

The Thomas Aveling School

Policy No: 14

SCHOOL DISCIPLINE POLICY

Revised: September 2006 - HT
Ratified by full Governing Body: Nov 06
Reviewed: (HT) September 2007
Reviewed: (HT) September 2008
Reviewed (HT) February 2011
Ratified by FGB: 10 March 2011

The School Discipline Policy

1. The governing body are responsible for setting the school's discipline policy (the policy). This is their written statement of general principles which takes into account the needs of all pupils, including any with special educational needs.
2. The policy takes account of guidance from the Department for Education. It aims to make clear the boundaries of what is acceptable, the rewards and sanctions that will be applied, and arrangements for its consistent and fair application. The policy is consistent with the school's policies on racist incidents, bullying, attendance and equal opportunities.
3. The governing body has a general duty to ensure that school policies promote good behaviour and discipline among pupils. It has consulted parents, teachers and pupils in the redrafting of this policy and is responsible for advising the headteacher. The headteacher in turn is responsible for promoting good behaviour and drafting the school's written policy making clear the school's rules.
4. The policy supports the stated aims of the school as published in the school prospectus: To support student learning by:-
 - encouraging excellence and raising aspirations so that all students experience and celebrate personal achievement in all aspects of school life;
 - promoting in our students self-discipline, self-esteem and an enjoyment of learning in a well-ordered environment;
 - being a caring community, sensitive to the welfare and development its students and staff;
 - actively promoting equal opportunities for all and helping students to develop awareness, respect and tolerance for the religious, cultural and moral values of others;
 - developing the school as an integral part of the community and emphasising the partnership between school and family;
 - equipping our students with the knowledge and skills necessary to participate effectively in a rapidly changing world.
5. The school, through its academic and pastoral work, promotes respect for others, intolerance of bullying or harassment, the importance of self-discipline and the difference between right and wrong. The boundaries are made clear for pupils through the school rules, published each year and taught through tutorial and personal and social education lessons. Standards are reinforced through year and school assemblies.

6. The school promotes consistency of rewards and sanctions through the published guidance to staff in the handbook. Rewards include the appropriate use of praise, merits, postcards home, certificates, and 'homework heroes.' Sanctions for unacceptable conduct include verbal warnings, removal to 'cool down', loss of privileges, lunchtime community service or after school detentions, internal isolation in the Inclusion Zone, or exclusion.
7. The school monitors discipline and behaviour through its self review framework of activities and reports to the Student Welfare Committee of the Governing Body. All exclusions and racist incidents are reported to the Local Authority as required.
8. Pupils who are at risk of disaffection as identified through self review receive support through the work of the school's pastoral and academic teams including the SENCO to reduce the risk of exclusion. These strategies include advice and guidance, referral to external agencies including behaviour management and Connexions, peer mentoring, personalised timetables including college courses and work related learning, attendance at a pupil referral unit, and as a last resort managed transfers to other schools.
9. The school may use detention as a sanction as a response to bad behaviour. The school will safeguard children's and parents' legitimate rights by making detention reasonable and proportionate to the offence. The school will take into account a child's age, special educational needs, religious requirements and whether a parent can reasonably arrange for a child to get home from school. In cases of dispute or doubt the headteacher will make this judgement. Parents will be provided with 24 hours written notice and this may be via 'pupil post.'
10. A parent who is unhappy with the school's use of detention or any other aspect of the implementation of this policy may complain to the head teacher using the schools complaints procedure.
11. The school may use fixed term or permanent exclusion as a response to poor behaviour taking into account the most recent *DfE* advice. Only the headteacher can exclude and in his absence the deputy headteacher. The decision to exclude will be taken in response to a serious breach of the school's discipline and behaviour policies and/ or if allowing the pupil to remain in school would seriously harm the welfare of the pupil or others in the school.
12. In determining the number of school days in a school term in relation to exclusion, a school term represents 3 per year, ie Autumn, Spring & Summer. Specific dates will be published on the school website.

