



## Sanctions and Discipline Policy (Senior School)

We expect girls to behave well at all times. Girls are required to show courtesy to visitors, to staff and to each other, both on school premises and when representing the school elsewhere. This includes at the bus stop and during the journey to and from school. Whilst in uniform or in association with the school in any other way, pupils should be alert to the fact that they represent the school in the eyes of the public, and they will be expected to behave politely at all times. School discipline codes extend to all occasions when pupils are associated with the school, i.e. whenever they are in uniform, on a school trip, or near the school.

Sanctions are used to register disapproval of unacceptable behaviour and so that girls can learn to understand how they can put it right. This approach to discipline is based on teachers having very high expectations of pupils' behaviour, work and relationships with others so that poor behaviour, work and relationships are challenged. Individual pupil needs (such as SEN and disabilities) are taken into account in applying this policy.

We exercise vigilance to detect signs of deterioration in girls' work, behaviour or physical appearance and try to find unobtrusive but effective ways of letting the girls know of our concern. Sensitive listening helps girls to articulate their feelings and the likely outcome of their behaviour.

Parents are kept informed about anything more than minor misdemeanours and their support in establishing good behaviour is welcomed.

Any incident will be recorded by the class teacher or form tutor, so that the relevant Head of Department, Form Tutor and Head of Year are aware of the pupil's behaviour and can act to reinforce expected standards in support of the class teacher/form tutor. There may be contact home from the Head of Year or Head of Department informing parents of the incident and the sanction imposed. Persistent poor behaviour in lessons resulting in disruption may result in the parents being invited in for a meeting with the Deputy Head Academic or the Headmaster.

Some of the particular ways in which sanctions are given are as follows:

- Rebuke, accompanied by a clear statement of what acceptable behaviour would be
- Notes in homework diaries for parents to sign (Years 7 - 8)
- Being removed from the lesson and sent to the Deputy Head
- Being denied access to the school's computer system (network and internet) as a result of breaching the ICT Code of Conduct
- Being put on report (see below)
- Heads of Department may send letters home about persistent lateness to lessons, non-completion of homework, coming to lessons without appropriate equipment or inappropriate behaviour in lessons. Form Tutors and Heads of Year may send letters home for persistent lateness to registration or inappropriate uniform and behaviour. Copies of Heads letters go via the Head of Year, the Deputy Head and the Headmaster,



to the pupil's file. Parents may be required to come in to speak to Heads of Year and/or Deputy Head.

- Lunchtime detention may be given for poor punctuality, poor homework submission and minor misdemeanours (e.g. constant chatting in class after being asked to stop, passing notes). This detention will be supervised by the member of staff giving it.
- Removal of privileges for Sixth Formers (such as not being allowed off-site during the school day).
- After-school detention for persistent misbehaviour and more serious offences such as going off site during the school day. Parents will be informed by letter and 24 hours' notice will be given.
- Persistent poor behaviour in lessons resulting in disruption may result in the parents being invited in for a meeting with a Deputy Head or the Headmaster.
- Fixed period exclusion from school
- Permanent exclusion from school

### **Smoking, e-cigarettes, alcohol and drugs**

Any pupil involved in the use or possession of illegal drugs when she is under NHEHS' authority can expect to be expelled from school and the police will be informed. Being under the NHEHS' authority means:

- throughout the school day, whether on or off the premises
- whenever she is involved in any activity organised by NHEHS
- whenever she is identifiable as a member of NHEHS e.g. in school uniform

In addition, where it has been brought to the attention of the Headmaster that a pupil has been formally cautioned by the police for the possession of an illegal drug the school reserves the right to exclude her.

Smoking, including the use of e-cigarettes, or being in possession of cigarettes, e-cigarettes or tobacco, is prohibited when a pupil is under NHEHS' authority (see above). Involvement with smoking of any sort (including smoking in uniform out of school, or for Sixth Formers out of uniform, either close to the school or on a school trip) will normally result in fixed period exclusion. Girls in school who smell strongly of smoke will be treated as if they had been found smoking. Their parents will be informed and other appropriate punishments may be administered. For a persistent offender the Headmaster reserves the right to review the pupil's membership of the school community.

