

Our Lady's Preparatory School and Nursery

Discipline in School

Sanctions and Exclusions

Disciplinary action needs to be measured against the school's rules and codes of conduct. Pupils need to know the boundaries of acceptable behaviour and be encouraged to develop their own sense of self-discipline and conscience in accordance with the ethos of the school.

Bad behaviour should be dealt with quickly. Sanctions should be appropriate and as immediate as possible.

Staff may employ sanctions for unacceptable behaviour including the following:

- a straight reprimand/rebuke/disapproval of conduct;
- change of seat;
- repeat of work/additional work;
- loss of break time;
- referring to a colleague or the Deputy Head or the Headmistress;
- Requesting the Headmistress or her Deputy to contact parents.

Internal Exclusions

An internal exclusion of a short duration may be used at the discretion of the Headmistress or Deputy Headmistress. Pupils must be supervised at all times either by their class teacher or another member of staff.

Exclusions

Only incidents considered to be serious will attract immediate exclusion. Exclusions are either fixed term or permanent. The alleged infringement must be properly investigated.

In deciding whether to exclude a pupil, the headmistress shall consider:

- The age and health of the pupil;
- Previous record at the school;
- Parental or peer group pressure;
- Severity of the offence and likelihood of repetition;
- Extent to which behaviour affects other pupils;
- Whether the offence took place in or out of school, and, if out of school, whether it has a serious impact on the school;
- Whether the pupil was part of a group.

Parents must be informed prior to the commencement of any exclusion period.

The Trustees must be informed of any exclusions at the following Trustees meeting.

Parents have the right to make representations and to appeal in accordance with the school's complaints procedure

Permanent exclusion is a last resort.

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Helene Robinson – Headmistress

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