



THE DISCIPLINE POLICY

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THE DISCIPLINE POLICY

INTRODUCTION

When parents accept the place for their daughter at the School, they warrant that she will take a part in the activities of the School, will attend each School day, will be punctual, will work hard, and will comply with such rules regarding the wearing of uniforms, appearance and behaviour as shall be issued by the School from time to time. The School's Discipline Policy which is current at the time applies to all pupils when they are on or off the School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, including a School trip or activity at any place or time or when a pupil's behaviour puts or is likely to put the reputation of the School in jeopardy or impacts or is likely to impact negatively on the School community. The Discipline Policy is intended to support the Anti-Bullying Policy, the Anti-Substance Abuse Policy, the Behaviour Policy, the Alcohol Policy, the Child Protection Policy, and The Equal Opportunities Policy and will support discussion within the PSE course. It will reflect the School Code of Conduct.

A serious breach of the School Discipline Policy, the School Code of Conduct or School Rules is liable to lead to a pupil's suspension and/or to invoke the School's Permanent Exclusion and Removal Policy and Procedure.

The School's Discipline Policy is underpinned by the following fundamental principles:

***the level of punishment should be proportionate to the seriousness of the offence;
punishment must be fair and seen to be fair by the pupil(s);
teachers must at all times be consistent and seen to be consistent by the pupil(s) in their application of School sanctions.***

THE SCHOOL ETHOS

Downe House offers a stimulating environment committed to the pursuit of excellence in academic and extra-curricular pursuits combined with the celebration of individuality. Within our School we aim to build a happy, caring environment where strong friendships are built and relations between staff and pupils are productive and respectful. We introduce girls to a huge variety of interests across all disciplines and encourage them to develop their own passions. Our aim is to ensure that, by the time they leave, all girls feel there is nothing they could not achieve.

THE DOWNE HOUSE STANDARD – THE SCHOOL CODE OF CONDUCT

Treat everyone, whether younger or older, with the same kindness and respect with which you yourself would wish to be treated.

No girl may put the welfare or safety of another in jeopardy through her words or deeds.

Any breach of the law of the land is a breach of School Rules.

The School Rules have been drawn up in an effort to establish a well-balanced, civilised, positively motivated, protective but not repressive environment in which every individual may live happily and develop fully and healthily, socially, intellectually and spiritually, morally, emotionally and physically. The purpose of the School Code of Conduct and School Rules is to help every pupil to know what is expected by the School and to encourage courtesy and consideration of others. Anti-social or irresponsible behaviour will not be tolerated.

The School's guiding principles are that:

- everyone has the right to be respected;
- good discipline is best promoted by purposeful learning;
- unacceptable behaviour can be modified in a supportive environment.

Downe House expects every girl to be:

- trustworthy
- courteous
- considerate
- punctual
- tolerant
- justly proud of her achievements
- rightly conscious of her own worth
- proud of her appearance

Parents and girls should ensure that they read and are familiar with the School Code and School Rules, and that they are familiar with all the routines laid down in the Student Planner.

SCHOOL RULES

These rules must be read in conjunction with House rules and other rules and codes of conduct, for example, those governing laboratory use.

1. General courtesy is required around the School: for example, girls should use appropriate language at all times, remember to hold doors open for others, arrive for all lessons or commitments punctually and stand up for the member of staff at the start of a lesson or any visitor to a lesson.
2. Every girl must treat her environment and all property and belongings with respect
3. The code of conduct for public examinations applies to all school examinations.
4. Every girl must avoid any form of bullying. Bullying includes any behaviour which causes physical or psychological hurt or distress to others. The School's Code of Conduct under its Anti-Bullying Policy must be adhered to.
5. Every girl must avoid any form of discrimination against others. The School is committed to a policy of equality and opportunity and every girl must adhere to its Equal Opportunities Policy.
6. Every girl must avoid disruptive/anti-social behaviour.
7. In order to preserve the cloister area girls may not walk on the grass except in the designated areas and must treat this with the utmost respect.
8. As chewing gum is often the cause of damage to clothing, carpets and paths when not disposed of properly, it is not permitted on site.
9. Girls who have permission to go out must ensure that they are always in a group with at least two other girls.
10. No girl may leave the School premises without the permission of her Housemistress.
11. All girls up to and including the LVI, must have permission from their Housemistress to use a taxi, or the permission of the Medical Centre to use a taxi for medical appointments.

