DISCIPLINE AND EXCLUSIONS POLICY

INTRODUCTION AND PRINCIPLES

We believe that a safe and secure environment is of key importance in the furtherance of teaching and learning within the School. This policy sets out the occasions when the School feels it is right for the benefit of the community to address the actions of individual children or their parent(s) who may disrupt or subvert the processes of learning through inappropriate behaviour.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

SPECIFIC OBJECTIVES

1. To reiterate our processes for rewarding and promoting good behaviour in our school
2. To define what we do when there is disruptive or inappropriate behaviour of a minor nature
3. To set out the sanctions we use
4. To outline what we consider are serious cases of bad behaviour which may merit exclusion
5. To remind that exclusion can apply to behaviour outside the School
6. To outline the processes, we follow prior to exclusion
7. To highlight that, unless parents take advantage of a formal offer by the School to permit them to withdraw their child, an appeal against exclusion is permissible
8. By setting out this policy, to remind parents/guardians that they play a part in encouraging good behaviour, preventing poor behaviour and in the uses of sanctions

SCHOOL BEHAVIOUR POLICY AND PROMOTION OF GOOD BEHAVIOUR

The School's **Behaviour Policy** outlines the following ways in which good behaviour by our pupils is promoted by a variety of methods, as follows:

INCENTIVE SCHEMES

A major aim of the School's policy is to encourage children to practise good behaviour by operating a system of praise and reward. This is for all children.

From Reception, the School's scheme is based on awards through which children can

be rewarded for academic and non-academic achievements, but also for effort and for showing a caring attitude, and for all aspects of good work and behaviour; thus children are rewarded for thoughtfulness, being helpful, good works etc.

Children will be divided into 'Houses', with family groups remaining in the same House. We expect that children will encourage members of their house to try their best in every aspect of school life.

Incentive stickers and certificates are available for everyone. In addition, each class teacher gives verbal or written praise as often as possible.

Children are encouraged to display their achievements in and out of school in assemblies and in class and through photographic evidence and work displayed around the School.
Most children respond to this positive approach, where their efforts are seen to be valued. They often make considerable efforts to improve their work, and, where necessary, their behaviour.

INAPPROPRIATE BEHAVIOUR

There will be times when children need support to behave in an appropriate manner. Children need to discover the bounds of acceptable behaviour and the consequences of poor behaviour, as this is a part of growing up.

Minor breaches of discipline are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned.

SANCTIONS

Each case is treated individually. Generally, children are made aware that they are responsible for their own actions and that breaking rules will lead to consequences. The most normal consequences include a verbal reprimand and reminder of expected behaviour, loss of free time such as playtimes (when a constructive occupation will be given instead), moving to another place, either in the classroom or in another classroom, sending work home, verbal or written expressions of apology, and/or loss of responsibility.

If problems are persistent or recurring, parents will be involved. Children may then be placed on a daily or weekly report system to monitor their behaviour in partnership with the parents.

The School identifies increasingly severe sanctions that it may use with each new or repeated misdemeanour. Examples of such sanctions might include:

- Withdrawal of awards
- Confiscation of property used inappropriately
- Withdrawal from a lesson, school trip or team event
- Suspension for a specified period
- Removal or exclusion

The Head Teacher may suspend a pupil, for a period of between 48 hours and one week, for very serious indiscipline, or also for less serious offences, where repeated sanctions have proved ineffective. If the act of suspension is ineffective, the School may

be forced to exclude the pupil, or to require them to leave the School under the procedure described below.

DEFINITION OF SERIOUS BEHAVIOURS MERITING EXCLUSION

A non-exhaustive list of the sorts of child-type behaviour that could merit exclusion includes the following:

- persistent disruptive behaviour,
- deliberate damage to property,
- persistent bullying including cyber-bullying, prejudice-based and discriminatory bullying,
- physical assault or threatening behaviour against pupils or adults,
- sexual misconduct including in relation to indecent images,
- theft,
- leaving the School premises without permission,
- verbal abuse,
- abuse on the grounds of race, gender, religion, disability, special educational needs sexual orientation etc,
- refusal to work,
- persistent disruptive behaviour in class impacting on the learning of others

In the event of any of these serious behaviours above occurring, parents will be asked to come into a meeting with the Head Teacher and strategies suggested to improve the pupil's conduct. However, if behaviour does not respond and a fourth instance occurs, then exclusion may be imposed.

