



DISCIPLINE AND EXCLUSIONS POLICY

This policy is linked to the [Safeguarding and Child Protection Policy](#)

1. At Willington 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:
 - a. Verbal praise and written praise for good work;
 - b. Academic merits for both effort and achievement;
 - c. Annual subject and year group prizes;
 - d. Posting examples of excellent work in art/design, sports, and drama and concert achievements; on the School's web site, so that the community can celebrate success;
 - e. Reports to parents.

SANCTIONS FOR BREACHES OF DISCIPLINE THAT DO NOT MERIT EXCLUSION

2. When poor behaviour is identified, sanctions are implemented in line with the School's behaviour policy. We have a range of disciplinary measures which include:
 - a. A verbal reprimand from a member of School staff;
 - b. A 'Blue Mark', which can be issued to pupils in Years 4-8, for poor organisation.
 - c. A 'Red Mark', which can be issued to pupils in Years 4-8, for poor behaviour.
 - d. Reports to parents (which are worded to be as constructive as possible);
 - e. Additional School work or repeating unsatisfactory work until it meets the required standard;
 - f. The setting of written tasks as punishments, such as writing lines or essays;
 - g. Loss of privileges;
 - h. Missing break time;
 - i. School detention including during lunch-time or after school;
 - j. School-based service or imposition of a task - such as removing chewing gum or picking up litter under the supervision of a member of the pastoral team;
 - k. Regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring; and
 - l. Extra physical activity such as running around the School's sports field during sports.
3. The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour may lead to a lunchtime detention.
4. Minor indiscipline in class or other minor misdemeanours may lead to a pupil being set a domestic task for a designated time.
5. More serious misdemeanours may lead to the withdrawal of privileges for a designated period, usually up to three days.
6. Persistent lateness to lessons may lead to supervised detention after school.
7. Persistently poor academic performance may require a pupil's teachers to make written comments on his performance at the end of every lesson that he attends for a period of one or two weeks.
8. The Headmaster may suspend a pupil, for a period of up to 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 him to leave the School.



BREACHES OF DISCIPLINE OUTSIDE OF SCHOOL GROUNDS

9. 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.

10. The School will report to the police any activity which it believes may amount to a criminal activity which takes place either within the School grounds or outside of its grounds. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs, then the School will seek immediate medical advice and may involve the police.

11. Sexual offences will generally be reported to the police immediately, including in cases where a pupil is only suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The alleged victim's parents will also be informed immediately of the incident and told that the police have been informed. Whether the victim and parents then speak to the police is a matter for them.

BREACHES OF SCHOOL RULES WHICH COULD MERIT EXCLUSION

12. A non-exhaustive list of behaviour that could merit permanent exclusion includes the following:

- a. Physical assault against pupils or adults;
- b. Verbal abuse/threatening behaviour against pupils or adults;
- c. Bullying;
- d. Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- e. Sexual misconduct;
- f. Drug and alcohol misuse;
- g. Damage to property;
- h. Theft;
- i. Persistent disruptive behaviour; and
- j. Unreasonable or otherwise inappropriate parental behaviour.

13. Exclusion may also be imposed by the School as a sanction for a series of minor misdemeanours.

APPEALS AGAINST EXCLUSION

14. The School will always offer the right of appeal to any pupil excluded from the School. Any appeal against exclusion should be made in writing to the Headmaster within one calendar week of the pupil's exclusion and will be dealt with under this Policy rather than under the School's Complaints Policy.

15. If practicable, an appeal meeting will be arranged within 10 working days of the appeal being received. While legal representation is not normally appropriate (and may delay procedures if agreed) the parents may be accompanied by a friend or relative if they wish. 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.

16. The School will accept the appeal panel decision as final.

Review period: **Annual** **Reviewed by:** **Headmaster**