

 Mayfield	Policy Name: Behaviour, Rewards, Consequences and Pupil Voice Owner: Deputy Head Academic Review Date: Dec 2025 Next Review date: September 2026 This policy will be revised as regulations or review demands.
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At Mayfield School, we seek to celebrate the achievements of each individual and ensure that each pupil is heard. Cornelia Connelly wanted each individual to 'be yourself, but make that self what God wants you to be'. Educating students in the Catholic tradition, we expect each member of the community to be respectful of others and their beliefs and values. We acknowledge that each of us is privileged in attending the School, and it is important that members of the community are aware of the responsibilities that this places upon them. We hope to instil a strong sense of the value of community in each individual and encourage students to be involved in a range of charitable activities as part of their education. Members of staff are reminded regularly to note and reward effort, achievement and good behaviour on an individual basis, both in lessons and around the School. All staff endeavour to be consistent in this respect. Girls are reminded on a regular basis on the rules, routines and support they should be following or are able to access.

PUPIL VOICE

At Mayfield School we encourage girls to share their ideas and take responsibility for improving their education. There are a range of ways in which girls are able to do this: through active participation in School Council, Boarding House Council, Pupil Panels and surveys, Food Committee, Peer Mentoring, Suggestion boxes, MESSy (Mayfield Environmental and Sustainability Society), Prefects, Heads of House to name a few. Girls are also frequently involved in the appointment of new staff. Minutes of meetings are on the Pupil Voice Board in Main School and in the boarding Houses.

PUPIL REWARDS

Assembly

Achievements are celebrated in front of the whole School at weekly assemblies: academic awards (such as Maths Challenge); Sporting results, both team and individual; Music, including Associated Board and equivalent results and individuals performing to the School; successes such as auditioning for Youth Orchestra: reports of tours etc., Drama (LAMDA awards) and other areas reflecting both the academic and extra-curricular achievements of the School are celebrated. At the end of each term there is a Presentation Assembly where awards and certificates, as well as sporting colours and half colours are awarded.

Prize Giving

At the end of each academic year, prizes and certificates are awarded for academic achievement as well as extra-curricular achievement.

Prefects and Ambassadors

The opportunity of taking on a leadership role is much valued by the girls and of enormous benefit to the whole School community. Girls who wish to be considered for the role of prefect must apply in writing during the Spring Term of Year 12. Their peers and staff also take part in a consultative ballot where they can vote. Appointments are made by the Headmistress, in consultation with senior staff. Candidates for the Head Girl and Deputy Head Girl positions are interviewed. Prefects hold positions of responsibility in the School and have appropriate specific duties and responsibilities (such as helping register the lunch queue and supervision of study for middle school and lower school pupils). This is done alongside adult supervision to ensure they do not abuse their role. Prefect will also help with tours for prospective parents, pupils and staff, as well as speaking at promotional school events and organising interhouse events and Live Crib. In acknowledgement of this responsibility, they are accorded appropriate privileges such as Prefects' Suppers. They receive training for their roles, including safeguarding and child protection training.

Subject Ambassadors (usually one per subject) are chosen for their enthusiasm in the relevant subject, alongside the Prefect application process. Subject Ambassadors support Departments through attendance at open evenings, clinics, or acting as Academic Mentors. They begin their role in May of Year 12 and continue through until the May of Year 13.

Additionally, Lower School appoints a Head Girl and Deputies. The Year 8 girls apply for these positions and are interviewed by the Headmistress and Head of Lower School. Each form in Lower and Middle School has a Form Captain, who are elected termly.

Student Councils and Panels

Each Tutor Group will elect a student to represent the class and their views on student led councils and panels. Chaired by the Head Girl, or relevant Prefect, these meet regularly to discuss issues of concern to the student body. Minutes are copied to a member of the senior management team.

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. Cornelian House Points (worth two HPs) can be awarded for behaviour that models our Cornelian Principles. Teachers should avoid giving more than one House Point for each incidence of good work/behaviour etc. as this leads to inconsistency across the School. For example, Teachers should not give five House Points for an excellent project, although they could give a House Point alongside a Cornelian House Point if appropriate.

Publications

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

PUPIL CONSEQUENCES

Further information about the Consequences process can be found in Annex A – Behaviour Consequences Flow Chart.

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 consequences.

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 consequences 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. This will be included in the induction and training of staff.

Improper IT and mobile technology usage, including the use of VPNs.

The consequences 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 consequences regarding network and facility usage which might follow breaches of this agreement, which may be used in conjunction with the consequences listed here.

