

ST CATHERINE'S SCHOOL

PUPIL DISCIPLINE AND EXCLUSION POLICY (Senior and Prep and Early Years Foundation Stage)

Our Vision

To be a school that lives the Gospel values, promotes the dignity of every individual and is committed to excellence.

Mission Statement

We are a Catholic School where every student, regardless of her individual faith:

- is valued
- is a member of a thriving, happy community
- is helped to achieve her personal best
- is given a wide range of opportunities to develop her talents
- is prepared for the challenges of adult life
- is helped to fulfil her responsibilities to self, family and society

Introduction

This policy is intended to clarify the School's procedures on expulsion and removal of pupils. It is designed to be fair to all concerned, and to assist co-operation between School and parents. In the Prep Department the procedures set out below may need to be adapted as appropriate but the principles remain the same.

1. **Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School [whether or not in the care of the School] but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or is withdrawn by her parents.
2. **Interpretation:** "Parent" includes one or both of the parents, a legal guardian or education guardian. "Removal" means that a pupil has been required to leave, but without the stigma of expulsion. Subheadings are for ease of reading and not part of the policy.

Policy Statement

The governors expect the school to be a place where:

- all individuals are respected and their individuality valued
- pupils are encouraged to achieve
- self-discipline is promoted and good behaviour is the norm
- rewards and sanctions are applied fairly and consistently

The Head has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Head has to:

- promote self discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others, and to prevent all forms of bullying among pupils
- secure that the standard of behaviour is acceptable
- otherwise regulate the conduct of pupils

The aims of this policy are:

- To support the School's behaviour and discipline code;
- To ensure procedural fairness and natural justice;
- To promote co-operation between the School and parents when it is necessary for a pupil to leave earlier than expected.

Staff

All staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. Heads of Department/staff with subject responsibility are charged with using their best endeavours to ensure that programmes of study and the methodology used are well thought out and of a consistently high standard.

Standards of Behaviour

The school has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a child enters the school.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

Punctual attendance at school and lessons is required.

All absence from lessons must be explained and unexplained absence will be followed up by the Form Tutor.

Behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

Through regular discussions at Staff meetings and at School Council meetings the School endeavours to ensure that staff apply all standards consistently and fairly.

Rewards and Sanctions

All rewards and sanctions must be applied fairly and consistently.

Rewards: The rewards used by the school are detailed in the Rewards and Sanctions Policy

Sanctions: Sanctions should be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval. All staff must seek to ensure that punishments are proportionate to offences, and should enable pupils to make reparation where possible. As far as possible the sanction applied should be as constructive as possible.

The following sanctions may be used in the School in appropriate cases:

- Order Marks
- Completion of work at home or extra work (in school or at home)
- Carrying out useful tasks to help the School (community service)
- Detention in school hours (at lunchtime) or outside school hours (provided that parents have been notified at least 24 hours previously). There are two after-school detentions: 1 hour and an extended 1½ hours detention. The extended detention may be issued by the Deputy Head/Head of Prep/Director of Studies only.
- Withdrawal of break or lunchtime privileges (e.g. 'lunchtime restriction')
- Withholding participation in educational visits or sports events which are not essential to the curriculum
- Fines (£25, £50) for possession of tobacco
- Suspension or expulsion

Additional details are included in the Rewards and Sanctions Policy.

Suspensions and expulsions

Only the Head can suspend or expel a pupil. Recommendations for suspension/expulsion can only be made by the Senior Management Team.

Pupils may be suspended for one or more fixed periods, or expelled.

Parental Co-operation

Parental co-operation forms part of the contract between the School and all parents of pupils at the School. A refusal to abide by the terms of a suspension or expulsion may be considered a breach of contract.

Drug-related Exclusions

Any decision to exclude in a drug-related case will be based on the School's drug policy.

Corporal Punishment and Restraint

In accordance with the law there is no corporal punishment allowed by the school. If authorised by the Head, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- committing an offence
- causing personal injury or damage (including to themselves)

The Head has authorised all teaching staff to use reasonable force in the above circumstances.

Involvement of Parents

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing the Pastoral Head of Year/Deputy Head/Head of Prep. Parents are also encouraged to support good behaviour and positive habits in their children.

Involvement of Staff

The working of the School's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils in Tutor Group time.

Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action.

Involvement of Pupils

The School Council will be involved in reviewing the School's anti-bullying policies and procedures and in the School's programmes to reinforce self-discipline and positive work and behaviour patterns.

Discussions in Tutor Group time will inform the deliberations of the School Council.

The Deputy Head/Head of Prep is responsible for encouraging the positive contribution of pupils e.g. through Prefect Team meetings.

Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the School's Equal Opportunities Policy.

Suspensions

Suspension is a sanction that is used where a pupil's behaviour goes beyond that which is acceptable within the School community. In these circumstances we feel it is right that a pupil is temporarily excluded from the School community. When a pupil returns from suspension the School tries to support him/her so that s/he returns to normal routines and is accepted back into the community as quickly as possible. It is important for pupils and parents to understand that suspension for an isolated offence is meant as a sharp reminder of where the boundaries lie and is normally quickly forgotten. Repeated offences may result in expulsion.