12. Borrowing anything without the permission of the owner is not allowed. Theft is forbidden.
13. Visits from family are welcomed at the weekend. However, guests (whether family or friends) should never wander around the site unaccompanied and should always make their visit known to the Housemistress. No male guests, whether family or friends, should go anywhere near bedroom areas. (Special arrangements are made at collection and drop-off times before and after holidays.) This is for everyone's protection.
NB If a girl does have permission from her Housemistress to have a male guest on site; she must act with total propriety. Any contravention of this will be considered a serious offence.
14. Girls must observe check-in punctually.
15. The use of cars is strictly limited and any girl wishing to bring a car to school must have the permission of the Headmistress and abide by the set procedures and, in particular, with regard to lifts. No School pupil may travel in the car of another School pupil, or another pupil's parents, unless written permission has been given by her parents.
16. No alcohol may be brought into School, or be consumed or used without permission from [The Headmistress or Deputy Headmistress] on any pretext whatsoever whilst a girl is in the School's care.
17. No illegal or controlled substances may be brought into School, or be consumed or used on any pretext whatsoever [whilst a girl is in the School's care].
18. Smoking is forbidden: no cigarettes or tobacco may be brought into School, consumed or used on any pretext whatsoever whilst a girl is in the School's care.
19. Every girl must observe the fire procedures as displayed on the House Boards. In particular girls should note that, on hearing the alarm, they must go quickly and in SILENCE to the designated assembly points.
20. Every girl should attend meals.
21. Full School Uniform must be worn at all times during the School day.
22. No jewellery other than a discreet pendant and chain, a watch and one small pair of studs in the ears, as appropriate, may be worn during the School day; hair of shoulder length must be tied back ; no nail varnish or make-up may be worn (in Lower and Upper schools) . Hair should not be dyed inappropriately. Body piercing and tattooing are not permitted.
23. Mufti (non School Uniform dress) must be tidy and appropriate.
24. The School's Acceptable Use Policy in respect of ICT (including internet use and email), the Library and all other specific facilities must be adhered to.
25. Gambling is forbidden.
26. Girls are not permitted to undertake any form of trading, unless they have arranged this with a member of staff and have the permission of the Deputy Head. This restriction includes the use (either as buyer or seller), of internet based auction sites, such as e-bay, as well as the purchase or sale of private property such as CDs.
27. Accessing or encouraging others to access any form of pornography is forbidden.
28. Forgery and fraud are forbidden.

In addition to these rules, any action which puts or could put the reputation of the School in jeopardy, or which impacts or could impact negatively on the School Community, will be regarded as a serious breach of School Rules, whether on or off the School premises or during or outside of School hours. It should be noted that School Rules apply on any off site trip or activity.

Section 1 - ACADEMIC DISCIPLINE

THE DOWNE HOUSE STANDARD

It is expected that all Downe House girls will work to the best of their abilities throughout their time at School. They must behave appropriately in class and play an active part in their own learning by asking questions in the correct manner and contributing their ideas when asked. It is each girl's responsibility to bring what she needs to the lesson. Girls must ensure that their own behaviour does not restrict the learning of others and poor behaviour will not be tolerated by teachers. Each classroom will display a classroom code of behaviour that must be adhered to.

ACADEMIC SANCTIONS IN THE LOWER AND UPPER SCHOOLS

1A) LATE OR UNSATISFACTORY WORK

Both in School and beyond, one of the most important skills we can learn is to manage our workload and keep to deadlines. It is expected that all girls will complete work set to the best of their ability and that it will be handed in on time. Disciplinary issues will all be dealt with in person by the teacher and other staff as appropriate.