Mobile Phone usage:

During the school day (8.20 – 18:00), mobile phones must be handed in by girls in Years 7 – 11. Year 12 and 13 are only to use mobile phones in the Sixth Form centre. Anyone not adhering to this expectation will have their mobile phone confiscated (see Pupil Code of Conduct).

A Virtual Private Network (VPN) is a technology that allows users to create a secure connection over the internet to another network. While VPNs can serve legitimate purposes, their use within our school network to bypass our internet filters is against our Acceptable Use of IT policy and can have serious implications. Bypassing these filters exposes students to potentially harmful or inappropriate content and can undermine the security measures the school has put in place to protect their personal data and ensure a safe digital environment. To address this, we have established a four-stage sanction system to deter such actions and to encourage responsible use of our IT resources:

- First Violation: Detection of VPN use will result in the student's account being temporarily blocked. The student must visit the IT Department to have their account unblocked and will receive a formal warning. Parents will be informed that this has happened.
- Second Violation: A second instance of VPN use will lead to the student losing access to their Mayfield IT account for 24 hours, starting from their visit to the IT Department. Additionally, a meeting will be scheduled between the student and their Head of Year/School to discuss the violation. Parents will be informed.
- Third Violation: If a student is found using a VPN for a third time, their access to the IT account will be revoked for 48 hours. A meeting will be arranged involving the student, their parents, the Head of Year/School, and the Director of IT to address the repeated breaches of policy.
- Fourth Violation: Should a student attempt to use a VPN for a fourth time, they will meet with the Headmistress or Senior Deputy and will be given an internal School suspension and parents will be informed. Further violations will result in an external School suspension.

To promote face to face social interaction and help encourage girls to foster positive relationships within and between year groups, Year 7-11 common rooms and the Hub are designated 'screen-free' zones. Girls should not be using mobile phones or laptops for any purpose (including academic work) in these areas. Rooms for supervised study are provided in both Lower and Middle Schools should girls wish to use their devices for work during A1. Pupils seen with, or using a mobile phone, tablet or laptop in common rooms or the Hub will have their device confiscated without warning. Devices will be stored in the relevant Head of Year/School office where they can be collected at the end of the school day.

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

Teacher Warning

When pupil behaviour falls short of our high standards, in most instances teachers should engage girls in discussion about their conduct and give a Teacher Warning. In line with the School's Catholic ethos, the nature of this conversation should be supportive and redemptive, by offering an opportunity to resolve the issue, for instance if study is not submitted on time, a chance to submit it the next day may be offered. All behaviour discussions/warnings should be recorded on iSAMs as a Teacher Warning in the Rewards and Conduct module, including details of the offence, to aid monitoring and intervention by Tutors, Heads of Year/School and Heads of Department.

Examples of minor misdemeanours which might result in a Teacher Warning are listed below, but this list is not exhaustive and any equivalent minor infraction of behaviour may be dealt with similarly.

- No/incomplete work/study
- Poor quality of work/study (dependent on individual pupil ability)
- Lack of effort/engagement
- Forgotten books/equipment (including not following PE kit guidelines)
- Distracting behaviour e.g. persistent talking/calling out in class or Study (Prefects on duty will inform the member of staff)
- Inappropriate use of technology (minor cases)
- Refusal to talk in English

Successful resolution of the issue or improvement in behaviour by the pupil should be acknowledged in order to promote self-discipline.

Tutors will be notified of each Teacher Warning and should be proactive in initiating a discussion with the girl. Tutor discussions should be logged on iSAMs and should be supportive and seek to find solutions to overcome any problems. If appropriate, the Tutor may refer the pupil to the Head of Year/School for further discussion.

Department Detention

Department Detentions are given following a Teacher Warning, if the pupil has failed to resolve the issue or improve their behaviour. However, in line with the academic integrity policy a first time internal instances of plagiarism (e.g. on study or classwork) will immediately result in a departmental detention being given (repeated offences will upgrade these to a school detention). Detentions may also be given without a Teacher Warning on the third occasion of a similar offence in a half term. Department Detentions last for 20 minutes and are held during A1 by individual arrangement within departments and at the teacher's/Head of Department's convenience.

At least 24 hours notice should be given for all detentions. Department Detentions take priority over all activities/clubs/sports fixtures, with the exception of paid activities/clubs and, following discussion with the PE Department, important sports fixtures (e.g. regional tournaments, cup games etc.).

