



Additionally, the Lower School appoint a Head Girl and Deputies. The girls apply for these positions and are interviewed by the Headmistress and Head of School. Each form in Lower and Middle School has a Form Captain, who are elected termly.

### **Student Councils**

Each Tutor Group will elect a student to represent the class and their views on the student led Council. Chaired by the Head Girl, it meets regularly to discuss issues of concern to the student body. Minutes are copied to the Headmistress. There are also Middle School and Lower School Councils which meet each half term. Form captains can raise issues and contribute ideas. These feed back to the relevant Head of School and issues may be taken on to whole school council when appropriate.

### **House Activities**

Each girl is allocated a Competitive House on joining the School. Throughout the year there is a range of competitions and opportunities for girls to represent their House, with a view to winning the House Shield at the end of the Year. Each year girls will be awarded House Colours to reflect their contribution to the House. Girls can gain House colours three times during their School career, in Lower School, Middle School and Sixth Form

### **House Points**

Staff will give House Points to individual students for good work, thoughtful actions and/or excellent behaviour.

Regular newsletters, including the *e-weekly*, and updates to the web site and *Twitter* feed allow us to celebrate achievements appropriately with the wider community.

### **PUPIL SANCTIONS**

As a Catholic School, the forgiving and redemptive nature of the community should be evident. Equally, the more genuinely the girls can be encouraged in all aspects of their lives to promote the growth of self-discipline, the less the need for sanctions.

As the School is based on a system of trust, concern and respect for the individual, it is most appropriate that we first try to foster an appropriate pattern of behaviour among the girls, praising and encouraging positive behaviour. However, we must confront poor behaviour and low standards wherever they are evident. The sanctions outlined below are available to support staff in demanding high standards of the girls and so that there is a consistent, fair, and transparent system that is clear to girls, parents and staff.

The sanctions outlined in this policy also apply to improper IT and mobile technology usage (including anti-social behaviour and bullying). Our expectations of pupils are laid out more fully in the Acceptable Use of IT Policy and the accompanying agreement that girls must sign. This also outlines the specific sanctions regarding network and facility usage which might follow breaches of this agreement, which may be used in conjunction with the sanctions listed here.

Linked Policies – Acceptable Use of IT Policy, Anti-Bullying Policy

### **Departmental Detention**

For missing and inadequate work, departmental detentions are given, (by individual arrangement within departments). Failure to attend such a detention, or the incurring of more than two detentions in any half term, should then incur a further sanction (see referrals system below).

### **Referrals**

Referrals denote the recording of minor misdemeanours, of punctuality, appearance and behaviour. They may be given for the following reasons, but this list is not exhaustive and any equivalent minor infraction of behaviour may be referred. If there is any doubt the Deputy Head should be consulted.

- Lateness to lessons, study, or any other School commitment

- Breaches of School uniform (including make up or jewellery)
- Breaches of the Sixth Form Dress Code
- Rudeness
- Persistent talking/calling out in class or study (Prefects on duty will inform the member of staff)
- Forgotten books/equipment
- Late work

Referrals are recorded on SIMS and are monitored by the Heads of School and the Deputy Head. Once a girl has received three referrals she will incur a lunchtime detention (see below). Three lunchtime detentions will incur a Friday afternoon detention. Repeated Friday detentions may incur a Saturday morning detention and consultation with the girl's parents.

Referrals are active for half a term, after this point outstanding referrals for any given half term period will be cancelled.

### **Lunchtime Detention**

This take place once a week, held by a senior member of staff. This will be given when a girl has received three referrals, but may also be given for the first instance of more serious rudeness or disruption.

### **Friday afternoon detention**

This is held from 4:30 pm to 5:30 pm on Friday afternoon, taken by the Deputy Head. In addition to being an automatic sanction following three lunch time detentions, this may also be given for the first instance of serious rudeness or disruption (following discussion with the relevant Head of School, or the Deputy Head). A letter is sent to parents informing them of the detention and the reasons for it.

