

School Policy on Student Discipline

Name of school:	The Grange School
Date of Policy:	17th June 2010
Member(s) of staff Responsible:	Mrs J Thomas and Miss K Samson
Review Date:	June 2012

Introduction

A healthy and safe school community is built upon the good relationships that exist between students and staff and the high standards of work and conduct that are forthcoming. The development of self-discipline in young people is vital if they are to function as responsible members of society. Guidance will be given by staff so that they are quite clear about what is expected of them. If individuals choose to ignore this advice and indulge in behaviour which undermines, threatens or dangers themselves, other people or the school community generally, then sanctions will be imposed and parents consulted.

Sanctions could include any of the following:

1. The setting of additional work.
2. Placing on report.
3. Litter patrol.
4. Making good damage, such as cleaning graffiti.
5. Paying for damage to books, equipment, furniture and fittings.
6. Detentions at break-time or lunch-time.
7. Detentions after the school for which parents will be given 24 hours' notice.
8. Internal exclusion from specific classes for a fixed term.
9. Internal exclusion from all classes for a fixed term.
10. Exclusion from school during lunch-time for a fixed term.
11. Exclusion from school for a fixed term
12. Permanent exclusion from school.

Parents and students, together with the Headteacher, are also expected to sign up to the school's Home/School Agreement. A copy of the Home/School Agreement is provided for all parents.

Guiding Principles

One of the principal aims of the school is to provide a stimulating, rewarding and fulfilling learning environment which encourages self-confidence in all its members. In order to achieve that aim, all members of the school community will need to work together in harmony. They will need to be respected and show respect for one another. Good order and discipline will need to prevail.

Rights and Responsibilities

All students have a responsibility to behave well and to be honest and trustworthy. All teachers have a responsibility to ensure that good order is maintained.

Students have the right to attend school without fear of threats, intimidation or violence. Teachers have the right to work in the school without the fear of threats, intimidation or violence.

Students have the right to expect a positive learning environment and to be able to work in lessons and not be distracted by others. Teachers have the right to expect appropriate behaviour and to be able to teach lessons without disruption.

Expectations and Considerations when poor behaviour occurs

All students can expect to be "told off" and/or sanctioned for poor behaviour. Teachers when considering what action to take will take account of:

- The nature of the incident and the behaviour of the student.
- The student or students involved.
- The location in which the incident took place.
- The time when the incident took place.
- The seriousness of the incident and the risk to health, safety & well being which resulted.
- The seriousness of the incident and the risk to good order and discipline which resulted.
- The guidelines outlined in school, LEA and DfES Policies in determining the appropriateness of the sanction to be used.

Partnership with Parents

The school values the crucial role that parents play in supporting their children in the development of self-discipline and moral values. Wherever possible teachers will work with parents in supporting students and taking remedial action to improve their behaviour and their understanding of right and wrongdoing.

Through our pastoral system of Tutors, Year Heads and Senior Link Staff will endeavour to keep parents informed of developing patterns of poor behaviour. Contact could be informal or formal by any of the following means:

- A telephone call.
- A letter.
- An interview at school.
- Parents will be given 24 hours' notice in writing of school detentions.
- Parents will be informed in writing of all exclusions.

In cases where a student has had a number of fixed term exclusions or where patterns of poor behaviour continue, the school may convene a Pupil Planning Meeting. This will normally be attended by the Local Authority's Inclusion Officer and could result in the drawing up of a Pastoral Support Programme which will specify the action to be taken to support the student in improving his/her behaviour.

Exclusions

The school has a duty of care for the welfare of all its students and staff. With this in mind a fixed term or permanent exclusion may result from any of the following:

- Serious, threatening or violent behaviour.
- Disruptive behaviour.
- Anti-social behaviour, including bullying, drug taking or the supplying of drugs.
- Defiant or disobedient behaviour.

The formal exclusion of a student as a fixed term or permanent measure is the strongest sanction available to the school, and one which will never be used without considerable thought. It is a provision to maintain high standards of behaviour, a harmonious working relationship, a safe and responsible environment and one in which students can develop as valued members of society.

The serious nature of exclusion will mean that it should act as a deterrent to those students who may not share these values.

- Exclusions must be sanctioned by the Head (or in her absence, the Deputy Head) who will discuss the incident with the student in the presence of a senior member of staff.
- The student's involvement in the incident or succession of incidents must be clearly established after due consideration of the available evidence.
- Parents will be informed about the decision. Initially, this may be verbally but confirmation will be made in writing as soon as possible.
- The Chairman of the Governors' Pupil Disciplinary Committee and the Local Authority will be sent copies of all exclusion letters.
- A copy of the exclusion letter will be placed in the student's file.
- Parents will be offered the opportunity to discuss the matter with the appropriate Senior Pastoral Link Staff.
- The Appeals Procedure will be confirmed with the parents in the letter of exclusion.
- In the case of fixed term exclusions parents will be informed of the length of the exclusion, the day that it starts and any arrangements to meet with staff when the student returns to school.
- Fixed term exclusions can be up to 45 days in a school year.
- Normally, subject teachers will set work when a student is excluded and check that it is of an appropriate standard. Tutors and/or Year Heads will co-ordinate this activity and parents will be expected to co-operate by ensuring that the student completes the work set.

Reasons for Exclusion

Exclusion may be considered appropriate either for the more serious breaches of discipline as outlined in this or other school policies or where other sanctions have been tried and failed. These include:

- Repeated and serious breaches of acceptable behaviour, e.g. gross insolence or rudeness to staff or open refusal to comply with instructions.
- Violence or threats of violence to staff and students
- Wanton damage to school and others' property
- Bullying or intimidation
- Sexual or racial harassment
- Repeated smoking
- Supplying or taking of drugs or alcohol
- Stealing from staff or other students
- Repeatedly telling lies

The above are all examples of where exclusion may be used, but all cases will be considered carefully in the light of the circumstances and earlier decisions on exclusion.

Monitoring and Evaluation

Copies of all exclusion letters are kept in a central file by academic year. These are available for inspection by Governors at their termly meetings.

The Head Teacher incorporates the statistical data into her termly report to the Governing Body.

The Governing Body has the power to reinstate a student who is excluded where the exclusion is for more than five days or is permanent, or where the exclusion involves the loss of an opportunity to sit a public examination. Parents must be informed of their right to appeal to the Governing Body. If the student is permanently excluded parents have a formal right of appeal to an Independent Appeals Committee.

Other Policies and regulations related to Student Discipline

- Rewards and Sanctions Policy.
- Anti-Bullying Policy.
- Equal Opportunities Policy
- Drugs Policy
- Health and Safety Policy
- Exclusions Regulations resulting from DfES Circular 10/99 and any supplementary advice issued by the Secretary of State to Schools, Governing Bodies and Appeals Panels.

Other School Publications related to Student Discipline

- School Prospectus
- Home/School Agreement
- Governors Annual Reports to Parents
- Staff Induction Pack

Signed.....I Walshaw..... on behalf of the Governing Body

Date.....17.6.10.....

Signed.....J M Thomas..... on behalf of the School

Date.....18.6.10.....