



Saint Martin's

Behaviour Policy: Rewards, Sanctions and Exclusions

Authors	Jane Parker/Helen Kirby
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Saint Martin's School's Motto is "The Grace of God is in Courtesy" and pupils are expected to live up to this motto. High standards of behaviour and work are expected at all times within an ethos which fosters discipline and mutual respect between pupils and between pupils and staff.

Saint Martin's School Pupil Code of Conduct

The Code of Conduct is designed to help school life to run smoothly; it applies to everyone. The Code was agreed after consultation with School Councils. Every parent undertakes that their daughter will conform with the Code of Conduct, so breaches are taken seriously. It is expected that all members of the School will by their courtesy and consideration for others and by their manners and appearance contribute to the happiness and good name of our School community.

Be Smart

Show respect for others and for their property

Make the best of all the opportunities on offer

Always say no to bullying

Remember to be organised and punctual

Treat others as you would like to be treated

No member of our community must subject others to remarks or actions which might be hurtful.

The School recognises that a consistent and fair approach to Rewards and Sanctions improves the quality of pupil behaviour and underpins effective education.

The School clearly and explicitly forbids the verbalisation or vocalisation of discrimination on the grounds of race, culture, religious, gender, sexuality and ability/disability, the Protected Characteristics in the Equality Act 2010 (see the Equal Opportunities Policy for more information).

School Rules

Property of pupils

- ALL personal property must be clearly named
- Valuable items should NOT be brought into School
- Senior School money must be kept on the person or given to the School Office for safekeeping. Money should never be left in form rooms or cloakrooms
- Alice House and Junior School money should be handed to Form Teachers
- Mobile phones may be brought into School by pupils in Years 7 - 11 on the understanding that:
 - School accepts no liability for a mobile phone which is bought in at a pupil's own risk
 - It is to be switched off and left in a pupil's secured locker at all times
 - It may not be used in any way during the School day or on the School premises
- Sixth Form Pupils may use mobile phones in the Sixth Form Common Room and can keep a mobile phone on them in other areas if it is switched off
- Pupils breaking these rules will have the phone confiscated and retained until the end of the following School day
- Junior School pupils may bring a mobile phone into School only with a letter of request/explanation. Phones must be handed in for safe keeping
- No electrical equipment is to be brought to school
- No correcting fluids nor aerosols are to be brought into school
- No chewing gum is to be brought into school
- Although every care will be taken to safeguard property and prevent losses, the Governors cannot accept responsibility for the loss of pupils' clothing or belongings. Parents should arrange suitable insurance.

Appropriate Behaviour

- Everyone is requested to walk on the left in corridors and should not run
- Pupils should open doors and allow staff and visitors to pass
- Mutual respect should be given to all members of the School community
- Pupils must show good behaviour and manners at all times
- It is a serious offence for a pupil to bring weapons, drugs, alcoholic drink or cigarettes into School
- The School cannot be expected to support a pupil who breaks any law.

Classroom Conduct

- Pupils must be in Form Rooms by 8.25am
- Watches and other valuables should be given to the PE staff or Dance staff in Gym, Games or Dance lessons. However, PE staff cannot be responsible for unnamed valuables and the School cannot be responsible for loss of money
- In Years 7-10, pupils must ensure that their Planners are signed each week by a parent or a guardian. The Form Tutor will check this
- In Years 1-6, Homework Diaries should be signed daily by a parent or guardian and Form Teachers
- Break time snacks and bottled water may be purchased from the Tuck Shop in the Dining Room at morning Break from Year 7 upwards and may only be consumed in the Dining Rooms or outside. No food or drink is allowed in Form Rooms. Bottled water may be brought into school and may be consumed between lessons. Food waste and wrappers should be placed in the terrace bins
- Form Rooms are to be kept tidy at all times. Pupils are responsible for their own desks and should report any damage to Form Tutors immediately
- No sports equipment may be kept in Form Rooms in Senior School. Lockers are provided for this purpose. Pupils should have their own padlock for their locker and a replacement key
- School bags should be left in Form Rooms at lunchtime, or in the next lesson's classroom at first break
- Musical instruments are to be left in the secure room provided for this purpose.
- For reasons of Health & Safety, bags and sports equipment are not to be left in the entrance to the Dining Room or outside Junior School.

