Aysgarth School

BEHAVIOUR MANAGEMENT & PROMOTING GOOD BEHAVIOUR & SANCTIONS FOR MISBEHAVIOUR (Section 1)

and PRE-PREP (Section 2)

Responsibility of Paul Barlow

Reviewed September 2025

To be reviewed September 2026

AYSGARTH SCHOOL

BEHAVIOUR MANAGEMENT & PROMOTING GOOD BEHAVIOUR POLICY (Section 1) and PRE-PREP (Section 2)

Responsible Member of Staff : Paul Barlow

This policy works alongside the Restrictive Interventions Policy

Guidance Statement

The School's practices should promote good behaviour and deter bad behaviour. This is much broader than discipline and therefore this policy should be read in conjunction with other policies, in particular the Spiritual, Moral, Social and Cultural policy. Discipline and punishment are, however, an important part of maintaining a civilised community. This policy sets out the disciplinary structure and procedures to be followed and has been written with due regard to Keeping Children Safe In Education (September 2025) and Behaviour and Discipline in Schools Advice for headteachers and school staff (January 2016).

At Aysgarth, 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. The children should also know what is meant by good manners, and should be encouraged to adopt good manners in all circumstances, based on the School's values and the manners expected.

In a well run community, with a positive environment and extensive opportunities for purposeful activity, conduct is usually good. Discipline, of course, has to exist. Most pupils will pass through the School without being involved in serious disciplinary trouble. We recognise and do make allowance for pupils with Special Educational Needs or disabilities and the way we deal with those pupils is taken into account (Equality Act 2010). We have an external school 'Independent Listener' and a School Counsellor who see pupils as and when necessary to help pupils with issues and help manage their behaviour. This facility is also made available to children in the Pre-Prep, should the need arise.

KEY POINTS

a) Aysgarth does not use corporal punishment in the school. Under no circumstances is an adult allowed to strike a child.
b) Aysgarth lays great emphasis on a system of positive rewards.
c) There is a separate Discipline Policy for the Boarding House.
d) We periodically run Insets for all staff on discipline and how to deal with difficult pupils. Staff are also encouraged to attend external courses when appropriate.

e) Through Parent Teacher Meetings and individual communication, when required, there is consistent liaison with parents and other agencies about a pupil's behaviour.
f) The school recognises that there may be a need to manage a pupil's behaviour especially when in transition.

The most commonly used rewards include:

a) Verbal praise to individuals or groups.
Verbal praise is extremely important and should be prevalent in all our contact with the children.

b) Verbal praise passed on to Form Tutors, Boarding staff.
The communication between adults (teacher, form teacher, form tutor, Deputy Headmasters, Headmaster) all saying well done is a great reward to children.

c) Verbal congratulations announced in House meetings.
House Tutors welcome good news about the pupils in their Houses and often find time to mention and reward their successes at House meetings.

d) Verbal congratulations announced at school assemblies.
The Headmaster welcomes positive news about individuals, teams or groups of children to announce at assemblies in front of the whole prep school.

e) **Pluses**
A plus is awarded for a good piece of work, and often for a piece of work which is above that child's norm. Pluses are also awarded for good behaviour, helpfulness, good manners, politeness, sportsmanlike behaviour, showing concern and care for others and courtesy. Pluses for each pupil are displayed in the main school corridor weekly. A plus earns that child a point for his/her House for the House competition There is a junior and senior prize for the two pupils who have gained the most pluses and this is awarded at the end of term assembly.

f) As a pupil gains more pluses in a term he is presented with a Bronze, Silver then Gold certificate in assembly by the Headmaster. His/her parents will also be notified by email by the form tutor that he is doing well and the certificate is sent home by the school.
g)
h) Sent up for Good Work.
For an exceptional piece of work a pupil may be 'sent up for good' to either the Deputy Heads or the Headmaster. The work is shown and praised, the pupil gets a further point for his/her House and a piece of tuck, as a special reward. The 'sent up for good' pupils are recorded for the 'House sent up for good' competition and their names are displayed in the main corridor, as well as their work, when practical.

i) Displaying of good work.

pupils' work is displayed around the school to celebrate good work. We also have a 'Picture of the Week' competition and the winning picture is framed and displayed in the dining room.

