



## BEHAVIOUR & DISCIPLINE POLICY

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***St Bede's is a Catholic College where a Christian atmosphere prevails and in which all pupils are expected to uphold the moral teachings of the Catholic Church. We aim to care for our neighbour and work for the general good of all in our community. Rules must be enforced for the benefit of all.***

### **Policy Aims**

1. The aims of this policy are:
  - to enable the Headmaster to carry out his responsibilities of maintaining order and good discipline in the College;
  - to promote good behaviour;
  - to ensure, so far as possible, that every student in this College is able to benefit from and make his/her full contribution to the life of the College, consistent always with the needs of the College community;
  - to authorise the College Rules and any procedures necessary for implementing them and any procedures necessary for implementing it.

### **Authority**

2.
  - Responsibility for discipline derives from the Governors and is set by the Headmaster.
  - The Headmaster devolves this authority to the Deputy Heads, Section Heads/ Heads of Year and, specifically, the Senior Master whose role is predominantly to maintain good order throughout the student body and campus.
  - The specific duties of key personnel are detailed in the College Behaviour Code and College Rules. This document can be found on the College website and is also available as a hard copy on request.

## College Behaviour Code

- 3.** The College Behaviour Code shall set out the principles of the College which relate to:
  - Conduct and behaviour;
  - Self-respect and respect for others;
  - Respect for property and the environment.
- 4.** Parents will be expected to read the College Behaviour Code with their sons and daughters from time to time. Its principles will be reinforced at Assemblies and at other times.

The College Behaviour Code are available on the College website and are also available as a hard copy on request.

## College Rules

- 5.** The College Rules shall be set by the Headmaster on behalf of the Governors. The College Rules are necessary:
  - For the safety and well-being of everyone at the College;
  - For the reputation of the College as a Catholic community as a whole;
  - For the protection of College property and the wider environment.
- 6.** The College Rules apply to all age groups and at all times when the pupil is:
  - At College, representing the College or wearing College uniform;
  - Travelling to and from College;
  - Associated with the College at any time.
- 7.** The Governors and the Headmaster intend that the College Rules and the sanctions provided in them shall also, in appropriate circumstances, for example, anything which brings the Catholic nature of the College into disrepute, be capable of regulating the conduct of pupils when they are away from College premises.
- 8.** Pupils are expected to know and understand the College Rules and to read them through with their parents. The College Rules will be amended from time to time and reinforced at assemblies and on other appropriate occasions.

The College Rules are available on the College website and are also available as a hard copy on request.

## Key Personnel

### 9. THE SENIOR MASTER

The Senior Master liaises closely with all Pastoral Staff and offers support when required. Although he spends much of his time reacting to situations as they arise, it is also his function to defuse and deflect behaviour so that small problems do not escalate.

The Senior Master liaises with the Head of Sixth Form and the Sixth Form Prefects through whom he keeps in touch with the student body. Through this relationship of trust it is envisaged that he will keep abreast of matters of concern to the younger pupils.

He is also responsible for the distribution of lost property, giving him a useful pastoral contact.

The Senior Master oversees record keeping including bullying incident forms, sending home forms and suspension documentation. Information is stored in the Main Office.

All of these responsibilities afford the Senior Master a unique overview of disciplinary matters throughout the school together with the freedom to exercise discretion as to when incidents need to be referred to the Headmaster.

### 10. HEADS OF SECTION /YEAR

Heads of Years play an important part in the maintenance of good order. Form Teachers and subject teachers are encouraged to deal with minor disciplinary matters themselves in the first instant, but are also encouraged to refer more serious or repeated incidents to the appropriate Year Head who will often deal with the pupil, putting in place appropriate sanctions and recording details of misdemeanours as they arise. Form Teachers may contact parents, but only after discussion with the Year Head.

Communication between Section Heads and Heads of Year is vital if the pupil is to be treated fairly/effectively. On occasions it will be necessary for Heads of Year to refer matters to the Deputy Head (PC) or the Senior Master. Only rarely should the Headmaster be involved in the disciplinary process.

## Rewarding good behaviour

**11.** The College understands that rewards are more effective than punishment in motivating pupils. The College is committed to promoting and rewarding good behaviour. Pupils are rewarded in a variety of ways, the details of which are set out in the College's Rewards and Sanctions Policy. This document can be found on the College website and is also available as a hard copy on request.

## Breaches of college discipline

Breaches of College discipline may result in the following sanctions:

### 12. Permanent Removal from the College through:

- **Permanent Exclusion (expulsion):** A pupil is liable to expulsion for a grave breach of College discipline. Examples include, but are not limited to, a serious criminal offence or some wilful act calculated to cause serious damage to the College, its community or any of its members. Formal expulsion implies that the student's name will be removed from the roll of the College and reference to the facts and circumstances will be made in response to every

request for a reference. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the College.

- **Requirement to leave:** For a serious breach of College discipline such that the student cannot expect to remain a member of the College community, the student may be required to leave permanently. Subject to payment of all outstanding fees the student will be given reasonable assistance in making a fresh start at another College.

