



DISCIPLINE AND EXCLUSIONS POLICY

At Luckley House 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 credits for both effort and achievement, which are celebrated in the classroom and in assemblies as certificates celebrating the accumulation of 25, 50 and 100 credits;
- Certificates and Awards in Assembly for work of particular merit and celebrating other special achievements, such as winning competitions and subject challenges such as the Maths Challenge;
- Annual subject and year group prizes;
- 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;
- Reports to parents.

Sanctions for breaches of discipline that do not merit exclusion

When poor behaviour is identified sanctions are implemented in line with the Luckley House School's behaviour policy. We have a range of disciplinary measures which include:

- A verbal reprimand from a member of school staff;
- A 'warning' to be recorded in the homework diary;
- 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;
- School detention including during lunch-time or after school;
- 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;
- 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 or disruption in class, and late or poorly completed work. This will usually be with a warning or, if appropriate he/she may impose a minor sanction such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour or the accumulation of warnings will be reported to the pupil's Tutor in the first instance and then the Lead Tutor

Should a pupil persist with poor behaviour and accumulate warnings and detentions this will be reported to the Senior Pastoral Lead and any of the above sanctions can be applied. Whenever a pupils receives a detention then contact home is made from the member of staff whom gave the

detention. Form Tutors are to regularly check the warnings file to see if any pupils need to be placed in detention due to receiving 5 warnings.

We are committed to minimising poor behaviour and the associated disruption to learning and so the parents will be consulted and a plan for improvement agreed in the event of a pupil appearing in after school detention more than twice in half a term. This consultation may be brought forward or delayed at the discretion of the Head of Section.

Persistently poor academic performance may result in the Deputy Head Academic 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 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 him/her to leave the school.

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.

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.

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 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 or written (including in emails and all social media sites) 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 Policy, and should be made in writing to the Head within one week of the pupil's exclusion.

An appeal meeting will follow within 10 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.