

Reference A. School Rules paragraphs 4-9

General: Disciplinary sanctions, and their fair and just application, form a necessary part of the school's behaviour management policy. Summaries of applied sanctions are submitted to the governing body for review on an annual basis

Areas of Application: Sanctions outlined here relate to matters of pupil behaviour and discipline. Matters relating to academic work (including lateness or non-production of homework) should be dealt with under the academic sanctions and rewards system.

Sanctions: Sanctions are summarised in the table at Annex A, as overleaf. The School Rules set out examples of offences likely to be punishable by suspension or exclusion. These examples are not exhaustive.

Recording: All major sanctions are recorded in the school's iSAMS database, with more minor house infractions being recorded in the house diary.

Repetition of Offences: The repetition of any offence may lead to the imposition of a higher level of sanction, normally the next level. The Head or the Governors may as appropriate decide that suspension for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.

Monitoring: Sanctions, including detentions are reviewed at the end of each long-term by the Head of the Senior School and Assistant Head (Pastoral & Co-curriculum).

Review: The review of serious disciplinary matters and appeals against sanctions is governed by the school's Complaints Procedure.

Application of Sanctions: The committee has agreed that normal sanctions should be as follows:

Sanction	Types of Offence	Set By	Punishment	Administered By	Notes
Lunchtime Detention	Lateness Carelessness Incomplete work/prep	Any teacher, Matrons	30 minutes detention at lunchtime	Heads of Faculty Year Heads	Setter contacts relevant Year Heads Upper and Lower School pupils 2 misses – Friday detention Current practice – 1 strike.
School Detention	Offences of more serious nature than the above, or	Any teacher	4.00-5.00 pm after school on Friday	AM	Setter to forward completed detention slip to house/form staff.

	<p>persistent infringement.</p> <p>Rudeness - also mentioned under internal exclusion</p> <p>Missing two lunchtime detentions in a row</p> <p>Anti-social behaviour</p> <p>Missing a study period</p> <p>Missing a Lesson</p> <p>Missing a Games session</p>				<p>iSAMS does the communications bit</p> <p>Setter enters pupil's name in School Detention section of iSAMS</p> <p>After school detention takes priority over all other activities</p>
House Staff Report	<p>Repeated Dress offences</p> <p>Significant out of bounds</p> <p>Repeatedly missing registration</p> <p>Anti-social behaviour</p>	House staff	A card requiring signatures by Deputy Heads, House Staff or nominated representatives only (normal maximum 7 days)	House staff	
Full Report (blue card)	<p>Smoking</p> <p>Unsupervised Drinking (Sixth Form)</p> <p>Missing lessons (including music lessons)</p> <p>Anti-social behaviour</p> <p>Missing After School Detention</p> <p>Rudeness to members of staff</p>	Assistant Head	A card requiring signatures by Deputy Heads, House Staff or nominated representatives only (normal maximum 7 days)	Assistant Head	<p>Issued only following interview with Assistant Head (P&C) with Housemaster, Housemistress or a nominated representative present (this could include a prefect);</p> <p>A house captain or prefect may be present on request of a pupil, if agreed by the Housemaster or Housemistress</p> <p>May be accompanied by a letter to parents</p>
Internal Exclusion	<p>Significant breach of good behaviour</p> <p>Rudeness to members of staff</p>	Assistant Head	Report to Deputy Head at break time, lunchtime, activity time for 1-3 days	Assistant Head	Accompanied by letter to parents including a reference to the school's complaints policy

Suspension	<p>Drinking (Y7-11)</p> <p>Unsupervised drinking involving excessive consumption or supply</p> <p>Insolence or insubordination to members of staff</p> <p>Bullying</p> <p>Theft</p> <p>Excessive Physical Violence</p> <p>Significant abuse of IT facilities</p> <p>In room of pupil of the opposite sex</p> <p>Bringing the school into disrepute</p> <p>Significant dangerous behavior</p>	Head (currently delegated to Assistant Head)	The pupil is required to be at home with parents for a period to be determined (normal maximum is 7 days)	Head (currently delegated to Assistant)	<p>Accompanied by letter to parents including a reference to the school's complaints policy</p> <p>Pupils meet with the Head on return to school</p> <p>Chairman of Governors informed</p> <p>For a period of longer than 7 days a nominated sub-group of governors must be informed</p>
Expulsion	<p>Sustained bullying or any serious act of bullying</p> <p>Any offence deemed by the Head to be incompatible with membership of the school</p>	Principal/Head by recommendation to the Governors	The pupil is required permanently to leave the school	Principal/Head	School expulsion procedures refer

Head of Senior School & Vice Principal

April 2016

Date of next review: April 2018