Recreation Areas

- Alice House pupils play in the Alice House garden
- The designated play areas for the Junior School are the netball courts and the area of grass outside the gym
- Senior School pupils may enjoy the main lawn behind Malvern Hall, apart from the stone steps at the rear of the building
- Pupils must not approach the perimeter fences or enter the wooded areas
- Climbing trees is not permitted
- Senior School pupils should visit the Junior School and Alice House only with specific permission from a member of staff
- Only Sixth Form Pupils are permitted to use the Sixth Form Common Room
- The Main Hall must not be used as a corridor
- Pupils may not enter SMARt without direct supervision from a member of staff.

Rewards

Success in effort and achievement is celebrated in all areas of school life. This is done in different ways as appropriate for each age group.

In Alice House, positive reinforcement is ongoing and stickers/certificates are awarded for effort and achievement and motivational sticker charts are implemented where required. Each class from Nursery to Year 2 has their own reward system which is age appropriate. Pupils are encouraged to show good

work to each other and to staff. In addition, there is a 'Celebration' display board and Head's certificates are awarded for especially good work or behaviour. There is a 'Gold Book' in which form staff note exceptional goals and achievements that a girl may have enjoyed out of school – this information is shared in Assembly.

In Junior School, effort and achievement are recognised through the awarding of House Points. These are collected weekly and the trophy awarded to the winning House. There is a 'Celebration' display board for very good work and certificates are presented for exceptional work or behaviour. Pupils are encouraged to share good work with each other and other members of staff. There is a 'Gold Book' in which staff note exceptional goals/ achievements that a pupil may have enjoyed in or out of school – this is shared in Assembly. Further efforts and achievements are noted on Facebook, the School Website and at Prizegiving in July, as well as during our regular Assemblies, including sport Assemblies. Pupils showing promise or skills in any aspect of School life will be asked to share their talents with others in the School Community.

In Senior School there are 3 levels of House Points: 1, 5 and 10

Following a review with staff and pupils in 2016:

- 3Sys is used to record House Points by staff
- House Points are reported to Form Tutors twice each half term
- House Points are reported in House Assemblies
- House Points will be included in reports (awaiting further developments of 3Sys)
- House Points will be communicated with pupils and parents (awaiting further developments of 3Sys)

1 House point should be awarded for:	Examples provided by Y9 Form Captains, Vice Captains and School Council Reps
Excellent work x 2	2 excellent homeworks (2 "stamps") or 1 small project
Excellent effort x 2	Include full ability range
Improvement in attainment or effort x 2	Improved homework Contributing more in class Improved concentration in lessons
Social action such as helpfulness	The girl who often puts up the chairs if someone forgets All who do lunch duty well A girl who has helped a new girl to settle in Helping at Open Morning Participation in School concert / play (5 hps)
Extracurricular achievement or effort	Regular attendance for a half term at a club A stunning win by a sports team despite the odds House competitions
Form Awards – Form Captains and Vice Captains to recommend every month appropriate members of the Form to the Form Tutor	A girl who has stood in for a lunch duty so someone else doesn't have to do a third term

- each standard award counts for 1 House point but for special events 5 or 10 House points can be awarded
- to inform girls, "1hp" should be noted on work when marked
- the winning House will be announced in the end of year assembly
- 50 House Points will result in a bronze certificate, 100 in a silver certificate and 150 in a gold certificate. These will be awarded by the Heads of Houses. 200 House Points will lead to a platinum certificate and voucher which will be awarded by the Head. Parents will also be emailed at these milestones (awaiting further development of 3sys)
- to improve consistency, Head of Department will review how rewards are given within departments. Form Tutors and Heads of Year will also review the distribution of rewards
- staff are also free to use stamps and stickers and other additional ways of encouraging good work and effort

Staff nominate a 'Woman of the week' and the pupil is congratulated in assembly, by a poster put on display and on Facebook.

Success in a variety of activities including, effort and progress are also celebrated in assemblies and in Prizegiving in June and at Commemoration Prizegiving in November.

Sanctions

Staff may discipline pupils whose behaviour is unacceptable, who break the School rules or who fail to follow a reasonable instruction at any time the pupil is in School or elsewhere under the charge of the a teacher e.g. on School visits. All decisions to discipline a pupil are made by any member of staff (and any volunteers authorised by the Head e.g. those accompanying a School trip) whilst on the School premises (or while the pupil is under the charge of the member of staff) and will be reasonable and proportionate in all of the circumstances, taking into account the pupil's age, any special educational needs or disability and any religious requirements affecting them.

In Alice House and Junior School, Form Staff work closely with girls to deal with misdemeanours.

