



St Christopher's School and Nursery, Epsom

(including the EYFS, Before and After School Care)

Discipline, Exclusions and Required Removal Policy

INTRODUCTION

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, E-Safety Policy, and Complaints Procedure.

This policy is available on the School's website and also on request from the School office.

St Christopher's School is an inclusive school, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all.

At St Christopher's 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 and disciplined learning environment. Our system of rewards includes:

- verbal praise and written praise for good work;
- academic merits for both effort and achievement, which are celebrated in weekly assemblies;
- posting examples of excellent work in art/design, sports, and drama and concert achievements in the School's weekly newsletter, so that the community can celebrate success;
- celebrating achievements of out of school achievements in sports, drama, and music in the weekly 'Spotty Box' section of the School's newsletter, so that the community can celebrate success; and
- reports to parents.

Sanctions for breaches of discipline that do not merit exclusion / required removal

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

When poor behaviour is identified sanctions are implemented in line with St Chrsitopher's Behaviour Management Policy. We have a range of disciplinary measures which include:

- a verbal reprimand from a member of School staff;
- reports to parents
- repeating unsatisfactory work until it meets the required standard;
- loss of privileges;
- missing break time.

Teachers are responsible in the first instance for dealing with minor infringements such as casual rudeness, or disruption in class, and poorly completed work. They may impose any of the sanctions above, such as the setting of additional work, or setting a written task.

Repetition of misbehaviour will be reported to the Headteacher and may lead to further sanctions.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special educational needs and disabilities (SEND) or a particular vulnerability at a particular disadvantage compared to other pupils, in accordance with the School's obligations under the Equality Act 2010. Please see section below on SEND.

The School will also consider whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case, School staff will follow the School's Child Protection and Safeguarding policy and consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

The School has a confidential central register of all sanctions imposed for misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

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.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Exclusions from the school community, whether fixed-term or permanent, are damaging to a child's self-esteem and they diminish the sense of belonging to the community. As such they are used only as a last resort and as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour.

Each child and situation will be treated individually. We will always work with all the staff and parents to ensure the best interests of the child, only as a last resort will exclusion be considered.

We expect all members of the school community to act in a reasonable, supportive, and respectful manner in ensuring the well-being of our community. Where this is compromised by the conduct of a child or parent exclusion will be considered.

Typically, suspensions do not last more than a week but there may be circumstances where the School wishes to increase the maximum period of any suspension. The Headteacher may suspend a pupil, for one or more fixed periods (up to a maximum of 45 school days in a single academic year) for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

Involvement of Parents, Guardians and Carers

Parents and guardians who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this policy. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, extra-curricular activities, and homework. Given the age of our children, the responsibility for compliance in these matters' rests mainly with parents/guardians. Parents are also subject to this policy, where the welfare of other members of the school community is threatened by the conduct of a parent.

Breaches of School Rules by pupils which merit exclusion

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-School sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School and, where applicable, online) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- committing a criminal offence;
- fighting;
- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- damage to property;
- vandalism
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate, or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- misconduct which brings or is likely to bring the School into disrepute; and
- persistent disruptive behaviour or breaches of the School's Behaviour Management Policy.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of exclusion, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Circumstances which may merit required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School including, where applicable, online) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or in the reasonable opinion of the Headteacher, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Where the Headteacher considers in their discretion that the pupil's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Headteacher, the removal of the pupil is in the School's best interests and/or those of the pupil or other children.
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

Unreasonable parental conduct which may merit required removal

As set out in the School's Terms and Conditions (Parent Contract), the School may also require the removal of a pupil in circumstances where the Headteacher considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- discriminatory, bullying or harassing conduct or behaviour towards staff (including sexual harassment);
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the School's Terms and Conditions (Parent Contract).

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Serial or persistent issues

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation or circumstance that could result in the pupil being excluded or removed.

The Headteacher for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Headteacher or their nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information / evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision.

In circumstances where the potential ground for removal or exclusion relates to the conduct of the pupil or engages their safety or well-being, the School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on School premises.

Decision to exclude / require removal

Prior to any decision being taken by the Headteacher to exclude or require the removal of the pupil, the Headteacher will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour or ability to meet need) the parents.

In circumstances where the School believes removal may be warranted because the School is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the School will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the Headteacher considers that further investigation/information is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Headteacher will reach their decision having taken all the relevant circumstances into account. The Headteacher will communicate their decision in writing within 5 working days from the meeting.

Appeals against exclusion / required removal

The School will always offer the right of appeal to any pupil excluded or required to be removed 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 Headteacher within five working days of the pupil's exclusion / required removal. For clarity, the pupil will remain excluded or removed from the School pending the outcome of the appeal. The outcome of the appeal process is final and there shall be no further right to appeal. If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file. In cases where the decision to require removal was not due to the pupil's behaviour or conduct, e.g. because of the School's inability to meet need or unreasonable parental conduct, this will be clearly noted.

Details of the exclusion required removal or suspension will be recorded on the School's Sanctions Record.

Signed *D Roberts*

Mr D Roberts

Chair of Governors

B Grehan

Mrs B Grehan

Headteacher

Review date June 2024

Last review June 2021

Next review June 2026

Appendix 1

The following measures are available to the Headteacher

Suspension

A suspension (also known as a Temporary or Fixed Term Exclusion) - where a pupil is temporarily removed from the school For a limited period either as a disciplinary method or to allow for the investigation of an allegation of serious misbehaviour.

A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year). A suspension does not have to be for a continuous period.

During any period of suspension, the pupil shall remain away from School and will have no right to enter School premises or to attend School trips during that time without permission from the Head.

Permanent Exclusion

When a pupil is required to leave the School permanently, child is removed from the school roll. This could be a single incident or a series of incidents, including a series of minor misdemeanours.

Removal in Other Circumstances

Where the School requires the parents to remove the pupil permanently from the School.

The School may also operate a system of 'internal exclusion.'

Internal exclusion (internal seclusion), which can be used to diffuse a situation or safeguard the child and/or others in the School. This form of exclusion could be to a designated part of the school, with appropriate support at the parent's expense, or to another class and may well have to continue during breaks and lunch.

Partial Exclusion, which would involve the child being excluded from certain activities such as break, lunch, and school trips. Parents may be required to take children home for the lunch period or pay for the individual supervision required.

Internal supervision, which would involve the School trying to employ a suitable person to provide one to one supervision, the extra cost of which would be down to the parents.

A Managed Move, which would involve the child moving to a new school with the full knowledge and co-operation of all involved. No notice fees would be required but there would be no automatic refund of fees already paid or owed for that term.