



# St Christopher's School

Hampstead

## PUPIL DISCIPLINE AND EXCLUSION POLICY

<b>Policy to be reviewed annually</b>		
<b>Reviewed by</b>	<b>Head</b>	<b>September 2019</b>

<b>To be published on</b>	
<b>School network</b>	✓

**PUPIL DISCIPLINE AND EXCLUSION POLICY (including rewards and sanctions)**

**This policy applies equally to the Foundation Stage (Reception Class), Key Stage 1 and Key Stage 2 as taught at St Christopher's School**

**1. Statement of general principles**

- The governors expect the school to be a place where all individuals are respected and their individuality valued, where pupils are encouraged to achieve, where self-discipline is promoted, good behaviour is the norm and the school's aims are clearly understood and applied by all concerned.
- The school's policies reflect the highest moral standards, and show in particular that St Christopher's will not tolerate bullying or other anti-social behaviour.
- The Deputy Head with the pupils, will review a positive and constructive code of conduct that aims to:
  - promote self-discipline and a proper regard and consideration for self, others and property
  - encourage good behaviour and respect for others, and prevent all forms of bullying among pupils
  - ensure pupils' standards of behaviour are acceptable
  - reminds girls to be inclusive, tolerant and friendly towards all other members of the school community, recognizing all their responsibilities

**2. Disciplinary Procedures**

- i. The Head, may at her discretion, require parents to remove or may suspend or, in serious or persistent cases, expel a child from the School if she considers that the child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Head the removal is in the School's best interests or those of the child or other children.
- ii. The Head may at her discretion require parents to remove or may suspend or, in serious or persistent cases, expel a child if the behaviour of the parent or parents is in the opinion of the Head unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.

- iii. Should the Head exercise her right under sub-clause 2(i) or 2(ii) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.
- iv. (The School Behaviour Policy sets out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. For the purposes of the Head exercising her discretion on matters of discipline, all aspects of the pupil's record at the School may be taken into account.
- v. The review of serious disciplinary matters is governed by the Complaints Procedure. The School will act in a way which is fair in all the circumstances when taking decisions under this Clause 6.

### **3. Rewards and Sanctions**

- **Exclusion would only be considered in a case of extreme and continuing bad behaviour e.g. bullying, sexual harassment, theft, fighting, racist abuse, persistent disruptive behaviour etc. This could have occurred at school, on the school grounds or while on a school trip or residential visit. Any exclusion for even a short period must be discussed and agreed by the Chairman of Governors, other Governors and the Head. A full version of this statement can be found in the Parent Contract. Corporal punishment is not permitted.**

### **4. Ensuring these Guidelines are implemented**

- The Head's role is to determine the detail of the standard of behaviour acceptable to the school. The Head has the day-to-day responsibility for maintaining discipline in the school, which will include monitoring the code of conduct and rewards.
- The Senior Leadership Team and all staff are expected to encourage good behaviour and respect for others as detailed above. All staff will set high standards of behaviour, respect and consideration, always encouraging good work habits and behaviour from the moment a child enters the school. This transcends all elements of staff performance, including personal presentation. All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.
- The working of the school's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils in form/tutor group time.
- Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action.
- All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy.

## **5. Involvement of Pupils**

- Staff should be aware that Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views. The government's Circular 10/99 also suggests that pupils can help to reinforce behaviour policies by contributing to them. One of St Christopher's most fundamental principles is, and has always been, the democracy of the pupil voice in school decision-making and debate.
- The School Council will be involved in reviewing the school's approach to behaviour and procedures and the school's programmes to reinforce self-discipline and positive work and behaviour patterns. Discussions in Form/tutor group time will inform the deliberations of the School Council.
- The Deputy Head is responsible for ensuring that all policies are known and adhered to by all adult members of the school community. Regular discussion and feedback is an essential aspect.
- **Complaints procedures (See separate policy)**

The school operates a complaints policy which is available on the school website.

**St Christopher's School**  
**EXCLUSION LETTER**

Dear *[letter to be personalised]*

Fixed Term Exclusion for .....Days

Name of Pupil .....

I regret to inform you that I have excluded .....

for a fixed term of .....days.

The exclusion begins on:

Monday.....and ends on Friday.....

As a consequence of this behaviour:

1. other children/staff were at physical/moral risk.
2. the education of other children was severely disrupted.
3. ....'s needs could not be properly dealt with in a normal classroom situation.
4. ....'s behaviour risked/caused/serious damage to/or loss of school property.
5. other reasons.....

I would like you to come to the school, by appointment, before the end of the period of exclusion to discuss the matter with myself/and .....

This will provide an opportunity to talk about ..... 's progress at school and to discuss ways to ensure that the behaviour which led to this exclusion does not happen again. I would appreciate it if you could telephone the school secretary to make an appointment.

While .....is excluded he/she should not come to the school or be in the vicinity of the school. His/her welfare is your responsibility.

Work has been set for ..... during the exclusion period.

If you wish to make representations to the Governing Body about this exclusion, please write to the Clerk to the Governors at the school address within 15 days.

Yours sincerely,