In Alice House, misdemeanours are reported to the form teacher, Deputy Head of Alice House and parents. Details of interviews are logged and filed. The form teacher will talk to the relevant pupil(s) and parent(s) and work towards a positive outcome; the emphasis is on positive strategies. Sanctions may be imposed by the class teacher in conjunction with the Deputy Head of Alice House and these will reflect the seriousness of the offence and the pupil(s) concerned. On occasions, a girl may be withdrawn from the classroom but support, discussion, explanation and strategic understanding will be used in the first instance. The Head of Nursery to Year 6 will be kept informed at all times.

In Junior School, form staff work closely with the pupils and misdemeanours are dealt with by those staff. The emphasis continues to be the seeking of positive strategies to resolve situations. A pupil may receive a warning/chance or strike regarding specific misdemeanours, for example if homework is not handed in or for untidy work, and parents will be kept informed. Once a warning/ chance/ strike has been given on 3 occasions, a detention may be issued by the Head of Nursery to Year 6. Detentions may be given as a punishment for continued unacceptable behaviour. Very occasionally, form staff and the Head of Nursery to Year 6 feel it is appropriate to put a pupil on weekly report to monitor patterns of behaviour. This is done in consultation with the pupil and parents. Persistent or repetitive misdemeanours may result in a detention.

Suspension or exclusion will be considered for serious offences, particularly those of a persistent bullying nature (see Anti Bullying Policy). There will be no refund of fees in these circumstances.

In Senior School, a blue card system is used for informing a Form Tutor at an early stage of problems with work or behaviour. When poor behaviour is identified a range of disciplinary measures are used such as a verbal reprimand, repeating unsatisfactory work, the setting of written tasks, loss of privileges, missing break time, school based community service and detentions. A Friday lunchtime detention system operates to deal with minor but persistent problems; pupils will be allowed reasonable time to eat, drink and use the toilet. Parents are always informed with at least 24 hours' notice if their child is placed in an after-school or INSET day detention which is for more serious offences. This decision will always be taken by a member of the Extended Leadership Team. For serious offences, when it is in the best interests of the pupil/other pupils, a pupil may be isolated away from other pupils for a limited period. No forms of physical or corporal punishment are used.

A pupil's property may be confiscated, retained or disposed of as a punishment if it is reasonable e.g. a mobile phone (see the e-Safety Policy for further information on when a phone may be confiscated).

Form Staff and Pastoral staff monitor blue cards and lunchtime detentions carefully. Parents are contacted if there is a problem which is not resolved at this level. If there is a continued concern a pupil may be placed 'on report' by the Head of Year. This requires a comment to be written by the member of

staff after each lesson and is checked on a daily basis by the Form Tutor. Parents are asked to review and sign this form at the end of each day.

Records of any sanctions for serious misbehaviour are noted in a pupil's file. A central record is also kept of exclusions, major detentions and disciplinary meetings involving parents.

Suspension or exclusion will be considered for serious offences, particularly those of a persistent bullying nature (see Anti Bullying Policy). There will be no refund of fees in these circumstances.

Behaviour Support Strategies

The School has a number of techniques for supporting behaviour management. Early interventions are made by subject staff, Form Tutors and Heads of Year, for example in responses to low half term grades or repeated blue cards. The School welcomes liaison with parents and other agencies to support good behaviour management. The School will always consider whether behaviour gives cause to suspect that a child is suffering, or is likely to suffer, significant harm and if so, will always follow the Child Protection Policy.

Staff and the School Council will be involved in reviewing the School's Anti-Bullying and Rewards and Sanctions Procedures from time to time.

Power to use reasonable force

Staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. Details are found in the Child Protection Policy.

Searching for Prohibited items

Pupils may be searched for items which are banned in School such as knives, alcohol, illegal drugs, tobacco, stolen items, fireworks, pornographic images or any item likely to cause personal injury or damage to property or any item banned under the School rules. This would normally be done with the pupil's consent, but if there are reasonable grounds for suspecting that a pupil has a prohibited item (other than those banned solely under the School rules), the search will still take place and also include desks, lockers and data on electronic devices. Department for Education Guidance "Searching Screening and Confiscation" (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>) will be followed.

Staff can seize any prohibited item found as a result of such a search.

Discipline beyond the School gate

The School will respond to bad behaviour and bullying which occurs off the School premises and which is witnessed by a member of staff or reported to the School. Staff may discipline pupils if the pupil is travelling to or from school, wearing school uniform, identifiable as a student of the School, taking part in a school organised/related activity OR if the behaviour could have repercussions for the orderly running of the school, poses a threat or could adversely affect the reputation of the School. The pupil can only be disciplined on the School premises or when the pupil is under the lawful control of the staff member or volunteer.