The Headmaster is required to act fairly and in accordance with the principles of natural justice and not to expel a student other than in grave circumstances. Full details of the procedures for investigating and punishing serious breaches of College discipline can be found in the College Exclusions Policy, a copy of which is available to parents on request.

### **13. Temporary Exclusion from the College through:**

- **Suspension:** A student may be placed under either internal or external suspension for a period of time. Pupils will be seen at least once every 10 days.
- The temporary exclusion may be a neutral act, but may become a sanction on completion of investigations.
- College privileges may be withdrawn during the period of suspension at the discretion of the Headmaster or Deputy Head.

**The above sanctions may form part of the student's permanent disciplinary record. The burden of proof for all College sanctions is that of 'Balance of Probability'.**

### **14. College Punishment (Detention):**

A student may be placed in detention where, in the opinion of the member of staff, this is a reasonable response to a breach of College discipline.

**A record of this sanction will be kept on the Detention Database**

### **15. Other sanctions:**

The Headmaster may prescribe and authorise staff to use other sanctions to promote observance of the St Bede's Behaviour Policy. Such sanctions may include withdrawing student privileges, completing missing work, requiring a student to enter into a specific behaviour contract with the College, or asking the student to undertake community service.

Full guidance on the system of Sanctions and Rewards at St Bede's College is published in a separate policy and is available via the College website or on request.

## **Use of restraint**

**16.** Any use of restraint by staff will be by reasonable means, and will only be used when immediately necessary and for the minimum time necessary to prevent injury to self or others damage to property. Where restraint is used by staff, parents will be informed. When physical contact has to be made, it is advisable to inform a senior member of staff.

## **Records**

**17.** Administration of major punishments are recorded in a computerized log with the name of the student concerned, the reason for the punishment, and the name of the person administering the punishment.

## **Appeals**

**18.** A pupil or his/her parents may request an Appeal to the Governing Body of the Headmaster's decision to permanently exclude a pupil, require a pupil to leave or where a decision has been made to suspend a pupil for more than 10 school days, or where suspension would prevent the student from taking a public examination. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

**19.** There will be no right to appeal to the Governing Body when other sanctions are imposed. However, a student who feels aggrieved may ask the Headmaster, Deputy Head, a Head of Year to take up his/her concerns with the member of staff who imposed the sanction.



## COLLEGE RULES AND EXPECTATIONS

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### COLLEGE BEHAVIOUR AND COLLEGE RULES

#### 1. Bullying

Physical (fighting) or mental (name calling, homophobia or ostracization) bullying are not acceptable. Pupils should support each other and report bullying immediately to their Form Teacher or Head of Year. Incidents when detected or reported will be investigated, parents will be informed and exclusion by the Headmaster most likely.

#### 2. Use of Foul Language

This is not acceptable and will result in the person being sent to Head of Year or Headmaster and can will be followed by exclusion.

#### 3. Behaviour

St Bede's has a hard-earned reputation for the behaviour of its pupils and for the orderliness and good discipline to be found in classrooms and around the College.

##### **On Transport**

- Good behaviour is expected on public transport. Unacceptable behaviour on public transport will not be tolerated and may result in detention after 3.50 p.m., being forbidden to travel on a particular College bus service, or even exclusion.

##### **In College**

- Good behaviour in lessons is expected at all times. Disruptive or bad behaviour in class may result in extra work, detention at lunch times or after 3.50pm (when 24 hours written notice will be given), exclusion from laboratories during practical sessions, or Saturday detention (at the discretion of the Headmaster, Deputy Head, Senior Master or Head of Year) written notice being given. Members of 5<sup>th</sup> and 6<sup>th</sup> forms can be detained at 3.50 without 24 hours' notice provided that contact has been made with the parent/guardian.

#### 4. Movement around the Campus at St Bede's

- When moving between lessons move quickly and quietly - others will still be in lessons. Be careful when crossing Wellington Road - look both ways before crossing!
- When moving in buildings **keep left** - do not push or run. Observe the "one way" system in various buildings.
- When waiting outside classrooms line up on one side of the corridor so that others can pass. Remain quiet, other classes may be being taught.
- Do not play games in the buildings - accidents to you, others, or damage to the fabric of the buildings may occur.
- Buildings, except for Gonne Corridor, Our Lady's Hall and Vaughan Main Corridor are out of bounds at break/lunch times unless you are going to see a member of staff or have permission to be in the building.

- Students in the first five years are not allowed off the campus at any time.
- The car park areas behind and at the side of the Henshaw and Regis buildings, the playground and the Gonne building (Prep) are out of bounds.

### **5. Smoking and drinking of alcoholic beverages**

Both are totally forbidden and exclusion will result if you ignore this rule.

### **6. Drugs**

Where there is evidence of drugs being brought into the College or used in the College, permanent exclusion can result and the police may be informed.