If work is handed in persistently late or is incomplete or is unsatisfactory, the teacher will, in person, discuss the matter with the girl and he/she will ensure that the girl is placed in a department detention. This will be entered in the correct section on Merlin, and the Housemistress (HsM), Tutor and Head of Section (HoS) will be automatically alerted. The girl must always complete the work or repeat it to the correct standard.

Further sanctions including being put on a **subject report by the HOD**, a **Supervised Study Session**, or a **Progress Book** may follow if there is failure to reach the Downe House Standard of written work.

1B) POOR BEHAVIOUR IN OR OUTSIDE CLASS

If a girl's behaviour in class is deemed inappropriate, rude, or is affecting the learning of other girls, immediate action will be taken by the teacher. Disciplinary issues will all be dealt with in person by the teacher and other staff as appropriate.

The subject teacher will, in person discuss the matter with the girl. The subject teacher will then notify the Head of Department and the girl will undertake a **Departmental Detention**. The **Departmental Detention** will be entered by the teacher in the correct section on Merlin and the HsM, Tutor and HoS will be automatically alerted.

An accumulation of at least three **Departmental Detentions** will lead to the girl being seen by the Senior Mistress or Head of Lower School. Further sanctions will then be implemented by the HoS, which may include a period of time spent on **Subject Report** or **Progress Book**, **Girls persistently breaching classroom rules may be sent out of class to work outside the DHM office (see Appendix A).**

1 C) PLAGIARISM

When a pupil's behaviour gives them an unfair advantage in any assessment, or part of an assessment, it is called **malpractice**. If another pupil supports them by allowing any part of their work to be used, or allowing their work to be submitted under another pupil's name for assessment, they are colluding and both pupils are committing malpractice.

Malpractice also includes **plagiarism**. This is the representation by a pupil of the ideas or work of another person as her own. When a pupil uses another person's information in their work, without giving the person appropriate credit, they are taking their, intellectual property. However, a piece of work based on their original and individual ideas is not plagiarism. So any work a pupil submits for assessment, including all assignments (coursework, reports, Portfolios of art work) written or oral, must use their own expression, language and ideas.

If a pupil does use information or sources from another author in an assessment, it must be appropriately acknowledged. Otherwise they commit plagiarism.

Pupils can avoid plagiarism by:

1. Acknowledging another person's work in footnotes, endnotes, references or bibliographies.
2. Using quotation marks when quoting verbatim from passages.
3. Treating any electronic media as a book or journal e.g. websites, CD-ROMs, emails.
4. Referring to the source of any material of images e.g. graphs, photographs, maps.
5. Crediting works of art such as music, drama, visual arts.

In all cases a pupil's teacher will tell the girl how to credit the work of other people. If there is any doubt in their mind, the pupil should always ask their teacher.

Any plagiaristic use of material will lead to the following sanctions:

Sanctions

For an assessment that is for internal use only:

- The first time plagiarism is identified the girl is asked to repeat the work within 48 hours.
- On the next occasion the girl has to re-write the assignment and receives a department detention.

For an assignment submitted for external assessment or moderation:

- The piece of work is awarded zero marks and the Examination Board notified.

Plagiarism of coursework for public exams will be reported to the exam board, and may result in a pupil being disqualified from one or more subjects at the discretion of the board.

Persistent poor behaviour of any kind will lead to parents being contacted by the DHM and the HM may decide following a meeting with parents that a Contract of Behaviour be drawn up. This will be signed by all parties. Failure to abide by the terms of this document may lead to permanent exclusion from the School.

ACADEMIC SANCTIONS FOR THE SIXTH FORM

It is expected that Sixth Formers will aim to reach the highest possible academic standards and that they will make a serious contribution, by example, to the academic focus and success of the School. There will be much expected of them, and they will receive the highest level of care and attention from academic staff on an individual basis. Disciplinary issues will all be dealt with in person by the teacher and other staff as appropriate.

1D) LATE OR UNSATISFACTORY WORK

Both in School and beyond, one of the most important skills we can learn is to manage our workload and keep to deadlines. It is expected that all girls will complete work set to the best of their ability and that it will be handed in on time. Disciplinary issues will all be dealt with in person by the teacher and other staff as appropriate.

