

Pupil Discipline and Exclusion (including Rewards and Sanctions)

Thornton College *Convent of Jesus and Mary*

General

In approving this policy the governing body has consulted the Head and staff. It will be reviewed annually, or earlier if necessary.

School Ethos

The governors expect the school to be a place where:

- all individuals are respected and their individuality valued;
- pupils are encouraged to achieve;
- self-discipline is promoted and good behaviour is the norm; and
- rewards and sanctions are applied fairly and consistently.
- pupils thrive in an atmosphere of positive encouragement.

The School's Moral Code

Philosophy

“Thornton College must be a place where Gospel values are proclaimed with conviction and lived without compromise.”

Principles

St Claudine instructs us, “You must love the pupils very much”. We demonstrate our love for our pupils in the way in which we deal with them and the expectations we have of them. We encourage them, primarily through praise and commendation, to exercise self-discipline and to become responsible young people

Responsibilities

The Head

The Head's role is to determine the detail of the standard of behaviour acceptable to the school, to the extent that this has not been determined by the governing body. The Head has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and seeing that they are enforced.

The Head and members of the Leadership Group are expected to:

- promote self discipline and proper regard for authority among pupils;
- encourage good behaviour and respect for others, and to prevent all forms of bullying among pupils;
- secure that the standard of behaviour is acceptable; and if not regulate the conduct of pupils.

All Staff

All staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. Teachers are charged with using their best endeavours to ensure that programmes of study and the methodology used are well thought out and of a consistently high standard.

Standards of Behaviour

The school has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a child enters the school.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

Punctual attendance at school and lessons is required.

All absence from lessons must be explained and unexplained absence will be followed up.

At Thornton we aim to have a consistent approach to pupils' behaviour in class. Behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

Through regular discussions at staff meetings, the school endeavours to ensure that staff apply all standards consistently and fairly.

Rewards and Sanctions

All rewards and sanctions must be applied fairly and consistently. None of the school's punishments will be degrading or humiliating.

Rewards

Wherever possible staff should use their own reward systems to encourage good behaviour.

Good behaviour, effort and the service of others should be rewarded in the following ways:-

- use of praise
- commendations
- awards
- public recognition
- parental contact.

The rewards used by the school are:

Commendations & House Points

Commendations and House Points are awarded, by staff, to pupils who make a good effort, produce praiseworthy academic work or who show willingness to help and carry out duties. The latter - commendations for service - count in the Senior School towards the Kakabadse Shield (donated in memory of Mrs Kakabadse, a friend of Thornton) which is awarded each year to the House gaining the highest number.

All commendations and House Points, together with points awarded for competitive events, count towards the House Cups. In the Senior and Junior School, Bronze, Silver, Gold and Platinum Certificates are awarded. 50 Commendations/House points are needed for Bronze, 100 for Silver, 200 for Gold, and 250 for platinum. Bronze, Silver and Gold certificates are presented in a full school assembly. Platinum certificates are presented in the Awards Ceremony. These start from September each year except for KS4 which are counted over the two years.

Sanctions

Sanctions should be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval.

All staff must seek to ensure that punishments are proportionate to the offence, and should enable pupils to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

The following sanctions may be used in the school in appropriate cases:

In our dealings with inappropriate behaviour our aim is to seek reform and reconciliation. The following strategies may be used:

- entry into the daybook
- discussion with the pupil
- withdrawal of privileges
- referral to other staff
- counselling
- detention
- community service
- parental contact.
- completion of work at home or extra work (in school or at home)
- withholding participation in educational visits or sports events which are not essential to curriculum
- fixed and permanent exclusion

Exclusion from school

Exclusion from school is a very serious matter. It would be considered if a pupil was a hazard to others or disruptive to the point of seriously affecting the learning of others. It may be impossible to accept responsibility for a pupil who is continually defiant and who, in effect, rejects the discipline of the school. Involvement with drugs in any way will be regarded as grounds for permanent exclusion.

Exclusions may be fixed (suspension) or permanent (expulsion). Only the Headmistress has the power to exclude a pupil from school. This power may not be delegated. The

Headmistress may exclude a pupil permanently. In all cases the Headmistress will promptly

- inform the pupil's parents of the period of the exclusion, or that the exclusion is permanent
- give the reasons for the exclusion
- inform the Chair of Governors if the exclusion is permanent

Fixed term exclusions are given in response to very serious incidents of bad behaviour or repeated bad behaviour. The exclusion is an outward and visible sign that such behaviour is absolutely rejected by the school community and gives time for reflection and discussion at home, before schooling is resumed. Other punishments may be given alongside the fixed term exclusion. The pupil and her parents will meet with the Headmistress before being readmitted.

Permanent exclusion will be used in circumstances in which a pupil poses an extremely serious threat to the safety, educational progress or welfare of others or when after prolonged support and warnings the pupil continues to be defiant in seriously undermining the standards required by the school.

Parents will be asked to remove their daughter if in the opinion of the Headmistress the child is unable to benefit from the education the school offers.

Pupils may be permanently excluded for engaging in actions incompatible with the values of the school.

Parental Co-operation

Parental co-operation forms part of the contract between the school and all parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

Appeals

Parents are entitled to appeal to the governing body against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body at the school. A hearing will be set up as quickly as possible, but within 10 days at the latest.

The governors' decision is final.

Continuing Education

The School will continue to provide education for a pupil who remains on roll and in the case of an exclusion of more than 15 days, the school will consider:

- how the pupil's education will continue;
- how his/her problems might be addressed in the interim; and
- reintegration after exclusion.

Corporal Punishment and Restraint

In accordance with the law there is no corporal punishment allowed by the school. However, if authorised by the Head, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- committing an offence;
- causing personal injury or damage (including to themselves); and
- engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time.

The Head has authorised all teaching staff to use reasonable force in the above circumstances.

Behaviour Support Systems

The school will support behaviour management by working with the individual.

Ensuring all staff are aware of the strategies to be adopted for the individual.

Involvement of Parents

Parents will be involved in discipline cases as appropriate. Individual staff will not involve parents in discipline issues without first informing the Deputy Head.

Parents are also encouraged to support good behaviour and positive habits in their children (through the school's 'Code of Conduct', and at parent meetings).

Involvement of Staff

The working of the school's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils in form/circle time.

Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. Training in behaviour management will be provided as required.

Involvement of Pupils

Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views. *(The government's Circular 10/99 also suggests that pupils can help to reinforce behaviour policies by contributing to them.)*

The School Council will be involved in the school's programme to reinforce self-discipline and positive work and behaviour patterns. It will also review the anti-bullying policies and procedure.

Discussions in Form/circle time will inform the deliberations of the School Council.

The SLT (Senior Leadership Team) is responsible for ensuring the positive contribution of pupils.

In particular the *(DH in collaboration with the Special Educational Needs co-ordinator (SENCO))* will ensure that the needs of SEN pupils are properly taken into account, and that their participation in the consultation process is assured.

Consultation

The Head will seek the widest possible agreement for this policy and will report, at least annually, to the governing body on its implementation.

Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy.

Publication

This policy will be given to all parents and prospective parents of pupils at the school, and will be published on the website.

Signed _____ **Date** _____

Chair of Governors