### **7. Ball Games**

The area of the playground between the door to the boys' toilets and the Beck Building (Alness Road end) and the oil tank is not to be used for ball games. Please do not kick footballs or hit tennis balls in such a way as to endanger the safety of others - such action will result in the ball being confiscated by a member of staff for a period of time.

### **8. Toilets**

Respect the fabric of the toilets - leave them as you would hope to find them - report damage. Except in emergency please use the toilets before school or at break times - asking to go to the toilet during class time causes disruption to the others in the group.

### **9. Notice Boards/Notices**

Read and respect notices - they could be for your safety and must not be defaced or removed.

### **10. Safety**

Always consider safety - it is all our responsibility - do not put others at risk by your actions.

- Fire extinguishers are there to protect you - recharging costs £20 for which you will be billed if you interfere with one.
- Fire Notices must be obeyed - directions of exit must be adhered to so that too many people do not choke particular exits.
- School laboratories are dangerous places - familiarise yourself with the rules which have been explained to you by Science staff. Action which puts others at risk will result in being detained after school, being given extra work or being excluded from the laboratory.

### **10a. Sixth form use of cars**

Sixth formers, who are qualified drivers and for whom parents have completed the required permission slip, are allowed to drive their cars when travelling to and from College. They do so entirely at their own risk. Under no circumstances should sixth form students use their cars during the school day either as drivers or passengers. This includes lunchtimes.

### **11. Eating of Food**

Food, crisps, sweets, biscuits, ice-cream must be eaten in the Dining Room or the playground. No food is to be eaten in any of the buildings. Chewing gum is not allowed. Sanctions will result if you ignore this rule.

### **12. Uniform - U3-U5**

- Be proud to wear College uniform - blazer / tie / blue shirt / navy blue pullover / grey trousers for boys and navy-blue skirts for girls - traditional, black, flat shoes. Bootlace ties or shirts hanging over trousers or skirt waists are not acceptable.
- Outer coats are to be navy-blue or black. Failure to wear correct uniform may result in student being sent home for the correct item
- Hair should be tidy and should be of one natural colour. Boys should not have very short cropped hair, or severe hairstyles.

- Girls' hair should be tidy and should be tied back for safety if it reaches shoulder length. Only navy-blue ribbons or plain elastics may be used on hair.
- No jewellery is to be worn but girls may wear one set of small sleepers or studs (which should be removed for safety during games/PE periods) in pierced ears.
- Make-up is not to be worn.
- The Headmaster reserves the right to send home any pupil whose appearance does not conform to College regulations.

### **Dress Code – Sixth Form**

- The Sixth Form have their own dress code and the smartness and individuality of the sixth formers are a credit to the school and makes us stand out from other sixth forms and colleges.
- The main points of the dress code are listed below, though sixth form students are issued with a more detailed set of guidelines.

### **Boys' Dress**

- Boys should wear a suit (sober colours) with a smart shirt and College Sixth Form tie.
- Shoes should be smart and polished – no training shoes.

### **Girls' Dress**

Girls may choose to wear either

- A tailored trouser suit and blouse in one of the following colours: black, brown, navy blue or grey. Pinstripes are allowed.  
Or
- Skirt and blouse accompanied by a conventional tailored jacket. Again, sober colours only.

In either case, jackets must be worn. Neither outdoor coats nor cardigans substitute as jackets.

## **13. Personal Property**

- Your belongings are your responsibility. PE kit, coats, bags etc must have your name clearly marked. Your belongings should be put in your locker not left around the College. It is unreasonable to expect others to look for your property if it goes missing after it has been left around.
- Lockers should only be used before school, during breaks or after lessons at 3.50 p.m. not during lesson times.
- **Mobile Phones and iPods**
  - **Mobile phones cannot be used, without a teacher's permission, from when a child enters the College grounds in the morning until the end of the school day**
  - **Pupils are responsible for their own phones.**
  - **Just as in public examinations, all phones must be switched off during the school day.**
  - **If a phone is used, or rings, or is in any way in evidence within the College grounds or buildings, it will be confiscated. A confiscated item will be held for ONE week.**
  - **If a phone is in evidence in the classroom, then it will be held for TWO weeks.**
  - **Should there be a repeat offence in the same school year, then the confiscation period for that second offence will be doubled and we will require parents to come in and collect the phone.**
  - **All the above applies to iPods**

- **Sixth Formers, however, are allowed to use iPods in the Maher Library as a concession. However, they must be used considerately and a request to lower the volume should be obeyed immediately.**

#### **OTHER MATTERS**

##### **Punctuality**

- You are required to arrive at the College in good time so that you can be present at Assembly or Form Meeting. If you arrive late you must report to the Main Office as soon as you arrive.
- If you have to leave the College during the day you must inform the Main Office before you go. You will not be allowed to go unless you are able to provide written evidence of the reason for leaving the premises.

##### **Absences**

- Absences should be communicated to the College by phone on the first day. Any absence which has not been notified either in advance or on the day will be treated as unauthorised and the College Secretary will endeavour to make contact with responsible adult. This does not negate the necessity for notes to be provided for all absences giving the reason for the absence and the dates of the absence.