In some instances a pupil may be internally suspended (removal from class, but not the site)

Expulsions

A decision to expel a pupil will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed, e.g.:

Misconduct: The main categories of misconduct which may result in expulsion or removal are:

1. Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco;
2. Blackmail, violence (actual or threatened), intimidation, racism, against a pupil or member of staff;
3. Persistent bullying, whether physical, verbal or emotional
4. Misconduct of a sexual nature; supply and possession of pornography;
5. Possession or use of unauthorised firearms or other weapons;
6. Theft or vandalism including computer hacking;
7. Persistent attitudes or behaviour which are inconsistent with the School's ethos and discipline;
8. Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

Other Circumstances: A pupil may be required to leave if, after all appropriate consultation, the Headmistress is satisfied that it is not in the best interests of the pupil, or of the School, that s/he remains at the School.

INVESTIGATION PROCEDURE

1. A complaint which could lead to a pupil being excluded will be investigated thoroughly and fairly. Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Head/Head of Prep, and its outcome will be reported to the Headmistress. The pupil will have the opportunity to state his/her side of the case
2. If the head considers it warranted, she will inform the parents of the alleged offence and invite them to discuss the matter fully, with her and the pupil concerned.
3. Staff may decide to search a pupil's desk, locker or belongings, or may require him/her to turn out pockets and bags, if there is reasonable cause to do so. If necessary, the police may be called.
4. An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without legal procedures. The Headmistress will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless the Headmistress considers that further investigation is needed, she will decide whether the complaint has been sufficiently proven. The standard of proof shall be the civil standard, i.e. the *balance of probabilities*. Appropriate reliance may be placed on hearsay evidence but the Head will not normally refer to the pupil's disciplinary record at this stage.
5. If the complaint has been proven the Headmistress will outline the range of disciplinary sanctions which she considers are open to her. She will take into account any further statement which the pupil and/or others present on his/her behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time within 24 hours, the Headmistress will give her decision, with reasons.
6. If the Headmistress decides that a pupil must leave the School, she will consult with a parent before deciding on the pupil's leaving status (see below).
7. If a pupil is required to leave the school, his/her leaving status will be 'expelled' or 'withdrawn by parents'.
8. In the case of expulsion, the pupil will not be entitled to sit public examinations on school premises.
9. In the case of 'removal', the pupil will be permitted to return and sit public examinations on school premises. Any balance of account is payable without refund or credit of the deposit. Fees in lieu of notice will not be payable
10. In the case of 'withdrawal', the pupil will be permitted to return and sit public examinations on school premises. Any balance of account is payable but the deposit will be refunded. Fees in lieu of notice will not be payable.
11. A pupil may be suspended while the matter is under investigation.

LEAVING STATUS

1. **Explanation:** If a pupil is expelled or required to leave, his/her leaving status will be one of the following: “expelled”, “removed” or “withdrawn by parents”.
2. **Detail:** Additional points of leaving status include:
 - a. The form of letter which will be written to the parents and the form of announcement in the School that the pupil has left.
 - b. The form of reference which will be supplied for the pupil.
 - c. The entry which will be made on the school record and the pupil’s status as a leaver.
 - d. Arrangements for transfer of any course and project work to the pupil, his/her parents or another school.
 - e. Whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations.
 - f. Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
 - g. Whether the pupil will be entitled to leavers’ privileges.
 - h. Whether the pupil will be eligible for membership of the *Old Girls Association* and if so from what date.
 - i. The conditions under which the pupil may re-enter the school premises in the future.
 - j. Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

GOVERNORS’ REVIEW

1. Parents are entitled to appeal to the Governing Body against any expulsion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body at the School within 72 hours of the decision being notified to parents. In their application the parents must state the ground on which they are asking for a review and the outcome which they seek. The pupil shall remain suspended until the review has taken place.
2. A hearing will be set up as quickly as practicable. The meeting will take place at the School, normally between 3 and 10 days after the parents’ application has been received. A review will not normally take place during school holidays. A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law. It will be attended by, in addition to the panel, the Head, Deputy Head/Head of Prep/Pastoral Head of Key Stage, the pupil and her parents. The Head will invite anyone else considered necessary to ensure a fair outcome. Everyone is expected to show courtesy, restraint and good manners.
3. The panel will consider whether the facts of the case were sufficiently proven at the time of the decision using the civil standard of proof i.e. the “balance of probability”.
4. The requirements of natural justice will apply. It will then consider whether the sanction is warranted, having regard to the pupil’s record and the legitimate aims of the School’s disciplinary policy. The Clerk will be asked to keep hand-written minutes of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chairman of the Review Panel who will conduct it so as to ensure that all those present have a reasonable opportunity to ask questions and make appropriate comment. The Chairman of the Review Panel may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.
5. The Governors’ decision is final. It will be notified, with reasons, to the parents within three days of the meeting.

