

**Senior Department including Boarding
Discipline and Exclusion Policy
(Rewards and Sanctions)**

Summary

This policy has been produced in line with Department for Education statutory guidance

- Behaviour and Discipline in Schools: Advice for Headteachers and School Staff', DfE January 2016
- Keeping Children Safe in Education,
- Equality Act 2010,
- Improving Spiritual, Moral, Social and Cultural Development of Pupils (SMSC) (Non Statutory guidance Nov 2013) in conjunction with Supplementary Information Nov 2014

Governors

It is the Governors' duty to ensure that good behaviour and discipline on the part of pupils are pursued in Kingsmead School and they will from time to time review the policies designed to promote such behaviour in consultation with the Headmaster, staff, parents and pupils and with regard to current legislation and statutory guidance.

Philosophy

Building on the good practice of the past, we continue to seek to motivate all pupils to make an excellent effort with every aspect of schoolwork and to contribute positively to the school ethos as good citizens in a caring community. We seek to actively promote good behaviour (see Behaviour policy). Some implications of our Christian ethos include the following:

- Wrong thoughts, words and actions have definite consequences
- We make mistakes and do wrong things that need correcting
- Some errors are more serious than others
- Positive encouragement is often the most powerful key to change
- Using rewards and sanctions to help train children and young people is important for building a happy school community and for encouraging the self-discipline and life skills needed for adult life
- Parents are primarily responsible for the upbringing and moral training of their children. It is therefore vital that parents fully support the Discipline (Rewards and Sanctions) Policy of the school

Plus System

Pupils should be regularly and consistently rewarded for good work, effort or behaviour.

To award a Plus, a teacher initials the appropriate page of the Pupil Planner.

Form tutors check the homework diary once a week and record the number of plusses. Each pupil starts a week with 5 plusses that the form teacher should award at the end of the week unless there is reason for them to deduct any. The total will appear on the Half Term Effort and Attainment sheets and on the end of term reports.

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Individual Totals

We believe that rewards should be available to all pupils and not just those who receive the most plusses. For this reason we set three targets each term.

Year 7-9

50 plusses	House Badge
100 plusses	Merit Badge (Bronze, Silver or Gold)
150 plusses	Voucher and letter of commendation

Year 10&11

50 plusses	House Badge
100 plusses	Appropriate reward (Breakfast bar token/breaktime treat)
150 plusses	Voucher and letter of commendation

(Totals may change due to the length of the term)

At the end of the academic year a free trip is also organised by the Senior Master for up to fifteen pupils who have done consistently well throughout the year.

The teacher in charge of the House the pupil is in awards the House badge. The Headmaster gives the rest of the rewards during assembly, except for the letter of commendation, which is sent to parents in the post.

Pupils are encouraged to collect their own plusses and when they reach one of the targets they should inform the Senior Master so that he can organise the reward.

House Competition

All pupils are assigned to a particular House, Hilbre, Ness or Royden. In order to help foster House spirit there is a reward for the House that receives the most plusses during a term. This is based on the mean number of plusses and is calculated for each House via the School database. The winning House receives some time off timetable to participate in some form of treat. Treats may take the form of DVDs, cake, ice creams, and visits to the beach or some other such activity. At the end of each year a cup is also awarded to the winning team over the whole year.

Form Prize

In order to foster a team spirit within each form there is a reward for the form that achieves the largest mean number of plusses each half term. This is again calculated and is likely to be an edible award that can be shared by the form.

Headmaster's Golden Pages

Pupils completing a particularly outstanding piece of work may be nominated by their teacher for a Golden Page award. At the discretion of the Headmaster, the pupil receives a certificate and an edible treat from the Headmaster.

Scope

This policy also relates to misbehaviour outside school, e.g. taking part in any school organised or school related activity, travelling to and from school, wearing school uniform or in some other way making a pupil as identifiable as belonging to Kingsmead School, misbehaviour at any time that has repercussions on the orderly running of the school, or poses a threat to another pupil or member of the public or could adversely affect the reputation of the school. When poor behaviour occurs, sanctions are delivered as a consequence. These will vary according to the severity and frequency of the poor behaviour. Consideration will always be given to a pupil's individual SEN.

Minus System

The main purpose of the minus system is to iron out low-level misdemeanours by observing patterns across the curriculum and nipping problems in the bud. For example, if a pupil occasionally hands Maths Prep in late, the teacher may not consider that it is necessary to issue a punishment. However, if it is discovered that the same thing is happening in several subjects, there is clearly a pattern of behaviour that needs swift correction.

