

UNACCEPTABLE CONDUCT – SANCTIONS

The school operates a ‘three strikes and out’ policy. In class a student will be told to behave, moved if not responding and removed if still not responding. (Three actions) Three Demerits or Lunchtime Detentions results in a letter home. Three letters home results in a Headteacher’s Warning. Three Headteacher’s Warnings results in permanent exclusion.

LEVEL ONE

Subject Teacher, Tutor or Duty Staff	Action from:
1. Inappropriate talk 2. Eating in lesson or form room (except lunch time) or corridor. 3. Late to lesson (but late to registration, see Level 2). 4. No homework. 5. Lack of effort. 6. Bad language if not aimed at someone 7. Running inside of building/pushing/shoving* 8. General misbehaviour 9. Uniform offence without note from HOP* *including hair (see definition in Diary) 10. Eating/talking in Assembly 11. Chewing or being in possession of gum 12. Playfighting 13. Possession of a mobile phone (which is confiscated and left with the School Office until the end of the day at least). (Repeated possession may mean confiscation until collected by Parent/Carer).	1. Verbal reprimand etc. judged appropriate 2. Break detention 3. Written tasks 4. Appropriate tasks (eg. desk cleaning) NOT LINES Some minutes in SMT detention and if felt appropriate (such as the student being mentioned recently at Briefings, etc.) please enter on SMLR. NOT A DEMERIT

LEVEL TWO – DEMERIT

Subject Teacher, Tutor or Duty Staff	Action from:
1. Repetition of the above after action taken (except lateness, for which three times count as one Demerit) 2. Disobedience (when student asked by staff to do something but fails to do so). 3. Interfering with another persons possessions (genuine/malicious/possible theft) 4. Out of bounds 5. Bad behaviour on school bus 6. Graffiti/light damage to property (remedied with cleanser or dab of paint) 7. Physical assault (eg. bruising/hitting with solid missile, etc.) depending on circumstance. 8. Bad language in front of (but not directed at) a member of staff. 9. Removal from room <u>after</u> initial reprimands <u>and</u> being moved in class.	1. Keep student for 15 minutes as Break or (after chance to eat), Lunchtime and if student seen during tour of duty it could be SMT lunch detention. 2. Enter incident on SMLR and ✓ for demerit given. 3. Putting on Subject/General Report

Plus: once 3 demerits recorded on SMLR, a notice of Sanctions Letter will be sent home. This will detail the Demerits and other misbehaviour recorded.

NB. Demerit detention takes precedence over all other breaktime activities, except a previously arranged punishment.

In the event of a clash with specific clubs/e-c activities, students may only attend club/activity if organiser arranges alternative break time detention.

LEVEL THREE - AFTER SCHOOL DETENTION

By Head of Department or Key Stage

Unacceptable Conduct	Sanction
Repetition of the above after action taken PLUS: 1. Swearing/rudeness to a member of staff 2. Physical assault causing moderate, light bruising, nose bleed, etc. (actual bodily harm). 3. Racist act* (see policy in Handbook) 4. Bullying (repeated and continual harassment of another). 5. Major damage to property (vandalising locker, breaking window, etc.) 6. Truancy (internal and external) 7. Defiance (refusing to do as told by a member of staff) 8. Smoking/having smoking materials/being with those smoking. 9. Possession/consumption of alcohol (may involve return home if under the influence). 10. Forging parental authorisation. 11. Failure to improve standards whilst on General Report. 12. Major uniform offence, eg. offensive logo, blue jeans, no uniform, etc. usually results in return home to change/removed from circulation at Break/Lunch and possibly lessons.	1. After School Detention 2. Letter home to parents 3. Enter on SMLR under Detentions 4. Where Subject Reports do not lead to improvement, HOD will arrange further Departmental sanctions. 5. HOD's ultimate sanction is After School Detention.

Removal from Lesson System

('Tell them/move them/remove them')

A member of staff who is experiencing disciplinary problems with a student in a lesson may have the child removed from the room. The Removal from Lesson System should be used when the student has ignored two previous clear warnings. The first warning should be verbal, (eg. stop talking), the second should involve moving the student away from another/a group, the third warning would lead to removal. If it is thought the offending student could be moved to a suitable neighbouring classroom, (eg. HOD) without disrupting it, then do so. Otherwise, another student is sent to the Office to summon a senior member of staff. The offending student must not be sent to the Office, they may not arrive. The senior member of staff removes the offending student. At the next lunchtime, the offending student reports to the SMT detention room and is detained there. This is recorded on the tour of Duty files and SMLR.

