



# ST MARY'S SCHOOL HAMPSTEAD

**Behaviour and Discipline POLICY**

**September 2025**

Reviewed September 2025  
Next Review Date: September 2026

## **MISSION STATEMENT**

St Mary's School seeks to provide an outstanding education firmly founded on the Catholic Faith. Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity, worth and wellbeing of each child, high standards are expected. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's is inclusive and welcomes girls from all communities and faith backgrounds, or none, and believes that all benefit from the school's values.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

## **THE ST MARY'S WAY**

Treat other people as you would like to be treated

Do your best to be your best

Be honest and truthful

Listen to each other

Be kind and helpful

Forgive

Share

## **AIMS AND EXPECTATIONS**

It is a primary aim of our school that every member of the School community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The School's behaviour policy is therefore designed to support the way in which all members of the School can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The School aims to encourage pupils to adopt the highest standards of behaviour, principles, and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners, and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

The School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take her place in the modern world.

The School has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the School community in aiming to allow everyone to work together in an effective and considerate way.

The School expects every member of the School community to behave in a considerate way towards others.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the School community.

The School rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

## **WHOLE-SCHOOL APPROACH TO BEHAVIOUR**

This policy applies to all pupils in the School including those in our Early Years Foundation Setting (EYFS). Our designated staff member responsible for behaviour management in EYFS is Amanda Jennings.

The School ensures that high standards and expectations of good behaviour pervade all aspects of school life including the culture, ethos, and values of the School, how pupils are taught and encouraged to behave, the response to misbehaviour and the relationships between staff, pupils and parents.

Everyone should treat one another with dignity, kindness and respect. The consistent and fair implementation of the measures outlined in this policy is central to an effective whole-school approach to behaviour. The School believes that consistent implementation helps to create a predictable environment.

The School recognises that some pupils may require additional support to meet the School's behaviour expectations. This support will be given consistently and predictably, applied fairly and only where necessary.

## **CODE OF CONDUCT**

The School believes that positive behaviour is established through creating an environment where good conduct is more likely and poor conduct less likely. This behaviour is taught to all pupils, so that they understand what behaviour is expected and encouraged and what is prohibited. The School positively reinforces when expectations are met, and uses sanctions as required where rules are broken. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture.

St Mary's School community of Governors, staff, parents and pupils adhere to an established routine and code of conduct as per the Staff Employment Manual.

St Mary's School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this policy, both at home and at school.

We expect pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

Everyone has a right to feel secure and to be treated with respect at St Mary's School, particularly the vulnerable. Harassment and bullying in any form will not be tolerated in or outside of school, including online. Our Anti-Bullying Policy is on our website. The School is strongly committed to promoting equal opportunities for all regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability, pregnancy, learning difficulty, marital status, pregnancy and maternity or the fact that a child is adopted, looked after or is a carer.

St Mary's School takes its duties under the Equality Act seriously and makes reasonable adjustments for pupils with special educational needs and disabilities (SEND).

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the School's Attendance Policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

St Mary's School reserves the right to take disciplinary action against pupils who are found to have deliberately invented or made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below up to and including suspension/exclusion. Furthermore, teachers may discipline pupils for behaviour outside the classroom/school such as:

- School-organised activities or school-related activity.
- Travelling to or from school.
- Wearing uniform or in some way identifiable as a pupil at the School.

- Misbehaviour at any time, whether or not the conditions apply, that:
- Could have repercussion on the orderly running of the School;
- Poses a threat to another pupil, member of staff or member of the public;
- Could adversely affect the reputation of the School;
- This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour.

## **INVOLVEMENT OF PUPILS**

All pupils deserve to learn in an environment that is calm, safe, and supportive. The School promotes an ethos of good behaviour where pupils treat each other with dignity, kindness and respect at all times, inside and outside of school, and online.

Our experience shows that the ethos of the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during form time, Personal, Social and Health Education (PSHCEE/Growth) lessons, project work, drama activities, stories and literature and via the School Council, Arrupe Charity Champions, Eco and Food Committee which meet regularly. Pupils are regularly asked to provide feedback on the School's behaviour culture and their own experiences of behaviour.

