



*Kingsley*

## **BEHAVIOUR & DISCIPLINE POLICY – SENIOR SCHOOL**

Governors' Committee normally reviewing policy	E & B
Date policy formally approved by Governors	April 2016
Period of review	3 years
Review date	April 2019

Person responsible for monitoring implementation and effectiveness of the policy	Deputy Head (Pastoral)
Other relevant policies	





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## **POLICY ON BEHAVIOUR AND DISCIPLINE**

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Chair of the Education and Boarding Committee is responsible for updating this policy and will present their report to the Governors' meeting.

### **1. POLICY AIMS**

- 1.1 To enable the Head to carry out their responsibilities of maintaining order and good discipline in the school.
- 1.2 To ensure, so far as possible, that every pupil in this school is able to benefit from and make his/her full contribution to the life of the school, consistent always with the needs of the school community.
- 1.3 To codify the School Behaviour Protocol, the School Code of Conduct (school rules) and any procedures necessary for implementing them.

### **2. SCHOOL BEHAVIOUR PROTOCOL**

- 2.1 The Behaviour Protocol shall set out the principles of the School and promote good behaviour through:
  - Appropriate conduct and behaviour; led by staff and senior pupils.
  - Self-respect and respect for others
  - Respect for property and the environment
  - Use of and education in British values
  - Use of praise and clearly defined sanctions as appropriate
- 2.2 Parents/Guardians will be expected to read the School Behaviour Protocol with their children from time to time. Its principles will be reinforced at assemblies and at other times.

### **3. SCHOOL CODE OF CONDUCT – SCHOOL RULES**

- 3.1 The Code of Conduct is set by the Head:
  - For the safety and well-being of everyone at the school
  - For the reputation of the school community as a whole





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- For the protection of school property and the wider environment
- 3.2 The Code of Conduct applies to all age groups and at all times when the pupil is:
- At School, representing the School or wearing school uniform
  - Travelling to and from school
  - Associated with the School at any time
  - Identifiable as a member of the school
- 3.3 The Governors and the Head may apply the Code of Conduct and the sanctions provided, in appropriate circumstances, to regulate the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during half term and in the holidays.
- 3.4 Pupils are expected to know and understand the Code of Conduct and to read it through with their parents. The Code of Conduct will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

## 4. BREACHES OF SCHOOL DISCIPLINE

### 4.1 SENIOR SCHOOL PROCEDURES

The responsibility for good discipline lies with the classroom teachers and any other member of the school staff authorised by the Head. This does not mean that the member of staff acts in isolation but there must be a clear and effective means of progressing discipline should it be necessary.

If a pupil behaves in an unacceptable way, the matter will first be dealt with by the staff member who will aim to resolve the matter appropriately. Pupils will always be given a chance to consider their behaviour. If appropriate other persons may be consulted such as parents, professionals (e.g counsellors, doctors) or agencies (CAMHS).

Any further offences should be referred to the pupil's tutor or Head of Year. This EVENT should be logged on 3SYS as part of their personal file. The pupil may be given a breaktime or lunchtime detention. This should be recorded on the Incident form.

The pupil may be placed on a "Report card" to monitor behaviour throughout the school day. The card should be signed by the teacher at the end of each lesson and signed by the tutor and the Parents/Guardian/Boarding Houseparent at the end of the day. When the card is completed it should be placed in the pupil's file.

The pupil may, following several incidents of a similar nature be placed on the Pastoral Target Plan, such as the example below. Those pupils with SEN may also be referred to the Head of Individual Needs as they may require extra support.

### Example of Pastoral Target Plan.





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## Tier 1

The Head of Lower/Middle School might help the pupil draw up some basic targets to help them improve their work. The success of these targets would be reviewed at a time deemed appropriate by the Head of Lower/Middle School.

## Tier 2

Should the pupil fail repeatedly to meet these targets then Parents/Guardians might be called in to discuss the matter with the Deputy Heads and the pupil placed on Tier 2 with parents/guardians input.

## Tier 3

If matters continue to escalate, the pupil and their Parents/Guardians might be seen by the Head and a contract may be drawn up.

These tiers are to be seen as positive steps in order to formalise what the school would like the pupil to concentrate on so that they may develop as a person who has had every opportunity to achieve his/her best.

If, following a warning, a pupil still behaves in a lesson in a way that is disruptive or has an adverse effect on the learning opportunity for others in the class, the pupil may be dismissed from a lesson, and sent to report to Reception. Reception will inform a member of the SMT.

The pupil will complete work set, and the matter will be investigated and followed up by the Head of Year or the Deputy Head.

