

# DISCIPLINE AND EXCLUSION POLICY

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Form Tutors should always be prepared to deal initially with misconduct or incorrect uniform of girls in their Form or class. For minor infringements of School Rules (e.g. writing on the board without permission, not wearing blouse tucked into skirt etc.) girls should be given a verbal reprimand and warning.

Infringements of uniform regulations should be reported to the appropriate Assistant Headteacher. Order marks should be given for unco-operative or irresponsible behaviour.

It is important that all members of staff impose the same standards of discipline. Assertive Discipline is used to control classroom behaviour (Please see below).

## Detentions

Staff may detain pupils in the lunch hour (usually for failure to do work) but consideration needs to be given to commitments to extra-curricular activities and time for lunch. School detentions may be given outright for more serious offences such as leaving the school premises without permission and these are issued by the Assistant Headteacher or First Deputy Head. A minimum of 24 hours' notice is required and girls are issued with a detention form that must be signed by parents and returned the following day via Form Tutors to Heads of School. School detention lasts for 1 hour, 4.00p.m. - 5.00p.m.

Three order marks warrants a detention.

On the third occurrence of receiving three order marks, a 2-hour detention is to be served, usually at the beginning or end of a term.

The fourth detention warrants a 2-hour detention during a holiday and 2 lunchtime detentions.

A fifth detention usually leads to suspension.

The Assistant Headteachers / First Deputy Head / Headmistress may contact parents to discuss their daughter's behaviour or progress whenever they feel it is appropriate but certainly after acquiring 3 detentions.

## Suspension

Suspension from school is regarded as a very serious punishment. In the first instance, a girl may serve an internal school suspension. This will entail being present in school but absent from lessons, whilst working under the strict supervision of a senior member of staff. An external suspension's length depends on the seriousness of the offence and in all cases parents are informed in writing and invited to discuss the situation with the Headmistress. Smoking, for example, is an offence which leads to suspension from school and therefore should always be reported immediately to the First Deputy Head.

If it has been necessary to punish a girl, the matter should be closed when the punishment has been taken.

Problems should be dealt with at the lowest possible level. When following up routine uniform / disciplinary matters, see the Form Tutor in the first instance.

If necessary, for a more serious matter, refer to the Assistant Headteacher. The level of seriousness will determine whether or not the matter is then referred to the First Deputy Head and / or the Headmistress.

## **Exclusion**

In certain very rare circumstances it may be necessary for a girl to be excluded permanently from School, in which case the Chairman of Governors would be informed.

When sending a girl home it is always important, even if the girl is in the Sixth Form, to ensure that she is in a proper state of mind to leave our care (if a girl is extremely upset, it would not be a good idea to send her home, even a Sixth Former, until she has calmed down). Girls should not be sent home unless the parents have been contacted by telephone and it is ascertained that the girl is getting home safely. In most cases her parents will come to pick her up.

## **SIXTH FORM**

Merit marks and order marks are not applicable in the Sixth Form. Blue slips are issued by subject staff for the non-completion or late submission of homework and sent to the Assistant Headteacher Key Stage 5.

Any Sixth Form girl breaching the Code of Conduct and School Rules should be reported to the Form Tutor and the nature of the offence clarified.

The tutor will discuss the offence with the girl which may result in the temporary removal of privileges.

Matters of a more serious nature will be referred to the Assistant Headteacher Key Stage 5 who will discuss the offence with the girl and may write to parents.

More serious matters or matters of a long standing nature will be referred to the Headmistress / First Deputy Head.

## **ASSERTIVE DISCIPLINE**

1. At the first time of inappropriate behaviour in a lesson, a verbal warning will be given to a pupil
2. At the second time, the pupil's Name/Initials will be logged on the board
3. At the third time, an Order Mark will be issued
4. Any further infringement during the lesson will result in the pupil being removed from lesson to another area.
5. This will lead to a full day internal suspension on the following school day.

At each stage the pupil will be given warning of following step

There will be NO discussion/debate between the teacher and the pupil

Please remember that the start and end of lessons will take place in a formal manner

Related Policy: Behaviour Management Policy

Reviewed October 2016 J Tyndall