Prizes

j) Every subject will award a prize at prize giving on Sports Day in front of all the children, staff, parents and visitors to celebrate an individual's particular success, achievement, enthusiasm or interest.

k) Prizes are awarded termly for improvement, best all round contribution, endeavour, progress, exams, effort within the class, DT, Art, Drama, Music, colours for some members of the first teams major sports, the most improved player and player of the year for every team which had matches against other schools.

l) Music awards, prizes and certificates from music exams are publicly celebrated termly.

m) Prizes are awarded termly for winners of the Current Affairs and General Knowledge quiz which happens weekly in House meetings. Both junior and senior winners are recognised and congratulated.

All pluses are recorded on the school database.

Sanctions

Discipline and punishment in the School are ultimately the responsibility of the Headmaster, and the Deputy Headmasters. They are informed of all serious offences and those which might involve danger to pupils or damage to property. Day to day discipline is the responsibility of all the staff, who play a key role in maintaining good order and encouraging responsible attitudes throughout the School. We do recognise that pupils with special educational needs or disabilities may have allowances made for them.

Major Sanctions will be recorded and kept on file by the Headmaster. These will include the following:

Exclusions

Disciplinary meetings involving parents

Major detentions/Gating procedures

Sanctions can be informal or formal and there is no set sanction for a particular misdemeanour, although there are guidelines and generally accepted procedures. We recognise that some pupils find discipline and personal behaviour difficult and we give support to those pupils by providing, for example, anger management talks and progress charts. Sanctions include:

a) Verbal reprimand.
A quick controlled reprimand is often all that is needed for a very minor misdemeanour.

b) Moving a disruptive pupil to a different seat in the class.
This is often all that is needed to make a point.

c) Sending a pupil out of the lesson or activity.
This should only be used after a warning has been issued and if the behaviour is excessively disruptive to the lesson. The pupil may be sent directly to the Deputy Headmasters or the Headmaster.

d) Repeated work.
A pupil may be required to do the work again if it is not up to standard.

e) A minus can be given which counts against the pupil, his/her House and will result in a repeated piece of work done in their free time. Minuses are given for any forms of negative behaviour. 3 minuses in a half term results in a one hour detention.

f) Loss of free time, loss of treats or doing jobs around the school which benefit the community can be imposed and where possible the punishment should fit the crime. Jobs can include:

- tidying the changing room
- cleaning the dining room
- picking up litter and stones from the grass banks
- helping the matrons with jobs
- tidying scooters and skateboards

All minuses and detentions are recorded on the database and monitored by the Form Tutors and Deputy Heads.

Major sanctions (such as withdrawal from a team, outing or trip, or suspension are recorded in a file in the main school office.)

<u>The role of senior pupils:</u>

The head pupil, prefects and dormitory captains are appointed to help maintain an atmosphere of good conduct within the school. These pupils are given the chance to exercise qualities of responsibility and leadership which, it is hoped, will be a good influence on other pupils. It is pointed out to them clearly that they do not have disciplinary powers, but that they can best serve the community by discharging their duties fairly and efficiently.

DISCIPLINE STRUCTURE

N.B. These are guidelines only and it would be possible to fast track a pupil for a very serious offence. All pupils have access to the Discipline structure in the pupils' calendar which is issued termly.

1) Member of staff talks to the individual and points out where he has gone wrong.

2) A minus may be given. This is either a 20 min loss of free time or useful job around the school. This is to be taken by the member of staff who gives the minus (at a time to suit) and it must be recorded on the database.

3) A pupil may be sent by the Form Tutor to the Deputy Headmasters or Headmaster to discuss their behaviour in school.

4) 3 minuses in a half term results in a detention lasting one hour. (Detentions can be given straight away by staff for serious offences eg. swearing, bullying, rude behaviour). A pupil MAY be withdrawn from representing the school in matches, musical events etc. The pupil MAY also be withdrawn from school/form outings, both educational and fun. The form tutor is to keep track of the pupils in their form.

5) 3 Detentions in a half term may result in a letter written by the form tutor, which is shown to the Headmaster and is sent to the pupil's parents pointing out how poor their child's behaviour has been. The parents may be called in or may wish to come in to discuss the letter. It may be pointed out that suspension from the school could be the next step if their child's attitude and behaviour did not improve.