If work is handed in persistently late or is incomplete or is unsatisfactory, the teacher will, in person, discuss the matter with the girl and he/she will ensure that the girl is placed in a department detention. This will be entered in the correct section on Merlin, and the Housemistress (HsM), Tutor and Head of Section (HoS) will be automatically alerted. The girl must always complete the work or repeat it to the correct standard.

Further sanctions including a period of **Supervised Study Session** may follow if there is failure to reach the Downe House Standard of written work.

The HsM must be kept informed of late or poor work and must be able to inform parents in good time if a request for exeat is likely to be denied.

No Sixth Form girl who is behind with her work by 4pm on Saturday afternoon will be granted an exeat.

1E) MISSED LESSONS

Missing academic lessons is seen as a serious infringement of the ethos and privileges of the Sixth Form.

In the event of a missed lesson, the Sixth Former must explain their absence in person (there will be no emailing of teachers to explain absence retrospectively) to the subject teacher.

If the teacher is not satisfied with the reason, he/she will ask the HsM to issue a Saturday Afternoon Detention and will notify the Head of Department. The Saturday Afternoon Detention will be entered by the teacher in the correct section on Merlin and the HsM, Tutor and HoS will be automatically alerted.

The girl will attend a Saturday Afternoon Detention in House. During this time there will be an opportunity to complete academic work or extension tasks. The subject teacher should give academic work to be completed to the HsM by Friday evening. An accumulation of missed lessons or late or poor work will lead to requests for exeats being denied.

1F) PLAGIARISM

When a pupil's behaviour gives them an unfair advantage in any assessment, or part of an assessment, it is called **malpractice**. If another pupil supports them by allowing any part of their work to be used, or allowing their work to be submitted under another pupil's name for assessment, they are colluding and both pupils are committing malpractice.

Malpractice also includes **plagiarism**. This is the representation by a pupil of the ideas or work of another person as her own. When a pupil uses another person's information in their work, without giving the person appropriate credit, they are taking their "intellectual property". However, a piece of work based on their original and individual ideas is not plagiarism. So any work a pupil submits for assessment, including all assignments (coursework, reports, Portfolios of art work) written or oral, must use their own expression, language and ideas.

If a pupil does use information or sources from another author in an assessment, it must be appropriately acknowledged. Otherwise they commit plagiarism. Pupils can avoid plagiarism by:

6. Acknowledging another person's work in footnotes, endnotes, references or bibliographies.
7. Using quotation marks when quoting verbatim from passages.
8. Treating any electronic media as a book or journal e.g. websites, CD-ROMs, emails.
9. Referring to the source of any material of images e.g. graphs, photographs, maps.
10. Crediting works of art such as music, drama, visual arts.

In all cases a pupil's teacher will tell the girl how to credit the work of other people. If there is any doubt in their mind, the pupil should always ask their teacher.

Any plagiaristic use of material will lead to the following sanctions:

Sanctions

For an assessment that is for internal use only:

- The first time plagiarism is identified the girl is asked to repeat the work within 48 hours.
- On the next occasion the girl has to re-write the assignment and receives a department detention.

For an assignment submitted for external assessment or moderation:

- The piece of work is awarded zero marks and the Examination Board notified.

Plagiarism of coursework for public exams will be reported to the exam board, and may result in a pupil being disqualified from one or more subjects at the discretion of the board.

Section 2 - EXPLANATION OF ACADEMIC SANCTIONS

All of these measures are designed to provide a supportive environment which enables inappropriate behaviour and work practices to be modified. Use of sanctions must be clear and consistent and full details of their imposition and the reasons for them must be recorded according to procedure. The following are not permissible as sanctions: sending a girl out of class and back to house, setting lines, deliberate humiliation of a girl either privately or in front of her peers, any form of physical or verbal abuse.

Departmental Detention – each department runs at least a 20 minute detention at a set time in the week. Girls will be asked to complete tasks as directed by the HoD, as a result of poor behaviour in or outside class.

