

BURGESS HILL SCHOOL

for girls

Behaviour – Pupil Discipline and Exclusion 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, the Curriculum Group Leader and the Senior Leadership Team as appropriate.

A child whose behaviour outside the classroom breaches the School's code of conduct will be dealt with in accordance with the School's Support Framework.

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. 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

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.

LINKS WITH OTHER POLICIES

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

February 2009 - to be reviewed February 2012.