6) A pupil is required to attend a hearing. The Headmaster, and either a Deputy Headmaster or Form Tutor, may be asked to attend. The parents may be asked to come to the school and may be asked to take their child home for a period of time (Suspension). If the pupil remains at school he may well be 'Gated' – a loss of all free time for a number of days. The parents may be made aware that expulsion from the school was the likely next step if there was not a substantial improvement in attitude and behaviour.

7) Expulsion from the school.

Malicious Allegations

In the case where a pupil is found to have made a malicious accusation against a member of staff, the pupil will be subject to disciplinary action at the discretion of the Headmaster.

Supporting perpetrator and victims of abuse

The school will support both the perpetrator and the victim of any incident or abuse. These will be provided on an individual basis and may include the following:

- Pastoral support for the pupil with a teacher of the pupils choice
- Pastoral support with a member of the SMT
- Care or welfare plan could be created
- Counselling sessions with the school counsellor or outside agencies.
- Support from Teenagers Translated.

Arrangements for searching Pupils and Possessions

Each pupil needs and has the right to a private space for his/her possessions.
Every boarder has individual drawer space and bedside cabinets in his/her dormitory.
Everyone has an open locker for games' clothes in the changing room.
Every pupil has a lockable locker to store their exercise books in.

Aysgarth is committed to safeguarding the welfare of all children and we seek to cultivate an environment of mutual respect and treat pupils and staff fairly and sensitively. In the unusual event of a pupil or a pupil's dorm, desk, bag or repository for possessions being searched, the school and its staff will take all reasonable steps to maintain the usual high standard of safeguarding. Professional judgment is to be used in all cases: if in any doubt, advice should be sought from a senior member of staff, unless the urgency or another overriding aspect of a situation makes such referral impractical.

There are two fundamental principles:
1. Act with due care, consideration and sensitivity and remain mindful of the need to respect privacy; particular thought should be given to boarders for whom, during term time, Aysgarth is their 'home'.
2. Remember that the need to protect persons/property from injury/ damage and loss is paramount and that this duty of care can in certain circumstances override all other protocols.

Searching with Consent

Any member of the Aysgarth staff (teacher or person who has lawful control or charge of the child) can search pupils **with their consent** for any item.
The age of the child or other factors may govern whether it is appropriate to ask for consent.
Aysgarth does not require formal written consent from the pupil for the search of a pupil's bag or desk for instance or if the teacher asks the pupil to turn out his/her or

her pockets as long as the pupil agrees to this.
Aysgarth makes it clear in the Guide to Boarding Appendices, the 'For the Pupils by the oys' booklet items that are not allowed in school.
If a teacher suspects that a pupil has a banned item in his/her possession they can instruct the pupil to turn out his/her or her pockets or bag and if the pupil refuses the teacher can apply an appropriate punishment as set out in the Sanctions Policy section of this document.

Searching without Consent

This policy has been written with due regard to section 550ZA of the Education Act 1996 and the DfE advice on Screening, Searching and Confiscation. More advice on searching a pupil can be found at Searching, screening and confiscation: Advice for Headteachers, school staff and governing bodies.

When to search
A search may be undertaken without consent if the teacher has reasonable grounds for suspecting that a pupil may have in his/her or her possession a prohibited item. Reasonable grounds for suspicion may be that other pupils have been heard talking about the item or a particular pupil's behaviour is causing concern and/or is suspicious.

Location of a Search
Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England. The powers only apply in England

Why Search?
If there is reason to believe that a pupil is in possession of any of the following then a teacher or someone who with the authority of the Headmaster has lawful control or charge of the child may search without the consent of the pupil:

- Knives or weapons, alcohol, illegal drugs and stolen items;
- Tobacco and cigarette papers, fireworks and pornographic images;
- Stolen property;
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property;
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

To carry out a search without consent:
You must be the same sex as the pupil being searched; and there must be a witness

(also a staff member) and, if at all possible, they should be the same sex as the pupil being searched.
The exception to this rule is that a search may be carried out by a teacher of the opposite sex to the pupil and/or without a witness present if you reasonably believe that there is a risk that **serious harm** will be caused to a person if you do not conduct the search immediately and where it is **not reasonably practicable** to summon another member of staff.
Please bear in mind that if conducting the search of a pupil of the opposite sex or in the absence of a witness the pupil's privacy should be recognized.

