



WALTHAMSTOW HALL
SEVENOAKS

DISCIPLINE AND EXCLUSION POLICY

(Includes policy on Rewards and Sanctions)
Including the Early Years Foundation Stage (EYFS)

[This policy forms part of a suite of policies at Walthamstow Hall for safeguarding children, and should be read alongside the School's Behaviour and Sanctions Policy]

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 Department for Education (DfE) advice to maintained schools, including KCSIE September 2022 and Prevent Guidance (July 2015)(Updated April 2021).

Policy on Discipline and Exclusion

This policy has been developed by the Headmistress, in consultation with the Governing Body.

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 and Core Values

Walthamstow Hall is a School 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 School's Moral Code

At Walthamstow Hall, we aim to provide a rich and broad education in a Christian setting that will prepare pupils for purposeful, 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 behaviour among pupils.
- Ensuring that the standard of behaviour is excellent.

2. The Deputy Heads

- The Deputy Heads have day to day responsibility for maintaining discipline at the Junior and Senior Schools respectively. In this they are assisted by all staff with pastoral responsibilities including the Junior School Management Team, Heads of Key Stage 3, 4 and 5 and tutors and teachers at the Junior School.

3. Heads of Department and Subject Coordinators

- Heads of Department in Senior School and Subject Coordinators (Junior School) are responsible for standards in their own subject areas.
- 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.

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.

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, September 2022.
- 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 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 pupil given a sanction should be made aware of why it has been given and the implication of their poor work or behaviour. None of the School's sanctions will be degrading or humiliating. All rewards and sanctions must be applied fairly and consistently and in accordance with the School's Equality 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.* Achievements are celebrated on the School website and social media pages. Pupil successes are also communicated to local and national media where appropriate. The Junior School sends a weekly newsletter to parents celebrating School and pupil successes.
- *Prayers/Assembly.* The Headmistress acknowledges individual and team successes in Prayers on a regular basis. She also awards certificates achieved by pupils in a wide range of activities.
- *Celebratory Events (Setting Sail).* These events celebrate personal achievement and recognition to Senior pupils.

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 Senior School Student Planner and staff sign the planner when pupils are awarded a house point. At the Junior School, house points are awarded electronically. 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 pupils. House cups are awarded to the House with the most Points gained in a whole range of activities including sport, drama and music.

4. Pupils who produce exceptionally good work are invited to meet 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 Key Stage 3, 4 or 5 should be informed and consulted on appropriate sanctions. They will liaise as necessary with the Deputy Head.

2. Anti-social behaviour outside lessons

Anti-social behaviour or breaches of the School Code of Conduct 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 Key Stage 3, 4 or 5 who will investigate and decide on an appropriate response. They will liaise with the Deputy Head 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 pupils.

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 Head. 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 repeating the task, giving a study detention, being put on 'study report' (where the pupil keeps a record of all of her work and has it signed daily by her form tutor and parents).

(NB. No pupil 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 – News of individual and team achievements is shared in Celebration Assembly. Certificates, badges and medals achieved in a wide range of activities both in and outside School are awarded. 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 pupil 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.

3. The House System

- The House system provides opportunities to celebrate success, and for pupils 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 pupils and staff allocated to the House.
- Each pupil 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 (CPOMS when introduced) and copies to the J Deputy Head, Form Teacher and pupil 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 pupil (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 the term during or at the end of which the pupil leaves the school. 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 include:

- Drug abuse.
- Alcohol abuse.
- Behaviour on or off-site that brings the School into disrepute.
- Theft.
- Bullying including cyber bullying.
- Physical assault and threatening behaviour.
- Fighting.
- Sexual harassment.
- Racist or homophobic abuse.
- Sexual misconduct.
- Damage to property.
- Persistent disruptive behaviour.
- Inappropriate parental behaviour.
- Promoting extremist or radical views that may draw others into terrorism or constitute harassment or bullying, including e-bullying.

The School does **not** normally see exclusion as 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 Chairman of the Governing Body 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 Chairman of the Governing Body at the School. The Chairman of the Governing Body will appoint an Appeal Panel comprising three members, at least two of whom shall be Governors. The Governing Body's Appeal Panel must hear any appeal within ten working days of the appeal being received (or twenty one days out of term time), unless otherwise agreed with the employee. They will consider any relevant submissions and come to a decision that will be communicated in writing, usually within ten working days of the appeal hearing. This may be longer if outside of term time.

There is a further right of appeal against the appeal panel's decision to a final appeal panel comprising Governors who have not previously been involved. The final appeal will aim to

give its decision within twenty (20) working days of the appeal. This may be longer if outside of term time. Its decision will be final.

Monitoring and Review

- The working of the School's policies and procedures will be discussed 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 November 2022
Next Review Date November 2023

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

Mrs J Adams
Chairman of the Governing Body