Subject Report – as a result of continued failure to produce satisfactory written work or poor behaviour, a girl may be placed on a subject report by the HoD or HoS. They will have to present a subject report card to the subject teacher each lesson for comment. This will be reviewed regularly by the HoD or HoS.

Supervised Study Session – Lower School and Upper School – as a result of a failure to complete work, or continued failure to reach the Downe House Standard of written work, a girl may be placed in a Supervised Study Session. The supervised work session, which is held at 12 noon on Saturdays (maximum time = 1 hour), is for the completing or redoing prep, class work, coursework etc., The member of staff setting the supervised work must inform his/her Head of Department and the details must be entered (by Thursday lunchtime) into the red Supervised Work book in the staff common room. A member of the SLT will then issue a supervised work notice to the girls concerned, sending copies to her Tutor, Housemistress and Head of Section.

Supervised Study - Sixth Form – as a result of a failure to complete work, or continued failure to reach the Downe House Standard of written work, a girl may be required to undertake a supervised work session on either Tuesday or Thursday evening in Willis.

Saturday Afternoon Detention – Sixth Form - as a result of missed lessons for no good reason a girl will be detained for a period of time between 2 and 4pm on Saturday afternoon, supervised by the HsM. They will complete missed work or extension tasks set by the subject teacher. These need to be given to the HsM by Friday evening.

Progress Book - as a result of a failure to complete work or continued failure to reach the Downe House Standard of written work, or continued episodes of poor behaviour, the girl may be sent to the HoS and be put on a period of Progress Book. The girl must present the book to her teacher at the start of each lesson and collect , with a comment, at the end of each lesson. Each night this must be discussed with her HsM and at the end of the period must be shown to the HoS, who will keep the book on record.

Use of Restraint – It should be noted that shouting, invading personal space and physical restraint are unacceptable forms of sanction. Physical restraint may only be used in the event that a girl is likely to harm themselves or other people through their actions.

Section 3 - PASTORAL DISCIPLINE

THE DOWNE HOUSE STANDARD

It is expected that Downe House girls will behave appropriately and will do their best to maintain the purposeful atmosphere, sense of community and fabric of the School. It is also expected that they will act in a tolerant and sensitive way towards the feelings of other people, and that they will endeavour to uphold the name and reputation of the School in the local community and beyond. Any breach of the laws of the land is a breach of School Rules.

The day-to-day pastoral discipline is the responsibility of the Housemistresses. Additionally, the range of major disciplinary offences listed below must be reported to the Deputy Headmistress, and some of these will be subject to her jurisdiction the first time the offence is committed.

SMOKING, DRINKING, AND ILLEGAL AND CONTROLLED SUBSTANCES

3A) SMOKING PROCEDURES AND SANCTIONS

Smoking is forbidden: no cigarettes or tobacco may be brought into School, or be consumed or used on any pretext whatsoever whilst a girl is in the School's care.

i) PROCEDURES

Section 1 - Smoking in the school building

- a. Any girl caught smoking in the school building should be referred to the Headmistress or in her absence the Deputy Head or Assistant Headmistress.

Section 2 - Smoking in the school grounds

- a. If a girl is caught smoking in the school grounds, in the presence of a smoker, or smelling of smoke, she should be reported to her Housemistress (in her absence the Assistant Housemistress). If you are unsure of her name escort her back to the school building to the Assistant Headmistress, Deputy Headmistress or another Senior member of staff, who should simply take her name, and send the girl away to wait in a designated area or areas e.g. alcove outside the Staff Room or to her House, as appears appropriate, pending the outcome. Staff will take into account a pupil's age in dealing with her.
- b. Staff should always question girls who may appear to be on their way to smoke and send them back to the school buildings or another part of the site, checking that they have arrived.

ii) SANCTIONS

Please note that girls found in the presence of smokers or smelling of smoke will be treated in the same way as those who are caught smoking.

Girls caught smoking in the building will be:

1. Suspended

Girls caught smoking outside:

1. Will be required to tell their parents over the telephone
2. Will have their free time curtailed i.e. gated during the week or weekend
3. Will be required to do community service during curtailed time;
4. Will be fined the sum of £10 on the first offence and £15 on a subsequent offence.

