

**DISCIPLINE AND EXCLUSION POLICY**

**(*includes policies on rewards and sanctions*)**

**Including the Early Years Foundation Stage**

**[This policy forms part of a suite of policies at Walthamstow Hall for safeguarding children]**

**Background/Context**

*In accordance with the requirements of the Education Act 2002, all independent schools must have policies on pupil discipline and exclusion, which must be made available to all parents and prospective parents. This policy is based on a maintained school’s ‘Governing Body’s Statement and School Policy on Pupil Discipline’ and DfES advice to maintained schools, including KCSIE Sept 2018 and Prevent Guidance (July 2015).*

*A shortened version will be included in the School’s ‘Further Information’ Booklet. This will set out the essential requirements for pupil discipline and an accurate summary of the exclusion policy. A note in the information for parents states that the complete* *policy is available from the school on request*.

**Policy on Discipline and Exclusion**

This policy has been developed by the Headmistress, in consultation with the Governing Body, and is made available to all parents in the ‘***New Parents Guide’*** Booklet. The full detailed policy is available to parents and any interested parties on request.

This policy applies within school, including the school grounds, behaviour in the vicinity of the school and on trips and visits. It also includes any behaviour likely to bring the school into disrepute as well as sanctions for more minor breaches of the regulations.

***It should be noted that under no circumstances will corporal punishment be used or threatened at Walthamstow Hall.***

**Ethos**

Walthamstow Hall is a school where:

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

**The School’s Moral Code**

At Walthamstow Hall, we aim to provide a rich and broad education in a Christian setting that will prepare students for worthwhile and fulfilling lives. Our policies reflect the highest moral standards and we will not tolerate any behaviour that does not meet these standards.

**Responsibilities**

**1. The Headmistress**

The Headmistress has overall responsibility for the standard of behaviour acceptable to the school. She oversees discipline and the rules and provision for enforcing discipline as well as:

* promoting self-discipline and proper regard for authority among pupils
* encouraging good behaviour and respect for others, preventing all forms of bullying among pupils
* ensuring that the standard of behaviour is acceptable
* in the Junior School, the Head of Junior School oversees these on a day to day basis.

**2. The Deputy Heads**

* The Deputy Heads have day to day responsibility for maintaining discipline in the school. In this they are assisted by all staff with pastoral responsibilities including the Heads of Lower and Middle School and the Head of Sixth Form and tutors.
* The Deputy Head of the Junior School has day to day responsibility for maintaining discipline in the Junior School. She is assisted by the Head of the Pre-Prep department and Form teachers.

**3. Heads of Department and Subject Coordinators**

* Heads of Department in Senior School are responsible for standards in their own subject areas.

**4. All 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, varied, well-paced and challenging lessons make a major contribution to good discipline. Heads of Department (Senior School) and subject coordinators in the Junior School, are responsible for ensuring that programmes of study and teaching strategies used in their department are well thought out and of a consistently high standard.

**Standards of Behaviour**

* The school has high standards of behaviour and encourages good habits of work and behaviour from the moment a pupil 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: ‘a child going missing from education is a potential indicator of abuse or Neglect’, KCSIE, Sept 2018.
* It is understood that there might be variations in staff acceptance and tolerance of pupils’ conduct in class, but 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 discussion in pastoral team meetings in the Senior School and staff meetings in the Junior School, the school endeavours to ensure that staff apply all standards consistently and fairly.

**Rewards and Sanctions**

At Walthamstow Hall every individual is valued and respected. Accordingly, the school approach to both rewards and sanctions is designed to reflect that belief and support the school ethos, code and rules (as outlined in the Staff Handbooks and Senior/Junior School Student Planners).

As a school, we seek to reward and celebrate each person’s successes, talents and endeavours. Rewards should recognise both achievement and effort and encourage leadership, diligence, initiative and good behaviour as well as a sense of responsibility to each other in the school community.

Emphasis should always be placed on achievements rather than failings, with thanks, praise and encouragement wherever possible. A positive approach which reinforces good behaviour and standards is the ideal.

Sanctions, if necessary, should be seen as regrettable. They should be proportionate and appropriate. Sanctions should be aimed at supporting the offender and enabling her to improve her behaviour/habits, rather than purely punitive. A girl given a sanction should be made aware of why it has been given and the implication of her poor work or behaviour. None of the school’s punishments will be degrading or humiliating. All rewards and sanctions must be applied fairly and consistently and in accordance with the School’s Equal Opportunities Policy.

