



Glendower Preparatory School

# Discipline & Exclusions Policy

2018-2021

Reviewed: SK May 2018

Next review: May 2021

## DISCIPLINE AND EXCLUSIONS POLICY

**Prepared by: S Knollys (Headmistress)**

**In discussion with: SLT**

**To be reviewed in: May 2021**

**This policy also provides for those children in the EYFS.**

### **References:**

Human Rights Act 1998

ISI Handbook for the Inspection of Schools, The Regulatory Requirements - September 2015

'Behaviour and Discipline in Schools: Advice for Headteachers and School Staff' DfE – September 2014

'Excluding Pupils – A Practical Guide for Independent Schools by Farrer & Co' -May 2013

The Education Act 2002, Part 10 and The Education (Independent School Standards) Regulations 2015 ('ISS Regulations')

### **Related Policies / Documents**

- 'Glendower Golden Rules'
- Anti-Bullying Policy
- Complaints Procedure
- Glendower Guide to Good Behaviour
- Glendower Behaviour Policy
- Glendower Behaviour Logs
- Schools Rules and Regulations

## **INTRODUCTION**

All schools have the legal right to impose reasonable sanctions if a pupil misbehaves. Physical punishment is illegal; but DfE guidance (referred to above) advises that sanctions that a school might use include: a reprimand, a letter to parents or guardians, removal from a class or group, loss of privileges, confiscation of a possession that is inappropriate in the classroom, detention, or exclusion. Exclusion, whether temporary or permanent, is a last resort. Permanent exclusion is used only in the most serious circumstances.

Independent schools are required to have discipline and exclusions policies that are accessible to parents and pupils (in, for example, the parent handbook or the school website).

## **POLICY**

At Glendower Preparatory 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. Our system of rewards includes:

- Verbal praise and written praise for good work
- Academic merits for both effort and achievement, which are celebrated both in the classroom and in assemblies
- Annual and termly, subject, form and year group prizes
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's website/newsletters, so that the community can celebrate success
- Putting examples of good work on display around the school
- Reports to parents, which are always worded to be as constructive as possible
- In the Lower School we operate a weekly system of awarding certificates in recognition of achievement, effort, progress and kindness and a termly "star award"
- In the Upper School girls are awarded house points for work or behaviour. We celebrate the successes of different students in Music, Music Theatre, Sports and Art in assemblies from each year from time to time. Pupils receive certificates and medals and mention is made in the weekly newsletter "The Whitehouse"
- We operate a 'star of the week' system, celebrating the successes of a different pupil from each form each week. Her photograph appears in the school's weekly newsletter
- Head's breakfast – pupils are nominated by their teachers to come and celebrate success over breakfast with the Headmistress

The School has five "Golden Rules" which are on display in every classroom to encourage good behaviour. There is also a booklet entitled "The Glendower Guide to Good Behaviour" which is signed by each pupil in the school and their parent/s.

### **Sanctions for breaches of discipline that do not merit exclusion**

When poor behaviour is identified sanctions are implemented in line with Glendower School's Behaviour Policy. We have a range of disciplinary measures which include:

- A verbal reprimand from a member of school staff
- Reports to parents (which are always worded to be as constructive as possible)
- Additional school work or repeating unsatisfactory work until it meets the required standard
- Loss of privileges
- Missing break time
- School detention including during lunch-time and before or after school (Y4 upwards)
- Regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness in class, late or poorly completed work. Additional work may be set, or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the Head of Lower School or the Deputy Head, as age appropriate, and in

some cases is shared with the parents. In the Upper School the issue of 'behaviour', disorganised or untidy marks follow on from reminders. If more than three are accumulated in any half term an after/before school detention will be imposed to be supervised by the Headmistress (Y4 and above).

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's form teacher.

More serious misdemeanours are reported to the Head of the Lower School or the Deputy Head, as age appropriate, and may lead to the withdrawal of privileges. Persistent lateness to school is recorded on the pupil's report to parents and the parents will be contacted with a view to establishing a more regular routine. In extreme cases of lateness and where there has been no noticeable improvement in punctuality, a letter may be sent out from the Chair of Governors.

Persistently poor academic performance/behaviour in the Upper School may result in the Form Teacher issuing a report card to be signed by each member of staff at the end of each lesson for a period of one week. In the Lower School behaviour star charts are kept with a view to rewarding positive behaviour. This star chart is shared with the parents on a weekly basis.

The Head may suspend a pupil, for a period of between 24 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 her to leave the school under the procedure described in part 1.

#### **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.

#### **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
- Bullying

- Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc)
- Sexual misconduct
- Drug and alcohol misuse
- Damage to property
- Theft
- Persistent disruptive behaviour; and
- Unreasonable or otherwise inappropriate parental behaviour

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

### **Appeals against exclusion**

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 this Policy rather than under the school's Complaints Procedure, and should be made in writing to the Headmistress within one week of the pupil's exclusion.

An appeal meeting will follow within 14 days, if practicable, to which the parent may be accompanied by a friend or relative if they wish (although legal representation is not appropriate). The appeal will usually be heard by at least two of the school's governors and one person who is independent of the running of the school.

The school will accept the appeal decision as final.

**Reviewed SK May 2018**  
**Next review May 2021**