Drinking, or being in possession of alcohol is prohibited when a pupil is under NHEHS' authority (see above). There may be exceptions, such as the option to serve wine to over 18s at the Leavers' Ceremony, but such exceptions will be clearly flagged to girls and parents. Pupils found in possession of alcohol or using it, whilst under the authority of the school can expect to receive a fixed period exclusion. Their parents will be informed and other appropriate punishments may be administered. For a persistent offender the Headmaster reserves the right to review the pupil's membership of the school community.

If a group of girls appear to an onlooker all to be involved in any such activity, they are likely all to be disciplined in the same way, even if only some of them were, for example, smoking.



Girls should take this as a warning not to associate with other girls if they are breaking school rules.

### **Bullying**

Sanctions may include official warnings to cease offending, detention, community service (within the school), exclusion from certain areas of the school premises, suspension of IT accounts or a behaviour contract. In serious cases, fixed period or permanent exclusion will be considered. Please see the Anti-bullying policy for further details including support for the victim and the bully.

### **Use of mobile phones**

If a pupil is found to be using a mobile phone during the school day, the phone will be confiscated and sent to the school office until the end of the school day when the pupil may retrieve it from one of the Deputy Heads. Parents will be informed of the infringement by letter. This same procedure will be adhered to if using a digital device inappropriately.

Should a second infringement occur, parents will be contacted and the girl will be asked to hand her phone in at the office at the start of every school day, or the parents agree to the phone being left at home, for a fixed period of time. The misdemeanour will be dealt with as a disciplinary issue by the Deputy Head who may withdraw the agreement to allow the pupil to bring her mobile phone to school at all.

Inappropriate use or content will be dealt with according to the relevant school policies (see Behaviour Policy, Anti-bullying Policy, ICT code of conduct). In serious cases CEOP or the police may be alerted by the school.

### **Sanctions which are not permissible**

- No forms of corporal punishment (including the threat of corporal punishment) are permissible, defined as: "Any degree of physical contact which is deliberately intended to cause pain, injury or humiliation" e.g. smacking, hitting, kicking, pushing, shaking, pulling limbs or hair or clothing
- Persistent or aggressive shouting (other than to ensure safety in an emergency)
- Throwing missiles e.g. objects, books, pencil cases, rubbers
- Deliberate humiliation

Our policy is in accordance with 'The use of reasonable force (May 2012)' Government guidance. All school staff members have a legal power to use reasonable force to prevent pupils from hurting themselves or others, from damaging property or from causing disorder. Reasonable adjustments will be made for disabled children and children with special educational needs. The degree of force used should be the minimum needed to achieve the desired result. The school will record any significant incident in which a member of staff uses force on a pupil, and will report any such incident to the pupil's parents as soon as practicable after the incident.

### **"On Report":**

A pupil may be put "on report" by her Head of Year. This is a way of monitoring progress lesson by lesson and homework by homework. It gives immediate feedback which can be used



to encourage a pupil as well as provide a support system when things are not going well. After monitoring students on report for a period of time, the Head of Year can move into a weekly report meeting with the student.

This is a means of dealing with

- persistent lateness to lessons
- disruptive behaviour in lessons
- lack of homework
- poor organisation

#### **Procedure for a student going "On Report"**

- staff encouragement, support and reprimand first
- subject teacher reports the problem to Head of Department who should see the girl
- if further discussion and a request for co-operation have no effect, then the Form Tutor and Head of Year should be involved.
- the Head of Year monitors how widespread the problem is, and whether going "On Report" is likely to be effective.
- If this step is decided on, the Head of Year must clear it with a Deputy Head, and parents must be informed.
- all staff involved in signing the "On Report" form must know the reason and it must be taken seriously. The girl is given an "On Report" form which she asks subject teachers to sign at the end of each lesson.
- "On Report" is for a limited period and must be checked by the Head of Year daily or weekly as appropriate to see if an improvement has occurred.
- There must be a built in review with the girl, usually after a week, and a formal ending to the arrangement, which should be communicated to the parents
- Students may be "On Report" on Sims if appropriate.

**Fixed period and/or permanent exclusion** from school is dealt with by the Headmaster in full discussion with parents. Please see Exclusions Policy for further details.