After School Detentions

All detainees to meet detention duty staff in the Canteen. Appropriate work is set by relevant teacher. Detention duty staff ensure appropriate atmosphere. Any transport difficulties can be referred to Deputy or Head who will negotiate with parents. Following three after school detentions, or three notice of sanction letters, further action will be taken by DH/HT (see* below). Heads of Pastoral or Learning may also issue, a) Interim Report, b) General Report, c) Lunchtime Report, d) letter to parents.

Departmental Homework Clubs

These do not constitute After School Detentions for the purposes of a student's record, but can be a practical and effective means of encouraging reluctant or disorganised students to hand in work on time, or supporting them where encouragement does not exist at home.

Desired effects of Detention

To deter, to set bounds, to make a statement of consolidated School disapproval, to encourage a desire to avoid repetition.

Administration of Detention

There should be rigour and 'gravitas'.

Line Management of Support for a member of staff experiencing behaviour difficulties

Classroom problems will be supported by the Head of Department/Head of Pastoral/Head of Learning/DH.

LEVEL 4 – EXCLUSION

Deputy Headteacher/Head of Pastoral/Head of Learning

<ol style="list-style-type: none">1. Deliberate verbal abuse of a member of Staff.2. Repeated refusal to carry out a teacher's Instructions.3. Refusal to heed requests/warnings to cease conduct which causes SERIOUS disruption of a lesson and it seems likely such disruption could continue in further lessons. In these cases, teachers should summon the assistance of DHT/HOP, or, in the event of their unavailability, the HT.4. More serious assault has been carried out on another student, (eg. serious bruising, heavy nose bleed, etc.)	<p>'Internal or External Exclusion'</p> <p>Students will, in certain cases, and at the Discretion of the Headteacher, or Deputy Headteacher, be excluded internally or externally from lessons for up to one day. (eg. possibly sent home for the rest of the day).</p> <p>Student may need an Individual Action Plan with targets.</p> <p>Exclusion (Internal or External) can be Counted as the equivalent of two 'After-School Detentions' towards a Headteacher's Warning.</p> <p>A Headteacher's Warning may follow on student's re-admittance depending on circumstances and record (see below).</p>
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LEVEL FIVE

HEADTEACHER

<ol style="list-style-type: none">1. Threatening behaviour towards a member of staff.2. Serious physical assault, eg. causing wounding, breakage, etc. depending on circumstances.3. 'Criminal' acts, eg. theft arson.4. The consumption of alcohol and any proscribed substances. (See Drugs Policy)5. Failure to keep the terms of Behaviour Contracts, (eg. Pastoral Support Plan) or heed earlier warnings, particularly following internal or external exclusion. <p>Any of the above may lead to exclusion from school.</p>	<p>External Exclusion Students will, in certain cases, and at the discretion of the <u>Headteacher or Deputy Headteacher</u>, be excluded from school for one or more days. In some cases, subsequent exclusions may be longer than two days.</p> <p>Exclusion can be counted as the equivalent of two 'After-School Detentions' towards a Headteacher's Warning.</p> <p>A Headteacher's Warning could well follow on student's re-admittance depending on circumstances and record (see below).</p>
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Headteacher's Warnings

Where a student has been excluded or has incurred three or more after school detentions in a school year, the Head of Pastoral will arrange for a Headteacher's Warning.

- Student sees Headteacher, warnings are given about consequences of a continuation of poor conduct leading to after school detentions, notice of sanctions letters, exclusions.
- *If student does not respond to warning and further after school detentions/sanctions are incurred.* Student and parents see Headteacher, warnings are given about consequences of a continuation of poor conduct leading to after school detentions/notice of sanctions letters/exclusion.
- *If student does not respond to warning and further after school detentions/sanctions are incurred.* Student is excluded for short period.

First Headteacher's Warning

Three after school detentions/notice of sanction or exclusion(s) in an academic or calendar year, may result in a First Headteacher's Warning. This is delivered to the student by the Headteacher in a meeting attended by the student's parent/carer and Head of Pastoral. This may include a period of exclusion from school, depending on circumstances (such as taking into account other recent exclusions). This may lead to seeking support from outside agencies such as Behaviour Support, in which case a 'Pastoral Support Plan' may be drawn up by the Behaviour Support Teacher in consultation with the Deputy Headteacher and Head of Pastoral/Learning. In the event the student will be at a stage called 'School Action Plus' (involvement of outside agencies stage) on the 'SEN Register for Behaviour'. A contract, based on the PSP may be drawn up and agreed. Targets will be stated and may be entered into the student's diary.