### **Saturday Morning Detention**

This is a serious sanction only given for more significant misdemeanours or after multiple minor sanctions. It takes place at 9:30 am on Saturday morning, taken by a member of the Senior Management Team, and the girl must attend in School uniform. Work may be set or a community service task imposed depending on the reason for the detention. A letter is sent to parents informing them of the detention and the reasons for it and, when appropriate, a meeting may be arranged for them to discuss the issue with a senior member of staff.

### **Community Service**

For antisocial behaviour, a girl may be required to undertake a socially useful job to be done, e.g. picking up litter in the grounds, extra washing up, or helping with a job needing immediate attention. This may be given in conjunction with other sanctions.

### **Daily Reports**

The Head of School or other senior member of staff may advise the use of daily reports to be signed by individual teachers. This may be overseen by the girl's Tutor, Senior Tutor, Head of School, Deputy Head or Headmistress, depending on the context of the sanction. Reports such as these are largely used as a supportive mechanism for a girl to improve or develop either organisational or study skills, but may also be used to monitor behaviour and attitude to learning.

### **Withdrawal of Privileges**

Inappropriate behaviour may lead to withdrawal of privileges such as use of specific facilities (e.g. The Hub or the Fitness Room). Should a Prefect not fulfil their role or behave poorly, they may be asked to step down from their role.

## **Sanctions within boarding**

- Depending on the reason for the sanction the boarding staff have a range of sanctions available to them including using whole school sanctions and House specific sanctions as outlined below
- Boarding referrals may be given for minor misdemeanours of conduct or lack of application to work or distracting others from work in study times. Three boarding referrals would lead to a boarding sanction, such as community service or detention within the House.
- For an extreme example of poor behaviour a school detention might also be appropriate. In such cases the Housemistress would refer to the Head of School the Deputy Head and the punishment agreed and then recorded on the school system.
- Failing to abide by the School's Acceptable use of ICT Policy would incur the sanctions outlined for those circumstances.
- If the sanction relates to rudeness, disobedience or unkindness, failure to follow House procedures or other inappropriate behaviour an in-house sanction may be appropriate. These sanctions would be either withdrawal of privileges (visiting the village, television, use of electronic devices etc.), gating (being restricted in their movements either out of the House or off site), regular signing in to the House office or appropriate community service tasks within the House.
- Very serious misconduct or instances of repeated poor behaviour are reported to the Deputy Head, and may be referred to the Headmistress. In such cases the serious sanctions below may be considered.

## **Contact with Parents and other Agencies**

Any sanction given should be recorded on SIMS with the reason for it and date. Significant sanctions (Saturday detentions, Suspension etc, are additionally recorded in the Serious Sanctions Log held by the Headmistress's PA. The Deputy Head, Heads of School and Housemistresses should keep their own records or further detail; members of staff an appropriate and accessible record. The School liaises regularly with parents informally to discuss areas of concern and records are kept in the pupil's pastoral file. Parents are formally notified of Friday afternoon and Saturday morning detentions as outlined above. In more serious disciplinary cases parents and/or guardians are invited into School for discussions. It is always in the best interest of the girl that School and home are working together to support them and set clear boundaries for good behaviour.

In case of very serious behavioural issues external agencies may be involved. The School maintains links with Child Social Care, Early Help services and CAMHS. If a criminal offence may have been committed the school will contact the local police and maintain a working relationship with the local Police School's liaison officer.

The School does not tolerate the use of corporal punishment under any circumstances.

No form of sanction that could be held to be degrading or deliberately humiliating should be used. All sanctions should be designed to promote better self-discipline, the long term good of the individual, and the community.

## **Allegations Against Staff:**

If a pupil is found to have made a false accusation against any member of school staff, appropriate sanctions will be implemented and the pupil's parents will be contacted. The nature of the sanction imposed will depend on the severity of the accusation, but serious malicious accusations could result in a fixed term or permanent exclusion. (Please refer to the Professional Code of Conduct for Staff Policy and the Safeguarding Policy.)

## **FIXED TERM AND PERMANENT EXCLUSIONS**

These are usually measures considered only when other rewards and sanctions have failed to change unacceptable behaviour or in instances of serious misconduct. However, certain types of behaviour merit automatic suspension.