Any girl found with cigarettes, lighter or other smoking paraphernalia and/or providing another with cigarettes will be treated in the same way as above. **Girls with positions of responsibility will lose these either temporarily or permanently. NB: Smoking off the School premises:** Girls caught smoking on school trips or during travel to or from the School or on a School activity will be dealt with on the same basis as above.

Continuous offenders (3 times or more) will be required to see the Headmistress and their ability to represent the School in teams, productions etc. may be called into question and/or they may be suspended for a period of time. They will be required to see the Medical Centre regarding assistance with giving up smoking. The money from the fines collected will go to MacMillan Nurses.

3B) ALCOHOL PROCEDURES AND SANCTIONS

No alcohol may be brought into School or be consumed or used without permission from [The Headmistress or Deputy Headmistress] on any pretext whatsoever whilst a girl is in the School's care.

i) PROCEDURES

If a girl is caught drinking, in the presence of drinkers, drunk or smelling of alcohol, or with alcohol in her possession without permission from [The Headmistress or Deputy Headmistress] she should be reported to her Housemistress (in her absence the Assistant Housemistress). If you are unsure of her name escort her back to the school building to the Assistant Headmistress, Deputy Headmistress or another Senior member of staff, who should simply take her name, and send the girl away to wait in a designated area or areas e.g. alcove outside the Staff Room or to her House, as appears appropriate, pending the outcome. Staff will take into account a pupil's age in dealing with her.

Girls who have alcohol in their possession without permission in school will have it taken away and disposed of. They will be gated and their parents will be notified. A girl holding a position of responsibility would lose it temporarily or permanently.

A girl who has consumed alcohol without permission and/or whose consumption gives cause for concern may be required to go to the Medical Centre. Her parents will be notified and she is likely to be suspended.

3C) ILLEGAL OR CONTROLLED SUBSTANCES

No illegal or controlled substances may be brought into the School or be consumed or used on any pretext whatsoever [whilst a girl is in the School's care]. Please see School's Anti-substance Abuse Policy.

3D) TRAVEL IN CARS

Upper Sixth pupils who have passed their driving test, may apply to the Headmistress for permission to keep a car on site. Parents must complete a permission form, providing all the relevant documents and the girl must surrender her keys to her HsM for the duration of the [working/School week]. The car must be parked for that time in an agreed venue. No Downe House pupil may travel in the car of another girl, or another girl's parents, unless written permission has been given by her parents. If these regulations are not followed, the privilege of keeping a car at school will be withdrawn by the HM.

3E) ANTI SOCIAL BEHAVIOUR/ BULLYING / CYBER BULLYING

A girl whose behaviour is consistently inappropriate e.g. disruptive to other pupils' learning, or which puts the welfare and well-being of others into jeopardy e.g. bullying, may lead to the girl's exclusion from Downe House either temporarily or permanently. In the event of a girl making threatening, abusive, offensive or insulting remarks in the form of a letter, telephone call, text message or email or a posting on an internet site, the School will refer to its Anti - Bullying Policy and will take appropriate action.

3F) TRADING

Girls are not permitted to undertake any form of trading, unless they have arranged this with a member of staff and have the permission of the Deputy Head (for instance a charity stall etc). This restriction includes the use, (either as buyer or seller), of internet based auction sites, such as e-Bay, as well as the purchase or sale of private property such as CDs.

3G) GAMBLING

Gambling of any sort is against the School Rules.

3H) BREAKING CURFEW OR BOUNDS

Breaking curfew or being out of bounds will result in a period of Gating, as decided by the HsM. Girls who persistently break bounds or curfew will be placed On Report by the HsM and will be sent to the Deputy Head.

3I) USE OF PORNOGRAPHY

Pupils accessing or encouraging others to access any form of pornography will be deemed to be damaging the moral ethos of the School, and will be sent to the Deputy Head. A period of Community Service will be given.

3J) FORGERY OR FRAUD

This is against School Rules and offenders will be seen by the Deputy Head and appropriate sanctions imposed.