Department Detentions are recorded in iSAMs Rewards and Conduct module and approved by Heads of Year/School before they are confirmed, at which point parents are notified by HoY/S. Approval will be given by default, but may be reserved in cases where the Head of School deems that a pupil's individual context means that a detention is not the best course of action (in cases of serious pastoral concern for instance). In such instances, the Head of Year/School will explain their decision with the relevant teacher and discuss alternative strategies.

An appropriate task should be assigned to the pupil for completion during the Department Detention. This may include completing or improving work, a written letter of apology, or a reflective activity to aid the girl to help improve her behaviour in future. This is not an exhaustive list and other tasks may be assigned as appropriate as long as they are redemptive in nature rather than punitive.

In some cases it may not be appropriate to issue a Department Detention, depending on a pupil's individual needs and context. Teachers should always consider whether other avenues of support, for example pastoral, or Learning Support, may be required and be proactive in communicating with colleagues to initiate.

Tutors will be notified of each Department Detention and should be proactive in initiating a discussion with the girl. Tutor discussions should be logged on iSAMs and should be supportive and seek to find solutions to overcome any problems. If appropriate, the Tutor may refer the pupil to the Head of Year/School for further discussion.

Failure to attend a Department Detention, resolve the original issue to the teacher's satisfaction, or the incurring of more than two Department Detentions in any half term, will result in further consequences, usually a Whole School Detention. Three Department Detentions in any half term will also trigger a discussion with the Head of Year/School who may initiate pastoral support strategies or place the girl on a Daily Report.

Heads of Year/School Detentions and Daily Reports

Heads of Year/School should monitor and analyse summary behaviour reports from iSAMS (circulated weekly by the Deputy Head Academic). With the aim of reducing incidences of low-level negative behaviour, Heads of Year/School will issue a Head of Year/School detention after every fifth Teacher Warning a girl receives (from any teacher and for whatever reason). Cumulative counts towards the total of five Teacher Warnings are reset every half-term. Heads of Year/School Detentions last for 40 minutes and take place at a time during the School day convenient to the Head of Year/School, usually in A1 on a Friday. The detention should be booked in iSAMs and parents will be notified by the Head of Year/School. Head of Year/School Detentions take priority over other clubs/activities in the same way as Department Detentions. Failure to attend a Head of Year/School Detention, or the incurring of more than two Head of Year/School Detentions in any term (monitored by Heads of Year/School), will result in further consequences, usually a Friday Afternoon Detention.

In cases of persistent or repeated patterns of similar behaviour, girls may also be placed on a Daily Report, at the discretion of the Head of Year/School. 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/or attitude to learning. Daily Reports should be recorded in iSAMs and parents will be notified. Daily Reports should have a clear focus relevant to the individual circumstances for teachers to comment on and sign. The Head of Year/School will review the report with the girl daily to identify and praise improvements or discuss concerns. Daily Reports should be time-limited and if problems continue to persist at the end of the report period, alternate strategies should be considered, which could include continuation of the Report under the supervision of one of the Deputy Heads, contact or meetings with parents, additional support strategies as appropriate, or further Senior Leadership Team consequences as outlined below.

Head of Year Detention

This takes place once a week, on Friday A1, is held by one of the Heads of Year or School, and lasts for 40 minutes. These are given when a girl has had three Department Detentions in a half term (monitored by the Head of Year/School), but may also be given by any member of staff for the first instance of rudeness or serious disruption or for repeated plagiarism using AI on homework etc. Whole School Detentions are booked on iSAMs Discipline Manager and subject to Heads of Year/School approval in a similar way as Department Detentions. Parents are then notified. Tasks should be assigned to complete during the detention in the same manner as with Department Detentions. Detention priority over other activities is also the same, and Head of Year detentions take precedence over other detentions. Alongside the Detention, Heads of Year/School may choose to initiate a discussion to consider further intervention/support or a Daily Report as appropriate.

Failure to attend a Head of Year Detention, resolve the original issue to the teacher's satisfaction, or the incurring of more than two of these Detentions in any term (monitored by the Head of Year/School), will result in further consequences, usually a Friday Afternoon SLT Detention. Three Head of Year Detentions in any half term will also trigger a discussion with the Head of Year/School who may initiate pastoral support strategies or place the girl on a Daily Report.