##### **Litter**

- Litter is a constant problem and is all of our responsibility. Please use the waste bins which you see around the College and take pride in your environment.

##### **The Maher Library**

- Quiet, considerate behaviour is expected of all users of the Library. Books must be properly booked out with the Librarians and returned on time. Damaged and lost books, magazines, tapes etc. must either be replaced or paid for.
- All Library furniture and equipment must be left in its place, treated with care and the Library left in a tidy condition.
- Pupils/students who disobey the regulations may be stopped from using the Library facilities.

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## COLLEGE BEHAVIOUR CODE

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### General principles

1. The guiding principles at St Bede's College are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration.
2. We also attach great importance to manners, good discipline, service to others and to caring for the College and its external environment.
3. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the College, consistent always with the needs of the College community.
4. The Principles that make up this College Behaviour Code are addressed to each pupil. Some of them necessarily apply also to parents. Compliance with this Code and each new edition of it is a condition of membership of the College. Parents are asked to read through this Code with their sons and daughters from time to time.

### Conduct and self respect

5. **Commitment:** Students represent the College whenever they wear our uniform. We hope they will take a pride in their membership of the College, be our ambassador on all occasions and enjoy their time here. They are expected also to take a pride in their conduct and personal appearance and to show commitment to their academic, sporting and leisure activities and always to do their best.
6. **Appearance and dress:** The College uniform and for members of the Sixth Form agreed dress code must be worn/complied with during College hours and for other College activities. Students must be smartly turned out and in all other respects conform to the College's dress regulations. Shoes should be clean and hair styles must be moderate and tidy. Hair must be a single, natural colour.
7. **Honesty:** The College community relies on each pupil being honest and truthful and showing a good example to others. Students should never cheat, steal or tell lies and are reminded that being found untruthful usually carries the greatest disgrace of all. If students find, or if in some other way come into possession of, money or property that does not belong to them, they should ensure that it is given back or handed to a member of staff as soon as possible.
8. **Behaviour generally:** Students' behaviour must be a credit to themselves and to the College, whether at College or in public places such as streets, on public transport or in private coaches and whether in or out of College hours. They should always consider the consequences of their words and actions on themselves and on other people. They should never do something they feel is wrong.

## Respect for others

9. **Effort and achievement:** At this College, we look for fulfilment and enjoyment and we are positive in everything we do. We respect and encourage each other as individuals and as members of teams. We also encourage inquiry, hard work, high standards and competition. We take pleasure in each others' achievements and we never mock each others' effort or failure. Each pupil has the right and the responsibility to contribute to this ethos.
10. **Courtesy and good manners:** From time to time members of staff, parents, visitors to College premises or other pupils may need assistance. Students should be ready always to offer help. It is very important that this is done, even if to do so causes inconvenience.
11. **In the classroom:** We expect students to make it as easy as possible for everyone to learn and for the teacher to teach. Students should stand up whenever an adult or visitor enters the room. Books and equipment should be ready for the start of each lesson. The classroom should be kept tidy. Above all, students should be pleasant and helpful at all times.
12. **Sportsmanship:** Whether they are competing or spectating at team events or taking part in some other competitive activity, students are expected to behave with good manners and always to set an example that reflects well on the College. They should play to the rules; play hard; play fairly; do their best; enjoy the game and never cheat; be equally gracious in victory as in defeat.
13. **Bad language:** The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons its use is forbidden and liable to be punished.
14. **Bullying:** Threats, physical attack, name-calling, mocking, harassment, racism, sexism and all forms of victimization whether in the real or the virtual world are bullying. Bullying has never been tolerated at this College and will not be excused on grounds of its being part of a game. Bullying is a serious matter which may lead to removal or expulsion. Students must not bully others and if others bully you, or you see someone else being bullied, you should inform a member of staff immediately or your parents.
15. **Fighting:** Like bullying, fighting is also forbidden and will result in similar sanctions..

**Full details of the College's anti-bullying policy are published separately and are available either via the College website or on request from the Headmaster's PA.**

## Respect for property and the environment

16. **Vandalism, graffiti and litter:** Vandalism and graffiti-writing on College premises and elsewhere are regarded as serious breaches of College discipline. Students should report, in confidence, any incident of wilful damage or the deliberate dropping of litter to Form Tutors or another members of staff. Pride should be taken in the College environment and students should help keep it tidy. Litter should be picked up and disposed of securely.
17. **Other people's property:** Students must not interfere with other peoples' property or open lockers which are not their own. Property which has been lent should normally be returned immediately on request. Other people's property, books, notes or projects should not be borrowed without previous permission. Students must be strictly honest with regard to money or property that does not belong to them or that they find. If in any doubt, ask a member of staff.
18. **Accidental damage to property:** Any damage to property which is not their own should be reported to a member of staff. Students or parents may be asked to pay for the damage.

