

DUNHURST, BEDALES JUNIOR SCHOOL

POLICY ON DISCIPLINE AND SANCTIONS

We do not have a system of set punishments for set offences. We try to deal with misdemeanours fairly without getting things out of proportion. Discussion is essential, either at the time or at a later date when the 'heat' has gone from the situation. Often more can be achieved with encouragement and positive reinforcement. Children usually realise what they have done wrong and are happy to work with staff and parents to improve. Staff should avoid using raised voices. Both children and staff should exercise 'common sense' and 'respect'. Staff must be prepared to listen and the child must feel he or she has a chance to put their side across without prejudice. Staff must be fair and reasonable when administering a punishment; a minor offence such as running in school would not require the same punishment as a serious offence such as bullying or stealing. All serious offences should be dealt with in conjunction with a member of the SMT. Although it is normal for staff to discuss children and share information, staff are asked not to remind children of any offences they have done; it is not helpful to say to a child 'I hear you in trouble for...' and can be upsetting for the child.

General Sanctions

A quiet word

Often a quiet word with a child is enough, particularly for certain pupils who may not be regular offenders. A note may be made in the Daybook, or tutor/class teacher informed.

'Thinking Time'

On occasion the Head may suggest that a day or two at home offering time and space for child and parents to reflect together may be useful. This measure is entirely supportive, does not go on file and is NOT suspension.

Appropriate Tasks

Staff may ask pupils to carry out a task appropriate to the offence. For example a child who misbehaves in the dining room may be asked to help kitchen staff, or a child who has caused a mess in a classroom may be asked to take some time tidying. A note may be made in the Daybook, or tutor/class teacher informed.

Wednesday Afternoon Jobs (Blocks)

Jobs on a Wednesday afternoon or stopping a child going to Petersfield may be used as a more serious sanction. Typically this would be after a culmination of offences, for example misbehaviour in the class or repeatedly not signing in. This should always be done in conjunction with a member of the SMT. A note should be made in the daybook and tutor informed. In some cases work or jobs may be given to the child.

Internal Suspension

For more serious offences a child may be given an internal suspension by the head. This would require the child working alone and losing privileges such as free time.

Parents will be asked to come into school and a note is made in the incident book and appropriate letters and notes kept on the child's file. An internal suspension would usually last for 3-4 days

Suspension

In line with Three Schools Discipline Procedure Policy

For serious offences, such as repeated bullying or stealing, a child may be suspended by the head and taken home. Parents will be asked to come into school and a note is made in the incident book and appropriate letters and notes kept on the child's file. A suspension would usually last for 3-4 days.

Permanent Removal from School

In line with Three Schools Discipline Procedure Policy

In very serious cases a child may be permanently removed from the school. This would usually follow a very serious offence or a string of offences where the child concerned has shown no willingness to improve. Parents will be asked to come into school and a note is made in the incident book and appropriate letters and notes kept on the child's file. We are not in the business of damaging a child's future education and will work hard with the parents and the child to find a school more suited to the child's needs. Often it is a positive experience for a child to have a clean start at another school where a history of offences and reputation is not known. Parents have a right of appeal and there is a process...

Academic Sanctions

Supervised lunchtime work

Pupils who have failed to hand in a prep may be asked to attend a lunchtime session in the library so that the work can be completed. There is a list in the staff room where the child's name must be written, and the child must be informed. A note should be made in the Daybook under the heading 'late prep'.

Green Card

A green card can be given by either a child's class teacher or tutor. This should be used when a child needs some positive encouragement and works best when under closer scrutiny. Staff are asked to sign and comment on the card at the end of each lesson. A green card may be given for a particular subject or target, for example not shouting out in class. Parents should be informed if their child is on a green card.

Red Card

A red card should be given in conjunction with the Deputy Head for more serious monitoring of a child and provides a record of a child's behaviour in class. Parents should be informed if their child is placed on a red card.

Removal from Class

In exceptional circumstances a child may be asked to report to reception where they will then be referred to a member of the SMT. This should be used only when a child is disturbing a class and preventing others in the class from learning. A member of the SMT will then decide how the child should be dealt with. A note should be made in the Daybook by the teacher concerned.

Monitoring and Record Keeping

Conduct File

Staff can enter a child or group of children and a description of their offence and the sanction that was given in the Conduct File in the Staff Room. This information will be added to the Daybook at a later date so that a central record is kept.

Incident File

More serious offences are entered in the Incident File which is kept in the Deputy Head's office. This is usually when parents have been informed and a serious sanction has been given. There may also be more detailed notes and letters kept in the child's file.

Daybook

Incidents can also be entered in the Daybook as a way of recording and passing information to a tutor or class teacher.

Child's File

A central file is kept in the head's secretary's office. This may include detailed notes on a child, an offence or letters correspondence between the school and parents.

We do not use corporal punishment.