

Policy on Denstone College Discipline & Policy on Exclusion

The College aims to foster Happiness, Confidence and Achievement in its pupils.

- In order to achieve this, a three-way relationship between Pupils, Parents and Staff is developed and encouraged.
- Part of the all-round development of pupils is the building of self-discipline and a moral code.
- A structured system of rewards and, if necessary, sanctions is also in place.

The School system enables the needs of different age groups to be met in respect of the above points. The approach to discipline is tailored specifically for each School.

The College's Personal, Social and Health Education (PSHE) programme also supports the approach to College discipline, as does work done in tutorials.

In the Prep

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 (see Prep Behaviour Policy)

Sanctions for breaches of discipline that do not merit exclusion

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, unkindness, casual rudeness in class, late or poorly completed work. In the Prep, the child will be given a warning and moved a step down the praise ladder. Continuation of the behaviour will lead to the child being moved down a further step resulting in a "consequence" where the child may be moved or may lose 5 minutes of their break where they are given opportunity to explain their behaviour. Further continuation will lead to the pupil being moved to the lowest step and a 'debit' will be issued. This is where they are encouraged to reflect on their poor behaviour or attitude through filling in a debit sheet or writing a letter of apology and losing most of their breaktime. In some cases the pupil may be required to re-do unsatisfactory work. After a debit is issued the child will be spoken to by the head of house to help the child to recognise where they went wrong. Repetition of this behaviour will be reported to the Head of Prep after 3 debits and parents will be informed. If 6 debits are recorded in one term the child will meet with the Head of the Prep and be given a "Head's detention", again parents are informed.

More serious misdemeanours are reported directly to the Head of Prep and may lead to the giving of a debit without following the steps above. Further consequences of persistent poor behaviour may result in withdrawal of free-time, or the missing of a school event such as a trip.

Consistently poor behaviour that has not been resolved by the above, may result in a 'behaviour card' requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks. Parents will be informed.

Exclusion on a temporary basis (Suspension) may be necessary for serious indiscipline, or less serious offences, where repeated punishment has proved ineffective. The Head of Prep may suspend a pupil "internally", for a period of between 24 hours and three days for very serious matters. If suspension is ineffective, the school may be forced to suspend the pupil externally, requiring them to leave the school for a fixed period of time which would usually be between 24 hours and three days.

Permanent Exclusion

This is seen as a last resort and will only be used if, in the event of an accumulation of offences, all other strategies have failed. Some extremely serious offences might merit exclusion directly.

Exclusion will be at the Head's discretion. In addition, permanent exclusion would be discussed with the Chair of Governors. Parents have the right to appeal the decision and any appeal should be made in writing to the Chair of Governors within 7 days to Governors@denstonecollege.net

In the College

Pupils are expected to respect people, property and the College environment. No pupil has the right to make another pupil unhappy.

College regulations are published on the College Website. Included in the regulations is advice on personal welfare, rewards, where to find help and who to turn to if necessary, dress and appearance, health and safety, including fire regulations, sanctions, and the complaints procedure for pupils. The regulations are also available from the Head's secretary on request.

Sanctions

Most pupils behave according to the standards expected at the College. Sometimes it may be necessary to remind a few pupils of these standards and to help and encourage them to behave accordingly.

Sanctions or punishments are usually only used following a warning. They include:

- Being placed on report. A report card is taken to each lesson with targets set. There are three tiers to the report card system: Tutor report, Head of House/Housemaster/Housemistress report and Senior Master report.
- Academic Detention and Conduct Cards which must be signed by the Head of House (day pupils) or Housemaster/Housemistress (boarders) before completing the detention or work set.
- Extended Detention (Wed & Sat 4.00-6.00pm). This may be issued if three Academic Detentions or three Conduct Cards are received in one half term. Pupils may also be given an Extended Detention for more serious misdemeanours such as deliberately missing lessons, activities or games.
- Deputy Head(Pupils)and Head's Punishments, for serious breaches of College regulations. These may involve a combination of community based tasks and/or Extended Detention.
- Exclusion from College.