**REWARDS AND SANCTIONS**

***A shortened version of the stages in our rewards and sanctions procedures is included in the Senior School Student Planner.***

**Rewards – Senior School**

1. Formal recognition of achievement occurs in a number of ways:

* *Publicity*. A regular letter to parents, from the Headmistress, celebrates achievement in all spheres and events. Student successes are also communicated to local and national media where appropriate.
* *Prayers/Assembly*. The Headmistress acknowledges individual and team successes in Prayers on a regular basis. She also awards certificates achieved by girls in a wide range of activities.
* *Annual Prize-Giving*. This celebration of achievement gives widespread recognition to both Junior and Senior girls.

2. House Points

House points are awards for outstanding effort as well as academic excellence. They can also be awarded for service, such as acts of particular helpfulness or special contributions. Pages for house points are included in the Student Planner and staff sign the planner when girls are awarded a house point. A record is kept and each term awards are made for the highest number of house points in each house in each year.

3. The House System

The house system at Walthamstow Hall also provides opportunities to reward and celebrate successes by girls. House cups are awarded to the House with the most

Points gained in a whole range of activities including sport, drama and music.

4. Girls who produce exceptionally good work are sent to the Headmistress for her commendation.

**Sanctions – Senior School**

1. Anti-social behaviour within lessons

Behaviour that runs counter to the ethos and code of the school, e.g. rudeness, disruption etc. should never go unchecked. Any such incident – if serious – and the teacher’s response to it, should be reported to the Head of Department who should deal with it in an appropriate and proportionate manner. In the first instance, the responsibility for dealing with such incidents lies with the Head of Department. For persistent offenders the Heads of Lower School/ Middle School/ Sixth Form should be informed and consulted on appropriate sanctions. They will liaise as necessary with the Deputy Heads.

2. Anti-social behaviour outside lessons

Anti-social behaviour or breaches of the School Code noticed outside lessons should not go unchallenged. All staff have a responsibility in this respect. In the first instance, a simple reprimand may suffice. Serious misconduct should always be reported to the Heads of Lower School/ Middle School/ Sixth Form who will investigate and decide on an appropriate response. They will liaise with the Deputy Heads as necessary. Misconduct in or out of lessons could result in a range of sanctions, for example, a conduct detention either at lunchtime or after school, community service, contact with parents or other agreed procedure.

3. Form period/tutor time

Form tutors are responsible for ensuring good behaviour during form time and for enforcing general discipline, for example, uniform, jewellery, respect for the environment (including form rooms) and mutual respect among students.

4. Inadequate/incomplete/late work

Subject teachers and Heads of Department are responsible, in the first instance, for work that is unsatisfactory or late and they should make appropriate, proportionate arrangements. A verbal warning should be given on the first occasion and a note may be put in the student planner. Subsequent occasions could result in a departmental detention during a lunchtime or, if repeated, at another time by arrangement with the Deputy Heads. Late work should also be noted on the list on the Staff room board. Pastoral Heads will keep a record of late work and persistent offenders will be seen by them or by the Deputy Heads as appropriate. If necessary, parents will be contacted.

If insistence on the production of adequate, punctual work proves ineffective, a range of sanctions is available including making a girl repeat the task, giving a study detention, putting a girl on ‘study report’ where the student keeps a record of all of her work and has it signed daily by her form tutor and parents.

(NB. No student may be detained after school without prior permission having been sought from parents).

**Rewards and Sanctions – Junior School**

**Rewards – Junior School**

1. Formal recognition of achievement occurs in a number of ways:

* Newsletter – A weekly newsletter celebrates achievements through reports and photographs. Pupil successes are also communicated to local media as appropriate.
* Assembly – The Head of Junior School shares news of individual and team achievements in Monday Celebration Assembly. She awards certificates, badges and medals achieved by the girls in a wide range of activities both in and outside school. House point totals are also announced and the House Point Cup awarded weekly.
* Annual Prize Giving – The Junior School Prize Giving is held at the end of every Summer Term.

A certificate of achievement is awarded to each girl in acknowledgement of her individual successes throughout the year.

Form prizes are awarded for attainment, effort, progress and good citizenship.

A variety of subject and ‘special’ cups/prizes are also awarded.

