

DISCIPLINE, SANCTIONS AND EXCLUSIONS POLICY

This policy is applicable to all pupils at Mayfield Preparatory School, including those in the Early Years Foundation Stage.

Mayfield Preparatory School seeks to create a happy, secure, and stimulating learning environment, and to promote and develop self-discipline, morals, social awareness and high standards of behaviour, which encourages good manners at Mayfield

Pupil Discipline

Discipline and good order are essential for successful learning. Naturally, some of this needs imposition from above. However, the best discipline is self-discipline. The aim of the school policy is to foster self-discipline and pride of performance in all areas of school life, and to promote good behaviour at home.

Rewards and Sanctions

At Mayfield Preparatory 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, disciplined learning environment.

Rewards

Rewards, both verbal and written, should be given where appropriate for positive behaviour.

Rewards Available

- Verbal/written praise for good work/behaviour.
- A smile or positive action.
- Tangible rewards: commendation stamps, stickers, house merits, badges, Star of the Day certificates, Stars of the Week awards in assemblies, having special responsibility within class or school, work displayed.
- Personal reporting of positive behaviour to Head of Pastoral Care /Deputy Head/Head for praise/encouragement.
- Helping a member of staff with activity outside the classroom – eg computers, P.E./games, library, music etc.
- Public recognition of positive behaviour/achievement, house merits, praise in front of peers/whole school, certificates and termly House Cup.
- Academic merits for both effort and achievement, which are celebrated in the classroom, assemblies and House Assemblies. Merit marks contribute to the final

totals in the competition for the House Cup. Merit marks are recorded by teachers on the school's MIS.

- Removal of a sanction when acceptable behaviour has been established.
- 'Reward Rocket' in Lower School, pupils at the top at the end of the day receive a merit
- Posting examples of excellent work in art/design, sports, and drama and concert achievements, both inside and outside of school, on the school's website, so that the community can celebrate success.
- Annual subject and year group prizes, including bronze, silver and gold certificates when a pupil reaches 50, 100 and 150 merits during each academic year.
- Reports to parents, which are always worded to be as constructive as possible.

Sanctions

A pupil's teacher or supervising member of staff is responsible in the first instance for dealing with misbehaviour. Unacceptable behaviour may include: being disruptive, rude, disobedient, dangerous or showing disregard for others and their property. Before a sanction is given, the pupil should, in most cases, be told that such behaviour is unacceptable and told not to do it again. The pupil should be given a final warning. If the pupil persists, a sanction should be given. In extreme cases, a sanction may be given outright. When considering sanctions, it is essential that the member of staff exercises professional judgement, listens carefully to the pupil's account, and other pupils' accounts, of an incident and seeks advice, if necessary, before applying a sanction. It is important that the pupil understands fully that it is the behaviour that is not acceptable, and not the pupil as a person.

Sanctions Available

Although it is hoped that pupil discipline will not require formal sanctions to be invoked, the school does have a policy of sanctions, which are set out below:

- Warning by member of staff and a reminder of school rules.
- Time out (time out of a play session, time away from peers etc.)
- Verbal apology
- Letter of apology
- Restorative justice (cleaning a desk if it has been graffitied etc.)
- Structured sessions/nurture group to boost self-esteem/ confidence etc.
- A member of staff will discuss a pupil's behaviour with parents/carers.
- 'Reward Rocket' in Lower School, where pupils can move up or down depending on good or bad behaviour. A pupil at the bottom at the end of the day receives a de-merit which is discussed with the pupils' parent/guardian. All pupils are moved to the middle of the rocket at the start of each new day.
- Refer to Head of Pastoral Care, who will discuss inappropriate behaviour with the pupil and may discuss it with parents/carers