3K) BRINGING THE SCHOOL INTO DISREPUTE/CAUSING NEGATIVE IMPACT ON THE SCHOOL COMMUNITY

In addition to the offences listed above, any action which puts or could put the reputation of the School in jeopardy, or which impacts or could impact negatively on the School community, will be regarded as a serious breach of School Rules, whether during School hours or outside School hours.

3L) BEHAVIOUR ON SCHOOL TRIPS

School Rules apply on any off site trip or activity.

Section 4 - OFFENCES THAT MAY RESULT IN SUSPENSION

Any girl found to be involved in the following activities will, in most circumstances, be sent home pending a decision by the Headmistress.

CALCULATED RUDENESS TOWARDS STAFF OR VISITORS

SEXUAL MISCONDUCT

SERIOUS OR REPEATED BULLYING

VIOLENCE OR AGGRESSION TOWARDS ANOTHER PERSON

MALICIOUS DAMAGE OF PROPERTY

THEFT

INVOLVEMENT WITH OR USE OF ILLEGAL AND/OR CONTROLLED SUBSTANCES

SERIOUS OR REPEATED ALCOHOL MISUSE

THREATENING, OFFENSIVE, INSULTING OR ABUSIVE REMARKS IN THE FORM OF A LETTER, TELEPHONE CALL, EMAIL, OR TEXT MESSAGE OR A POSTING ON AN INTERNET SITE

BEHAVIOUR WHICH PUTS OR IS LIKELY TO PUT THE REPUTATION OF THE SCHOOL IN JEOPARDY

BEHAVIOUR WHICH IMPACTS OR IS LIKELY TO IMPACT NEGATIVELY ON THE SCHOOL COMMUNITY

ILLEGAL ACTIONS

DISCRIMINATION

SERIOUS CONTRAVENTION OF THE SCHOOL'S ICT ACCEPTABLE USE POLICY

SERIOUS CONTRAVENTION OF THE SCHOOL'S EMAIL POLICY

SERIOUS CONTRAVENTION OF THE SCHOOL'S BEHAVIOUR POLICY

SERIOUS CONTRAVENTION OF THE SCHOOL'S DISCIPLINE POLICY

Section 5 - EXPLANATION OF PASTORAL SANCTIONS

All of these measures are designed to provide a supportive environment which enables inappropriate behaviour and work practices to be modified. Use of sanctions must be clear and consistent and full details of their imposition and the reasons for them must be recorded according to procedures. The following are not permissible as sanctions: sending a girl out of class and back to house, setting lines, deliberate humiliation of a girl either privately or in front of her peers any form of physical or verbal abuse.

COMMUNITY SERVICE – This sanction may be used by HsMs alone or as a part of a period of gating. It may include picking up of litter (gloves will be supplied), sorting laundry, tidying bookcases or similar tasks.

GATING - This sanction may only be used by a HsM and will involve a girl being detained in house for a period of time and denied privileges.

WEEKEND GATING – This sanction may only be used by a HsM and will involve a girl being detained in house over a Saturday and Sunday. **Parents will be informed by the HsM.**

HOUSE REPORT – This sanction may only be used by a HsM, and will involve the girl reporting to her housemistress at set times through the day for a period of time. This may be used in conjunction with gating or weekend gating.

ON REPORT – This sanction is used by the Deputy Headmistress and involves a girl reporting to the DHM at set points in the day for a period of time. This may be given in conjunction with other punishments i.e. weekend gating/ DHM detention. **Parents will be informed by the DHM.** 17

USE OF RESTRAINT - It should be noted that shouting, invading personal space and physical restraint are unacceptable forms of sanction. Physical restraint may only be used in the event that a girl is likely to harm themselves or other people through their actions.

Section 6 – PERMANENT EXCLUSION/REMOVAL AT THE REQUEST OF THE SCHOOL

PERMANENT EXCLUSION

A pupil may be permanently excluded from the School if it is proved on the balance of probabilities that she has committed a very grave breach of School Discipline or a serious criminal offence. Permanent exclusion is reserved for the most serious breaches. The Head will act with procedural fairness in all such cases. Parents will be given a copy of the review procedure current at the time. The Head's decision will be subject to a Governors' Review if requested by a parent. The pupil will remain away from the School pending the outcome of the Review (see "Governors Review" below).