Friday Afternoon SLT Detention

This is held from 4:30 pm to 5:30 pm on Friday afternoons, taken by a member of the Senior Leadership Team. In addition to being an automatic consequence following three Whole School Detentions, this may also be given for the first instance of serious rudeness or more serious disruption (following discussion with the relevant Head of Year/School, or the Deputy Head Academic). Only Heads of Year/School, or other senior members of staff, can book girls into a Friday Afternoon Detention on iSAMs. A letter is sent to parents informing them of the detention and the reasons for it by the Deputy Head Academic. Alongside the Detention, Heads of Year/School may choose to initiate a discussion to consider further intervention/support or a Daily Report as appropriate.

Failure to attend a Friday Afternoon Detention, resolve the original issue to the Head of Year/School's satisfaction, or the incurring of more than two Friday Afternoon SLT Detentions in any term, will result in further consequences, usually a Saturday Morning Detention.

Saturday Morning Detention

This is a serious consequence only given for more significant misdemeanours and misconduct, or after multiple other consequences, e.g. two or more Friday Afternoon Detentions in a term. It takes place at 9:30 am on Saturday morning, is taken by the member of the Senior Leadership Team on duty, 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 consequences.

Lates and Uniform Infringements

Lateness is disruptive to individual learning and hinders a teacher's ability to promptly start their lesson/activity. It is also important that girls are smartly dressed as they represent the School and to ensure a safe and appropriate working environment.

All late arrivals and uniform infringements should be logged in iSAMs by the relevant teacher or member of staff. This may include but is not limited to:

- Lateness to lessons
- Lateness to registration
- Lateness to Assembly, Liturgy, Life Skills and other compulsory activities
- Breaches of the School uniform (including Y7-10 hair down, make-up, jewellery, skirt length, trainers)
- Breaches of the Sixth Form Dress Code

Clear details of the offence should be recorded in iSAMs by the member of staff, including the reason/explanation given by the pupil. Teachers only need to record the incident – no further action is required.

Heads of Year/School should monitor and analyse summary lateness/uniform infringement reports from iSAMS (circulated weekly by the Director of Staff and Student Operations). Where Heads of Year/School identify a valid reason for isolated offences, no further action will be taken. For repeated offences the following consequences will be incurred. After the first set of three separate* offences the Head of Year/School will instruct the Tutor to discuss the issues with the girl and issue a verbal warning if appropriate. Tutors should record this discussion in iSAMs. After the second (or more) set of three separate* offences the Head of Year/School will discuss this with the girl. Where valid reasons emerge for persistent lateness or uniform breaches, the Head of Year/School may contact parents or the relevant Housemistress to resolve, or refer the case to the Senior Leadership Team for further intervention. Where the offences are not considered to be valid a Head of Year/School Detention will be set, as outlined above.

*For some uniform infringements, multiple records of breaches logged on iSAMs may be considered as a single offence. For example, a girl wearing trainers on one day should be picked up for this in each of her lessons, and therefore receive multiple records on iSAMs, but has effectively only committed one offence. However, should she wear them again the next day, then that would be a separate offence. Each report of uniform breaches that are easily rectified, such as wearing jewellery, having a rolled up skirt, or having hair down will generally be considered as separate offences. Heads of Year/School will apply a common sense approach here and use their professional judgement to ensure fairness and consistency.

Withdrawal of Privileges

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

Boarding Consequences

- Depending on the reason for the consequence the boarding staff have a range of consequences available to them including using whole school consequences and House specific consequences as outlined below.
- Boarding Warnings may be given for minor misdemeanours of conduct or lack of application to work or distracting others from work in study times. Warnings should be logged on iSAMs and the pupil, and their Tutor and Housemistress will be notified.
- Three Boarding Warnings in a half term would lead to additional boarding consequences, such as community service or a 20 minute House Detention. House Detentions should be logged on iSAMs and the pupil, and their Tutor, Head of Year, Housemistress and Parents will be notified.
- Should the problem continue, or in cases of rudeness, disruption, unkindness, disobedience or other inappropriate behaviour, a Boarding Detention may be given, with the pupil spending 45 minutes in another House completing community service and writing an apology letter or other appropriate reflection task. Boarding Detentions should be logged on iSAMs and the pupil, and their Tutor, Head of Year, Housemistress, Director of Boarding and Parents will be notified.
- Should the problem continue, or in cases of serious rudeness, serious disruption, serious unkindness, serious disobedience or other unacceptable behaviour, the consequences will primarily involve the confiscation of

electronic devices, such as phones and tablets, from Friday 4:30 until Saturday morning. Other consequences may include withdrawal of privileges (visiting the village, television 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. Electronics Confiscation or other withdrawals of privileges should be logged on iSAMs and the pupil, and their Tutor, Head of Year/School, Housemistress, Director of Boarding and Parents will be notified.