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## REWARDS & SANCTIONS

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The College operates a rewards system which manifests itself in three ways:

### **Rewards for Academic Work**

These take the form of Merit Marks which are awarded in the U3 and L4 for work of a very good standard, in line with departmental policy. When a certain number of these awards have been collected, then a certificate is awarded to the individual pupil by the Headmaster at Assembly.

The Middle School celebrates success for each Form. Pupils collect merit marks and a trophy is awarded at regular intervals to the most successful Form. Pupils are awarded certificates at regular intervals to celebrate their achievements.

Various departments have evolved their own schemes to reward pupil endeavour. In ICT pupils who satisfy NC criteria will be awarded a certificate in class and those who reach higher levels will be awarded a Gold Distinction Certificate which is presented in Assembly.

### **Congratulations and Thank You Cards**

Academic Departments send a Postcard home to inform parents of high performance in their subject. The Headmaster acknowledges student effort in support of College functions by sending a card with a hand written note of thanks.

### **Letters of Praise**

The Head of Year of the Head of Section will send out a letter to a pupil who achieves excellent grades for effort and attainment when grades are issued.

### **Externally Awarded Certificates**

Heads of Year endeavour to highlight excellent achievement of any kind at their Information Assemblies – hence LAMDA, ABRSM and Maths and Science Challenge Certificates are distributed.

### **Sporting Achievements**

Pupils' and Team achievements are lauded each week at the Information Assembly for all year groups. Badges are worn by pupils.

### **Award Ceremony**

GCSE students are presented with their certificates each November by the Headmaster. A Level students are invited back to the College for a Certificate Ceremony in March of the year after they have left. An inspirational guest speaker is invited to address the students.

After their End of Year Mass the leaving U6 students are presented with a number of awards, such as Sportsman of the Year, Charles Taylor Award for Drama, Headmaster's Awards for a number of activities etc.

Each year at the end of year assembly, the Headmaster presents a number of colours, medals and shields for very good sporting and academic achievements.

### **Publications**

Students' endeavours are published in Headmaster's Newsletters, the press, as appropriate, and Baeda, the College Magazine produced annually.

**Display**

Different aspects of College life are highlighted through display around the College. Honours boards in College entrance.

**SANCTIONS**

The College operates two levels of sanctions.

**I MINOR INFRINGEMENTS**

- As a general rule referrals should be made in the first place – whether for behaviour or bad work – to the form tutor.
- If a misdemeanour takes place during lesson time then the relevant Head of Department should also be informed of any referral.
- Most cases of misbehaviour should be contained by the member of staff immediately involved who may administer a verbal reprimand, write in the journal etc.
- However, some offences will require a more formal response.

**(a) Lunch Time Detention**

Pupils who are detained during lunch-time must have opportunities to eat and visit the bathroom

**(b) After School Detention**

- If an after school detention is given to a pupil in the U3 to L4 then a period of 24 hours notice must be given. These detentions will take place in V1 on Tuesday and Thursday at 3.50 and will be supervised by a rotating group of Heads of Department, Year Heads and Senior Managers. A detention slip which is available from the Main Office must be filled out by the teacher and sent home with the pupil so that a parent may sign to acknowledge receipt. The slip must be returned the next day to the teacher who has given the detention. Detentions may be given to U5 and 6th Form pupils without 24 hours notice having been given. A telephone message to parents will suffice in such cases provided that parents can be contacted.
- Special detention sessions are held regularly on Thursday evenings for U5 pupils who have failed to complete work. These are supervised by the Heads of Year and pupils are nominated by their teachers to attend.
- On rare occasions pupils who have seriously and/or repeatedly contravened school rules may be detained on a Saturday morning or withdrawn from a school activity on the basis of lack of trust.
- An accumulation of minor disciplinary offences may well escalate into a Serious Disciplinary Offence.
- In extreme cases, i.e. where the teacher's authority has been severely challenged, the pupil could be sent to the Senior Master or even the Headmaster. This may become a serious disciplinary incident investigation. Dependent upon the nature of the investigation parents will be kept informed or, in exceptional circumstances, invited to attend the interview.

**If a student or his/her parents refuse to accept this sanction they will be deemed to be in breach of the Home College contract and a further sanction will be imposed.**

## **II SERIOUS DISCIPLINARY INCIDENTS**

All but criminal offences or matters which have a Child Protection aspect are to be dealt with internally as breaches of school discipline. The outcome may be serious, eg **fixed term exclusion, permanent exclusion or a requirement to leave**, and it follows that there must be a proper investigation.

