



# Disciplinary Procedure Summary

Reviewed by: Executive Committee

On: .....

Next review due: September 2024

Signature of Principal .....

*The full Behaviour policy is to be found on the School's website of which this is a summary. Parents are bound by this as part of their contract with the School when they accept a place for their child.*

*This Procedure should be read in conjunction with the Code of Conduct, Behaviour and Child Protection and Safeguarding Policies – which has been written using guidance from Keeping Children Safe in Education (KCSIE) September 2022.*

*This policy also applies to the EYFS.*

## **Behaviour Policy**

This specifically requires the co-operation of, and reinforcement from, all parents.

## **Sanctions**

These range from verbal reprimand, oral and written, to exclusion. All sanctions are based on the aim of helping the pupil to find the conduct appropriate to their stage in life.

Our School ethos is based on the assumption that behaviour **will** be acceptable at all times. Sanctions are invoked in order to protect this ethos, and to enable the pupil to learn and grow from the experience.

The overriding principle is that all pupils have the right to come to School and to study free from fear and anxiety. Whatever distracts from that is not acceptable. The Prospectus specifically states: **"We will not tolerate bullying, harassment or unacceptable conduct of any degree from pupils."**

In order to allow a swift and clear understanding by pupils, parents and staff, the disciplinary procedure may be summarised as follows:

- All conduct at first instance is under the supervision of the class or form or relevant Head of School
- If action beyond a verbal warning is required, the first next stage of the formal disciplinary procedure consists of a **Detention**
- If the inappropriate conduct continues, this may be followed by **Fixed Term Exclusion**
- Persistent inappropriate behaviour may then result in **Permanent Exclusion**

All of the above formal steps will be taken by the Principal in consultation with the members of the Management Executive and appropriate teachers. Letters will be sent to parents at each stage, unless the seriousness of the behaviour merits the formal stages being simultaneous.

**The Principal reserves the right at all times, for the safety and security of the pupils, staff and all members of the School community, to exclude (fixed term or permanent) pupils in instances of grave and/or gross misconduct. The major instances of this include: bullying, cyber-bullying, obscenities, threats, use of drugs.**

Authorised by the Principal, Mr David EJJ Lloyd

September 2023