

## DISCIPLINE, REWARDS, SANCTIONS and EXCLUSIONS POLICY

(Please read in conjunction with the anti-bullying policy and the acceptable restraint policy.)

### Introduction

Ludgrove expects the highest standard of behaviour, manners and self-discipline from its boys. Sanctions are designed to be corrective and instructive, never vindictive. Corporal punishment is totally unacceptable in any form and is not used by any staff at Ludgrove. Rewards are used to motivate boys to achieve their best. This policy is a guideline and in all circumstances staff should take into account the character of the boy(s). Staff should at all times strive to apply rewards and sanctions fairly and consistently. This document has been developed after consultation of the following documents: *Behaviour and Discipline in Schools (Jan 2016)*, ISI handbook for the inspection of schools, and the national minimum standards for boarding schools.

### Rewards:

- **Pluses:** boys gain plus marks in the classroom for good individual pieces of work. Plus marks may be awarded for other reasons in order to promote good manners and excellence in all areas of school life. Each boy becomes the member of a 'set' when he joins the school. Plus and minus marks are added up weekly and go towards the 'sets' competition. At the end of term there is a special 'set tea' for the winning 'set'.
- **Shows:** An outstanding piece of work may be awarded a show, which means that the piece of work is taken to the Headmaster after lunch on Wednesday or Saturday and a reward is given.

### Sanctions:

- **Verbal admonishment:** the first step when disciplining any boy should be a 'stern word'.
- **Minus marks:** these are intended for repeat offences involving minor breaches of discipline/school rules. No more than one minus mark should be given for any individual offence. Minus marks can also be given by gap students and junior matrons in consultation with staff. Boys who receive four or more minuses in a week will attend detention and their names will be recorded in the School Discipline record. Two sets of four minus marks in one term will result in a detention and an email being sent to the boy's parents by the boy's division master. A third set in any one term will incur detention, the boy will not be available for selection for sports teams in the next school block fixture and the boy's parents will be informed by the boy's division master. A fourth set means parents will be contacted by the Headmaster.

Some examples of when Minus Marks are awarded:

- Being late for a lesson
- Running in the corridors
- Poor manners
- Breaking school rules
- **Off grub (the withholding of a packet of sweets normally awarded on Tuesday and Sunday):** for bad manners or lateness in the dining room. However, this sanction can be given for other minor misdemeanours as appropriate. This sanction can be used by junior matrons and gap students.
- **Sit downs (the loss of free time usually break time)** can be awarded for poor behaviour, usually in the classroom, be it for one or more boys, or indeed the whole division. The member of staff who issued the sanction must be present.
- **Detentions** are supervised by a member of the SMT and are held routinely on Friday at 7.00 pm as required, and extra-ordinarily over weekend if necessary.

Detentions are awarded for:

- four or more minus marks during a single week
- an incident of serious misbehaviour (including more than one minus in a single lesson)

- work needing to be redone (boys may leave early if work has been completed to the required standard)
- In extreme circumstances a boy may be taken by staff to a member of the Senior Management Team for matters considered sufficiently serious to bypass the sanctions described above. **Serious disciplinary incidents** must be written up in the 'Serious Incidents' record by the member of staff dealing with the incident. The file is kept in the Deputy Head's office ('The Study'). Serious disciplinary incidents must be referred to a member of the Senior Management Team as soon as possible. In extreme circumstances boys may be excluded, either temporarily or permanently, at the discretion of the Headmaster and after consultation with the parents concerned.
- **Other:** For minor offences in free time. Boys can be detailed by staff to help with senior jobs under the supervision of the duty monitors and duty staff. For minor offences in the dining room, boys can be detailed by duty staff to help clear at the end of a meal. At the discretion of the Headmaster, boys may be detained at the start of an exeat weekend.
- **Pupils with special educational needs:** the SENCo keeps all staff aware of children with special educational needs and staff are encourage to make reasonable adjustments in the application of sanctions to these children.

#### Recording rewards and sanctions:

- Boys put **off grub** should have their name written in the 'Off grub Book' held in the dining room.
- **Minus marks** and non-work related plus marks are recorded by individual members of staff in the relevant section of the school database – 'School Manager'. These are added up at 08:45 on Friday morning by the Assistant Head (Academic). Division masters/mistresses should be aware of how each member of his/her division is doing and encourage as appropriate.
- **Plus marks** awarded for work are recorded by individual members of staff in the relevant section of the school database – 'School Manager' on a weekly basis, by 12.00 midnight each Thursday. These are collated by the Assistant Head (Academic) and each division master/mistress is given a division plus and minus sheet relating to his/her division in time for the Monday morning division period.
- **Serious Incidents** are recorded in the 'Serious Incidents Record' held in Deputy Head's office ('The Study').
- All other sanctions are recorded in the 'School Discipline Record' (held by the Assistant Head (Academic)).

The notice – "Basic Courtesies" are displayed in each division. (See attached appendix) These provide a clear and simple guideline so that all boys can make themselves aware of the standards of behaviour expected at Ludgrove.

A boy can be issued with a report card because of poor work or behaviour. Report cards are issued by the Assistant Head (Academic) and can be administered by him or a Division Master as appropriate. The card should be given to the member of staff at the beginning of each lesson and signed by him / her at the end. Staff are encouraged to be honest in their appraisal of the lesson as this sanction must be seen to be both positive and informative. The boy will report with his card at 8.15 each morning to review the previous day and to be issued with a new card. It is hoped that a week should be sufficient to have the desired effect.

#### Searching pupils and their possessions

The school reserves the right to search any boy and his possessions when investigating suspected incidents of theft or illegal contraband. The child involved will be informed beforehand and permission sought from the boy/parent. Their right to privacy will be considered as far as is reasonably possible. This will be completed away from other boys and only outer clothing will be removed or searched. Another male member of staff will be present as a witness and parents will be informed.

#### Exclusions

In cases of extremely poor behaviour the school reserves the right to suspend or expel children. Examples of behaviour leading to exclusion include: bullying, violent behaviour, cyber bullying (see IT policy), theft and use of alcohol or drugs.

In all cases parents will be contacted beforehand and the situation will be discussed with them before final decisions are made. In the case of a permanent exclusion the chairman of governors will be consulted by the Headmaster. The parents of a permanently excluded child have right to appeal to the governing board. A formal hearing will then take place with at least three governors present.

The school reserves the right to suspend or expel any pupil who has been using social networks to either bully another pupil during the school holidays or any activity that adversely affects the reputation of the school.

Pupils may also be excluded if they are found to have made malicious and false accusations against staff using social media or any other medium. (This is dependent upon the severity of the accusations and a lesser sanction made be given).

In the rare case of an expulsion from the school the Headmaster will endeavour to make sure a smooth transition to another school takes place. He will contact the future school and make sure they understand all the relevant information about the child.

**Reviewed 6<sup>th</sup> December 2018**  
**WDSA**