



## Discipline and Exclusion of Pupils Policy

*"The admissions policy is posted on the School's web site and is available to all parents and prospective parents. A printed version of the policy can be supplied on request."*

A Legal Requirement & an ISI Reporting Standard

References:

- A. Human Rights Act 1998
- B. ISI Handbook for the Inspection of Schools, The Regulatory Requirements January 2015, <http://www.isi.org.uk/>
- C. 'Behaviour and Discipline in Schools: Advice for Headteachers and School Staff', DfE, September 2014
- D. 'Excluding Pupils - A Practical Guide for Independent Schools' by Farrer & Co (an ISBA Briefing Document), May 2013
- E. The Education Act 2002, Part 10 and The Education (Independent School Standards) Regulations 2014 ('ISS Regulations')

### **RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS**

- Behaviour Management Policy;
- Anti-Bullying Policy;
- Pupil Sanctions Record;
- Complaints Procedure;
- Schools Rules and Regulations.

At Altrincham Preparatory School we encourage the establishment of good teacher/ pupil relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment.

Our procedures for recognising achievement and good conduct, however modest, as well as our admonishments are rooted within the ethos of the school. Our aim is to establish a happy, caring environment and to develop good working habits. The creation of the correct ambience within the school and the instilling of disciplined behaviour belong to the collective responsibility of the whole staff in partnership with parents. It must also be recognised that watchful, punctilious staff are able to anticipate misbehaviour and so ameliorate problems before they become issues.

The philosophic intent and cultural emphasis we wish to create within the school focuses on the positive, through praise and encouragement, rather than the negative, through punitive measures. This we feel has a more lasting effect which the boys will carry away with them. The systems for implementing this policy necessarily vary across our school for what is appropriate for one age range can be inappropriate/embarrassing for another. Nevertheless, the following ideas encompass our objective:

- Simple asides of praise, either in private or in public
- Brief comment in passing to parents as they drop off or collect their son
- Examples of good work and/or effort being displayed within the classroom and/or on the school's website
- A brief comment at the end of a piece of work which you ask parents to acknowledge by signing so that their attention is drawn to the work
- The use of badges/medals/certificates as appropriate
- Sending the boy along with his work to the Phase Leader, the Senior Teacher, the Deputy Head or the Head Master
- Written letters home.

The above are informal, more personal ways of encouragement and as staff we are conscious of their effectiveness and so use them appropriately. There are also more formal structures:

- Speech Day
- Termly Assemblies
- Weekly Assemblies
- House Points
- Reports to Parents

The Management of Behaviour differs between the Early Years' / Infant section and the Junior section.

- see Behaviour Management Policy (Highbury) which includes sanctions for bullying offences
- see Behaviour Management Policy (MR) which includes sanction for bullying offences
- see Anti-Bullying Policy

### **Sanctions for breaches of discipline that do not merit exclusion**

When poor behaviour is identified sanctions are implemented in line with the APS's behaviour policy. We have a range of disciplinary measures which include:

- A verbal reprimand from a member of school staff;
- Reports to parents (which are always worded to be as constructive as possible);
- Additional school work or repeating unsatisfactory work until it meets the required standard;
- The setting of written tasks as punishments, such as writing lines or essays;
- Loss of privileges;
- Missing break time;
- School detention including during lunch-time, after school and at weekends;
- School-based service or imposition of a task - such as removing chewing gum or picking up litter under the supervision of a member of the pastoral team;
- Regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring; and
- Extra physical activity such as running around the school's sports field.

The class teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the Head of Department and to the pupil's Tutor/ [House Master/Mistress], and may lead to a lunchtime detention of [half an hour].

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Tutor/ [House Master/Mistress], and may lead to a pupil being set a domestic task for a designated time, usually an hour.

More serious misdemeanours are reported to the pupil's Tutor/ [House Master/Mistress], and may lead to the withdrawal of privileges for a designated period, usually up to three days, such as use of the [Sixth Form Common Room, permission to leave the site at lunch-time etc].

Persistent lateness to lessons will be reported to the pupil's Tutor/ [House Master/Mistress], and may lead to a [45] minute supervised detention after school on [ ] days.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Tutor/ [House Master/Mistress], and may lead to a [90] minute supervised detention after school on [ ] days  
[Persistent lateness to bed, disrupting other members of the boarding house, etc may result in the House Master/Mistress requiring the pupil to attend for a [ ] minute run in the grounds at 7.00am for [ ] days].

Persistently poor academic performance may result in the Tutor/ [House Master/Mistress] requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks. Deliberately missing a lesson, or becoming seriously behind in work may result in the Tutor/ [House Master/Mistress] requiring a pupil to attend a [2 hour] detention on [Friday evenings/ Saturday mornings/Sunday evenings].  
The Head [Master/Mistress] may suspend a pupil, for a period of between 48 hours and [one week], for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the school may be forced to exclude the pupil, or to require him/her to leave the school under the procedure described in part 1.

#### **Breaches of discipline outside of the school grounds:**

The school takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the school. Where an incident is reported to the school of a pupil/s' poor behaviour outside of the school grounds and the incident has not been witnessed by school staff, the school will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The school will report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the school believes a pupil may have taken drugs then the school will seek immediate medical advice and may involve the police.

Sexual offences will generally be reported to the police immediately, including in cases where a pupil is only suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The alleged victim's parents will also be informed immediately of the incident and told that the police have been informed. Whether the victim and parents then speak to the police is a matter for them.

### **EXCLUSION**

It is important to note that exclusion, whether temporary or permanent, is a last resort. Permanent exclusion is used only in the most serious circumstances.

#### **WHAT BEHAVIOUR MERITS EXCLUSION?**

Examples of such behaviour include

- Drug abuse
- Alcohol abuse
- Theft
- Bullying
- Physical assault/ threatening behaviour
- Fighting
- Sexual harrassment
- Racist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Parental behaviour

Should any of the above issues arise, apart from the final one, parents are to know that written records will be kept of each and every incident and that they will be informed as they occur being invited into the school to discuss what has happened and what strategies are to be invoked to help their son overcome his anti-social behaviour. Parents should also know that the 'sufferer's' Parents will also be informed and given opportunity to voice their perspective or concerns.

However, if the severity of the initial incident merits more immediate action or if the behaviour shows no sign of abating or improvement, it may be necessary for the school to either temporarily or permanently exclude their son from APS. If the exclusion is permanent, APS will assist the Parents in their search for an alternative setting for their son.

Parents are asked to refer to the 'Terms and Conditions' document with regards to the last issue on the above list.

Should any Parent feel that they have been unfairly handled, they have the right of appeal to the Chair of Governors. They should present their views in a written form to which the Chair of Governors will respond indicating what action he proposes to take.

### **Breaches of School Rules which merit exclusion:**

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion includes the following:

- Physical assault against pupils or adults;
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;
- Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- Sexual misconduct;
- Drug and alcohol misuse;
- Damage to property;
- Theft;
- Persistent disruptive behaviour; and
- Unreasonable or otherwise inappropriate parental behaviour.

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

### **Appeals against exclusion**

The school will always offer the right of appeal to any pupil excluded from the school. Any appeal against exclusion will be dealt with under this Policy rather than under the school's Complaints Policy, and should be [made in writing] [to the Head Master/ Mistress] within [one week] of the pupil's exclusion.

An appeal meeting will follow [within X days, if practicable], [to which the parent may be accompanied by a friend or relative if they wish (although legal representation is not appropriate)]. The appeal will usually be heard by at least two of the school's governors and one person who is independent of the running of the school.

The school will accept the appeal decision as final.

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