2. House Points and Certificates:

* House points are awarded for excellent effort and achievement as well as good citizenship.

Pupils may record house points in their planner or on wall charts in Pre-Prep classes. Each week the cup is awarded to the house with the highest number of points.

* Merit certificates may be awarded at any point in the year in recognition of outstanding effort or achievement.
* Girls who produce exceptionally good work are sent to the Head for her commendation.

3. The House System

* The House system provides opportunities to celebrate success, and for girls of different ages to work together.
* Each house adopts a local charity each year and organises fund-raising events for the chosen charity.
* House meetings are held twice a term attended by all girls and staff allocated to the House.
* Each girl in Y3 - Y6 wears a House badge.

**Sanctions – Junior School**

1. Anti-social behaviour

* Behaviour that runs counter to the ethos and codes of the school should never go unchecked.
* Any serious incident should be noted on a communication slip and copies to the Head, Deputy Head, Form Teacher and girl file.
* In the first instance the subject teacher or duty staff should deal with it in an appropriate and proportionate manner.
* If anti-social behaviour persists, the Deputy Head should be consulted on appropriate sanctions.
* Repeated misconduct in or out of lessons may result in withdrawal of privileges e.g. staying in at break time.

2. Form teachers

Form teachers are responsible for overseeing and enforcing positive discipline –

smart uniform, respect for others and the environment.

3. Incomplete/Late Work

Subject teachers and form teachers will always ascertain the reason for

late/incomplete work and empathise with a genuine problem or difficulty. A note

may be entered in the Pupil planner if it happens repeatedly without good reason to

encourage improvement. Parents should also be informed.

Teachers are aware of the need for positive encouragement with young children.

**EXCLUSIONS**

* The Governors reserve the right, subject to the appeals procedure, to require the removal of any girl (i) who, in the opinion of the Headmistress, is not likely to profit from a further stay at the school; (ii) who, by her conduct, has, in the opinion of the Headmistress, forfeited her right to membership of the school community; (iii) whose fees are not paid. In these cases, no claim shall arise for the remission or return of any portion of the fees payable for that term. This condition can only be waived with the express permission of the Governors.
* Only the Headmistress can exclude a pupil.
* Before deciding to exclude a pupil, the Headmistress will ensure that an appropriate investigation has been conducted: that all relevant evidence has been considered; that the pupil has had an opportunity to be heard; that all relevant people have been consulted.
* For serious breaches of the school’s behaviour/discipline policies, pupils can be excluded for one or more fixed term periods.
* Every effort will be made before the school resorts to exclusion. A decision to exclude a pupil permanently 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. Examples of behaviour that merit exclusion:
* Drug abuse
* Alcohol abuse
* Behaviour that brings the school into disrepute
* Theft
* Bullying including cyber bullying
* Physical assault/ threatening behaviour
* Fighting
* Sexual harassment
* Racist abuse
* Sexual misconduct
* Damage to property
* Persistent disruptive behaviour
* Parental behaviour
* Promoting extremist or radical views that may draw into others into terrorism or constitute harassment or bullying, including e-bullying.

* The school does **not** see exclusion as normally appropriate in the following cases: minor breaches of discipline; poor academic performance; truancy or lateness; non-compliance with uniform regulations.
* The Headmistress will inform the Chair of Governors of her decision to exclude a pupil as soon as possible after the event (normally within one school day) giving the name and age of the pupil, duration of the exclusion and reason for the exclusion.

**Appeals**

Parents are entitled to appeal to the Governing Body against a permanent exclusion. A letter stating the intention to appeal should be sent to the Chair of Governors at the school. A hearing will be set up as quickly as possible, and an appeal body of at least three governors will be convened including the Vice Chair and a parent governor. They will consider any relevant submissions and come to a decision which will be communicated in writing within ten days of the appeal.

There is a further right of appeal against the appeal bodies’ decision to a final appeal body comprising governors who have not previously been involved. The final appeal will aim to give its decision within twenty (20) days of the appeal. Its decision will be final.

**Monitoring and Review**

* The working of the School’s policies and procedures will be discussed regularly by staff in staff meetings and amongst pastoral teams.
* Staff will also be involved in discussion with pupils on an individual basis and in form periods when relevant.
* The policy will be reviewed regularly with the Governing Body.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Revised June 2018

Next Review Date June 2019

Signed:……………………………………………………Date:……………………….

Mrs J Adams

Chair of Governors