REMOVAL AT THE REQUEST OF THE SCHOOL

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees temporarily or permanently from the School or after consultation with a pupil and/or parent, the Head is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a parent has treated the School or members of the staff unreasonably, and in any such case removal is considered to be warranted. In these circumstances, parents may be permitted to withdraw the pupil as an alternative to removal being required. The Head will act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School (see "Governors' Review" below).

GOVERNORS' REVIEW

Parents may ask for a Governors' Review of a decision to permanently exclude or require the removal of a pupil from the School. The request must be made as soon as possible and in any event within three days of the parents' receipt of the Head's decision. Parents will be entitled to know the names of the Governors who make up the Review Panel and the independent panel member.

REVIEW PROCEDURE

The Head will advise the parents of the procedure (current at that time) under which such a review will be conducted by a panel of up to two Governors plus a person who is independent of the running of the School. If parents request a Governors' Review, the pupil will be suspended from School until the decision to permanently exclude or remove has been set aside or upheld. While suspended, the pupil shall remain away from the School and will have no right to enter the School premises during that time without prior written permission from the Head.

COMPLAINTS PROCEDURE

A formal complaint about any matter of School policy or administration not involving a decision to expel or remove a pupil must be started courteously in writing to the Head and, if unresolved, should be restated in writing to the Chairman of the Governors. Every reasonable complaint shall receive fair and proper consideration and a timely response

Section 7 - MONITORING AND REVIEW

Rewards (see Rewards Policy), Sanctions, their effectiveness and their support can be monitored through the recording system. The Heads of Section are closely involved in this process and information is readily shared by all parties concerned to ensure ongoing good management and support of the individuals. Time spent with girls still proves to be the most powerful influence. **Sanctions will never be imposed without a face to face meeting between staff and pupil taking place.**

There will be an annual evaluation of the effective implementation of this policy led by the Deputy Headmistress and the Senior Mistress in conjunction with the Headmistress. Reference will be made to the Behaviour Policy also so that there is a consistency of expectation and application.

The Headmistress will keep the Governors informed on the implementation of the effectiveness of this policy. The Board of Governors will support the implementation of this policy and its practice.

This policy operates in conjunction with all other school policies and will be reviewed by the Senior Leadership Team biennially.

Review Leader:	Deputy Headmistress
Reviewed:	August 2009
Next Review:	August 2011

APPENDIX A

Procedure for sending girls out of lessons

- This sanction is for serious and repeated breaches of classroom discipline or health and safety regulations. It should only be used when other forms of sanction, i.e Dept Detentions, sending out to HoD class etc have been exhausted. It is most effectively used when the possibility of action has been discussed with either DHM, SR or HoUS beforehand, but this may not always be possible.
- If a girl needs to be sent out, the teacher should request help from a nearby colleague to monitor his class while he telephones the reserve in the common room from the nearest phone (736) giving some detail of the circumstances for the action that is about to be taken. The reserve should ask for the girl to be sent to reception.
- The reserve should ascertain from Mrs Wells that the DHM or alternatively the AHMs is in the office and should explain the circumstances to her. The teacher should send the girl to reception, where she should be met by the reserve and taken upstairs. The reserve will let either DHM or the AHMs know and they will speak to the girl and follow up with appropriate action.
- If the DHM, AHMs or HM are unavailable, the Senior Mistress can be contacted by the reserve either in her office or classroom in the same way. If none of the above are contactable the reserve should receive the girl in reception and should seat her outside the DHM office to complete work until one of the above returns.
- At the next available time that same day, the teacher who has sent the girl out must make contact with DHM (or other member of the LT if they have received the girl) to discuss the situation. No immediate disciplinary action will be taken until the teacher and the member of the leadership team have spoken to each other, to ensure that circumstances are fully understood.
- Once contact has been made and action taken, the teacher should enter details of the event and action taken etc in the sanctions section on Merlin, under “sent out of class”.