- The pupil's Form Teacher will always be informed of any sanctions applied to a pupil in their form.
- Sanction by Head of Pastoral Care /Deputy Head/Head and removal of privileges or break-times for a period agreed with Head.
- Weekly report informing parent of behaviour and attitude over a specified period.
- Withdrawal from situation for stated period if above sanctions are not effective.
- Detention
- Fixed term exclusion
- Permanent exclusion (see Discipline, Sanctions and Exclusions Policy for further details)

Unacceptable strategies:

- Lines
- Sent out of room
- Left to stand in a corridor
- Corporal punishment (see below)

Corporal Punishment

No corporal punishment of any sort will be administered or threatened to a pupil during any activity, whether or not within the school premises. This prohibition applies to all members of staff, including those who are acting *in loco parentis*, such as unpaid, volunteer supervisors.

Staff Use of Reasonable Force

The Education and Inspections Act 2006 introduced a statutory right for school staff to use “such force as is reasonable in the circumstances” to prevent a pupil from:

- Committing an offence or engaging in conduct that could be an offence;
- Causing injury to themselves or others;
- Damaging property;
- Prejudicing good order and discipline at the school.

This power applies where the pupil is on school premises or any other place where the pupil is in the lawful control or charge of the school staff member. This would include school trips.

All incidents involving the use of physical intervention should be recorded in writing and reported immediately to the Designated Safeguarding Lead and Headmaster who will decide what action to take and inform the parents of the child on the same day or as soon as reasonably practicable.



Record of sanctions

De-merits are a record of misbehaviour and a sanction applied. A de-merit must be recorded in the MIS as soon as it is given by a member of staff.

Being placed “on report”

Persistent misbehaviour may lead to a pupil being placed “on report”. Such action would be imposed only by the Headmaster or the Head of Pastoral Care. A pupil who is placed “on report” will be expected to have daily or weekly meetings with teachers, the Headmaster or Head of Pastoral Care, and will involve parents.

Detention

Persistent misbehaviour may lead to a pupil being given a detention, or if a pupil who is placed “on report” continues to misbehave, then, at the discretion of the Head Teacher, a detention will be given. This will be an “internal” detention where a pupil will be expected to undertake work during what would otherwise be a break at playtime, at lunchtime or after school, with the parents’ agreement. There will be no more than one detention per day, and at the sole discretion of the Head Teacher, the detention may simply involve the pupil being prevented going out to play. Similarly, at the Head Teacher’s sole discretion, a pupil may be prevented from undertaking a school activity, such as sport.

Recording incidents of serious misbehaviour

All incidents of serious misbehaviour should be reported to either the Head of Pastoral Care, Deputy Head or the Head Teacher, and all sanctions (except for exclusions which are dealt with under the procedure below) must be reported. The Head of Pastoral Care is responsible for recording sanctions imposed on pupils for serious misbehaviour in the centralised Record of Sanctions file. The details must include the names of those involved, the nature of the incident, the action taken by the member of staff and any follow up. The details must be passed on to the Form Teacher, and it must be recorded in the MIS. A note should also be placed on Edukey. The parents of the child will be informed of the serious misbehaviour and sanctions imposed on the same day or as soon as reasonably practicable.

Examples of serious misbehaviour include:

- Drug abuse;
- Alcohol abuse;
- Theft;
- Bullying;
- Physical assault/threatening behaviour;
- Fighting;
- Sexual harassment;

- Racial abuse;
- Sexual misconduct;
- Damage to property;
- Persistent disruptive behaviour.

Serious misbehaviour will incur a sanction (see list of sanctions available above) and which may lead to an exclusion (either temporary or permanent)

Exclusion

The Head has, in extreme circumstances, the ability to exclude a pupil for a fixed term, or permanently. The procedure for exclusions is set out below.

Pupil exclusion for misconduct

The exclusion of a pupil (either on a fixed term or a permanent basis) is the ultimate sanction, and is to be exercised only in extreme circumstances. The decision to exclude a pupil is entirely for the Head Teacher, but he or she must be satisfied on the balance of probabilities that the pupil has committed a serious act of misconduct. The behaviour of a pupil outside school which may bring the school into disrepute or which will have an impact on the relationship with the pupils or staff can result in exclusion being used.