The School supports all pupils as they transition through the School, from the day they start at the School to the day they leave, to achieve the behaviour standards. The School will ensure that all new pupils, including EYFS pupils are aware of the School's behaviour standards, expectations, pastoral support and consequence process. All pupils are taught that they have a duty to follow the School behaviour policy, uphold the School rules and contribute to the School culture. Where necessary, extra support and induction will be provided for pupils who are mid-term or academic year arrivals.

Our transition management plan also includes buddying children up with their peers and with a big/little sister that they can gain support from.

## **REWARDS AND SANCTIONS**

The School expectations are designed to encourage positive behaviour and self-discipline. At St Mary's we reward and encourage good behaviour and celebrate curricular and extra-curricular achievements for all pupils. We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children.
- Teachers give children House Points and Golden Tickets: Golden Tickets are rewarded for living the St Mary's Way and House Points are awarded for academic achievement.
- Badges will be given to the girls as they receive a certain number of House Points. The number in each section of the School ( Lower School and Upper School) may vary appropriately for their age.
- Children from each class can be nominated as Star of the Week. If they are the Star of the Week, they receive stickers and have a mention in the weekly newsletter for good work from the Headmistress. Class teachers should update the MIS accordingly to

explain why the child was awarded the Star of the Week. All children should be celebrated at least annually.

- All classes have regular “Golden Time” to reward good behaviour and decisions.
- All classes have an opportunity to lead Praying Together Services where they are able to show examples of their best work.
- The School acknowledges all the efforts and achievements of children, both in and out of school. Children are presented with certificates, when appropriate, given out in Celebration Assemblies each half-term.
- Trusted badges are awarded to Year 6 girls who prove themselves trustworthy to use the blue stairs and behave sensibly indoors and during break times and lunchtimes. A Trusted badge has to be earned through good behaviour and a display of maturity and is not an automatic right of being in Year 6. The Trusted badge can be removed at any time if behaviour displayed by its owner is repeatedly poor (repeated being three logged occasions of poor behaviour). A Trusted badge will be removed for two weeks during which time a child will be able to prove herself to earn it back again. Returning the badge will only happen if sustained good behaviour is evidenced.

When a member of school staff becomes aware of misbehaviour they will respond predictably, promptly, and assertively, in accordance with this policy. The School’s first priority will be to ensure the safety of pupils and staff and to restore a calm environment. School staff will respond in a consistent, fair, and proportionate manner so pupils know with certainty that misbehaviour will always be addressed.

The School’s aim in any response to misbehaviour is to maintain the culture of the School, restore a calm and safe environment in which all pupils can learn and thrive, and to prevent a recurrence of the misbehaviour. To achieve these aims, the School’s response to behaviour will consider the following purposes:

- Deterrence – the use of sanctions as an effective deterrent for a specific pupil or a general deterrent for all pupils at the School.
- Protection – a protective measure in response to inappropriate behaviour, may be immediate or after assessment of risk.
- Improvement – supporting pupils to understand and meet the behaviour expectations of the School and reengage in meaningful education. This may be via sanctions, reflective conversations or targeted pastoral support.

The School employs a number of sanctions to enforce the School rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation:

- We expect children to listen carefully to instructions in lessons.
- We expect children to walk quietly and sensibly around the School site.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo a task.
- If a child is disruptive in class, the teacher quietly reprimands her and may give a warning that that child will lose some minutes of her breaktime or “Golden Time” if the behaviour continues. If a child misbehaves repeatedly, that child will then lose minutes from her breaktime or “Golden Time” (or possibly both for more serious and repeated misdemeanours) and/or may be isolated from the rest of the class until she calms down and is able to work sensibly again with others. Loss of break time or “Golden Time” is removed in increments of 1 or 5 minutes depending on whether they are in the Upper or Lower School. A child should never lose more than 10 minutes from a breaktime and the

loss of a longer length of breaktime minutes (10 minutes maximum) should also include a period of reflection (a choice of Reflection Sheets are available for staff to use). Girls will not lose all of their "Golden Time" either.

- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or bullies another child, the class teacher records the incident and the child is sanctioned. If a child repeatedly acts in a way that disrupts or upsets others, the School contacts the parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

The class teacher discusses the School rules with each class. In addition to the School rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the School knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during Circle Time.

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. The School's Anti-bullying Policy clearly outlines definitions of bullying and strategies for dealing with bullying.

The School prides itself on the very strong liaison it enjoys with parents and other agencies. Parents are involved whenever a child's behaviour does not appear to improve following the procedures outlined above.

Links with other agencies will be made should the School feel that this would address any inappropriate behaviour.

Transition staff meetings are held annually for children moving to the next class and at these meetings, behaviour is one of the points for discussion. Teachers share useful strategies and approaches to ensure that there is a consistent approach across the whole school. A full report is written for all children moving to another school either for an occasional place or for those moving on to senior school. Reports are requested for any new children to the School.

## **PHYSICAL RESTRAINT**

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Headmistress have a statutory power to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil).
- Causing personal injury to any person (including the pupil themselves).
- Causing damage to the property of any person (including the pupil themselves).
- Prejudicing the maintenance of good order and discipline at the School, and among any pupils receiving education at the School, whether during a teaching session or otherwise.

The use of reasonable force means using no more force than needed and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability, certain health conditions or SEND that the pupil may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the School premises when they have lawful charge of the pupil elsewhere (e.g., on a school trip or other authorised out of school activity). Their training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used.
- The chances of achieving the desired result by other means and
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the Headmistress immediately after she has needed to restrain a pupil physically. The School also has a confidential register within which the School includes the pupil's name and year group, the nature and date of the offence and the sanction imposed. The School will keep this register on a central file so that any patterns may be identified by the School.

We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to the School, so that we can, if necessary, agree a protocol/regime for managing their child's behaviour. Parents of children who are in the School's Nursery/EYFS pupils will be informed of the incident on the same day or as soon as is reasonably practicable.

## **SEARCHING**

The School reserves the right to search pupils and their possessions.

The Headmistress, or a member of staff authorised by the Headmistress, may search a pupil provided there is another staff member present as a witness. The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to empty their pockets and to disclose anything that they should not have in school.

The School will always consider the age of the child to be searched and any SEND or vulnerabilities (including certain health conditions) the child may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding and Child Protection Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Headmistress (or authorised member of staff) reasonably suspects that the pupil has in her possession an item that



has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in her possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Headmistress (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Headmistress (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

## **CONFISCATION**

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks, they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs, however, but that are believed to be harmful or detrimental to good order or discipline may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

## **ELECTRONIC DEVICES**

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

Any decision to search a child's device should be based on the professional judgement of the DSL and should always comply with the School's Child Protection and Safeguarding Policy. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records.

If during a search the School finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the police need to be involved.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another child), where the files should not be deleted and the device must be given to the police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, the School can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and may then punish the student in accordance with this policy and the Suspension and Exclusion Policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding and Child Protection Policy.

The School has looked at the latest news and research around smartphones and the detrimental effects they have on young children. The School has therefore decided to ban smartphones and has suggested reasonable alternatives. Year 6 should be the only year group that bring in phones and these are stored in the School Office for the day. The children are then able to collect these as they dismiss.

## **TEACHING AND LEARNING**

The School aims to raise the aspirations of all of its pupils and to help them to appreciate their potential for achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the School. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

## **THE ROLE OF THE CLASS TEACHER**

It is the responsibility of class teachers to ensure that the School rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The class teachers in our school have high expectations of the children with regard to behaviour and they strive to ensure that all children work to the best of their ability.

The class teacher treats each child fairly and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding. Children identified as having special educational needs and disabilities are also expected to behave well; however, reasonable adjustments are made for these pupils.

If a child misbehaves repeatedly in class, the class teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents himself/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Deputy Head or the Headmistress.

The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

#### **THE ROLE OF THE HEADMISTRESS**

It is the responsibility of the Headmistress, under the School Standards and Framework Act 1998, to implement the School behaviour policy consistently throughout the School, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Headmistress to ensure the health, safety and welfare of all children in the School.

The Headmistress supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.

The Headmistress keeps records of all reported serious incidents of misbehaviour.