Please note that our policy also includes unreasonable or otherwise inappropriate parental behaviour amongst the behaviours which merit exclusion. This may include defamation or unfounded allegations or generally bringing the School into disrepute.

Lastly, please note that exclusion may be imposed by the School as a sanction for a series of minor misdemeanours. Exclusion may also be imposed as a sanction for actions off the School's premises.

BREACHES OF DISCIPLINE OUTSIDE OF THE SCHOOL

The School takes the conduct of its pupils outside of the School extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the School.

Where an incident is reported to the School of a pupil's poor behaviour outside of the School and the incident has not been witnessed by school staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

SANCTIONS INCLUDING EXCLUSION IN SERIOUS CASES

Bad behaviour at a level which if it persists could lead to exclusion is generally rare and it is the responsibility of the Head Teacher to deal with it appropriately as it is observed, particularly if the problem keeps recurring.

The standard procedure for this sort of problem typically follows a pattern, although this may not be followed in all instances, particularly where a single serious act is involved:

- On the first occasion of reportable serious misbehaviour, a verbal warning to the pupil from the Head Teacher or most senior member of staff in the Head Teacher 's absence, accompanied possibly by internal suspension, for example through withdrawal from the classroom for part of, or the rest of, the day;
- The Head Teacher will then inform the parents by phone (and/or by email, in which case it will be addressed to both parents) and request a meeting with the parents. The meeting will be to discuss and agree strategies to help ensure the behaviour does not reoccur. The Head Teacher will then send a follow up email summarising the meeting and outlining actions to be taken by the School supported by the parents.

On the second occasion of reportable serious misbehaviour, the parents are informed and called in for a meeting, in which the parents will be told that the serious misbehaviour process has been initiated and that the end of the process may involve exclusion unless there is an improvement in the child's behaviour. The parents will be asked to deal with the behaviour as a matter of urgency via a mutually agreed system of intervention both in and outside of school. The parents are likely to be asked to take their child home immediately as the School is likely to impose a short period of external suspension. The Head Teacher will send a follow up email summarising the meeting and the agreed actions, including the possibility of exclusion.

- On the third occasion of reportable serious misbehaviour; the parents will be informed and called in for a meeting, where there will be a final warning of exclusion should there be any further serious misbehaviour. The parents are likely to be asked to take their child home immediately as the School is most likely to impose a longer period of external suspension. The Head teacher will send a follow up email to the parents, summarising the meeting and the final warning, strategies the School and they will pursue to avoid exclusion and timescales set in which to achieve improvement.
- On the fourth occasion of reportable serious misbehaviour, the Head Teacher will consult with the NMS Chief Executive Officer (CEO) and if exclusion is, in the view of the Head Teacher and the CEO, deemed necessary, a final meeting with the parents will follow, and the parent(s) will be notified to remove their child permanently
- In certain circumstances, at the discretion of the Head Teacher and the CEO, the parent(s) may be offered the opportunity to withdraw their child to avoid exclusion at this final meeting.

APPEALS AGAINST EXCLUSION

The School will always offer the right of appeal to any pupil excluded from the School. Any appeal against exclusion will be dealt with under Stage 3 of the School's **Complaints Policy** and should be made in writing to the CEO of The New Model School Company Limited within one week of the pupil's exclusion. Should the School decide to

offer the parents the right to withdraw their child to avoid exclusion, and the parents accept this offer, no right of appeal is available.

Mia Santa-Humfrey

Head Teacher

September 2026

Review approved by Deborah Livsey CEO
New Model School Company Limited
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