

## **WHOLE SCHOOL DISCIPLINARY AND EXCLUSIONS POLICY**

**This policy was revised in September 2011 in line with the School's Policy Review Schedule which ensures all policies are kept up to date and replaces that updated in 2010.**

**The Whole School refers to all staff and students at Lavant House School in the junior and senior school which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**

Exclusion from school, whether temporary or permanent, is a last resort. Permanent exclusion is only used in the most serious circumstances.

Unacceptable behaviour that merits the exclusion of a pupil may occur in school, including the school grounds, in the vicinity of the school and on trips and visits. It might include any behaviour likely to bring the school into disrepute and will include a serious breach of the school rules.

### **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

### **EXPULSION APPEAL PROCEDURE**

The Appeal Panel will consist of at least two members of the Governing Body plus an independent member, ideally with experience in schools.

All papers concerning the case should be sent to the members of the Panel, the Headmistress and the appellant at least three days before the hearing.

The Headmistress and appellant will be present throughout the hearing.

There will be an additional person, preferably the Clerk to the Governors, to take minutes throughout the hearing. This person will not participate otherwise in the hearing.

The appellant may be accompanied by a friend, and should inform the Clerk to the Governors before the hearing who this will be.

The pupil concerned in the case will not normally be present at the hearing but can, by mutual agreement, be invited to attend for part of the time, for example, to answer specific questions from the Panel.

The hearing will be conducted by the Chairman of the Panel, who will give the Headmistress and the appellant, in that order, the opportunity to put their case before being questioned by the Panel.

The Panel will retire to consider their verdict.

The Panel's decision will be communicated in writing to the appellant within seven days.

That decision will be final.

## **REWARDS & SANCTIONS FOR BREACHES OF DISCIPLINE THAT DO NOT MERIT EXCLUSION**

### **Rewards**

At Lavant House, 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 system of rewards includes:

- Verbal praise and written praise for good work
- Certificates of Achievement awarded at the end of every term to girls who have achieved high standards across all their subjects, or to those with more limited ability who have consistently done their best.
- House points awarded for good work or other merit e.g. particularly helpful behaviour. Staff fill in a slip and give it to a pupil, who hands it to her Head of House. Usually one or two points are given at a time but in exceptional cases numbers may be up to four. Slips are handed in at weekly house meetings or into house pigeon holes and credited to house totals. In the Junior School, pupils mark their points on House

Shields. They are collected on a Friday and House totals marked on a tally chart.

- Annual subject and year group prizes
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's web site, so that the community can celebrate success.
- Reports to parents, which are always worded to be as constructive as possible.
- Headmistress's Commendations – letters sent home to pupils for an outstanding achievement or effort.

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

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness in class, late or poorly completed work. Additional work may be set, or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the Deputy Headmistress or Head of Lower school who will decide on what further action is required.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Form Tutor and may lead to a pupil being set a domestic task for a designated time such as cleaning tables in the Dining Room (a suggestion of the School Council) removing chewing gum, or collecting litter under the supervision of staff. Such tasks or a breaktime detention are the usual consequences for a pupil who receives an order mark which is generally given for unsatisfactory behaviour in any area of school life, both work and behaviour.

Order marks should not be given lightly and are not issued in the Junior School. Any order mark should be entered in a book held in the staff room, with the reason. Staff fill in a coloured slip and give it to the pupil who in turn hands it to her Head of House. The Deputy Headmistress will check the Order Mark Book regularly and follow up girls who appear in it persistently. Three late preps result in one order mark.

After school detention on Friday from 4.00-5.00pm is held for senior pupils when required for serious offences, or for any pupil who receives three order marks during a half-term period. A note is sent home to give parents a minimum of twenty-four hours notice.

A senior school pupil whose work or behaviour is unsatisfactory can be put on report for a week or more. She carries a report card which must be signed by the teacher every lesson. Her form teacher and the Deputy Headmistress/Head of Lower School will monitor progress.

Letters to parents are automatically sent home by subject teachers when pupils do not submit prep to a satisfactory standard or at the right time.

Letters to parents are automatically sent home by staff or the Deputy Headmistress when uniform regulations have not been met.

Poor behaviour in the boarding house is dealt with by the Senior House Mistress in the first instance. Persistent or more serious behaviour is referred to the Deputy Headmistress or/and Headmistress.

Corporal punishment is never used under any circumstances.

The Headmistress 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 her to leave the school under the procedure described above.

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