The Headmistress has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headmistress may permanently exclude a child. These actions are taken only after the School governors have been notified.

#### **THE ROLE OF PARENTS**

Parents and Guardians who accept a place for their child at St Mary's School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of school, including online. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

The School has a number of support systems in place to meet the needs of all pupils.

In the event of any behaviour management issue, the School will liaise closely with parents and, if relevant, other support agencies. 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 School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy. Where a parent or guardian has a concern about the management of behaviour, they should raise this directly with the School while continuing to work in partnership with them.

## **UNEXPLAINED ABSENCES**

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations, and the School's Missing Child Policy.

Please note that it is usually the governors' policy not to allow holiday to be taken during term time unless in exceptional circumstances.

## **THE ROLE OF GOVERNORS**

The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Headmistress in adhering to these guidelines.

The Headmistress has the day-to-day authority to implement the School's policy on behaviour and discipline, but governors may give advice to the Headmistress about particular disciplinary issues. The Headmistress must take this into account when making decisions about matters of behaviour.

## **FIXED-TERM AND PERMANENT EXCLUSIONS**

All pupils 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 pupil.

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. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

The Headmistress undertakes to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our school and we do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under the School's Child Protection and Safeguarding Policy. Examples of sanctions that are used in the School include:

- Verbal reprimand from a member of staff;

- Contact with parents to advise of the misbehaviour;
- Withdrawal of privileges;
- Staff may look after property they are using inappropriately, returning it to them or giving it to their parent at the end of the day;;
- Regular reporting, including academic performance reporting, early morning reporting, scheduled uniform, and other behaviour checks, or being identified for behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal, or exclusion.

The School reserves the right to impose sanctions for conduct and behaviour which falls short of exclusion, including but not limited to the imposition of suspension or a warning (up to and including final written warning)

We do not wish to exclude any child from school, but sometimes this may be necessary. The School has therefore adopted the standard national list of reasons for exclusion, and the standard guidance, Improving Behaviour and Attendance: The Guidance on School Behaviour and Education. We refer to this guidance in any decision to exclude a child from school.

Only the Headmistress (or the Acting Head) has the power to exclude a child from school. The Headmistress may exclude a child for one or more fixed periods, for up to 45 days in any one school year. In extreme and exceptional circumstances, the Headmistress may exclude a child permanently. It is also possible for the Headmistress to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headmistress excludes a child, she informs the parents immediately, giving reasons for the exclusion. At the same time, the Headmistress makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The School informs the parents how to make any such appeal. The Headmistress informs the LEA (as a Child Protection requirement) and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term.

The governing body itself cannot either exclude a child or extend the exclusion period made by the Headmistress.

Should a parent make such an appeal, the Chair of Governors will establish an appeals panel, which would be made up of between three and five members, to consider the exclusion appeal on behalf of the governors.

When an appeals panel meets to consider exclusion, they consider the circumstances in which the child was excluded, consider any representation by parents, and consider whether the child should be reinstated.

If the governors' appeals panel decides that a child should be reinstated, the Headmistress must comply with this ruling.

Parents may decide in conjunction with the School to withdraw their child to avoid exclusions or required removal. In such circumstances, no decision has been made in respect of the disciplinary allegations or in respect of an appropriate sanction. There is therefore no exclusion/required removal decision to appeal. However, parents that accept this offer forego the right of appeal. However, parents can raise a complaint under the Complaints Procedure about the process which has been

followed prior to their decision to withdraw their child. The School will consider the complaint carefully, in line with the complaints policy and procedures.

The option of withdraw may not be appropriate approach in some cases, depending on the nature of the allegation or behaviour. The School will give careful consideration before offering parents the option to withdraw and an appropriate time frame to make their decision.