Managing Pupils' transition

Girls are very well supported as they transfer across Key Stages. They attend transfer sessions and the new Year 7 and Lower Sixth have a special induction programme for their first day at School. Information is always passed on between Form Tutors for the start of each academic year. Pupils transferring from other schools are supported by a buddy in their form and parents are contacted at the end of a half term with a progress report or earlier if necessary. All these measures assist with good behaviour management.

Pupils who find behaviour management a challenge are supported by Form Tutors and Heads of Year. Advice is given, with appropriate follow up and if necessary the appropriate stepped sanctions are applied. A culture of positive reinforcement is encouraged. Parents and other agencies are involved as appropriate.

Pupils with Special Educational Needs/Disabilities

Reasonable adjustments regarding behaviour and discipline will be made by the School for pupils with special educational needs/disabilities. The School takes pride in its pastoral care for social interaction amongst pupils. All pupils are taught that victimisation and bullying will not be tolerated. The School's objective is to ensure that a disabled pupil, or a pupil with Special Educational Needs or other protected characteristic, does not suffer less favourable treatment as a result of discrimination. Pupils are taught through the curriculum and other activities the importance of respecting each other and behaving towards each other with courtesy and consideration. The School's Behaviour Policy/Anti-Bullying Policy and School rules make clear the seriousness of bullying, victimisation and harassment in all its pernicious forms, including racial, religious, cultural, sexual, sexist, gender-related, sexual orientated homophobic, disabled and cyber, in causing serious psychological damage and even suicide. Time is spent in preventing bullying, victimisation and harassment and in dealing with it when it occurs. All pupils understand that the School has a zero tolerance policy on bullying and that bullies can expect strong sanctions to be applied to them.

Exclusions

A serious offence or persistent offences will be dealt with by the Head on an individual basis.

1. Introduction

These guidelines set out the procedures which the School will follow so far as is reasonably practicable. However, failure to observe these exclusion procedures strictly shall not entitle the parent or pupil to any remedy or form the basis of any claim against the School if in substance the pupil has been dealt with in a fair manner that conforms generally to the rules of natural justice.

A decision to exclude a pupil for a fixed period or permanently will be taken:

- when there has been a serious breach, or serious breaches, of the School's Behaviour Policy and/or any related policies such as the School Code of Conduct, Anti-Bullying Policy, e-Safety Policy, Acceptable Use Policy and Drugs Policy
- if allowing the pupil to remain in School will seriously harm the education or welfare of other pupils in the School or the welfare of staff
- where parents are in breach of contract (see the Parent's Contract/Terms and Conditions).

The expression 'parent' or 'parent/guardian' is used for those having parental responsibility for the pupil.

2. Drug related exclusion (or any exclusion for illegal activity)

Drug related incidents and other illegal activity present complex problems which may give rise to criminal proceedings for offences committed within the School or on a School related activity. Possession of illegal drugs or weapons or drug taking in School or on a School related activity is unacceptable and may result in permanent exclusion.

3. Fixed period exclusion

The Head may exclude a pupil for up to 5 continuous School days but must:

- ensure that the parents have been notified of the exclusion, if possible by telephone, before it takes effect
- ensure that satisfactory arrangements have been made if the pupil is to be sent home immediately

- write to the parent with details including:
 - the length of the exclusion;
 - the reason for it; and
 - the likely consequences of any further misconduct (including permanent exclusion); and
- inform the Chair of the Governing Body.

A fixed period of exclusion is not an appropriate sanction for what are regarded as minor incidents, unless in exceptional circumstances where there has been a build up of incidents over time which constitute a concerted flouting of the School's rules and regulations, and should be for as short a time as possible. Subsequent failure to abide by the School's rules and regulations could give rise to exclusion for a longer fixed period and/or permanent exclusion. When exclusions exceed one day, work should be set to be undertaken at home and followed upon the pupil's return to School.

3.1 Exclusion for a fixed period exceeding 5 School days or when permanent exclusion is contemplated

The Head may exclude a pupil from School, pending a full investigation of the circumstances but must:

- ensure that the parents have been notified of the exclusion, if possible by telephone, before it takes effect
- ensure that satisfactory arrangements have been made if the pupil is to be sent home immediately. Although setting work to be undertaken at home may become more difficult under these circumstances, some direction regarding appropriate work should be given and in particular any pupil coming up to examinations should be provided with clear direction on appropriate action or an appropriate programme of study
- write to the parents with details including
 - the length of the exclusion; and
 - the reason for it; and
- obtain the written consent of the Chair of the Governing Body to extend this by no more than a further period of 15 School days if the Head considers that the investigation cannot be completed within 5 School days.