The Head Teacher, or in his absence the Deputy Head, has the power to suspend or exclude a pupil, suspend or exclude a pupil from extra-curricular activities, or from school trips.

The decision to exclude

A decision to exclude a pupil should be taken only in response to serious breaches of the school's behaviour policy, and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school or if, in the Head Teacher's view the pupil's application, progress, conduct or attendance is seriously affecting the child's education or welfare.

A decision to exclude a child permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies which have been tried without success, and which have been described above. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the child and should normally be used as a last resort.

There will, however, be exceptional circumstances where in the Head Teacher's sole judgment, it is appropriate to exclude a child permanently for a first or "one off" offence. These circumstances might include:

- Serious actual or threatening violence against another pupil or a member of staff;
- Sexual abuse or assault;
- Serious offences of damage;



- Carrying an offensive weapon.

Exclusion Procedure

Before any decision is taken, the Head Teacher will ensure that the allegations against the pupil are investigated; in cases where the pupil's application, progress, conduct or attendance is in question, then the matters will have been discussed already with the pupil's parents, who will be advised formally by the Head Teacher that he is considering such a sanction. Once the Head Teacher has decided that exclusion is appropriate, the Head Teacher will:

- Inform the pupil's parents of the period of any exclusion, preferably by telephone and thereafter confirm in writing;
- Give the reasons for the exclusion;
- Advise the parents about any representations they can make to the Governing Body, and how such representations may be made;
- Notify the Governing Body of the details of the exclusion, including the reasons for it, in the case of:
 - (i) A permanent exclusion or a fixed-period exclusion converted to a permanent one;
 - (ii) A fixed-period exclusion of more than five days or which brings the days the pupil has been excluded in one term to more than five;
 - (iii) An exclusion that would result in the pupil losing the opportunity to take a public examination.

Representations to the Governing Body

The Governing Body will establish a Pupil Discipline Committee, which will consist of not less than three Governors (but will not include the Head Teacher), and this Committee will consider cases involving exclusions in the following circumstances:

In cases of a permanent exclusion, or where an exclusion means the pupil will be excluded for 15 days or more in any one term, the Committee must convene to discuss the circumstances, and will sit between the 6th and the 15th school day immediately following the first day of exclusion. In such cases, the Pupil Discipline Committee may reinstate the pupil after hearing representations from the parents and the Head Teacher. If the Committee decide to reinstate the pupil, this decision shall be final.

In cases of temporary exclusions of up to 5 days and where any combined exclusions amount to less than 15 days in any one term, the Committee will meet if representations are made by the parents who ask for a meeting of the Committee. In such cases the Committee will meet

within 50 school days of the date of the decision. In such cases, the Committee has no power to order reinstatement, but will listen to representations and reach a decision which will be recorded in the pupil's school record.

The time limit for convening the Committee will not apply to any exclusion which would result in a pupil losing the opportunity to take a public examination. In such cases the Committee will try to meet before the date of the examination, and if this is not practical, the Chair of the Pupil Discipline Committee will review the exclusion before that date and the Chair of the Committee will have the power to permit the pupil to sit the public examination in his or her sole discretion.

Appeals

If, in the case of a permanent exclusion or an exclusion which results in a combined exclusion of more than 15 days in one term, the Pupil Discipline Committee decides that the pupil should not be reinstated, it will inform the parent and the Head Teacher of the decision. The parents have the right of appeal against the refusal in this circumstance, and the Pupil Appeal Panel will be convened by the Clerk to the Governors, consisting of not less than three Governors, none of whom shall have sat on the Pupil Discipline Committee, and an appeal will be heard where possible within 14 school days of the original decision. The decision of the Pupil Appeal Committee will be final.

