



HOLY TRINITY INTERNATIONAL SCHOOL DISCIPLINE POLICY

AIMS

We aim to encourage a responsible attitude in the pupils to themselves, to each other, the staff and the school community as a whole, which will lead them to respect both people and property. The highest standards of behaviour are expected from all pupils in all aspects of school life. Anti-social behaviour, infringement of rules and accepted standard will be dealt with fairly, firmly and consistently. The school acknowledges that problems are likely to have underlying causes, which the school will take account of and sanctions will be appropriate to the circumstances and the individual.

REWARDS

Rewards are more productive than punishments. All rewards must be applied fairly and consistently. A system of formal rewards exist this includes Commended Work, Merit Awards, Sporting Awards and posts of responsibility.

RESPONSIBILITIES

The Head

The Head's role is to determine the detail of the standard of behaviour acceptable to the school. The Head has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Head is expected to:

- Promote self discipline and proper regard for authority among pupils
- Encourage good behaviour and respect for others, and to prevent all forms of bullying among pupils
- Secure that the standard of behaviour is acceptable
- Otherwise regulate the conduct of pupils.

All Staff

All staff are expected to encourage good behaviour, promote self discipline amongst pupils and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Well planned, interesting and demanding lessons make a major contribution to good discipline. Subject Leaders are charged with using their best endeavours to ensure that programmes of study and the methodology used in the Department are well thought out and of a consistently high standard. 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.

SANCTIONS

Sanctions should be applied fairly and consistently when rewards have failed. In cases where pupils transgress accepted standards of behaviour or break school rules, a sanction may be appropriate. It is important that the sanction is seen to be fair, constructive, consistent and appropriate to the offence, and that the cause and reason it is understood by the pupil. There is no rigid system of offences and punishments – each case receives individual consideration. Investigation will be carried out as quickly as possible in order that any punishment can be served promptly. Every pupil has the right of appeal against a punishment and can seek advice if they feel they have been treated unfairly. They should consult the Form Tutor, Year Tutor or a Deputy Head as appropriate. Sanctions should enable pupils to make reparation where possible.

RANGE OF SANCTIONS

A variety of sanctions is available and will be applied within the appropriate guidelines.

For minor offences arising from lack of work, poor work or misbehaviour in or out of the classroom, punishments might include:

- Form Tutor informed
- teacher will speak with pupil
- an imposition of work to be done at home
- repeating work
- extra work to be done at home
- detaining pupils for up to ten minutes after school
- daily monitoring card
- completion of a Yellow Card
- parents contacted and informed
- withdrawal of break or lunchtime privileges
- break or lunch time detentions
- withholding participation in educational visits which are not essential to the curriculum

School Detention

For repeated failure to meet deadlines; repeated failure to produce homework; repeated failure to bring books to lessons; repeated failure to do satisfactory work in lessons; behaviour which is calculated to cause offence to others or damage to property; repeated breaches of school uniform regulations; blatant disregard for other school rules, habitual unpunctuality etc., detention would normally follow communication with the parent, Form Teacher/Year Tutor.

Parents will receive written notification at least 24 hours in advance of a detention.

Exclusion from Lessons

On more serious offences, pupils may be withdrawn from some or all lessons for disciplinary reasons. When this occurs the pupil works in isolation from other pupils, but under staff supervision. Parents will be consulted in these circumstances.

EXCLUSION FROM SCHOOL

For more serious offences, pupils may be excluded from school, either temporarily or permanently. This would always follow discussion between the Headteacher and parents. In case of fixed term (temporary) exclusions exceeding ten school days or more permanent exclusion, the Chair of Governors will be informed.

Pupils can be excluded for one more fixed term periods not exceeding 45 school days in any one school year.

A decision to exclude a pupil permanently is only 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 e.g.

- serious violence, actual or threatened, against a pupil or member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon

Drug-related Exclusions

Any decision to exclude in a drug-related case will be based on the criteria spelled out in the school's drug policy. e.g.

- a restorative justice process, whereby the harm caused to the 'victim' can be redressed
- internal exclusion (removal from class, but not the site)

Inappropriate Exclusion

The school does not see exclusion as normally appropriate in the following cases:

- minor breaches of discipline
- poor academic performance

Parental Co-operation

Parental co-operation forms part of the contract between the school and all parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

Appeals

Parents are entitled to appeal to the Chair of Governors against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Trustees at

the school. A hearing will be set up as quickly as possible, but within ten days at the latest.

The Chair of Governors decision is final.

Continuing Education

The school will continue to provide education for a pupil who remains on roll and in the case of an exclusion of more than 15 days, the school will consider:

- how the pupil's education will continue
- how his/her problems might be addressed in the interim
- re-integration post exclusion

CORPORAL PUNISHMENT AND RESTRAINT

In accordance with the law there is no corporal punishment allowed by the school. However, if authorised by the Head, then a teacher or other member of staff may use 'reasonable force' to prevent a pupil from:

- committing an offence
- causing personal injury or damage (including to themselves)
- engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time

The Head has authorised all teaching staff to use reasonable force in the above circumstances.

INVOLVEMENT OF PARENTS

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing the Year Tutor/Assistant Head – Pupil Development.

Parents are also encouraged to support good behaviour and positive habits in their children (through the school's 'Home-School Agreement' and at parents meetings).

INVOLVEMENT OF STAFF

The working of the school's policies and procedures will be discussed regularly at staff meetings. Staff will also be involved in discussions with pupils in form period time.

Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. Training in behaviour management will be provided from time to time.

INVOLVEMENT OF PUPILS

Article 12 of the UN Convention on the Right of the Child allows children who are capable of forming views the right to express those views. (The Government's

Circular 10/00 also suggests that pupils can help to reinforce behaviour policies by contributing to them.)

The School Council will be involved in reviewing the school's anti-bullying policies and procedures and in the school's programmes to reinforce self-discipline and positive work and behaviour patterns.

Discussions in Form group time will inform the deliberations of the School Council.

The Deputy Head is responsible for ensuring the positive contribution of pupils.

In particular, the Deputy Head will ensure that the needs of Special Needs pupils are properly taken into account, and their participation in the consultation process is assured.

CONSULTATION

The Head will seek the widest possible agreement for this policy, and will report at least annually to the Chair of Governors on its implementation.

EQUAL OPPORTUNITIES

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's Equal Opportunities Policy.

PUBLICATION

A summary of the policy will be made accessible to all parents and prospective parents of pupils at the school.

LINKS WITH OTHER POLICIES

This policy should be read alongside the following:

- the school's statement of ethos and aims
- the School Improvement Plan
- Rewards Policy
- the Drugs Policy
- the Anti-bullying Policy
- the Complaints Policy
- the Behaviour Policy
- the Equal Opportunities Policy

Updated August 2010

This policy to be reviewed annually