During the Search
The person conducting the search may not require the pupil to remove any clothing other than outer clothing (any garment that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' does include hats, shoes, boots, gloves and scarves);
Possessions means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags;
A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that **serious harm** will be caused to a person if the search is not conducted immediately and where it is **not reasonably practicable** to summon another member of staff;
Without consent a pupil's possessions may only be searched for named prohibited items.

Use of Force
Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force **cannot** be used to search for items otherwise banned by the school rules.

After the Search (General)
Any item that is found as a result of a search should be, at the discretion of the member of staff, confiscated, retained and/or destroyed. Where any article is banned then it should be taken to the Headmaster. If the article is thought to be a weapon it must be passed to the police.
The Staff are protected from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.
Where any items that are prohibited are found the Headmaster will inform the parents.

After the Search (without consent)
If **alcohol** is found this should be taken to the Headmaster who may retain it or dispose of it as he thinks appropriate. The alcohol will not be returned to the pupil;
If **controlled drugs** are found these would be taken directly to the Headmaster who will deliver them to the police as soon as possible;
Other substances which are not believed to be controlled drugs but are thought of

as being harmful such as so called 'legal highs' would be confiscated and taken to the Headmaster. If the Headmaster suspects that they may be a controlled substance then they will be delivered to the police;
Stolen items – depending on the circumstances the items should be returned to the owner/retained/disposed of or delivered to Headmaster who may deliver them to the police;
Tobacco or cigarette papers – They must be taken to the Headmaster who may retain or dispose of them. They must not be returned to the pupil;
Fireworks – These should be taken to the Headmaster. They must not be returned to the pupil;

Pornographic image – A member of staff who discovers a pornographic image should inform the Headmaster who may ask them to dispose of it or may ask it to be brought to him. If any image is one that constitutes a specified offence (i.e. it is extreme or child pornography) then it must be taken to the Headmaster who will deliver it the police as soon as reasonably practicable. The Headmaster will then deal with pupil from a Safeguarding point of view and inform the LADO of the situation;

An article that has been (or could be) used to commit an offence or to cause personal injury or damage to property – any such item should be taken to the Headmaster who will deliver it to the police or return to the owner as appropriate. It may also be retained and disposed of if the Headmaster feels that that is the most appropriate course of action;

An item banned under the school rules – the teacher should use their professional judgment to decide whether to take the item to the Headmaster or to return it to its owner or retain it or dispose of it;

Weapons or items which are evidence of an offence – must be passed to the Headmaster who will pass them to the police as soon as possible.

Searching electronic devices
If an electronic device is found during a search and the member of staff has good reason to be concerned about what is held on the device then they may examine any data or files on the device.
If they think that there is good reason to do so then they may take the device to the Headmaster to show him any data or files that are of concern. If the Headmaster feels that the data or file on the device has been, or could be, used to cause harm, to disrupt teaching or break the school rules then he may erase the contents of the device.
If inappropriate material is found on the device the teacher should take the device to the Headmaster who will decide whether the police should be informed and whether the material is of a Safeguarding nature.

Informing Parents
Parents do not have to be informed or their consent sought for a search to take place. Where alcohol, illegal drugs, potentially harmful substances or items that could be considered to be weapons are found then the Headmaster will inform the parents or guardians of the child.
Any complaints should be dealt with in accordance with Aysgarth's Complaints Procedure.