## **REMOVAL IN OTHER CIRCUMSTANCES**

Parents may be required to remove the pupil permanently from the School if, after consultation with the parents and if appropriate the pupil, the Headmistress is of the opinion that:

- The pupil has committed a breach or breaches of school rules or discipline for which removal is the appropriate sanction; or
- By reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School; or
- One or both of the parents have treated the School or members of its staff or any member of the School community unreasonably; then in these circumstances, and at the sole discretion of the headmistress, withdrawal of the pupil by the parents may be permitted as an alternative to removal being required. The headmistress shall act with procedural fairness in all such cases and shall have regard to the interests of the pupil and the parents as well as those of the School. The headmistress's decision to require the removal of the pupil shall be subject to a governors' review if requested by the parents. The parents will be given a copy of the review procedure current at the time.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of school, including online) 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) in accordance with the School's anti-bullying policy;
- Committing a criminal offence;
- Fighting;
- Abuse on the grounds of race, religion/belief, disability, SEND (etc.) Or any form of unlawful discrimination;
- Sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nudes 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 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 policy or school rules.

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Headmistress considers in their discretion that the behaviour or conduct of a parent is unreasonable. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds of unreasonable parental behaviour includes the following:

- Treating the School or a member of staff unreasonably;
- Making a malicious allegation about a member of staff or the School;
- Discriminatory, bullying or harassing conduct or behaviour towards staff (including sexual harassment);
- 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;
- Behaving aggressively or inappropriately due to the influence of drugs or alcohol;
- Behaving in a manner which brings (or is likely to bring) the School into disrepute;
- Behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a pupil's progress at the School; and
- Breaching the School's Terms and Conditions (Parent Contract).
- Conduct or behaviour (including conduct or behaviour outside of School and/or online) 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 pupil in question and/or 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.

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).

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Headmistress 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 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;



- causes a breakdown of trust and confidence (between the School and parent/s);
- adversely affects (or is likely to adversely affect) their child and/or other children's progress at the School;
- brings (or is likely to bring) the School into disrepute (among the School community or general public);
- 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).

Exclusions/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 absences in the case of the pupil (as well as long-term absence).

## **INVESTIGATION PROCEDURE**

The Headmistress for her part undertakes to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head's nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information/evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

In circumstances where the potential ground for removal or exclusion relates to the conduct of the pupil or engages their safety or well-being, 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 on school premises.

Prior to any decision being taken by the Headmistress to exclude or require the removal of the pupil, the Headmistress 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 or ability to meet need), the parents.

In circumstances where the School believes removal may be warranted because the School is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the School will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the Headmistress considers that further investigation/information 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 Headmistress will reach her decision having taken all the relevant circumstance into account on the balance of probabilities. The Headmistress will communicate her decision in writing within ten working days from the meeting.

### **SERIAL OR PERSISTENT ISSUES**

The School may impose the exclusion/required removal 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).

### **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 Headmistress within ten working days of the pupil's exclusion/required removal. However, the child will remain excluded or removed from the School pending the outcome of the appeal. 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 sanction imposed is exclusion, required removal or suspension, the written report on the investigation will be placed on the pupil's file. In cases where the decision to require removal was not due to the pupil's behaviour or conduct, e.g. because of the School's inability to meet need or unreasonable parental conduct, this will be clearly noted.

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

### **DRUG AND ALCOHOL-RELATED INCIDENTS**

It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day, the parent or guardian should notify the School and ask permission for the medication to be brought into school. In some cases, the school may request written notification. This medication should be taken directly to the School Office for safekeeping. Any medication needed by a child while in school must be taken under the supervision of a teacher or other adult worker.

The School will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the child will be permanently excluded, and the police and social services will be informed.

If any child is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that child to be taken home.

It is forbidden for anyone, adult or child, to bring onto the School premises illegal drugs. Any child who is found to have brought to school any type of illegal substance will be punished by a temporary exclusion. The child will not be readmitted to the School until a parent or guardian of the child has visited the School and discussed the seriousness of the incident with the Headmistress.

If the offence is repeated the child will be permanently excluded.

If a child is found to have deliberately brought illegal substances into school and is found to be distributing these to other pupils for money, the child will be permanently excluded from the School. The police and social services will also be informed.