NB Group punishments are not acceptable and are not used unless it is clear that a whole group of pupils has broken College regulations. They are not used to establish individual responsibility as this would also be punishing innocent pupils. There may of course be occasions when staff need to speak to whole groups in order to discuss or investigate an incident.

Exclusion from College on a temporary basis (Suspension) may be necessary in the event of a serious breach of regulations. This could include theft, violent conduct, possession or use of illegal drugs, bullying or an accumulation of less serious incidents such as persistent smoking.

Parents and/or guardians are informed of a suspension as soon as possible.

Suspensions are usually for a short period (a few days) and additional sanctions may apply on a pupil's return to College.

Suspension may be accompanied by a final written warning of permanent exclusion.

Permanent Exclusion is used as a final option if there is a serious breach of College regulations following a written final warning or if the breach of regulations is considered serious enough to move immediately to that level.

Exclusions are decided on by the Head, in consultation with senior staff as required such as the, the Deputy Head Pastoral, Deputy Head (Pupils) and a pupil's Head of House or Housemaster/Housemistress. In addition, permanent exclusion would be discussed with the Chair of Governors. Parents have the right to appeal the decision and any appeal should be made in writing to the Chair of Governors within 7 days to Governors@denstonecollege.net

Restraint

It is extremely unlikely that a member of staff would need to physically restrain a pupil although the law allows for the use of reasonable force in certain circumstances.

Denstone College policy concerning the restraint of pupils by staff has been drawn up following the DfE's guidance 'Use of Reasonable Force – Advice for Headteachers, Staff and Governing Bodies July 2013' and Keeping Children Safe in Education 2023

Denstone College recognises that the Education Act 1996 forbids corporal punishment. Section 93 of the Education and Inspections Act 2006 allows teachers to use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
- restrain a pupil at risk of harming themselves through physical outbursts.

The Children Act of 1989 has been commonly misinterpreted to mean that any physical contact with a child is unlawful. This is not the case. Where necessary reasonable force can be used to control or restrain pupils. For further information see the Restraint Policy.

Discipline Problems

Pupils will make mistakes and it is important to recognise that once these have been dealt with, the aim is to move forward rather than dwell on previous errors. Denstone College is of course required to maintain records concerning pupils and these include disciplinary records.

The investigation of alleged disciplinary misdemeanours is conducted as professionally as possible. As well as discussing an incident with those directly involved, other pupils and/or adults present would also be involved. Wherever possible the facts are established and agreed by all those involved before decisions are made concerning sanctions if necessary.

As a general rule, parents would not be contacted over every small error such as problems with school uniform, isolated loss of temper or uncharacteristic poor conduct. Parents would however be contacted if these were repeated and if more serious problems occurred. For example parents are informed as a matter of routine in the event of pupils being found bullying, smoking, drinking alcohol, being in possession or under the influence of illegal drugs, stealing or if any restraint or physical intervention has been necessary. It may also be necessary in some of these circumstances to inform the Police and/or other relevant authorities such as Social Services.

Records of rewards and sanctions are kept on iSAMS (the management information system employed at Denstone College) and Pastoral information is stored on CPOMS (the pastoral management system employed at Denstone College) . In addition to this, a major sanctions spreadsheet is kept. The Deputy Head Pastoral overviews this at least three times a year.

Terms and Conditions

Having been offered a place at Denstone College for their child, parents will have read the 'Terms and Conditions' within the Acceptance form, of which parents receive two copies. Particular attention is drawn to the paragraph on Disciplinary Procedures.

Further Information

This policy is written with regard to non-statutory advice "Behaviour in Schools" (2022) and should be read in conjunction with the College's policies on Safeguarding, Restraint, Searching Pupils and Behaviour.

Denstone College recognises its duty to promote and safeguard the well-being of its pupils and to pay due regard to the Equality Act 2010 in order to make reasonable adjustments when dealing with pupils with special educational needs and disabilities.