

**THE PARK SCHOOL**  
**DISCIPLINE & EXCLUSIONS POLICY**

**PART 1**

The school's ***Behaviour Policy*** sets out the standards and expectation of behaviour in and around the school. It incorporates the procedures to be followed in the event of unacceptable behaviour and possible sanctions and rewards which may be used.

The school's ***Anti-Bullying Policy*** defines different forms of bullying, identifies possible causes of bullying and ways of raising awareness of bullying. It establishes procedures to be followed and possible sanctions if bullying takes place.

The school's ***Discipline and Exclusion Policy*** would need to be invoked for persistent or very serious incidents and/or persistent or very serious breaches of Behaviour and/or Anti-Bullying policies or School Rules.

**INTRODUCTION**

The Park School has the legal right to impose reasonable sanctions if a pupil misbehaves. Physical punishment is illegal; but in line with current regulations and guidance, sanctions that the 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.

This policy is accessible to parents and pupils at all times and should be read and used in conjunction with the following Park School policies;

**RELATED POLICIES**

- Behaviour Policy
- Anti-Bullying Policy
- Sanctions Policy
- Rewards Policy
- Complaints Procedure
- Schools Rules and Regulations

**AIMS OF THE POLICY**

- To establish the context when it may be necessary to exclude a pupil, for a fixed term or permanently
- To establish the procedure by which a pupil may be excluded
- To determine periods of exclusion
- To explain notification of exclusion
- To establish the appeal procedure following exclusion

## WHAT BEHAVIOUR MERITS EXCLUSION?

A non-exhaustive list of the sorts of behaviour that could merit exclusion includes the following:

- Drug abuse
- Alcohol abuse
- Theft
- Bullying
- Physical assault/verbal abuse/threatening behaviour
- Fighting
- Sexual harassment
- Racist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Parental behaviour

Whilst the precise procedure to be followed in a given situation depends on the circumstances of the case, the procedure outlined below would apply wherever possible which include the key principles as follows:

- a fair and thorough investigation should take place
- pupils must be informed of the allegation and the evidence relied upon
- pupils must be given a fair opportunity to exculpate themselves
- an appeal should be offered.

## PROCEDURES BY WHICH A PUPIL MAY BE EXCLUDED

Exclusion is a serious step and wherever possible it is at the end of a disciplinary process where all other measures and sanctions as outlined in school policies have been exhausted. The disciplinary process is most likely to have already involved parents. Occasionally the behaviour of a pupil will be such that exclusion will be a necessary immediate response. However, such action would be exceptional and would generally relate to extreme and very serious poor behaviour.

Pupil's need to be aware that exclusion is a possible extreme sanction. Wherever possible, pupils will have been supported to modify their behaviour, to avoid the need for exclusion.

Only the Head teacher has the power to exclude a pupil from school. The Head teacher may exclude a pupil for one or more fixed-term periods, or permanently.

Wherever possible, exclusion should not be imposed in the heat of the moment. The following procedure should be followed by the Head teacher when considering exclusion:

- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available, taking into account school policies
- Allow the pupil to give her own version of events
- Consider the context of the incident and whether there may have been provocation

- Consult others, if necessary, but not anyone who may later have a role in reviewing the Head's decision
- Be satisfied that, on the balance of probabilities the pupil did what she is alleged to have done
- Keep a record of events and meetings.

After having followed the above procedure as closely as is possible under the circumstances, the Head teacher may decide that exclusion is appropriate. The pupil's parents or guardian must be informed immediately of the Head's decision to exclude. The parent or guardian needs to be informed of:

- The period of exclusion
- The reason for exclusion
- The right to appeal to the Governing Body regarding the exclusion and the process of appeal.

The Head teacher will write to the parent within one school day of the decision to exclude confirming the information above. Reference will also be made to the continuing education of the pupil, including setting and marking work, if the exclusion is for more than one school day. If the fixed-term exclusion is changed into a permanent exclusion, parents must be informed in writing and must again be given the right to appeal to the Governing Body.

If a parent refuses to co-operate with exclusion and still sends their child to school or refuses to collect her, the school must have due regard for the pupil's safety and it may be that it is not possible to enforce exclusion in these circumstances. If this was the case, the pupil would need to be internally excluded.

Parents should refer to the Terms and Conditions concerning payment of fees if a child has been excluded for the circumstances in which a pupil may be excluded for non-payment of fees.

### **Period of exclusion**

Pupils may be excluded for one or more fixed-term periods, not exceeding 45 school days in any one school year. Exclusion should be for the shortest time necessary and can not be for an unspecified period.

In circumstances where a pupil is excluded for more than 15 school days, plans will be made on how the pupil's education will continue during the period of exclusion and how the time might be used to address the pupil's problems. Consideration will need to be given on how to reintegrate the pupil into school at the end of the fixed term period of exclusion.

### **Notification of exclusion**

When the Head teacher has taken the decision to exclude a pupil, for a fixed –term or permanently, the Chair of Governors will be informed of the decision. The Head teacher will report any exclusions to Governors once a term through the Head's Report to Governors.

### **Appeal procedure following exclusion**

Parents have the right to appeal to the Governing Body following the exclusion of their child. An appeal can be made on grounds of:

- The facts of the event leading to exclusion
- The severity of the sanction

The appeal process begins at Stage 2 of the school's '**Complaints Procedure**' and follows through to Stage 3 if necessary.

---

*The following section deals with less serious breaches of discipline that do not merit exclusion.*

## **DISCIPLINE & EXCLUSIONS POLICY: PART 2**

### **REWARDS & SANCTIONS FOR BREACHES OF DISCIPLINE THAT DO NOT MERIT EXCLUSION**

#### **Rewards**

At The Park 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 the house
- Posting examples of excellent work and achievements on the school's web site, so that the community can celebrate success.
- Reports to parents, which are always worded to be as constructive as possible.
- We operate a reward system which is laid out in our separate '**Rewards Policy**'. This includes Headmaster's Work Commendation, The Award of The House Shield, Rewards System For Service and The Award Of The Stunt Cup

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

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 Department and to the pupil's Tutor, and may lead to a lunchtime detention of half an hour or an after school detention (with the proviso that time is allowed for them to eat lunch and visit the toilet as stipulated in our '**Behaviour Policy**').

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Tutor, and may lead to a pupil being set a domestic task for a designated time, usually an hour, such as collecting litter under the supervision of a member of staff.

Persistent lateness to lessons will be reported to the pupil's Tutor and may lead to a 30 minute supervised detention after school.

Repeated lateness or repeated indiscipline in class will be reported to the pupil's Tutor and may lead to a 60 minute supervised detention after school.

A note on detentions; A teacher may detain a pupil without notice for 5 minutes at the end of the day, but must contact the Tutor that a child is being detained so that s/he can be recorded in the register. The school will give at least 24 hours written notice of a longer after school detention. Please see '**Behaviour Policy**' for more details.

Persistent lateness to bed, disrupting other members of the boarding house, etc is not acceptable. Specific sanctions will be set by the boarding staff.

Persistently poor academic performance may result in the Tutor requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks.

The Head teacher may suspend a pupil, for a period of between 48 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 him/her to leave the school under the procedure described in part 1.

Approved on behalf of the Governing Body - 17 May 2010  
Sylvie Dare - Chairman