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## **SECTION 2.8a DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY**

### Introduction

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, School Rules, Policy on Substance Use and Misuse, Use of Technology Policy and Students and Parents Complaints Procedure.

This policy is available on the School's website and also on request from the School office.

At Frensham we encourage the establishment of good teacher / student relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment. Our system of rewards includes:

- Personal congratulations, positive comments on work, or positive feedback to class teachers, tutors, boarding, pastoral staff or via Daybook.
- Public recognition at Notices, in 'School' Notices, within a class or tutor group session or via the Friday Newsletter.
- Commendations for 'above and beyond' and 'outstanding' work which will be celebrated by the Assistant Head Pastoral and Head.
- Examples of good behaviour or work should be communicated widely. Departmental recognition via postcards or positive feedback being sent to Parents etc.
- When a student meets their agreed targets, they should be congratulated.
- A teacher can make time for more 'formal' positive reinforcement at the end of a lesson, or during notices (for Year 7 and above).
- A tutor, Pastoral Lead or any member of staff should look to commend those who are consistently positive members of the community; for N-Y6 this is done in person or via the class teacher and for Year 7 and above this can be done using the Teams Praise feature (within the chat function).

### Sanctions for breaches of discipline that do not merit exclusion / required removal

It is hoped that students will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, students' conduct may fall below the standards of behaviour reasonably expected by the School.

When poor behaviour is identified sanctions are implemented in line with the Frensham's Behaviour Management Policy.

School staff can issue sanctions any time students are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a student's misbehaviour occurs outside of School.

We have a range of sanctions which include:

- Verbal reprimand and reminder of the expectations of behaviour from a member of staff;
- Email to parents to advise of the misbehaviour;
- Additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- Withdrawal of privileges in the evenings;
- School based community service, under the supervision of a member of staff;
- Regular reporting, including academic performance reporting, early morning reporting, report cards to measure targets and other behaviour checks;
- Gating – Removal of free time;
- Withdrawal from a lesson, school trip or team event;
- Internal and External Suspension for a specified period, removal, or exclusion.

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. They will follow the ATL process for this type of misbehaviour and work through this process until improvement is seen. For non-academic issues they may also be asked to take time out during their free time (gating) and/or complete tasks which benefit the whole community (community service).

**Serious Offences.** Serious offences, even on the first occasion, may lead to suspension; all such decisions will be made by the Head (or in the absence of the Head, the Deputy Head). The School considers the following to be an illustrative rather than an exhaustive list of examples of serious offences:

- All forms of bullying (verbal, physical, emotional, in person or via technology)
- Violent behaviour towards any other member of the school community
- Intolerance of others
- Theft
- Smoking offences
- Alcohol offences
- Any form of drug use

In the event of a serious offence, the matter will be investigated by the Assistant Head Pastoral / Head of School and/or the Deputy Head and a decision will be made about the appropriate length of the suspension (extremely serious offences may lead to expulsion as set out below and in other policies, such as "Substance Use and Misuse"). These decisions will be communicated to the student and their parents as soon as is practicable and all such decisions can be appealed following the School's Students and Parents Complaints Procedure (this is available on request).

Suspensions are for a fixed time. A student is excluded from the School for this time, and this sanction must be seen as a warning that repeated behaviour of this sort may lead to expulsion. Suspensions are recorded and kept on a students' file. The Head may suspend a student, for a fixed period of between 48 hours and one week, for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

Internal suspensions may be used to reinforce to students the need for a change in their behaviour and to remove them from situations which are felt to be affecting the positive

education of others. Internally, suspended students will be expected to work, whilst closely monitored in the Hub, on work set, but they will not participate in lessons, extra-curricular activities, games or shared experiences.

### Breaches of discipline outside of the School grounds

The School takes the conduct of its students outside of school grounds extremely seriously. A student's misbehaviour outside of School can be damaging to the reputation of both the student and the School. Where an incident is reported to the School of a student/s' poor behaviour outside of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The School will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a student may have taken drugs then the School will seek immediate medical advice and may involve the police.

Alleged sexual offences will generally be reported to the police immediately.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

### Breaches of School Rules by students which merit exclusion

All students are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-school sanctions and interventions could result in permanent exclusion of a student.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- physical assault against students or adults;
- behaviour which puts the safety of the student, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against students or adults;
- bullying, including (cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- committing a criminal offence;
- fighting;
- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;

- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos;
- drug and alcohol misuse (including supply/possession/use);
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the School, another student, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- misconduct which brings or is likely to bring the School into disrepute;
- persistent disruptive behaviour or breaches of the School's Behaviour Management Policy or School Rules.

#### Circumstances which may merit required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or in the reasonable opinion of the Head, the removal is in the School's best interests, and/or those of the student in question and/or other children;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the student in question and/or of other children;]
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the student in question and/or of other children;]
- Circumstances where the School is unable to meet the student's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

As set out in the School's Parent Contract, the School may also require the removal of a student in circumstances where the Head considers in their discretion that the behaviour or conduct of a parent (or both parents) is:

unreasonable;

and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School,

and/or the wellbeing of School staff;

and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public);

and/or is not in accordance with their obligations under the Parent Contract.

A non-exhaustive list of the sorts of behaviour that could merit required removal of a student on the grounds of unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the Parent Contract.

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be student or parental related) and/or repeated short-term absence in the case of the student (as well as long term absence).

### Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the student being excluded or removed.

The Head for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head or their nominee). Any findings of fact will be made on the basis of the balance of probabilities.

The School reserves the right to require the student to remain away from School as a neutral act during an investigation procedure. Alternatively, the student may be placed under a segregated regime if they remain on School premises.

### Decision to exclude / require removal

Prior to any decision being taken by the Head to exclude or require the removal of the student, the Head will meet with the student and their parents or (in circumstances involving the possibility of the student's required removal on the grounds of parental unreasonable behaviour) the parents.

If the Head considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the student / their parents.

Following the conclusion of the meeting the Head will reach their decision. The Head will communicate their decision in writing within five working days from the meeting.

#### Appeals against exclusion / required removal

The School will always offer the right of appeal to any student excluded or required to be removed from the School. Any appeal against exclusion will be dealt with under Stage 3 of the School's Complaints Procedure, and should be made in writing to the Head of Governance within five working days of the student's exclusion / required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the student, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

#### Recording and monitoring

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the student's file.

Details of the exclusion, required removal or suspension will be recorded on the School's Sanctions Record.