13. The Headteacher may use exclusion as a response to persistent misconduct (smoking or leaving the school site).
14. The headteacher may permanently exclude a pupil for:
 - Serious or actual threatened violence against another pupil or member of staff
 - Sexual abuse or assault
 - Supplying an illegal drug or alcohol. Supplying may be for profit or sharing without profit with other pupils.
 - Persistent and defiant misbehaviour including bullying.
15. In making the decision to exclude for drug related offences the head teacher will take into account the *DfE* guidance on drugs in school; however governors have determined that 'supplying' will result in permanent exclusion.
16. In making the decision to exclude for bringing an offensive weapon to school, eg a knife or other weapon considered capable of causing harm, it is likely that this will result in permanent exclusion.
17. The headteacher may invoke disciplinary action against a pupil whilst out of school if there is a clear link between that behaviour and maintaining good order amongst the pupil body. Pupils' behaviour in the vicinity of the school and whilst travelling to and from school can be grounds for exclusion.

The Thomas Aveling School Rules

To build a caring and cohesive community

- Students must be polite, considerate and understanding of others at all times.
- Students must behave in an orderly manner at all times, including to and from school.
- Students need to observe a 'hands-off' policy - Bullying and fighting are forbidden.

To prevent Loss

- Media players, electronic games and other valuable items should not be brought into school.
- No jewellery may be worn in school except a wristwatch and, if ears are pierced, one pair of small plain gold or silver studs worn in the lobe only.
- 'Hoodies'/Denim/leather/expensive coats may not be worn to school.

For Health and Safety

- Sandals with open toes and open heels may not be worn to school. Shoes with high heels, boots or platform shoes may not be worn, for safety reasons. Trainers or shoes that look like trainers are not to be worn in school. (Trainers may be worn as part of PE kit).
- Prescribed medicines/tablets must be handed in to Student Services on arrival clearly marked with instructions from parent/carer with a Medication Parental Agreement form.
- It is forbidden to use alcohol or illegal drugs on the school premises and it is also forbidden to bring either item to school.
- Smoking is forbidden on the school site or in the immediate vicinity of the school.
- It is forbidden to bring into school: knives, any type of gun or items that could be considered to be an offensive weapon. It is equally forbidden to use any such item in the vicinity of the school.
- Aerosols, glass bottles, fizzy drinks or high energy drinks are not to be brought into school.
- No make up should be worn in Years 7 and 8, because of the possible harm to a young skin. In Years 9 to 13, it should be so discreet as to be almost unnoticeable. Coloured nail varnish should not be worn.
- Visible body piercing is forbidden in school.

For the Smooth Running of the School

- Students must always conform to the school uniform and PE kit requirements.
- Extreme haircuts or styles are not allowed.
- Mobile 'phones must be out of sight and turned off throughout the school day, with the exception of break and lunch periods when they may be used outside of the school building.

The school takes no responsibility for their care or loss.

- Students are strictly forbidden to use mobile 'phones to take video or still images without the Headteacher's permission.
- Chewing gum is not to be brought into school.
- Students should only be in the designated areas of the buildings at break and lunch-time.
- Students are to eat in designated areas only.
- No students are allowed to leave the school at lunch or break times unless they have a pass. They must go straight home at the start of the lunch break and then return to school in time for the pm session. The office must be notified by parents if students are to go home to lunch and a lunch pass will be issued.

To ensure the learning of every student

- All students will be expected to fulfil the home learning requirements. Catch up sessions will be a sanction used from time to time where deadlines have not been met or out of lesson learning is not completed. Twenty-four hours notice will always be given to parents via the student's Academic Planner. These sessions will usually be completed by 4:15pm.

THE THOMAS AVELING SCHOOL CODE OF CONDUCT

Within our Community, everyone is expected to act with courtesy and consideration to others. Therefore, we should:-

- Work together in class in a courteous and orderly way so that all may learn and enjoy their work
- Move about the school with consideration for others, arriving at lessons punctually with the correct books and equipment
- Remember that wherever we are, the school's reputation depends upon our appearance and conduct

It is expected that everyone will play their part in making our school a place to be proud of, a clean, pleasant and welcoming environment.