### **Fixed Term Exclusions – also known as Suspension.**

This sanction can be necessary if other forms of discipline and guidance have failed. It may also be necessary in the event of an investigation into serious allegations to ask a girl not to attend School. Work will be provided to ensure

that learning is not affected - the School will be responsible for providing and marking work for the duration of any fixed term period.

Instances of offences for which we would consider suspension might include:

- Repeated instances of disruption to class, rudeness, repeated detentions, smoking/vaping, and/or failure to comply with the rules or codes of conduct as specified after a final warning
- Contravention of the School's IT Policy, including filming in School and/or posting film on the internet without permission
- Inappropriate behaviour on the internet
- Theft
- Possession or consumption of alcohol or illegal substances on site
- Violent and aggressive behaviour
- Inappropriate behaviour likely to bring the individual and/or the School into disrepute. This may include behaviour outside School.

### **Permanent Exclusion**

Instances of serious offences for which we would consider permanent exclusion might include:

- Unsupervised and excessive consumption of alcohol on the School site
- Possession, use, supplying or dealing of illegal substances
- Excessive violence to another person
- Sexual abuse, assault
- Carrying an offensive weapon
- Repeated or persistent bullying
- Aggression or threat to a member of staff
- Malicious and unfounded allegations against a member of staff

We will not automatically permanently exclude a girl for taking or possessing illegal drugs – although a fixed period exclusion would be appropriate. These principles also apply to any other dangerous substances (including alcohol) whereby a girl or girls risk harming themselves or others.

Please refer to the School's 'Drugs, Substances, Alcohol and Tobacco Policy' for further information on our procedures in such cases.

Any suspension would always be coupled with measures that will support an individual to receive appropriate treatment and continue her studies under strict supervision.

### **Procedure – Fixed term and Permanent Exclusions**

Any fixed term or permanent exclusion would be carefully considered. If a serious incident of misconduct, or series of incidents has occurred the Deputy Head would be informed, and in practice usually already involved in the response from a very early stage.

Investigations would be carried out promptly and fully, and the relevant tutor, Housemistress, Head of School and the Deputy Head would be involved in this process. Pupils interviewed, whether they are implicated in the situation, witnesses to, or victims of unacceptable behaviour, would be seen by two members of staff, one of whom would have a pastoral responsibility for them and should be both known and a focus of support for the pupil. This might be a tutor, Housemistress or Head of School.

The details of the case would then be presented to the Headmistress.

If the situation under investigation might lead to a fixed term exclusion or 'suspension, the Headmistress would then conduct an interview with the girl or girls in question with another member of staff present to hear their case and to explain the results of the investigation. In such a case the parents and guardians would be then contacted

immediately after the meeting. The result of the meeting would be recorded whether or not it led to the fixed term exclusion being the sanction administered.

If the situation under investigation might lead to a permanent exclusion, or there had been a series of issues, which cumulatively might lead to this sanction, the parents or guardians of the girl or girls would be invited to be present at the meeting. They would then be aware of the decision but would also receive a written notification whatever the outcome of the meeting.

The Headmistress reserves the right to exclude permanently any student whose behaviour is considered by her to be detrimental to the School as a whole.

We may exclude a girl from the boarding environment and help her to return as a day girl or, possibly, use partial exclusion in the form of internal exclusion from specific classes or activities.

The Headmistress has a responsibility to inform the governing body of all exclusions.

### **Appeal Procedure**

Every parent, pupil or guardian has the right to appeal against the School's decision to permanently exclude a girl. An independent panel of governors will be available to form a Discipline Committee, and may, if a parent or guardian wishes to appeal against the School's decision(s), hear the appeal, review evidence and question or challenge the decision.

### **Taking Account of Individual Pupil Needs**

The School will take account of SEN, disability and the circumstances of other vulnerable pupils. The factors below will be considered in order to take account of individual pupils' needs and circumstances when applying sanctions and rewards, regarding, in particular: race, religion and culture; and SEN, disability and the circumstances of other vulnerable pupils.

### **Note on use of reasonable force.**

**In line with the guidance *use of Reasonable Force* July 2013, the School is clear that force is never used as a punishment, which is always unlawful.**

**Reasonable force may be used, at a member of staff's professional judgement when there is serious need to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. A log of any such use of Reasonable Force is kept by the Headmistress.**