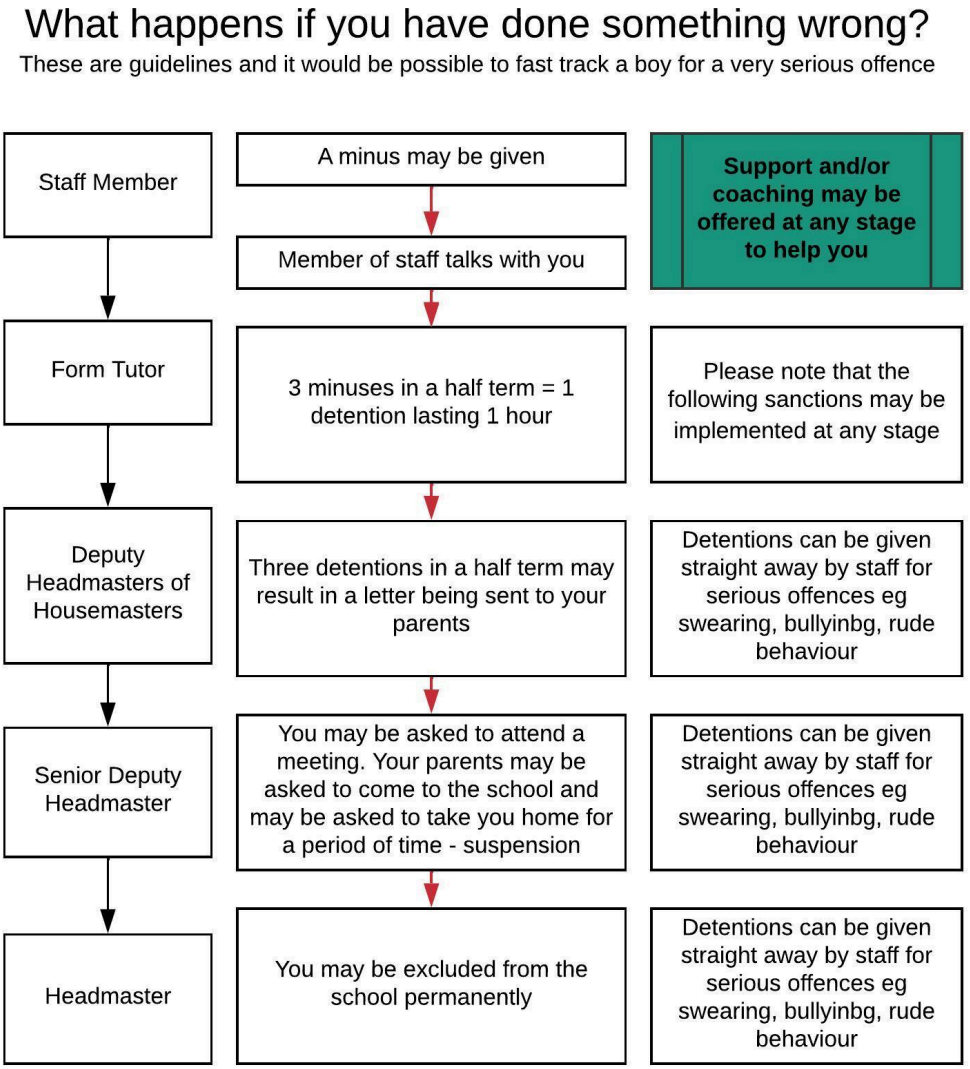
Code of Conduct.

Written school rules have always been kept to a minimum. Any major breach is drawn to the attention of the whole community and the Headmaster frequently reminds the school of certain rules as circumstances demand. Rules concerning safety and bounds are posted on a notice board and are amended from time to time.

Diagram A

WHAT HAPPENS IF YOU HAVE DONE SOMETHING RIGHT?

Diagram B



These are guidelines only and it would be possible to fast track a pupil for a very serious offence.

General School Rules

1. No pupil may leave the grounds without permission.

2. Pupils must keep on the school side of the wall that runs along the road. You must not climb on top of that wall, nor any other wall on the school premises.

   Pupils are not allowed into the wooded areas or the Valley unless they have permission from the Duty member of Staff.

3. Pupils may only enter the pond area with a member of staff.

4. Pupils may not play on the drive.

5. Pupils must be careful about cars, particularly near the Tower and on the drive.

6. Pupils are not allowed to climb on roofs.

7. Climbing onto window sills is forbidden.

8. Do not climb trees.

9. Pupils may only use their own scooters, rip sticks, snake-boards and skate-boards, and they may only be used on the concrete and around the school yard.

   Pupils may only use their own bicycles and they can be ridden in the Summer Term around the school pitches, assuming they are not too wet. There must be no deliberate skidding on the pitches. Helmets must be worn at all times.