A pupil should normally be warned after their first offence. A further similar offence should result in the issuing of a minus. The teacher uses the 3Sys system to give a minus electronically which is viewed and monitored by the Form Tutor. This fact and the reason for it should be clearly communicated to the pupil by the teacher issuing the minus. If a pupil receives 3 minuses for the same offence a detention should be given. When considering appropriate sanctions due consideration will be given to the pupils' age, any special education needs or disability.

The form tutor keeps a record of the minuses for each pupil in his/her class. Minuses will have increasingly serious consequences the more they are accumulated by a pupil.

Recommended punishments for receiving minuses over a term are as follows:

Year 7-11

5 minuses	30 minute lunchtime detention and parents informed by form teacher
10 minuses	1 hour after school detention and report card
15 minuses	Parents called in to see the Headmaster, Form Teacher and Senior Master to discuss appropriate action.

Individual Teachers

The Minus system is not designed to be a substitute for teachers issuing their own punishments either inside or outside the classroom. Each teacher should take responsibility for managing the behaviour and work patterns of the pupils they teach or whom they are supervising. Verbal encouragement and the consistent use of the plus system should be fundamental to this. However, it will also be appropriate for teachers to use the following sanctions on occasions:

- Teachers run their own break time detentions

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- Teachers set written tasks as a sanction. This may involve writing a punishment essay or answering a series of questions related to the offence or the copying of an appropriate text.
- Teachers arrange for pupils to carry out an appropriate community service task such as litter collection during a break time

Teachers should administer such punishments for offences for which a minus is insufficient (see appendix) and inform the pupil's form tutor so that a record of such punishments is kept.

Reporting Incidents

When an incident occurs that a member of staff deems necessary to record an Incident Form should be completed. The names of the pupils involved and a report of the incident should be included, as well as any action taken. This should then be e-mailed to the Senior Master to be recorded and followed up as necessary. This form is available on the T-Drive under Senior Discipline Forms and then Incident Form.

Referral System

More serious offences should result in the issuing of a caution*. Computer-based Caution sheets (available on the T-drive under Senior Discipline Forms and then Pupil Referral Form) should be completed and emailed to the Senior Master who will continue to investigate the circumstances and coordinate appropriate punishments. The pupil's form tutor, the teacher involved and the Headmaster should be informed of the outcome of a caution.

Punishments for serious offences resulting in cautions may result in after-school detentions at the discretion of the Senior Master, and temporary exclusion or permanent exclusion at the discretion of the Headmaster.

In very rare cases a multi – agency assessment will be considered for pupils who display continuous disruptive behaviour.

The Headmaster will consider whether it is appropriate to notify the police or anti-social behaviour co-ordinator (Local Authority) of the actions taken against a pupil. Also, Kingsmead School will pay due regard to its safeguarding policy.

*Examples of the distinction between minor, serious and very serious offences appear in an appendix.

Pupil Accountability Scheme

If a pupil is felt to be under achieving through a lack of effort or if their behaviour is deemed to be poor they may be required to carry a Pupil Accountability Book with them. The pupil will be given up to three targets that they must try and meet in every lesson. The pupil is required to give their book to each teacher and will receive a mark between 1 and 5, relating to the targets they have been set. The pupil will receive plusses for meeting their targets each day but if they fail to meet them further sanctions may be applied. The pupil will be given a date on which they must return their book to the Senior Master so he can review their progress. If they are deemed to have sufficiently met their targets they will be allowed to come off the scheme, if not they will be required to continue.

The Prefect System

The Prefect system enables Year 11 pupils with a proven track record of outstanding citizenship, reliability and service to assist teachers with the management of behaviour in the school in a number of key areas including:

- Break times
- Wet breaks
- The Dining Room
- The School Library

The Prefect System is managed and mentored by the Senior Master.

After School Detentions

The Senior Master manages the after school detention system. A pupil may receive an after school detention for a variety of reasons:

- The Senior Master issues this punishment as the result of the pupil being cautioned
- The Senior Master agrees to a request from a member of staff for a pupil to be placed on an after school detention because of a serious or repeated offence (e.g. 3 minuses for the same offence)
- The pupil's form tutor places the pupil on an after school detention because the pupil has accumulated a significant number of minuses for minor offences requiring a detention

Pupils should be clearly informed that they have received an after school detention punishment. A pupil will be given a detention of appropriate length. The pupil's name should be entered in the folder in the staff room. The Senior Master will arrange for a letter to be sent to parents giving at least 24 hour's notice of the reason for the detention and the date and time of the detention. The detention will normally take the form of a written task supervised by the Headmaster.

Breaches of discipline outside of the School grounds

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil's poor behaviour outside of the school grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The School will usually report to the Police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs then the School will seek immediate medical advice and may involve the police.

Sexual offences will generally be reported to the police immediately, including in cases where a pupil is suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The alleged victim's parents will usually also be

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informed immediately of the incident and told that the police have been informed. Whether the victim and parents then speak to the police is a matter for them.

