

Sanctions

The following provides parents and students with information on the likely consequences of a student breaking a school rule. It is not comprehensive and offers only a guide. The school is free to use its discretion to impose a more or less severe sanction, depending on the nature of the offence.

All breaches of discipline are recorded. The school will take in to account the length of time that has elapsed between the first and any subsequent breach of the same or similar rule before imposing an appropriate sanction.

Minor infringements of School Rules

Offence		Secondary	Primary
Failure to complete homework	First Offence	Lunchtime detention to complete work, at the discretion of the subject teacher	Children asked to complete the task that evening
	Second Offence	Lunchtime detention to complete work	Parents are notified by class teacher
	Third Offence	After school detention; letter to parents	A formal letter sent to parents
	Persistent Offenders	Students placed 'On Report' for one week and parents informed	Parents asked to meet with teacher and Head of School to discuss the issue
Misbehaviour in class	First Offence	Misbehaviour slip issued and student placed in lunchtime detention	The seven-step 'Behaviour Steps' document attached outlines the steps taken at both Middle and Lower Schools
These steps may be bypassed in the event of serious incidents involving abusive language or	Second Offence	Misbehaviour slip issued and student placed in lunchtime detention	
	Third Offence	After school detention and parents informed	
	Persistent	Students placed 'On Report' for one week	

behaviour to fellow students or members of staff	Offenders	and parents informed	
		Students who fail to attend lunchtime detention will be placed into after-school detention	
Uniform Violations	First offence	Student is reminded of uniform code by the form tutor, and asked to correct the fault by the following day. Form tutors inform Pastoral Head of the infringement	Student is reminded of uniform code, and asked to correct the fault by the following day
	Second offence	Student sent to Pastoral Head. 'Litter-picking', or similar, sanction imposed and parents informed	A formal letter sent to parents
	Third and subsequent offences	Student kept in 'internal suspension' for rest of day. Students in Years 12 or 13 sent home to change	Parents asked to meet with class teacher and Head of School to discuss the issue

Serious Infringement of School Rules

Offence		Secondary	Primary
Bullying	All offences	<p>A 'Bullying Report form' will be completed: one copy will be given to the Head of School and one placed in the student's personal records. Depending on the severity of the incident, sanctions will be taken in line with the School's Disciplinary procedures may include</p> <ul style="list-style-type: none"> • After-school detention • The bully being placed 'On Report' for a fixed period, and his or her behaviour closely monitored during this time for signs of further incidents of bullying. • Fixed-term internal suspension • Fixed-term external suspension • Permanent exclusion 	<p>At Primary level, instances of bullying will be logged by the Class Teacher and reported to the relevant Head of School, who will contact the parents to inform them of the sanction, and discuss the appropriate measures to prevent a recurrence.</p>
Physical Violence or Intimidation	First Offence	Three day suspension: parental meeting precedes a return to school	Students discuss the incident with the Head of School. Parents of offenders are sent a letter from the Head of School.
	Second Offence	A longer period of suspension or permanent exclusion	Suspension considered. Subsequent offences may lead to further suspension, and possible permanent exclusion.

Plagiarism in Examination Coursework	First Offence:	Suspension for a fixed term. Parents informed. Student placed in after school detention to re-do the work	
	Second Offence	Permanent, or for a longer fixed term, suspension. Parents informed.	
Smoking, or use of alcohol	First Offence	After school detention and letter home	Parents invited in to discuss the case, and permanent exclusion considered
	Second Offence	One day internal suspension and parents invited in to discuss the situation	
	Third Offence	Three day internal suspension	
	Persistent Offenders	Persistent offenders may face a fixed term of or permanent exclusion	
Use of Illegal Drugs	First Offence	Permanent exclusion; parents and police informed	
Theft	First offence	Fixed term or permanent exclusion, depending on value of stolen goods; parents and police informed	Children discuss the incident with the Head of School and are asked to reflect on the incident. Parents of all children involved are sent a letter from the Head of School outlining the incident
	Second offence	Permanent exclusion	Suspension. Subsequent offences may lead to permanent exclusion.