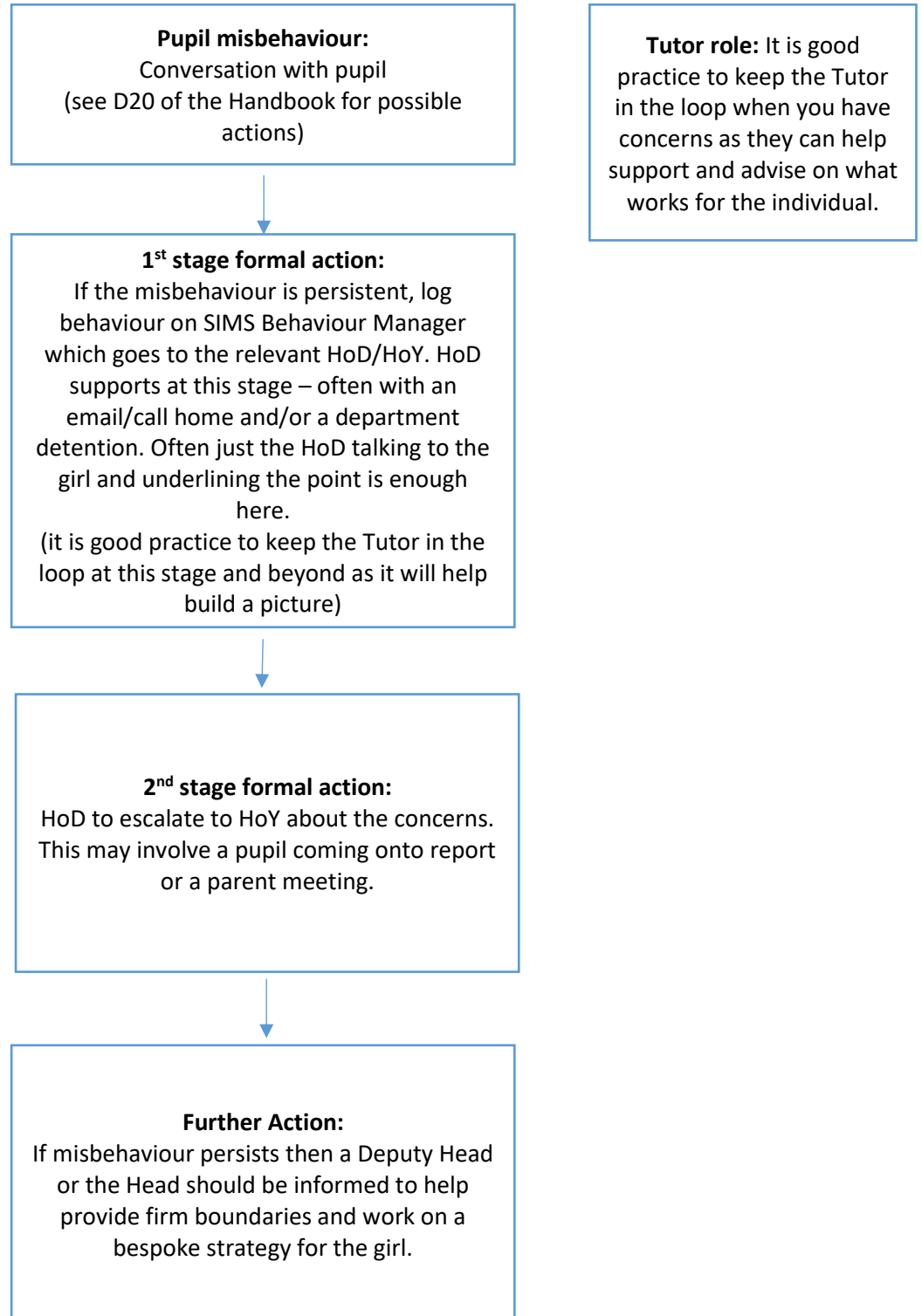
#### **Records**

The school will keep a record of the sanctions imposed upon pupils for serious disciplinary offences.



## Behaviour Flowchart

This is no means an exhaustive list and further information can be found in C12 (Monitoring of Progress and Standards) of the [handbook](#). D20 (Sanctions and Discipline Policy) of the handbook has some useful suggestions for sanctions. There is not one way imposed by the school as different approaches will work well with different pupils in different situations. However, a flow diagram of who can help support in cases of problems with misbehaviour is outlined below.





### **Links to other policies**

This policy should be read in conjunction with the following policies:

- Behaviour and Dress Code Policy and Guidelines
- Rewards Policy
- Anti-bullying Policy
- Policy on the use and abuse of drugs
- Exclusions Policy
- Mobile Phone Use Policy

Reviewed and Updated: July 2019

Next Review: July 2020