Exclusion and Expulsion

In the event of serious misbehaviour, matters are referred to the Headmaster.

Serious breaches of discipline can result in exclusion or expulsion.

Exclusion is applied for serious breaches of school rules and expectations.

Only the Headmaster or his designated representative may exclude a pupil.

This may occur in two forms:

1. Fixed-term exclusion - a pupil is excluded from the school for a defined period as a warning of the need to re-assess his/her behaviour. This is recorded on a pupil's disciplinary record and in the sanctions for serious misbehaviour book.
2. Internal or external exclusion of a pupil pending an investigation of a rumour or complaint concerning him/her. This is a neutral (not disciplinary) measure to allow an investigation, and may also be taken for the good of the pupil by separating him/her from immediate school pressures.

The Headmaster will make any such decision in consultation with senior staff.

The Headmaster will explain the matter to parents.

Expulsion (proper) - in the case of serious offences the Headmaster may require a pupil to leave the school. Before making this decision the Headmaster will have consulted the Chairman of Governors, or his representative. Parents must be made aware that they can appeal against exclusion and expulsion.

Permanent Withdrawal

For a breach of discipline which did not justify expulsion, but makes it impossible for the pupil to remain at the school, the Headmaster may request parents to withdraw a pupil. A consultation with parents will take place, to discuss leaving status and to provide help in finding a fresh start. If parents accede to this request, there will be no fees in lieu of notice. The fees/extras up to and including the end of the present term remain payable (without remission for unexpired weeks).

If, following consultation, the Headmaster is satisfied a pupil must leave, but parents refuse to withdraw the pupil, the Headmaster may exclude (or continue exclusion) and inform parents that consideration will now be given to formally requiring the pupil's removal. The Headmaster will set the timescale (e.g. 3 days) for his decision.

The Headmaster will inform parents that if he comes to the conclusion that the child must be removed, the parents will be entitled to appeal against exclusion. However, they must realise that, if the decision is upheld, leaving status may be affected (and there may be financial consequences). When requiring removal the Headmaster should state:

- The facts found.
- Reasons for the decision.

- The pupil's leaving status.
- The financial position.

Appeals against exclusion

The School will always offer the right of appeal to any pupil excluded from the school. Any appeal against exclusion will be dealt with under Stage 3 of the School's Complaints Procedure and should be made in writing to the Headmaster within one week of the pupil's exclusion.

Appendix: Examples of minor, serious and very serious offences.

The offences committed by pupils in school can usually be divided into three categories. The consequences should be enforced in the same way that a reasonable and wise parent would do at home, bearing in mind the individual's motivation, understanding of the expectations and level of maturity.

1. Minor offences.

(These will often result in a minus. However, it may be appropriate on some occasions to go straight to a higher level punishment)

Eating in class and at inappropriate times (except for medical reasons, e.g. diabetes)

Incorrect uniform

Misbehaviour on the field

Careless behaviour

Correct uniform incorrectly worn

Wearing jewellery contrary to school policy

Infringing rules on hair length

Homework incomplete or late

Unacceptable hairstyle

Make-up offences

Prep diary unsigned/lost

Unacceptable lateness for lesson

Using personal stereos or phones

Having mobile phone switched on during the school day

Using mobile phone without express permission of a member of staff

Failing to bring a Bible to assembly

Not participating in assembly when required (e.g. hymn singing)

Minor disruptive behaviour

Lack of equipment for lessons and school activities

Being out of bounds (but on the premises)

Minor PDOA (Public display of affection) offences

Having chewing gum in school

Other offences by analogy

2. Serious offences

(These may result in a detention)

Disruptive behaviour

Inappropriate conduct leading towards, but not involving, violence

Refusal to follow directions of a teacher

Use of foul language

Arguing back

Failure to complete minor offence punishment

Minor, isolated bullying

Serious Personal Display Of Affection offences

Missing a lesson without permission

Other offences by analogy

3. Very serious offences

(These will be referred to SMT with the possible consequence of exclusion or higher level sanctions)

Persistent refusal to follow the directions of a teacher.

Persistent disruptive behaviour

Violent behaviour

Very serious Personal Display Of Affection offences

Persistent bullying

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Leaving the school premises without permission
Serious offences repeated within seven days
Verbal abuse/threatening behaviour against pupils or adults
Abuse on grounds of race, religion/belief, disability, special education needs (etc)
Sexual misconduct, including in relation to indecent images
Drug and alcohol misuse
Damage to property
Theft
Unreasonable or otherwise inappropriate parental behaviour
Other offences by analogy

Related Policies

- Behaviour
- Anti-Bullying
- Pupil Sanction record
- Complaints Procedure
- Pupil Restraint and Searching
- School Rules and Regulations

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