## **PUPIL SANCTIONS RECORD**

At St. Mary's a record is kept by the Headmistress of the following offences, which are entered onto your daughter's Pupil Record:

- Alcohol abuse
- Bullying, including racist, sexist or discriminatory bullying
- Drug abuse
- Fraud
- Gambling
- Improper behaviour towards a member of staff or another pupil
- Malicious damage
- Persistent disruptive behaviour
- Physical assault/ threatening behaviour
- Using pornography
- Racist abuse
- Sexual harassment
- Sexual misconduct
- Theft
- Violence
- Any other activity that is illegal under English law

The sanctions that will be imposed are set out in the School's policy on Discipline and Exclusions. Parents' attention is drawn to our Complaints Policy.

It is the policy of St. Mary's to keep all our pupil sanctions records securely until your daughter has reached the age of 25, when they will be destroyed. They will not be disclosed to any third party, unless required by statutory regulations.

## **PREVENTING RECURRENCE OF MISBEHAVIOUR**

The School uses a range of initial intervention strategies to help pupils manage their behaviour and to reduce the likelihood of suspension and permanent exclusion. These strategies aim to help pupils understand behavioural expectations and provide support for pupils who struggle to meet those expectations.

Intervention strategies used in the School include:

- frequent and open engagement with parents, including home visits if deemed necessary;
- providing mentoring and support from the form teacher or Deputy Head Pastoral
- short-term behaviour report cards or longer-term behaviour plans; and

- engaging with local partners and agencies to address specific challenges such as poor anger management, a lack of resilience and difficulties with peer relationships and social skills.

Initial intervention to address underlying factors leading to misbehaviour will include an assessment of whether appropriate provision is in place to support any SEND that a pupil may have. If the pupil has an Education, Health and Care (EHC) plan, the School will consider if making contact with the local authority about the behavioural issues would be appropriate and an emergency review of the plan might be needed. Where the School has serious concerns about a pupil's behaviour, it will consider whether a multi-agency assessment such as an early help assessment or statutory assessment that goes beyond the pupil's educational needs is required.

## **ALLEGATIONS AGAINST STAFF**

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate school policies and procedures, in particular the Child Protection and Safeguarding Policy.

Should an allegation made by a pupil against a member of staff be found to be deliberately invented or malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil, and manage that misbehaviour in accordance with this policy, and the School's Child Protection and Safeguarding Policy as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser, from the School, and that incidents may also be referred to the Police, where appropriate to do so.

## **CONTEXTUAL SAFEGUARDING**

Staff will consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection and Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss the concerns with the parents accordingly.

## **SPECIAL EDUCATIONAL NEEDS**

The School consistently promotes high standards of behaviour and is committed to providing the necessary support to ensure that all pupils can achieve and thrive both in and out of the classroom. The School ensures 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 and high expectations are maintained for all pupils. The School believes that good behaviour cultures will create calm environments which will benefit pupils with SEND, enabling them to learn.

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.

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.

## **MONITORING AND REVIEW**

The Headmistress monitors the effectiveness of this policy on a regular basis. She also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The School keeps a variety of records concerning incidents of misbehaviour. The class teacher records minor classroom incidents. The Headmistress may keep written records of instances of misbehaviour in a confidential file in her office. Parents have the right to view these files; indeed, they may be openly shared with parents at any individual parent meetings.

Where the School imposes exclusions, 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.

The Headmistress keeps a record of any child who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the governing body to monitor the rate of suspensions and exclusions, and to ensure that the School policy is administered fairly and consistently. The governing body will pay particular attention to matters of racial, gender and sexual equality; it will seek to ensure that the School abides by the non-statutory guidance *The Duty to Promote Race Equality: A Guide For Schools*, and that no child is treated unfairly because of race or ethnic background, gender or sexual orientation, religion or special educational needs and disability.

The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among pupils which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into pupil's PSHCEE/RSE lessons, or amending this policy.

This policy is reviewed and updated at least annually by the governors.

## **COMPLAINTS**

We hope that you will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Procedures which apply equally to the Nursery Department and have been drafted to meet the specific requirements for EYFS pupils as described in the following paragraph are on our website. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of investigation within 28 days. We maintain records of complaints for at least three years after your child has left our school.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Nursery Department, because it is part of an independent school, parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. More details can be found on Ofsted's website here:  
[Information for parents about Ofsted's role in regulating childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/information-for-parents-about-ofsted-s-role-in-regulating-childcare)