### **INVESTIGATION PROCEDURE**

- Investigation will be undertaken by TWO members of staff, ideally the Senior Master and the relevant Year Head.
- Care must be taken to keep accurate records at each stage of the investigation noting the time and the date, who was present and what was said and done.
- Regard must be had to the age and vulnerability of the pupil who is under investigation.
- All pupils involved, both victims and perpetrators, must be given the opportunity to have their say and present a written statement (signed and dated).
- It is good practice, and in some cases necessary, to inform parents and to ensure that a member of staff of the appropriate gender accompanies and helps the pupil.
- Investigating teachers must give consideration to the possibility that pupils may not be allowed to travel home on school transport. This may be for their own safety, for the safety of others or to maintain the integrity of the investigation. If this is a requirement, time must be given to contact parents so that they can make arrangements for the safe return of their children.
- Consideration should be given to Child Protection issues.
- The police should be involved as early as possible if the matter has serious criminal implications. Parents should be informed in such cases and all evidence must be preserved.

The Headmaster will be kept informed as to the progress of the investigation and one of three options will follow.

#### **OPTION 1 – Case Closed**

Investigation is complete and it is agreed that there is

- no case to answer – no further action
- a minor infringement has taken place – a minor infringement sanction is imposed

#### **OPTION 2 – Fixed Term Exclusion**

- Headmaster is presented with all evidence from investigating teachers, victim, perpetrator and witnesses.
- The perpetrator admits his guilt in the incident.
- After due consideration, consultation, and consideration of any extenuating circumstances, the Headmaster decides that the case is concluded and the pupil is to be suspended with immediate effect.
- Pupil is sent home/picked up by parent and decision communicated to parent by phone and then followed up in writing.
- This course of action has the virtue of saving time and uncertainty.
- However, the parent and pupil must still attend a meeting on the occasion of the pupil's reintegration into the College.

- In the event that the parent disagrees with this outcome he/she will be invited to make an appointment to discuss the matter with the Headmaster. In the mean time, the pupil must not return to College.

### **In this instance the Parent has no right of appeal**

#### **OPTION 3 – Investigation to Continue**

The investigation is at a stage where the Headmaster, Deputy Heads, Senior Master or Heads of Section/Year take the decision that the pupil may have a case to answer or that his/her presence in the school is not, for a variety of reasons, helpful to the furthering of the investigation.

The Headmaster, Deputy Heads, Senior Master or Heads of Section/Year may invoke a holding process whereby a pupil is removed from the school. **This is a neutral rather than a disciplinary measure and should not be recorded on the pupil's disciplinary record, although it may, at the conclusion of the investigation, lead to a sanction which is so recorded.**

This process is used for one of the following reasons:-

- (i) To provide a cooling off period following an incident under investigation by a Year Head or Senior Master.
- (ii) As a temporary measure to enable staff to continue their investigations.

#### **Procedure**

This process can only be instigated by Deputy Heads, the Senior Master and Heads of Section with the approval of the Headmaster.

When a pupil is sent home the following must be observed:-

- (i) Approval of the Headmaster obtained or, in his absence, that of a Deputy Head.
- (ii) Parents must be informed before the pupil is sent home. They must be advised that this is not a formal procedure and that while the child is being sent home, **this is a neutral rather than a disciplinary measure and should not be recorded on the pupil's disciplinary record, although it may, at the conclusion of the investigation, lead to a sanction which is so recorded.**
- (iii) Further investigation may result in Outcome 1 (Case Closed) or Outcome 2 (Fixed Term Exclusion)
- (iv) The pupil may be required to return the next day to be told that the investigation has resulted in Outcome 1 or to help with Outcome 2
- (v) Where there is the possibility of Outcome 3 (Permanent Exclusion) then the pupil will be asked to make an appointment with his/her parents for a Disciplinary Meeting. A date for a Disciplinary Meeting with the Headmaster or, in his absence, a Deputy Head, and the appropriate Section/Year Head must be offered to take place within a maximum of 3 full school days after the conclusion of the investigation. At this meeting the imposition of an appropriate sanction may be considered in accordance with the policy as outlined below.

### **In this instance the Parent has no right of appeal**

**THE DISCIPLINARY MEETING**

The Headmaster must follow correct procedure during disciplinary meetings. Therefore, investigations have to have been carried out by staff other than the Headmaster in order to comply with the rules of natural justice.

- (i) The matter having been investigated by at least two members of staff, the parents of the child are to be invited to a meeting with the Headmaster at which their child will be present. Before the meeting the parents should have reasonable opportunity to consider and reflect upon the written evidence. This is evidence collected by the members of staff who have investigated the matter.
- (ii) The parents should have reasonable time to comment on the written evidence provided by the members of staff, to cite mitigation and to provide written statements of their own.
- (ii) During the meeting a senior member of staff - usually one of the Deputies - should take minutes, copies of which should be given to the parents and a copy kept as an official record.
- (iv) Once the members of staff and the parents and the pupil concerned have had the opportunity to comment fully the Headmaster must reflect upon the evidence. In very serious cases it may be appropriate to defer a decision until he has reflected for at least 24 hours.

One of THREE Outcomes will result at the conclusion of this meeting:

**OUTCOME 1 Case Closed (Revert to Option 1)**

The investigation has come to a clear outcome with all parties agreeing their part in the incident. This may result in:

- i) the pupil having no case to answer
  - a) no further action
  - b) a low level disciplinary response
- ii) the pupil has a case to answer
  - c) pupil is to be reinstated, but is deemed to have been suitably punished by having been excluded for up to 3 days
  - d) pupil is required to remain excluded for a further fixed term period and then reintegrated into class. Such an exclusion will be recorded on the pupil's file.