- 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 Year/School 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 consequences outlined for those circumstances.
- 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 consequences below may be considered.
- In the event that a room search of boarders' personal belongings this will be carried out in accordance with section 550ZA of the Education Act 1996 and with regard to any guidance issued by the secretary of state.

Further details about Boarding consequences can be found in Annex A – Behaviour Consequences Flow Chart

Contact with Parents and other Agencies

Any consequence given should be recorded on iSAMs with the reason for it and date. Significant consequences (Saturday detentions, Suspension etc, are additionally recorded in the Serious Consequences Log held by the Headmistress's EA. 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 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 consequence that could be held to be degrading or deliberately humiliating should be used. All consequences 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 consequences will be implemented and the pupil's parents will be contacted. The nature of the consequence imposed will depend on the severity of the accusation, but serious malicious accusations could result in a suspension or permanent exclusion. (Please refer to the Professional Code of Conduct for Staff Policy and the Safeguarding Policy.)

SUSPENSIONS AND PERMANENT EXCLUSIONS

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

Suspensions.

This consequence 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 suspension period. Suspensions should be recorded on iSAMS via the Reward and Conduct module.

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 taking photos of staff/ pupils, 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 off or online
- Inappropriate behaviour likely to bring the individual and/or the School into disrepute. This may include behaviour outside School or online

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 – Suspension and Permanent Exclusions

Any suspension 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/Year 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 Year/School.

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

If the situation under investigation might lead to a 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 suspension/exclusion being the consequence 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 consequence, 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 consequences and rewards, regarding, in particular protected characteristics, 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.

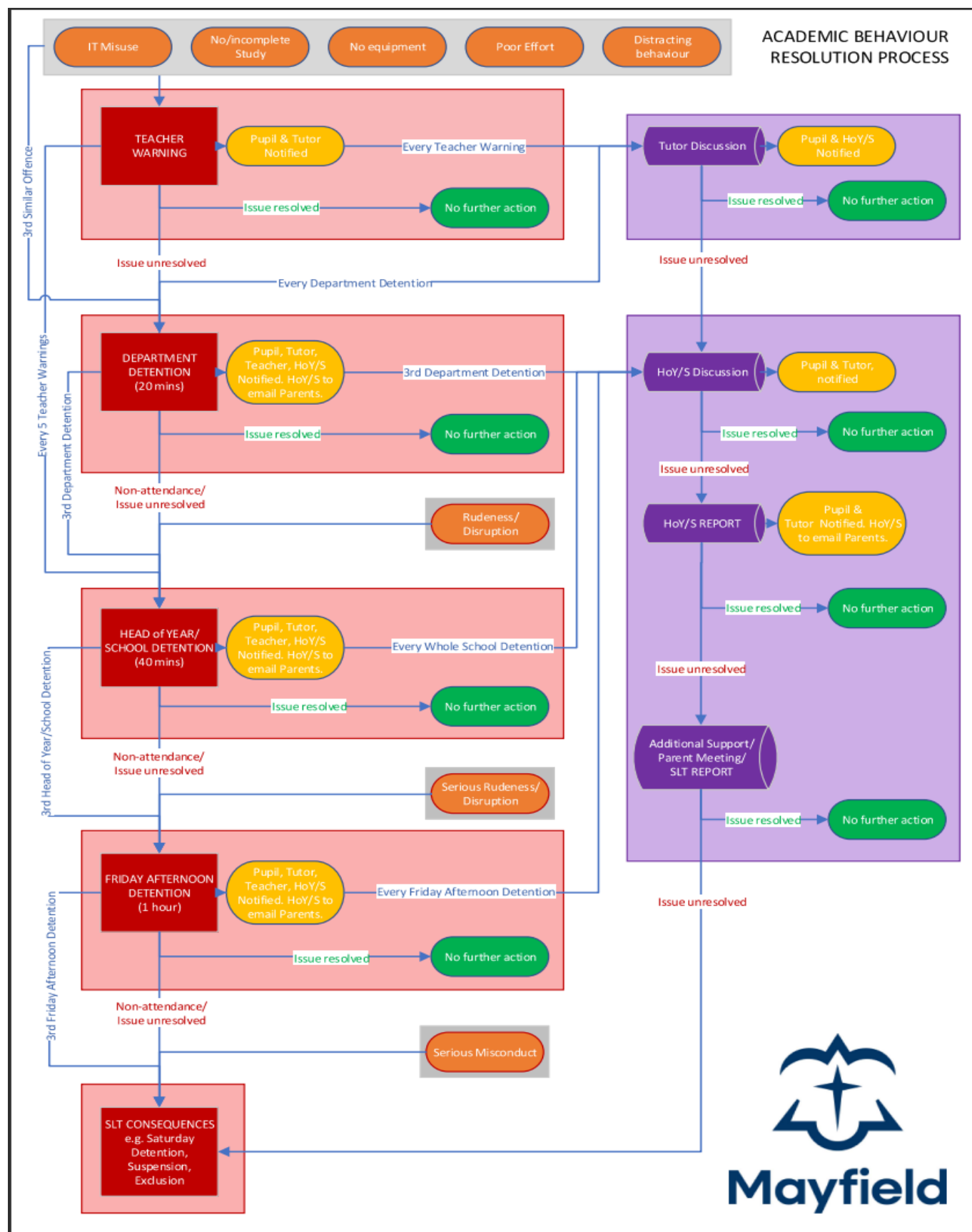
Reasonable force may be used, at a member of staff's professional judgement when there is serious need to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. A log of any such use of Reasonable Force is kept by the Headmistress.

