



# WESTHOLME

## DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY

<b>Reviewed:</b>	Feb 2024
<b>Date of next review:</b>	Feb 2025
<b>Produced by:</b>	<b>Principal, Senior Leadership Team</b>
<b>Cross referencing:</b>	To be read in conjunction with the following policies: Behaviour Management Policy Complaints Policy SEND Policy Learning and Teaching Policy GDPR Policy Online Safety Policy Safeguarding Policy School Rules (included in the Parent Handbooks) Parent Contract Anti-Bullying Policy Admissions Policy Attendance Policy Staff Code of Conduct



# WESTHOLME

## **DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY**

### Introduction

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, Parent Handbook, Terms and Conditions, School Rules, Online Safety Policy, and Complaints Procedure.

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

At Westholme School we encourage the establishment of good teacher / pupil 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:

- Verbal praise
- Comments on work
- Showing work to another teacher/displaying work
- Stickers and Star Charts
- Communicating praise to parents via phone call or written correspondence
- Certificates
- Praise Postcards
- Prize-giving ceremonies
- Celebration assemblies
- Principal Awards
- Holistic Awards
- ACE Awards
- Green Cards
- House Points

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

It is hoped that pupils 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, pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

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

School staff can issue sanctions any time pupils 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 pupil's misbehaviour occurs outside of School.

We have a range of disciplinary measures which include, but are not limited to:

- Verbal reprimand and reminder of the expectations of behaviour from a member of staff;
- Telephone call / Email / Letter to parents to advise of the misbehaviour;
- Additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- Traffic light system
- Red Card
- Time out / removal from activity for short periods of time;
- The setting of written tasks as punishments, such as an account of their behaviour or essays;
- Detention – at break-time / lunchtime / after school;
- Withdrawal of privileges;
- Compulsory attendance at a lunchtime clinic or activity;
- Confiscation of property that is being used inappropriately or without consideration;
- School based service or imposition of a task, under the supervision of a member of staff;
- The use of a Report Card, Behaviour Book, or other behaviour checks, or being identified for other behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal, or exclusion

Teachers are 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 may impose any of the sanctions above, such as the setting of additional work, or setting a written task. Repetition of misbehaviour will be reported to the Form Tutor and to the pupil's Head of Year and may lead to further sanctions.

More serious misdemeanours are reported to the pupil's Head of Year and may lead to the withdrawal of relevant privileges for a designated period, such as; no access to Westies, no access to Sixth Form Common Room, no access to certain areas of the School grounds, no permission to leave the school grounds at lunch time, not being able to represent the School in a sporting fixture, or attend a co-curricular trip or activity.

Persistent lateness to lessons will be reported to the pupil's Form Tutor and may lead to a lunchtime or after school detention.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Form Tutor and Head of Year and may lead to a 60-90 minute after school detention.

Persistently poor academic performance may result in the Head of Year requiring a pupil to be placed on academic performance report where the pupil's teachers will make written comments on the pupil's performance at the end of every lesson for a period of one to two weeks.

Deliberately missing a lesson or becoming seriously behind in work may result in the Head of Year requiring a pupil to attend a longer detention on an evening.

The Principal, or member of the Senior Leadership Team, may suspend a pupil, for a fixed period of between 24 hours and one week, for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective. There may be circumstances where the School increases the period of a suspension, such as, when new information becomes available relating to the incident for which the student has been suspended.

#### Breaches of discipline outside of the School grounds:

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil/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 pupil 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, Blackburn with Darwen Borough Council, Lancashire County Council, Local Authority Designated Officer (LADO) may also be notified where necessary and appropriate to the facts of the case.

#### **SPECIAL EDUCATIONAL NEEDS**

When deciding upon and applying appropriate sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing pupils with special educational needs and disabilities (SEND) or a particular vulnerability at a particular disadvantage compared to other pupils, in accordance with the School's obligations under the Equality Act 2010. These steps include Individual

Education Plan reviews, in co-operation with the SEND Lead to see if the child's need has contributed to their behaviour. Please see section below on SEND.

The School will also consider whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case, School staff will follow the School's Safeguarding Policy and consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

The School consistently promotes high standards of behaviour and is committed to ensuring that our whole-school approach meets the needs of all pupils in the school, including pupils with SEND, so that everyone can feel they belong in the school community.

The School takes its duties under the Equality Act 2010 to take such steps as is reasonable to avoid any substantial disadvantage to a disabled pupil caused by the School's policies or practices seriously. The School makes appropriate reasonable adjustments for pupils with SEND or certain health conditions.

Where there is misbehaviour by a pupil with SEND, the School will consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil, and the appropriate sanction to be applied. It does not follow that every incident of misbehaviour will be connected to a pupil's SEND.

We are mindful that not all pupils requiring support with behaviour will have identified SEND.

#### Breaches of School Rules by pupils which merit exclusion:

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 pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying);
- 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);
- the use or possession of 'legal highs';
- smoking, vaping, and the use of nicotine and tobacco products;
- damage to property;
- vandalism or computer hacking;

- theft or unauthorised possession of any property belonging to the School, another pupil, 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; and
- persistent disruptive behaviour or breaches of the School's Behaviour Management Policy, School Rules and /or Code of Conduct.

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 Principal, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Principal, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Principal, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the School is unable to meet the pupil'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 pupil in circumstances where the Principal 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 pupil on the grounds 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 pupil or parental related) and/or repeated short-term absence in the case of the pupil (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 pupil being excluded or removed.

The Principal 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 Principal 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 pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil 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 Principal, or nominated person to whom such duties have been delegated, to exclude or require the removal of the pupil, the Principal will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour) the parents.

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

Following the conclusion of the meeting the Principal will reach their decision. The Principal 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 pupil 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 Chair of the Governors within five working days of the pupil'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 pupil, 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 pupil’s file.

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

This policy is reviewed and updated at least annually by the Principal and Deputy Head/s.