Where very serious transgressions are concerned, such as malicious accusations against a member of staff, referral should be made immediately to the Deputy Head and /or the Head. In this case possible exclusion/suspension may be on the agenda.

## 4.2 EYFS AND JUNIOR SCHOOL PROCEDURES

*See separate policy.*

## 4.3 USE OF EXCLUSION/SUSPENSION

The School's response to challenging and disruptive behaviour will be made in the context of the behaviour policy, and will encompass a range of strategies, with Suspension, Exclusion and Withdrawal as options. The school will ensure that the interests of the whole school are considered within any action taken.

## 4.4 DECIDING WHETHER TO EXCLUDE A PUPIL





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The Head can exclude a pupil from School (or the Deputy Head or Head of Junior School). A decision to exclude a pupil will be taken only: -

- In response to serious or persistent breaches of the school's discipline policy or
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school community.

The decision to exclude a pupil is a matter of judgement for the Head (or Deputy Head or Head of Junior School), who will take into account the likely impact of the misconduct on the life of the school. This may include behaviour on or off school premises that is in breach of the standards of behaviour expected by the school.

Before reaching a decision to exclude a pupil permanently or suspend a pupil for a fixed period (suspension), the Head (or Deputy Head or Head of Junior School) will:

- Consider all the relevant facts and such evidence as may be available to support the allegations made, taking into account the school's behaviour and equal opportunities policies.
- Allow the pupil to give his or her version of events.
- (If necessary) consult others, being careful not to involve anyone who may have a role in any statutory review of his or her decision, for example relevant members of the Governing Body.

Permanent Exclusion will normally be pursued only as a last resort when a range of other strategies has been exhausted and after consultation with the Chairman of Governors or, in their absence, the Deputy Chairman of Governors.

In exceptional circumstances, the Head might consider it appropriate to recommend permanent exclusion of a child for a first or one-off offence. Such circumstances (not exhaustive) might include:

- Where there has been actual or threatened violence against another pupil or member of staff
- Sexual misconduct
- Supplying an illegal drug
- Carrying or possessing an offensive weapon

## **5. THE GOVERNORS HAVE AUTHORISED THE FOLLOWING SANCTIONS:-**

### **Expulsion or permanent exclusion**

A pupil is liable to expulsion for a grave breach of the school discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its members. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the school. The Head is required to act fairly and in accordance with the





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principles of natural justice and not to expel a pupil other than in grave circumstances. This is subject to review by the Chairman of the Board of Governors.

### **Requirement to leave**

For a serious breach of school discipline falling short of one for which permanent exclusion is necessary, but such that the pupil cannot be expected to remain a member of the school community, the pupil may be *required to leave permanently*. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school. A boarder may be required to leave boarding without necessarily being required to leave the school. This is subject to review by the Chairman of the Board of Governors.

### **Suspension**

A pupil may be placed under suspension for up to fourteen days while a complaint is investigated or as a sanction in its own right.

### **Detention and 'Gating'**

A pupil may be placed in detention or may be 'gated' where, in the opinion of the Head of Year/ Head of Boarding House, it is considered to be a reasonable response to a breach of school discipline.

### **Internal suspension**

A pupil may be internally suspended if, in the opinion of the Deputy Head/Head, a pupil has behaved

- in such a way in a lesson that it is disruptive to the learning of others in the class
- the pupil has behaved in a dangerous or threatening way between lessons or at break times
- the pupil behaves in a way which constitutes a serious breach of the School Rules.

Parents/Guardians and Deputy Heads /Head of Boarding/Head of Year should be notified.

***These sanctions will form part of the pupil's disciplinary record.***

## **6. REINTEGRATION**

A reintegration meeting following the expiry of a fixed-period suspension will be arranged by the Deputy Head/Head prior to a pupil returning from a period of exclusion. During the period of suspension the Deputy Head will ensure that the suspended pupil is provided with schoolwork to complete at home.

## **INFORMING PARENTS / CARERS**

The Head/Deputy Head will inform the Parent/Guardian of the expulsion or period of the suspension (it may not run for an indefinite period) and the reasons for it. The





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Parent/Guardian has the right to appeal against this decision to the Governing Board if they so wishes, using the School Complaints Policy.

Should a Parent/Guardian refuse to comply with the terms of exclusion, the school may notify the Education Safeguarding Team, MASH and the Police, if in the Head's view, the child or any other person may be at risk as a result of a failure to meet the terms of the exclusion.

## **APPEALS**

Parents/Guardians are entitled to ask for a Governors' Review of a decision to permanent exclusion or to require the pupil to leave for disciplinary reasons.

This Policy has been reviewed by SMT  
Reviewed by Governors

November 2015  
November 2015  
April 2016

