to reward and encourage.

All Housemarks should also be handed to Form Tutors who will record and retain them. The House with the greatest number of Housemarks at the end of the year will be awarded the Conduct Shield

### **House Awards**

As part of the school's policy for promoting positive behaviour, House Award Certificates will be awarded to pupils (P5 -S3) who accumulate the stipulated number of Housemarks as listed below:

Bronze Award	30 Housemarks
Silver Award	50 Housemarks
Gold Award	70 Housemarks
Platinum Award	100+ Housemarks
School Medal	Awarded to pupil with greatest number of HMs

### **Sanctions: Senior Stages (Remove - Senior 6)**

Any infringement of school rules will be dealt with 'on the spot' by school staff whether this takes place within the classroom or generally within the confines of the school. A system of sanctions is operational within the Junior and Senior Departments. These sanctions include, Green Slips, Red Referrals, Detention and Behaviour Timetables. Any member of staff who is concerned about a pupil's behaviour/lack of preparation, should highlight this by issuing a Yellow Referral to the pupil's Form Teacher who should interview the pupil and then take appropriate action. Staff should consult the Policy Document on Discipline Procedures (January 2002) for further information.

Pupils who accrue several Yellow Referrals or Green Slips or a Red Referral will be interviewed by the Year Head.

### **Green Slips and Red Referrals**

Green Slips are issued to pupils in P4-S4 for less serious offences and 'Red Referrals' (P4-S6) issued for any offence which is regarded as serious or recurrent. The Deputy Head will automatically interview any pupil who is issued with a Red Referral. Any Green Slips or Red Referrals issued will be recorded on a pupil's report and parents will be contacted by the Year Head if three or more Green Slips are issued within any one term. Pupils should also be reminded that any slips issued will count against their house for the 'Conduct Shield'.

Where staff feel that the issuing of a Green Slip is insufficient, a Red Referral should be issued and the pupil referred to the Year Head who, in all instances, will forward these to the Deputy Head who will then decide on the best course of action to be taken. This may involve contacting parents immediately, pupils being removed from the premises or the involvement of other agencies. Gross insolence or acts which have caused others physical or emotional harm or endangered the safety of other pupils or staff would fall into this category. Red referrals may be issued to any pupil from Primary 4 to Senior 6.

## **Yellow Referrals**

The Yellow Referral form enables members of staff to provide an early warning to Form Tutors concerning pupils' individual problems in relation to failure to complete prep or disruptive behaviour in the classroom. The Yellow Referral form provides a clearly defined set of procedures for staff to follow. Members of staff should consult the Discipline and the referral form for guidance. Please note that the Yellow Referral is not intended to be a sanction per se but rather as a means of drawing attention to and officially recording staff's concerns over pupils' work or behaviour. However, a Form Tutor may refer on any issue giving cause for concern in relation to matters of discipline or in relation to pastoral matters to the appropriate Year Head.

Any pupil who receives a number of Yellow Referrals will automatically be referred to the appropriate member of the Year Head.

In certain circumstances a pupil who evinces ongoing unacceptable behaviour may be placed on a behaviour timetable and will be monitored by the Year Head.

The recording of misdemeanours has proved very effective and it provides concrete evidence if parents have any enquiry or are invited into school.

## **7. Personal and Social Education**

### **Senior School**

In Senior 1 and 2, a well managed and resourced PSE programme, supported by input from our partner agencies, is taught by the Form Tutor. This, in conjunction with PSE opportunities in S3 to S6 and vocational and curricular guidance provision, provides our young people with opportunities to develop the knowledge, skills and attitudes that they will need to enable them to seek information and support throughout life. It also provides access to information to help our young people to make informed decisions and choices.

## **8. School Council**

### **Senior School**

The School Council consists of two representatives from each year group (P7 – S6) elected by their peer group. It is at this forum that concerns from the pupils are raised and can be taken to a full staff meeting or directly to the Senior Management Team and vice versa. Ideas for fund-raising and citizenship will also be discussed.

As far as possible, the Assistant Head (Pupil Welfare and Guidance) will set up monthly School Council Meetings during the course of the session. These will take place on the second Wednesday of each month. These meetings will be chaired and minuted by the Depute Heads of School. A light lunch will be provided.

## **9. Local and National Initiatives**

There are opportunities for young people's citizenship and participation, through involvement in their school community, their neighbourhoods and in democratic society through activities such as:

- Eco Schools Scheme
- Senior 6 Mentoring Scheme
- Duke of Edinburgh's Award

## **10. External Agencies**

From time to time, it may be necessary to contact external agencies regarding the health and well-being of pupils. As far as possible, this is done in conjunction with the parents.

- Educational Psychologist – To be contacted through the Headteacher
- School Doctor or School Nurse – To be contacted through the Assistant Head and the Headteacher
- Child Protection Agencies – To be contacted through the Child Protection Officer (Assistant Head) and the Headteacher
- Social Services – To be contacted through the Child Protection Officer (Assistant Head) and the Headteacher
- Police – To be contacted through the Headteacher
- The School Chaplain