**OUTCOME 2 Fixed Term Exclusion (Revert to Option 2)**

Fixed Term Exclusion is reserved exclusively for the Headmaster or, in his absence, a Deputy Head.

This decision will be communicated to the parents at the conclusion of the Disciplinary meeting process.

The fixed term will count retrospectively from the first day of the current exclusion from school.

### **OUTCOME 3**

#### **Expulsion (Permanent Exclusion)**

This sanction is again reserved exclusively for the Headmaster or, in his absence, a Deputy Head. The Headmaster must follow correct procedures. Therefore, investigations have to be carried out by staff other than the Headmaster in order to comply with the rules of natural justice.

The procedure followed is identical to that outlined in **OUTCOME 2 (Fixed Term Exclusion)**, with one important exception:-

- Before contemplating expulsion of a pupil, the Headmaster must have discussed the matter with no fewer than three Governors, the majority of whom must be in favour of his decision to expel.
- These three Governors would be excluded from any subsequent appeals panel.

#### **The Right of Appeal**

When the Headmaster announces his decision, and the reasons therefore, to the parents he must at the same time inform them of their rights of appeal:

- If the parents wish to appeal against the Headmaster's decision they should contact the Secretary to the Governors, c/o the College within 7 working days.
- The Secretary to the Governors would then ask the Chairman of Governors to appoint an Appeals Panel consisting of five people, at least three of whom should be Governors who were not party to the Headmaster's decision, and at least one independent person who is not concerned with the management or running of the College.
- Parents must be given at least 5 working days' notice of the appeal and informed of their right to be accompanied by a friend or legal representative. The procedure to be adopted at the appeal will be at the discretion of the Chairman of the appeal.
- The Governors' Appeals Panel would have the power to uphold, modify or overturn the Headmaster's decision. This decision and the reasons therefore, would be communicated to both sides within 5 working days of the appeal hearing.

#### **Requirement to Leave**

For a serious breach of school discipline such that the pupil cannot expect to remain a member of the school community, the pupil may be **required to leave** permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school. If the parents do not wish to avail themselves of this option, then Permanent Exclusion is a likely outcome.

**The above sanctions will form part of the student's permanent disciplinary record. The burden of proof for all College sanctions is that of 'Balance of Probability'.**



## POLICY STATEMENT – DETENTION

Whilst supporting the principle of being able to detain children at lunch-time and after school, it is very important to ensure that pupils are supervised – a Child Protection issue – and that Staff should not put themselves in jeopardy.

The following principles apply:

### Duty of Care

- Any member of staff who puts a pupil in detention is taking responsibility for the proper detention process being followed. He/she has a duty to set relevant work (unless the responsibility is taken by another member of staff). Section Heads, HoYs, HoDs and some senior Managers supervise detention class. For this purpose residential clergy, secretarial staff and maintenance staff cannot act as supervisors.
- By signing the detention slip parents are accepting responsibility for their child at the end of the detention. (See flow chart)
- Colleagues are not allowed to accept a pupil's word that parents who have not signed the slip (or it is mislaid) know of his/her detention.

### Duration

Detentions usually last 1 hour, although some 2 hour detentions can be given. Formal detentions will take place on Tuesday and Thursday evenings in V1, supervised by Pastoral and Senior Managers

### Notice of Evening Detention

U3 – L5	24 hours written notice required
U5 & 6 <sup>th</sup> Form	Can be detained on the day, but parents, guardians must be contacted. For U5 students a slip must be filled in and given to Mrs O'Donnell by the teacher concerned. For Sixth Form please see later statement.

### Records

The detention must be recorded so that the presence and whereabouts of detainees are known. (See flow chart)

This information should also be entered on the system by Mrs O'Neill and posted on the Memo on Wednesday and Friday morning so that it is available for Form Tutors and HoYs to monitor.