   They may **not** be ridden:-

   In the Valley (unless it is a supervised activity)

   On the drive.

   Beyond West Lodge.

   Over any cricket squares.

   There must be no digging up of ground to make jumps.

10. No playing/fighting with sticks

11. Pupils must not stray off the Concrete into the grounds after dark, unless on an authorised activity.

12. OUT OF BOUNDS: For more information please refer to **POLICY TO IDENTIFY RISKY AREAS OF SCHOOL BUILDINGS AND GROUNDS.**

13. In the Reynolds Hall:-

1. Only enter the Hall with a member of staff.
2. Do not go on the stage or behind the stage.
3. Do not block the fire escape.
4. Please turn off the lights when you have finished.
5. Clean shoes only are permitted in the hall.
6. Do not move musical instruments/drama props/microphones without permission.

14 . Television:-

1. There is to be no watching of television until after tea on any weekday except Wednesday.

2. It may be watched after tea and before bedtime on any day of the week.

3. It may be watched on a Wednesday, and a Saturday after games and at any time on a Sunday.

4. The above times may be altered where a member of staff gives special permission eg a wet break time.

15. Pupils should not go into another year group's common rooms without the permission of a member of staff.

16. Any use of bad language will be punished with a detention.

17. a) Do not eat or have your hands in your pockets while talking to an adult.

b) Food should only be eaten in the dining room and outside.

18. Chewing gum, or any other non-distributed school tuck, is not allowed.

19. Do not wipe written notices on whiteboards or interfere with any notices or photographs.

20. Do not leave books, cases and/or bags outside the chapel or lying in the passages. Please put them in your common rooms.

21. Trainers must be worn for playing on the concrete and the grass when wet and Tracksuit bottoms should also be worn if playing rugby etc. on the grass.

22. Pupils must not interfere with another pupil's belongings or take someone else's belongings without permission.

23. Pupils must not run inside the school buildings.

24. Pupils should make every effort to look smart and tidy wearing the correct uniform during the school day. After Prep or supper, dress can be more informal.

25. Pupils must wear trainers on the Astroturf and no food is to be taken onto the surface.

26. I Pods/Mobile Phones: For more information please refer to IPOD AND ELECTRONIC GAMING rules in the Guide to Boarding.

27. Pupils are not allowed to have inappropriate physical contact with other pupils.

Section 2: Pre-Prep

1. We believe children feel happy and secure in a structured and disciplined environment. All children are encouraged to show cooperation, use initiative, be considerate and caring of others, and to take responsibility for their own behaviour. Good manners are strongly encouraged. Praise and rewards for good behaviour are given regularly and immediately. We firmly believe that intrinsic motivation will provide the best long term gains, and as such the emphasis is placed upon genuine and specific praise being provided to the individual child. Positive behaviour traits are also recognised through our weekly Special Award, alongside occasional stickers and the opportunity to gain house points.

2. There are four Houses: Green, Blue, Red and Yellow, and each term a child is chosen to be the House Captain. House points are recorded on a chart displayed on the main notice board in the Hall. At the end of each term, points are totalled and the trophy awarded in assembly.

3. Day to day discipline is the responsibility of all staff.
When inappropriate behaviour arises, our experience indicates that a verbal reprimand and explanation usually achieves the desired response. House points can also be removed for poor behaviour.

4. In cases of more severe and persistent unacceptable behaviour, we would consult closely with parents and seek their support in overcoming the problem. In the event of continued inappropriate behaviour, the matter would be referred to the Headmaster and in the final instance parents and pupils would be made aware that expulsion from the school would be the final step.

5. Corporal punishment is neither used nor threatened in the School. Under no circumstances is an adult allowed to strike a child.

6. **School Rules**
We have adopted the 'Golden Rules' as our school rules. These are:
   - We are gentle
   - We are kind and helpful
   - We listen
   - We are honest
   - We work hard
   - We look after property.

7. **Safety Rules**
   - No child may leave the playground without permission.
   - Children must be accompanied by an adult when leaving the Pre-Prep grounds and they must adhere to the usual Highway Code instructions.
   - Children must be careful about cars, regular instruction is given to this effect.