3.2 The Investigation

- a. The Head will conduct a full investigation into the circumstances with the assistance of senior staff as necessary. All relevant parties will be spoken to, for example:
 - i) the pupil(s) directly involved, in the presence of two senior staff and in the presence of the parents, if they wish (with the agreement of the pupil if she is over the age of 18)
 - ii) members of staff and/or other pupils
- b. The School will co-operate with a Police investigation (if it is suspected that a criminal offence has been committed)
- c. After completion of the investigation the Head will:
 - discuss the conclusions and recommendation with the Chair of the Governing Body and agree a way forward
 - immediately following the discussion send a written report and recommendation to the Chair of the Governing Body to whom such a report will be confidential.
 The recommendation will be either:
 - i) to allow the pupil to return to School immediately (with a written warning of the effect of further misconduct where the same has been established);
 - ii) to allow the pupil to return to School on a specified date (where possible, this should not be more than 15 school days after the start of the exclusion), with a written warning of the effect of further misconduct where the same has been established; or
 - iii) to exclude the pupil from School permanently.
- d. The Chair of the Governing Body will confirm her or his agreement with the recommended action in writing to the Head within 24 hours of receipt of the report.
- e. The Head will then:
 - inform the parents immediately (by telephone if possible) of the result of the investigation and of the decision;
 - confirm the decision and the reasons for it in writing to the parents; and

- offer the opportunity to discuss the outcome.

4. Permanent exclusion (other than for those cases covered under section 5)

If the decision is that the pupil should be excluded permanently, the Head will also:

- a. explain the appeals procedure in writing to the parents;
- b. assist the parents in the search for an alternative school wherever possible;
- c. notify the Local Education Authority of the date on which the pupil is removed from the School Roll if no alternative arrangements have been made for the pupil's education and she is below the statutory school leaving age. (The pupil should not be removed from the School Roll until the appeal process has been concluded or the time limit for the appeal has expired or the parents have confirmed that they do not intend to appeal).

The Appeal Procedure

Parents, or the pupil if she is over the age of 18, who wish to appeal against a decision permanently to exclude a pupil must inform the Clerk to the Governing Body in writing within 14 days of the date of the Head's written confirmation of the decision.

On receipt of the notice of appeal the Clerk will:

- inform the Chair of the Governing Body and the Head
- obtain copies of all correspondence and documentation relating to the case
- agree the date and time for the hearing
- explain the procedure to all concerned to include the order of hearing
- ask the parents (or pupil) to provide any written statement and supporting documentation on which they wish to rely at least one week before the hearing date
- convene three members of the Governing Body as members of an Appeal Panel ("the Panel") who shall appoint one of their members to be Chairman of the Panel. The Chair of the Governing Body shall not be a member of the Panel.

The Head will prepare a full statement for the Appeal Panel, setting out the pupil's age and School year, academic and behavioural record, steps taken by the School in relation to any previous disciplinary incidents (including written notification of those to parents), a full account of the incident(s) leading to permanent exclusion, and details of work set or relevant study guidance given during the exclusion period. The Head should wherever possible include copies of file notes, correspondence, reports or other documents to support actions taken. This will be sent to the parents and the Panel within one week of notification of the hearing date.

The Hearing

This will normally be held at the School. The conduct of the proceedings is at the discretion of the panel. It should be based on fairness and informality although the basic rules of evidence should apply and sensible precautions should be taken to ensure that rules and procedures set down are followed. All concerned should have the same set of documents before them for the hearing. Additional material may not be submitted at the hearing unless the Panel considers it would prejudice either party's case not to allow this. All documents are to be treated by all concerned as confidential.

The panel will make every effort to minimise the inevitable distress caused by the necessary detailed re-examination of the issues.

Those present

- the Panel
- the Head
- the Chair of the Governing Body
- the parent/s or appointed guardian, and a friend if required
- the pupil, if she so wishes, and a friend if required
- the Clerk or a Legal Advisor acting as a clerk to provide advice on the exclusion process and handle administrative arrangements

- a scribe to take note of the proceedings, if required; and
- witnesses, if required by either party.