### Lunch-time Detentions

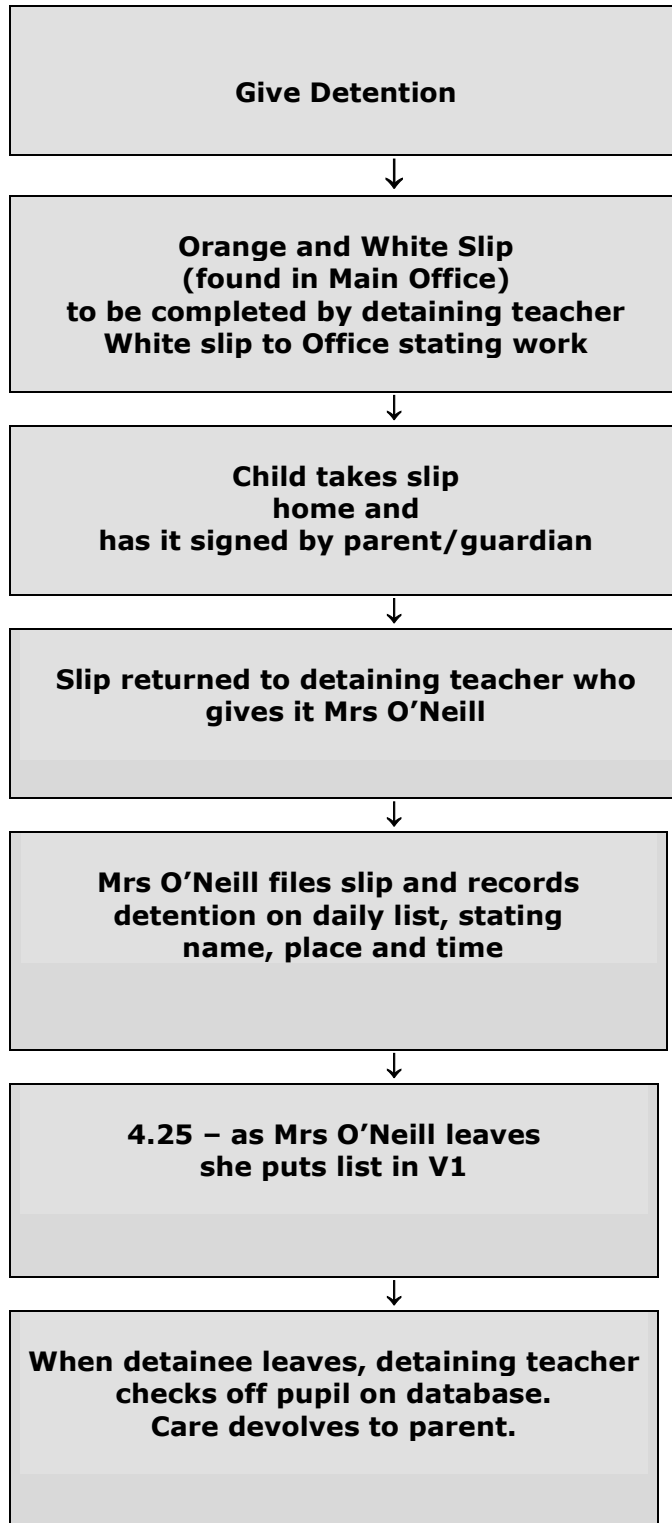
Pupils MUST have an opportunity to eat, drink and go to the toilet.

**AT ALL TIMES TEACHERS MUST ENSURE THAT THEY ARE NOT COMPROMISED.**

**BY FOLLOWING THE CORRECT PROCEDURE YOU ARE LETTING  
OTHERS KNOW WHAT YOU ARE DOING**

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## DETENTION PROCESS



### **AFTER SCHOOL DETENTION IN THE SIXTH FORM**

The process outlined above applies to the U3 to U5 and the principles enshrined in the Policy apply to the Sixth Form as well. However, in recognition of their maturity and the fact that they are beyond the compulsory school age, a different process has been put in place by the Head of Sixth Form for the detention of Sixth Form students.

It should not normally be necessary to detain Sixth Form students after school. However, should students regularly fail to submit work on time or where the quality of such work gives cause for concern, a subject teacher may wish to place that student in detention after 3.50pm.

In such cases 24 hours notice need not be given provided contact is made with the students' parents. Subject teachers should contact the relevant Year Head to arrange such contact and agree the supervision of the student whilst they are in detention.

Where a parent cannot be contacted, 24 hours notice will need to be given to the student and the detention can be acknowledged via a telephone call or letter from parents on the day of the detention itself. (There is no specific "detention slip" for Sixth Form students).

The Head of Year should be informed of the detention in advance so that they are able oversee the above arrangements and to keep a record of such detentions. It would be good practice for teachers to inform the relevant Head of Department when the detention relates to an academic matter.

Form tutors or Heads of Year may also give detentions when they feel appropriate in cases relating to breaches of school discipline, following the same process as outlined above.

Heads of Year will resolve any issues or disagreements relating to the detention of Sixth Form students.

## DETENTION SLIP

### PUPIL DETENTION SLIP

Name of Pupil: \_\_\_\_\_ Form \_\_\_\_\_

Member of Staff giving detention: \_\_\_\_\_

Reason for detention: \_\_\_\_\_

Date of detention : \_\_\_\_\_

Time of detention: \_\_\_\_\_

Location of detention: \_\_\_\_\_

This slip must be signed by your parent/guardian and **MUST BE RETURNED TO THE DETAINING TEACHER WHO WILL HAND IT INTO THE MAIN OFFICE** on or before the detention date.

Pupils who present this slip without a parental signature will be further detained

Signature: \_\_\_\_\_  
(Parent/Guardian)

**By signing this sheet you, the parent/guardian, are accepting responsibility for the care of your child from the end of the detention.**