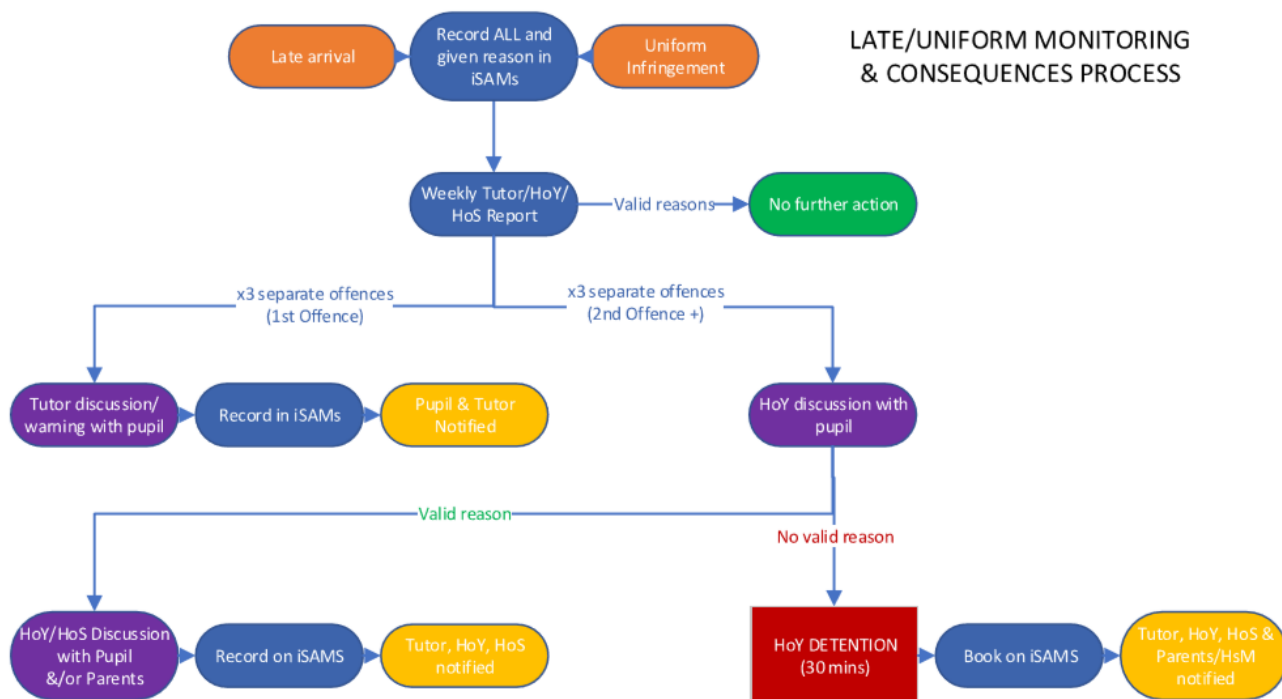
Related Policies:

- Mental Health and Wellbeing Policy
- Anti-Bullying Policy
- AUP
- Code of Conduct for Pupils
- Online Safety Policy
- Policy for Pupils with Particular Needs
- Equal Opportunities for Pupils
- Academic Integrity Policy

ANNEX A – Behaviour Consequences Flow Charts

Academic - Simple version





Boarding Consequences