8. **Playground Rules**

The playground is always supervised by a minimum of two members of staff. The following rules apply to all children when outside:

- If a child is hurt take him/her to see a teacher
- Do take care of the younger children and try to be friends with everyone
- Only Year 3 children will be given permission to retrieve a ball outside the playground
- No climbing trees
- No fighting with sticks
- Do not play on wet grass areas without wearing boots
- At the 'honk' tidy play equipment
- At first bell line up in classes
- At second bell silence

Covid 19 and Social Distancing (if applicable)

Behaviour in school -

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their pods or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, the following sanctions and disciplinary procedures could be used:

- Conversation(s) with pupil(s) which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.

- Once all appropriate behaviour management strategies have been exhausted, contact should be made with the pupil's parent/carer. If the health and safety of other pupils and staff members are put at risk by the pupils not adhering to social distancing measures, then the parent/carer will be expected to collect the pupil and a fixed term exclusion will be applied in line with the exclusion policy and review procedure in the Appendix A of this policy.

Pupils with Special Educational Needs

The school acknowledges that children will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode.

For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and

encouragement. As a result of these varied experiences, children may present with behaviour that is not usual, this may include: anxiety; lack of confidence; challenging behaviour; fight or flight response; anger; shouting, crying, hyperactivity and difficulties maintaining attention.

For some children, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. The school recognises that behaviour could be a sign that for some individual children there is an unfulfilled need and that the behaviour is communicating that there is a problem.

Online access and remote learning.

If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that staff are not 'friends' with, or peers to, pupils. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff or pupils online will be taken very seriously. This is also the case for any online bullying towards other pupils or child-on-child abuse that is disclosed to the school during this time. For further guidance on this please read the IT Acceptable Usage Policy on the webpage.

Appendix A

EXCLUSION POLICY AND REVIEW PROCEDURE

Responsibility of Paul Barlow

To be reviewed September 2025

Reviewed : September 2024

Responsible Member of Staff : Paul Barlow

This policy applies throughout Aysgarth School, including EYFS.

This policy is developed to meet the requirements of the Independent Schools Regulations 2018 Part 6 paragraph 3(a).

INTRODUCTION

It should also be considered in the context of the school's behaviour policy, the policy for anti-bullying and other specific policies relating to the behaviour.

The Application for Entrance form, signed by all parents, contains the clause: *"The Head may in his or her discretion suspend or, in serious or persistent cases, exclude your child from the School if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside of school) is unsatisfactory and the suspension or exclusion is in the School's best interests and - or those of your child or other children."*

HOW MIGHT AN EXCLUSION OR EXPULSION ARISE?

1. Asking a pupil to leave Aysgarth is a very serious step to take, and the Headmaster would only take it in extremis. Our natural inclination is to find a way in which lessons can be learned, even if this might have to include a suspension from the School, without resorting to permanent exclusion.

2. The need to ask a pupil to leave could arise after a number of misdemeanours. The Headmaster will always endeavour to give fair warning if the number of incidents may give cause to consider expulsion.

3. In a similar fashion, a pupil who over a period of time shows quite clearly that they are not prepared to fit in with the Aysgarth school rules and expectations and is constantly in trouble may be asked to leave even though the nature of their problem is not in itself a serious breach of discipline.

4. Undoubtedly the most unfortunate and upsetting situation is when a pupil does something that no one has expected which happens to be of a nature that makes it impossible for that pupil to remain a member of the School. Such situations would include a pupil who admits to, or who has been caught, bringing drugs or other illegal items into the School, a pupil caught or discovered to have been stealing either within the School or elsewhere, pupils caught or admitting to performing intimate sexual acts whilst at school or on a school trip, a pupil who assaults another pupil or a member of staff, or a pupil who bullies other pupils. Wanton damage to property, serious misbehaviour or unruliness of any sort would be other reasons why a pupil should leave the School, as would a serious breach of the law. However, this list is not exhaustive and young people do the most surprising things which is why the clause in the prospectus and on the Application for Entrance form are worded as they are.

