



BELMONT GROSVENOR *School*

POLICY ON DISCIPLINE AND EXCLUSIONS

LAST REVIEWED: July 2017

At Belmont Grosvenor 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. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. Members of staff at the school do not undertake any form of corporal Punishment. Member of staff, in relation to the child concerned, means

- a) any person who works as a teacher at the school or other place at which education is provided for the child, or
- b) any other person who (whether in connection with the provision of education for the child or otherwise)
 - i. works at that school or place or
 - ii otherwise provides his services there(whether or not for payment), and has lawful control or charge of the child.

Our procedures for recognising achievement and good conduct are rooted within the ethos of the school. Our aim is to establish a happy, caring environment and to develop good working habits.

Our system of rewards includes

- Positive and supportive comments and verbal praise;
- Positive feedback policy;
- Friendship Tree for Pre Prep;
- Golden Table for Prep;
- Weekly celebration of achievement assemblies for Pre Prep and Prep;
- Class sharing of individual achievements;
- Stars and Merits (stickers)
- Paper chains for positive Learning Habits and Word of the Week

Aims

We aim to include, not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive to never “give up” easily on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this. A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some rare situations, exclusion may be necessary, if all other strategies have been exhausted.

The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

See Behaviour, Rewards and Sanctions policy and 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 Belmont Grosvenor’s behaviour policy. We have a range of disciplinary measures which include:

- Look (teacher disapproval and disappointment);
- Reinforce rules;
- Verbal warning;
- Move place;
- Time out to stand or sit still at playtime;
- Withdrawal of time on favourite activities;
- Withdrawal of Privilege;
- Missing playtimes to stay in with member of staff.

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness in class, poor organisation, late or poorly completed work. Additional work may be set, or the pupil may be required to re-do unsatisfactory work. Minor indiscipline in class or other minor misdemeanours are then reported to the pupil’s form tutor. These are logged in the cause for concern file. Repetition of this behaviour will be reported to the Pastoral Care Mentors and to the Deputy Head and may lead to withdrawal of privilege.

More serious misdemeanours are reported to the Deputy Head and if deemed necessary the Headteacher. This will be recorded in the serious incident book or Pupil Sanction record and entered onto your child's file.

The Headteacher 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 below.

Suspension is the penultimate sanction. Expulsion can thus result from an accumulation of offences for which suspension is appropriate or from a more serious single incident.

Belmont Grosvenor School does not have an absolutely fixed set of penalties. There are no automatic sanctions for set offences. The expression is thus always – “this is an offence for which suspension/expulsion will be considered”.

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;
- Malicious accusations against a member of staff;
- Bullying; including through social media and other forms of cyber bullying;
- Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- Sexual misconduct; including in relation to indecent images;
- Drug and alcohol misuse;
- Damage to property;
- Theft;
- Persistent disruptive behaviour; and
- Unreasonable or otherwise inappropriate parental behaviour.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation. School will liaise with parents accordingly and keep them fully informed.

The Headteacher (after informing the Chair of Governors) will contact the parents before suspending a pupil.

The Headteacher must consult with Chairman of Governors before expelling a pupil.

(If the Chairman is unavailable then Headteacher must consult with two other members of the Board of Governors.)

Safeguarding

An exclusion will not be enforced if doing so may put the safety of the child at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority. In this situation, depending on the reason for exclusion, the school may consider an internal exclusion until the end of the day.

Appeal

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 Stage 3 of the school's Complaints Policy, and should be made in writing to the Headteacher within one week of the pupil's exclusion.

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.

Serious Incident Book / Pupil Sanction Record

This is used to record significant disciplinary measures taken: suspension must always be recorded. This book is not for minor incidents in day to day classroom management but for serious occurrences of challenging behaviour, incidents which may give rise to disciplinary or legal action or become a matter of public interest (for example confrontational incidents, absconding etc)

Please read in conjunction with:

- Behaviour, Rewards and Sanctions Policy
- Anti bullying Policy
- Complaints Policy

It is the policy of Belmont Grosvenor School to keep all our pupil sanctions records securely until your son or daughter has reached the age of 25, when they will be destroyed. They will not be disclosed to any third party, unless required by statutory regulations.

Date: September 2006

Review Date: November 2018