Exclusions and removal in circumstances other than misconduct

The Head Teacher may require parents to remove, or suspend or permanently exclude a pupil if the pupil's application, progress, conduct, or attendance is inappropriate to the standards that the school expects.

The Head Teacher may also at his sole discretion require parents to remove, or may suspend or permanently exclude a child if the behaviour of the parent is, in the opinion of the Head Teacher, unreasonable and adversely affects or likely to affect any pupil's progress at the school, or the well-being of the school, or the staff, or is tending to bring the school into disrepute.

Procedure

The Head Teacher will consult with the parents of the pupil concerned prior to taking any action in this regard, and will require the parents to remove the pupil, temporarily or permanently from the school, only in those circumstances where in the Head's opinion the pupil's conduct or progress show that the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and /or the community life offered by the school, or if a parent has treated the school or members of staff unreasonably.



If a decision is taken by the Head to require the parents to remove a pupil from the school in these circumstances, the review by the Governing Body by means of the Pupil Discipline Committee is the same as outlined above under the procedure for exclusions for misconduct, with a similar right of appeal.

Removal for non-payment of fees

If school fees remain outstanding despite appropriate notice having been given, and in the absence of exceptional circumstances, a pupil may be refused attendance at the school until such time as outstanding fees have been paid. Notice of not less than 3 days will be given. Such action will be taken by the Clerk to the Governors after consultation with the Bursar and Responsible Officer, the Head Teacher and the Chair of Governors.

Such an exclusion is not a disciplinary matter, and the right to have the decision reviewed by the governing body will not normally arise. However, the Chair of Governors has discretion if thought fit to authorise a review of the documentary evidence with or without a formal meeting with the parents.

If such an exclusion occurs, the parents will be deemed to have withdrawn the child without notice, and be liable to pay any fees due.

The attention of the parents is drawn to the formal Terms and Conditions that have been issued as they affect payment of fees in these circumstances.

Rewards and Sanctions in the Early Years Foundation Stage

The Aims, Objectives, Rewards, Sanctions and Exclusions outlined above also apply to Early Years Foundation Stage, where our approach to behaviour management is a positive one.

Children's good behaviour is acknowledged, praised and rewarded through the Sticker reward scheme (Pre-Nursery), the Reward Rocket in Nursery and Kindergarten, and school House Merit system in Kindergarten (Reception). Good behaviour is also celebrated in weekly 'Celebration' assemblies for EYFS, as well as weekly and termly awards assemblies for Kindergarten. (See Behaviour Policy for further details).

A child who behaves in an inappropriate manner will be supported by his/her key worker and the rest of the staff to understand the consequences of his/her behaviour. Recurring behavioural issues will be discussed with parents/carers and referred to Emma Hawthorne, who is responsible for behaviour management in the Early Years Foundation Stage. Where necessary a behaviour plan will be put into place to support and manage the child's development in this area.



Rewards and Sanctions For Before and After-School Clubs

The Aims, Objectives, Rewards, Sanctions and Exclusions outlined above also apply to After School Clubs.

Furthermore, the After-School Club rules will be negotiated with the pupils at the beginning of the school year and clearly displayed on the notice board. Pupils will be actively involved in identifying what behaviour is acceptable and why. All new pupils will be made aware of the club rules and will be linked to a more confident existing group member who will act as a mentor.

If a pupil's behaviour is considered unacceptable a member of staff will take the pupil to one side, explain why the behaviour is unacceptable and what the consequences of their actions might be. If the behaviour continues or is in any way endangering other pupils or staff in the group the head must be informed. Parents will be informed and the details of the incident recorded, including any sanctions. Any future action will be agreed with the parents.

If, after informing the pupil's parents the unacceptable behaviour continues or worsens, the Head will inform the Governors. A decision will then be made as to the exclusion of the pupil from the club.

Reviewed: September 2025

Review Date : September 2028

Headmaster : Matthew Draper

Chair of Governors : Dr Ed Ng