The procedure

At the hearing, the procedure will be as follows:

- a. the parents (and the pupil if she is over 18 or the parents wish that she should do so) will put their case
- b. the Chair of the Governing Body, speaking on behalf of the Head and the School community, will put the School's case, summarising the ground for the exclusion
- c. the parents (and the pupil if she is over 18) will be asked if they wish to speak to the Panel privately. If they do, the Chair of the Governing Body and the Head will be asked to withdraw
- d. any matters raised with the Panel privately will be put to the Chair of the Governing Body and the Head in the presence of the parents and the pupil, if the parents and the pupil wish the Panel to take them into consideration in reaching its decision. The Chair of the Governing Body and the Head will be invited to comment
- e. the Chair of the Governing Body and the Head will be asked if they wish to say anything in conclusion
- f. the parents (and the pupil if she is over 18) will be asked if they wish to say anything in conclusion; and
- g. parents and pupil, Chairman and Head will withdraw and the Panel will consider the evidence.

NB The respective parties and the panel will be able to ask questions after any of the above, but particularly a, b, c and d.

The Decision

In arriving at its decision, the Panel will take into account the broader interests of the other pupils and staff at the School as well as those of the excluded pupil. It will make its decision in private.

All parties will be notified of the Panel's decision, in writing, accompanied by an explanation, no later than the end of the second School day after the hearing or within 48 hours if out of the School term.

In the case of an appeal being allowed/successful, the Panel will be reminded by the Head that the date of the pupil's return to School should be discussed and agreed (prior to notification of the date to the parent/pupil) in order to ensure that the Head has sufficient time to arrange for the pupil's reintegration.

5. Permanent exclusion for cases not covered by appeal

5.1 For failure to achieve a required standard of work

Where a pupil is failing to achieve a satisfactory standard of work the School will:

- keep parents fully informed
- identify pupil difficulties
- provide support as appropriate
- allow a reasonable time scale for monitoring of progress and, where necessary, securing alternative provision.

Where, in the opinion of the Head, having gone through the above, it is clear that the pupil should be taken off the School Roll, parents should have a term to make alternative arrangements.

5.2 Breaches of Contract

5.2.1. In cases of non-payment of fees

The School will make every effort to assist parents who experience sudden financial hardship but due to limited resources this is not always possible.

If a pupil is excluded from School for non-payment of fees, the School is under no obligation to provide her with work to enable her to pursue her studies at home. Some assistance/guidance may be provided, where appropriate, on seeking alternative schools.

5.2.1.1. Procedure

The Head may exclude a pupil from attendance at School at any time if the fees have not been paid by the due date.

If payment in full has not been received within two weeks of the exclusion taking effect, the Head may exclude the pupil permanently from School.

The parent will receive not less than two weeks' notice of the intended permanent exclusion and of the removal of the pupil's name from the School Roll.

The Local Education Authority will be informed by the Head of the date on which the pupil is removed from the School Roll if no alternative arrangements have been made for the pupil's education, in the case of a pupil below the statutory school leaving age.

5.2.2 For cases where the parents' behaviour is unacceptable

The Head may at her discretion require a parent to remove or may exclude a pupil for a fixed period or permanently if the behaviour of either or both parents is in the Head's opinion unreasonable and affecting or likely to affect adversely the pupil or other pupils at the School or the well-being of staff, or undermines the ethos of the School or brings the School into disrepute.

In cases of fixed period exclusion, the School will wherever possible provide the pupil with work or study guidance to enable her to pursue her studies at home.

5.2.3 Action in respect of unfounded or malicious allegations against teachers and other staff.

In the event that an allegation is shown to have been deliberately invented or malicious, the Head will consider the appropriate disciplinary action for the pupil who made it, or the police may be asked to consider whether any action might be appropriate against the person responsible.

Reference will be made to the Managing Allegations of Abuse Policy which details support available to staff.

Department for Education Guidance

- Behaviour Discipline in Schools (last updated January 2016)
- Creating a Culture: How school leaders can optimise behaviour (March 2017)
- The Use of Force to Control or Restrain Pupils
- The Use of Restrictive Physical Interventions for Staff Working with Children and Adults who display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders
- The Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties
- Searching Screening and confiscation
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Good Behaviour in Schools Checklist

Head Teacher; Nicola Edgar

Signature: _____ **Date:** _____

Chair of the Governing Body; Carol McNidder

Signature: _____ **Date:** _____

Changes to previous policy

October 2017	Rewards system in Senior School overhauled
October 2017	New Code of Conduct added
October 2017	Reference to Creating a Culture:How school leaders can optimise behaviour (March 2017) added