



Discipline and Exclusion Policy

ISI Regulatory Code – A4

Policy written by: A Hutchings

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Approved by Compliance team:

This Policy is for Mount St. Mary's College

Linked Policies: Anti-bullying Policy which includes Cyber-bullying, Behaviour Management Policy, Rewards and Sanctions Policy, Use of Reasonable Force Policy, Pupil Code of Conduct (Appendix One)

Review date:

Mount St Mary's College

Educating Men and Women for Others since 1842

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INTRODUCTION

Mount St Mary's College aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We seek to develop qualities of team-work and leadership through its extensive programme of extra-curricular activities.

We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

All schools have the legal right to impose reasonable sanctions if a pupil misbehaves. Physical punishment is illegal; but DfE guidance advises sanctions that a school might use include: a reprimand, a letter to parents, removal from a class or group, loss of privileges, confiscation of a possession that is inappropriate in the classroom, detention, suspension or exclusion. Suspension, whether temporary or indefinite is a last resort. Permanent exclusion is used only in the most serious circumstances.

This policy applies to the area of the school, including its buildings and grounds, behaviour in the vicinity of the school and on the school minibuses as well as during school trips and visits. Pupil misbehaves also includes any behaviour likely to bring the school into disrepute.

The Pupil Code of Conduct (Appendix One) document outlines the College expectation of pupil behaviour.

REWARDS

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, disciplined learning environment. Our system of rewards includes:

- Verbal praise and written praise for good work
- Merits for both effort and achievement, which are celebrated in the classroom and in the house
- Annual subject and year group prizes
- Posting examples of excellent work in art/design, sports, and drama and concert achievements on the school's web site, so that the community can celebrate success.
- Reports to parents, which are always worded to be as constructive as possible.
- We operate a "student of the month" system, celebrating the successes of a different student from each year every month. He/she receives a small reward and his/her photograph appears on the school's intranet for the month in question.

Please see the Rewards and Sanctions Policy for further information

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SANCTIONS FOR BREACHES OF DISCIPLINE THAT DO NOT LEAD TO SUSPENSION

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness in class, late or poorly completed work. Additional work may be set, or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the Academic Subject Leader and to the pupil's Form Tutor, Head of Line or Houseparent, and may lead to a lunchtime detention of half an hour.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Form Tutor or Head of Line, and may lead to a pupil being set a domestic task for a designated time, usually an hour, such as removing chewing gum, or collecting litter under the supervision of a member of the staff.

More serious misdemeanours are reported to the pupil's Head of Line, Houseparent, Prefect of Studies or Deputy Headmaster, and may lead to the withdrawal of privileges, for a designated period, usually up to three days, such as use of the Higher Lines Common Room, permission to leave the site at lunch-time etc.

Persistent lateness to lessons will be reported to the pupil's Head of Line or Prefect of Studies, and may lead to a one hour supervised detention after school on Fridays.

Repeated lateness, or repeated indiscipline in class will be reported to the pupil's Head of Line, Prefect of Studies or Deputy Headmaster, and may lead to a two hour supervised detention Saturday mornings.

Persistent lateness to bed, disrupting other members of the boarding house, etc may result in the Houseparent requiring the pupil to attend the House Duty Staff room at 7.00am.

Persistently poor academic performance may result in the Head of Line requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks.

Deliberately missing a lesson, or becoming seriously behind in work may result in the ASL, Head of Line or Prefect of Studies requiring a pupil to attend a detention on Friday evenings or Saturday mornings.

SUSPENSION AND EXCLUSION

A decision to suspend or exclude can only be taken by the Headmaster and will be considered for more serious instances of misbehaviour. Examples of such behaviour include:

- Drug abuse
- Alcohol abuse
- Theft
- Bullying
- Physical assault/ threatening behaviour
- Fighting
- Sexual harassment

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- Racist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Parental behaviour

The Headmaster may suspend a pupil, for a period of between 48 hours and one week for very serious indiscipline, or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the school may be forced to exclude the pupil, or to require him/her to leave the school under the procedure described elsewhere.