

Behaviour – Pupil Discipline and Exclusion Policy
(Whole School including EYFS)

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Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	August 2025
Review Period	Annual
Approved by (Committee and Date)	September 2025
Approved by Board of Governors	Delegated to the Head
Effective Date of Policy	September 2025
Next Review Date	August 2026
Related Policies	Statement on Pastoral Care Prep School Discipline and Positive Behaviour Policy Nursery Positive Behaviour Policy The Misuse of Drugs policy The attendance policy The confidentiality policy The anti-bullying policy The complaints policy The restraint policy

General

This Policy has been approved by the Governing Body and is to be reviewed annually.

School Ethos

The Governors expect the school to be a place where:

- each member is respected and encouraged to reach her full potential and behave in accordance with the code of conduct.
- the values of integrity, compassion, tolerance and justice are fostered.
- a secure framework is provided in which pupils can grow towards independence and self-discipline and take their place responsibly in society.
- there is an ethos where girls set a good example to younger pupils
- all members of our school community recognise bullying, acknowledge its unacceptability and report it.
- the girls are encouraged to lead a healthy lifestyle and have the confidence and skills to make good lifestyle choices

The school expects high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a child enters the school.

The Head's role, in consultation with the Senior Leadership Team (SLT), is to determine the detail of the standard of behaviour acceptable to the school.

All staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently.

Discipline

A child whose behaviour in class breaches the School's Code of Conduct will be dealt with by the Classroom Teacher with support from the Tutor, the Head of Department, the Head of Section, and the Senior Leadership Team as appropriate.

At all times the School will work in partnership with the pupil and parents.

Any sanctions will be appropriate and proportionate to the misdemeanour.

In accordance with the law there is no corporal punishment allowed by the school. The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all 'members of staff'. These include all those acting *in loco parentis*, such as unpaid, volunteer supervisors. Teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person' (including the child).

A 'Member of staff', in relation to the child concerned, means:-

- (a) any person who works as a teacher at the school or other place at which education is provided for the child, or
- (b) any other person who (whether in connection with the provision of education for the child or otherwise):-
- (i) works at that school or place, or
- (ii) otherwise provides his services there (whether or not for payment), and has lawful control or charge of the child.

However, if authorised by the Head, 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); and
- 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.

Exclusions

This section contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be excluded from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School whether or not in the care of the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by her parents. The Head may feel it is necessary to suspend a pupil whilst a serious breach of the Discipline Policy is being investigated. Parents will be kept informed and be invited to discuss the situation with the Head during the investigation period.

Only the Head has the authority to exclude a pupil.

For serious breaches of the School's behaviour/discipline policies, pupils can be excluded for one or more fixed-term periods not exceeding 45 school days in any one school year.

A decision to exclude a pupil permanently will only be 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
- bringing the School into disrepute

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Any decision to exclude in a drug-related case will be based on the principles set out in the School's Misuse of Drugs policy.

Appeals

Parents are entitled to appeal to the Governing Body against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body at the school within 72 hours of being notified of the decision to exclude a pupil. A hearing will be set up as quickly as possible, but within 10 days of receipt of the notification to appeal.

The Governors' decision is final.

The Policy should be read alongside the following:

The Misuse of Drugs policy

The attendance policy

The confidentiality policy

The anti-bullying policy

The complaints policy

The restraint policy