FAIRNESS AND THE INTERVIEW PROCEDURE

1. Once it is clear to a member of staff that they are dealing with an incident that might require a pupil to leave, they will inform the Headmaster at the earliest opportunity. It must be understood that the School has a duty to its pupils to investigate any serious incident as fully as possible and in order to do this, a pupil may be asked to remain in the office or to go home and stay out of contact (in their own interests) whilst investigations continue.

2. The Senior Deputy Head will be responsible for the initial stages of any investigation including interviewing pupils and asking them to write statements.

3. At the earliest opportunity, the facts, as far as they are known, will be placed before the Headmaster. The Headmaster will then interview the pupil in the presence of the Senior Deputy Head or another senior member of staff.

4. If the final decision is that the pupil should leave the School, the Headmaster will inform the Chairman of Governors. The parents and the pupil will be informed at the earliest opportunity. This decision will be confirmed in writing.

5. At all points in the interviewing process the student's welfare will be uppermost in the minds of staff involved and every attempt will be made to treat them with courtesy, dignity and as pleasantly as possible.

6. Students and their parents must appreciate that however much we may wish to forgive a young person and give them another chance, the school has to balance this compassion with the needs of the wider community. The school will always seek to support the student in their move on to another educational setting.

APPEAL OR REVIEW PROCEDURE

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may be concerned in a review hearing following expulsion of a pupil from Aysgarth.

APPLYING FOR REVIEW HEARING

1. Parents/Guardians may apply for a review of a decision to expel or require removal, by emailing the Clerk of the Governors within five working days of receipt of the written notification of the decision in question.

2. Unless there are exceptional circumstances the review hearing will take place within fourteen days of the removal or expulsion, and may be sooner if convenient to all parties.

3. Each member of the Review Panel will be supplied with a copy of any relevant documents including a report on the pupil's conduct to date.

THE REVIEW PANEL

The Review Panel will consist of three members of the School's Governing Board who will have no previous detailed knowledge of the case and will not normally include the Chairman of Governors.

THE REVIEW HEARING

1. The Review Hearing will take place at the School. Those present at the hearing will normally be:
    1. Members of the Review Panel
    2. The Headmaster
    3. The Senior Deputy Head
    4. The parents or those with parental responsibility
    5. The pupil
    6. Clerk to the Governors

2. The parents or guardians may be accompanied by a friend or relation if they wish, however, it should be noted that this person attends as a friend and not as a representative.

3. Seven clear days' notice to the Clerk to the Governors is required if the parents or guardians wish to be accompanied by a friend or a relation who is legally qualified. Such a person should not be someone whom the parents or guardians have instructed, or intend to instruct, in legal proceedings.

4. The proceedings will be chaired by one member of the Review Panel and will be conducted in an informal manner. All statements made at the hearing will be unsworn. Although the proceedings will not be recorded, the Clerk to the Governors will be asked to keep a minute of the main points that arise. All present will be entitled, should they so wish, to write their own notes. The hearing shall be directed at all times by the Chairman of the panel who will conduct the hearing in such a manner as to ensure that all those present have the opportunity of asking questions and making comments.

5. All those attending the hearing are expected to show courtesy, restraint and good manners. The Chairman may in his or her discretion adjourn or terminate the hearing. If the hearing is terminated the original decision will stand.

6. The Panel will consider each of the queries raised by the parents or guardians so far as these are relevant to:

(a) Whether the facts of the case, so far as they relate to the pupil, were sufficiently proved when the decision was taken to expel or to require removal of the pupil.

(b) whether the sanction was warranted, ie, proportionate to the breach of discipline or other events that are found to have occurred, and the pupil's previous disciplinary record. The requirements of natural justice will apply.

7. If the Headmaster considers it necessary in the interests of the individual or the School that the identity of any person should be withheld, the Chairman of the Panel may require that the name of that person and the reasons for withholding it be written down and shown to the Review Panel. The Chairman in his/her discretion may direct that the person be identified.

8. When the Chairman of the Panel decides that all issues have been sufficiently discussed and if by then there is no consensus he/she will send away all those attending so that the Review Panel can determine what course of action to take.

9. The decision of the Review Panel will be notified to parents or guardians by the Chairman of the Review Panel or the Chairman of Governors by letter or telephone within three days of the hearing of the final outcome and this will be taken as the final decision.