

## *Appendix 5a*

### **SANCTIONS AND PUNISHMENTS**

*This policy forms part of our Pupil Care Policy (please see full list of policies on the website).*

#### **The Senior School**

Centralised records of sanctions are held and monitored by the Deputy Head (Pastoral).

**Staff Detention:** A staff detention may be imposed without notice by a member of staff, to be served during your free time within the school day. If detained after school finishes, at least 24 hours' notice will be given, so that your parents know that the pupil will be home late. Prior engagements with other members of staff will generally take precedence, resulting in the postponement, but not the cancellation, of the staff detention. Tutors will usually be informed if such sanctions are used.

**All the sanctions below will now be visible to the pupil and their parents via Firefly**

**Lunchtime behavioural and work detention:** A lunchtime academic detention can be awarded for failure to produce homework. Behavioural detentions are awarded for poor behaviour either in or out of lessons. These detentions are recorded on 3Sys and served from 12.45 to 13.15 with a Head of Year or the Deputy Head (Pastoral).

**School Detention:** A school detention may be given for more serious offences and this will be preceded by at least 24 hours' notice to parents. These detentions take place on Fridays for one hour immediately after school. These detentions are recorded on 3Sys. They are not optional and will take precedence over all other activities, although in certain circumstances a detention may be postponed, but not cancelled, if there is a prior commitment to represent the school in a sporting or musical activity.

**Head of Year Detention:** These are given for more serious or repeated offences and take place on Friday for two hours immediately after school.

**Deputy Head's Detention:** A Deputy Head's detention may be given for the most serious offences which do not warrant suspension from school. These detentions take place on Saturday morning for 2 or 3 hours. They are not optional and take precedence over all other activities.

**Suspension and Expulsion:** In very serious matters, parents will be contacted and a pupil may be suspended from school for a period of time. If suspended for a number of days, the pupil will work for the good of the school community for the same number of days at the start of the next school holiday. In the last resort the pupil may be expelled.

**Sanction against bullies aim to:** impress on the perpetrator that what he/she has done is unacceptable; deter him/her from repeating that behaviour; and signal to other pupils that the behaviour is unacceptable and deter them from doing it. The sanctions used are in line with others used by the school and begin with the use of school detentions in conjunction with pastoral meetings involving both the bully and the victim. For more serious cases of bullying the sanctions outlined below are used in conjunction with parental interview with a member of SLT. Ultimately, there is no place in the school for persistent transgressors.

## **The Junior School**

### **Detention**

- Accumulation of 3 detention points obtains a detention.
- An automatic detention for a serious offence.
- Lunchtime or breaktime academic detentions are given for e.g. a late homework, a homework that is incomplete or inadequate or inadequate work in a lesson.
- Detention used primarily in J3 and J4.
- A record of the Detention will be kept in the pupil's Pastoral file.
- J1 and J2 detention likely to be served during lunchtime. The record of points awarded will be cleared at each half term.
- For J3/4 pupils, the detention may be served either at lunchtime or after school. The record of points awarded will be cleared at each half term.

**Headmaster's Detention:** A Headmaster's detention may be given for the most serious offences which do not warrant suspension from school.

**Suspension and Expulsion:** In very serious matters, parents will be contacted and a pupil may be suspended from school for a period of time. In the last resort the pupil may be expelled.

**Other Sanctions:** Apart from the formal sanctions mentioned above, informal sanctions are applied as necessary for minor misdemeanours.