March 2005

Reviewed: October 2009

Next Review Date: October 2011

POLICY SUMMARY

[For inclusion in Pupil Handbook]

POLICY ON EXPULSION

1. A pupil will not be expelled without grave cause. The circumstances which may lead to expulsion (or required removal as an alternative to expulsion) include:
 - Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco;
 - Blackmail, violence (actual or threatened), intimidation, racism, against a pupil or member of staff;
 - Persistent bullying, whether physical, verbal or emotional
 - Misconduct of a sexual nature; supply and possession of pornography;
 - Possession or use of unauthorised firearms or other weapons;
 - Theft or vandalism including computer hacking;
 - Persistent attitudes or behaviour which are inconsistent with the School's ethos and discipline;
 - Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

2. A complaint which could lead to your being expelled or required to leave the School permanently will be investigated thoroughly and fairly. You will have an opportunity for the assistance of your parents to state your side of the case and you will also have a right to ask for the decision to be reviewed by a panel of the Governors.

3. A copy of the full policy on expulsion may be obtained from the Deputy Head/Head of Prep.

NB – see separate attachment for this table – it prints off better and does not go outside the page margin

No	Expulsion of pupil	Required Removal	Withdrawal by Parent
	Letter: A letter will be written to the parents confirming that the pupil has been expelled from the School and explaining the following points of leaving status which arise from that decision.	Letter: A letter will be written to the parents explaining that the pupil has been removed from the school and explaining the following points of leaving status which apply.	Letter: A letter will be written to parents confirming the Head's consent to the parents withdrawing the pupil from the School, and explaining the following points of leaving status which apply.
	Announcement: Notice of the pupil's expulsion will normally be announced in School Assembly and a notice placed on the Notice Board in the Staff Room.	Announcement: An oral announcement that the pupil has left will be made to the class.	Announcement: An oral announcement that the pupil has left will be made to the class.
	Reference: Every reference for the pupil will state that she was expelled, the date of her expulsion and the reason for it.	Reference: Every reference for the pupil will state that she was removed from the school and the date of her removal. No reason will be given unless asked.	Reference: Every reference will state that the pupil's parents withdrew her and the date of withdrawal. No reason will be given unless asked.
	School Record: The record will show that the pupil was expelled on a specific date and her name will then be removed from the school roll.	School Record: The record will show the date on which the pupil was removed.	School Record: The record will show the date on which the pupil was withdrawn.
	Status as Leaver: The pupil's name will be excluded from the list of leavers in that year.	Status as Leaver: The pupil's name will be included in the list of leavers for that year.	Status as Leaver: The pupil's name will be included in the list of leavers for that year.
	Course and project work: Immediate steps will be taken to identify and collect up the pupil's work to be returned to the parents or transferred to another school	Course and project work: Immediate steps will be taken to identify and collect up the pupil's work to be returned to her parents or transferred to another school.	Course and project work: Immediate steps will be taken to identify and collect up the pupil's work to be returned to her parents or transferred to another school.
	Public Examination: The pupil will not be entitled to return to school premises to sit public examinations.	Public Examination: The pupil will be entitled to return to school premises to sit public examinations (If relevant).	Public Examination: The pupil will be entitled to return to school premises to sit public examinations (If relevant).
	Alternative placement: It is unlikely that the Headmistress and staff will offer assistance in finding an alternative placement for the pupil.	Alternative placement: It is likely that the Headmistress and staff will offer assistance in finding an alternative placement for the pupil	Alternative placement: It is likely that the Headmistress and staff will offer assistance in finding an alternative placement for the pupil
	Old Girls Association The pupil will not be eligible for membership.	Old Girls Association The pupil will be eligible for membership from her 17 th birthday.	Old Girls Association The pupil will be eligible for membership from her 17 th birthday.
).	Leavers' Privileges: The pupil will not be entitled to any of the privileges of a leaver such	Leavers' Privileges: The pupil will not be entitled to any of the privileges of a	Leavers' Privileges: At the discretion of the Headmistress, the pupil may

	as attendance at Ball or at other celebrations or parties on school premises.	leaver such as attendance at Ball or at other celebrations or parties on school premises.	be entitled to attend the Leavers' Ball or other celebrations or at parties on school premises.
1.	Re-entering school premises: The pupil will not at any time in the future be entitled to re-enter school premises without the prior written permission of the Headmistress.	Re-entering school premises: The pupil will be entitled to re-enter school premises after her 17 th birthday subject to the normal permissions.	Re-entering school premises: The pupil will be entitled to re-enter school premises after her 17 th birthday subject to the normal permissions.
2.	Financial: Any unpaid balance of account is payable, including the remainder of the expulsion term. The deposit is not returned or credited. Fees in lieu of notice will not be payable.	Financial: Any balance of account is payable without refund or credit of the deposit. Fees in lieu of notice will not be payable.	Financial: Any balance of account is payable but the deposit will be refunded or credited. Fees in lieu of notice will not be payable.