A Headteacher's Warning may take place at the Behaviour Panel Meeting chaired by a School Governor.

Second Headteacher's Warning

A further three After School Detentions/notice of Sanctions letter or exclusion in an academic year or slightly longer period of time results in a Second Headteacher's Warning. This is delivered to the student by the Headteacher in a meeting attended by the student's parent/carer and Head of Pastoral/Learning. This may include a period of exclusion from school depending on circumstances (such as taking into account other recent exclusions in an academic or calendar year or slightly longer period of time).

This will lead to seeking support from outside agencies such as Behaviour Support and a 'Pastoral Support Plan' will be drawn up by the Behaviour Support Teacher in consultation with the Deputy Headteacher and Head of Year. The student will then, if not already, be at a stage called 'School Action Plus' (involvement of outside agencies stage) on the 'SEN Register for Behaviour'. If the parent/carer refuses Behaviour Support, we will try to provide assistance in school, but this refusal cannot be a reason for not progressing to the next level of sanction.

The student's Individual Action Plan (IEP) and/or any Pastoral Support Plan (PSP) will be re-examined. Targets stated on this and on the contract drawn up at the First Headteacher's Warning meeting (and entered into the student's diary) will be re-examined and an assessment made as to how far they have been reached and whether new ones need to be made. We expect the Parent/Carer to support the school in seeking Behaviour Support as part of the contract.

Third Headteacher's Warning

A further three After School Detentions/notice of sanctions letters or exclusions in an academic or calendar year or longer period of time at the Headteacher's discretion, will result in a Third Headteacher's Warning. This is delivered to the student by the Headteacher in a meeting attended by the student's parent/carer and Head of Year. This may be the final Headteacher's Warning and may include a substantial period of exclusion from school (at the Headteacher's discretion, the exact amount depending on circumstances taking into account other recent exclusions). This meeting will analyse the student's response to Behaviour Support (whether from inside or outside school) or propose to seek still further for Behaviour Support if none has been provided. If the parent/carer refuses Behaviour Support we will try to provide assistance in school but this refusal cannot be a reason for not progressing to the next level of sanction.

A further three After School Detentions, notice of sanction or exclusion in an academic or calendar year or particular period of time may, at the Headteacher's discretion, result in permanent exclusion.

'Exclusion from school' means the student stays at home, or its equivalent and does any school work that is provided. The student should not be at liberty during the day and must not, under any circumstances, come near or return to the school premises.

Exclusion will always be for a determined period and for stated reasons. The Headteacher's letter to parents will always make clear the objectives of the exclusion, ie. Exclusion can, in law, never be seen simply as 'removal from school'.

Exclusions will be:

- For 1-5 days ('short term')
- For 6+ days ('definite period')
- Permanently

The 45-day exclusion rule is a useful way to review the future educational possibilities for a student who has reached permanent exclusion. For this and any exclusion of more than five days, the Headteacher is obliged to seek the approval of Governors and to inform the Authority. In these

cases, the Headteacher will inform the Clerk, who should call a meeting of the Governors' Disciplinary Committee within 30 days of the exclusion letter being issued.

In all cases of exclusion, parents have the right of appeal to Governors (VA schools). Parents have the right to inspect the record of the student subsequent to the exclusion being declared. The Headteacher is no longer permitted, in law, to exercise 'indefinite' exclusion.

The school and its Governing Body recognise that permanent exclusion places a considerable stigma on the student. We will explore all alternative possibilities, including 'Managed Transfer' to another school to obviate the need to impose this ultimate sanction.

Note: for exact terms of exclusion in cases of the possession of proscribed substances, see 'DRUGS POLICY'.

Additionally, the Headteacher may intervene following any serious concern or misdemeanour, immediately to interview students and/or parents.

IT IS ESSENTIAL, IN ORDER TO MAINTAIN A 'HIERACHY' OF RESPONSE, THAT EACH LEVEL OF ACTION IS FULLY EXHAUSTED BEFORE MOVEMENT TO ANOTHER. THE MOST EFFECTIVE AND IMPORTANT LEVEL IS LEVEL ONE, I.E. REPRIMAND AND/OR PUNISHMENT BY TEACHER AT TIME OF MISDEMEANOUR. WHEN A MORE SERIOUS RESPONSE IS NECESSARY, IT SHOULD NORMALLY BE AT THE NEXT LEVEL, EG. 3 demerits from a specific subject will be dealt with by Head of Department and not by Deputy Headteacher, withdrawal of student from lessons will normally be by Deputy Headteacher and not by Headteacher.