

Halstead Community Primary School



Pupil Discipline and Exclusions Policy

**Approved by the Strategy Team of the Governing Body
Signed :**

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Halstead Community Primary School

Contents

1. AIMS	3
2. PUPIL BEHAVIOUR.....	3
3. DISCIPLINE/SANCTIONS	3
4. EXCLUSIONS.....	3
5. LINKS TO OTHER DOCUMENTS/POLICIES.....	4
6. CONSULTATION & MONITORING.....	4

Halstead Community Primary School

1. AIMS

At HCPS we are positively committed to promoting good behaviour and discipline among pupils as we believe that all pupils in a school benefit when behaviour is good. High standards of behaviour are important in helping children to feel safe and learn well; teachers, parents and carers play a key part in this, helping children to build self-discipline and encouraging respect for others.

2. PUPIL BEHAVIOUR

Our [Behaviour Policy](#) is reviewed regularly. It is easily available to parents, staff, and pupils, and it outlines the school's high expectations for how pupils will behave in, and out of, the classroom.

3. DISCIPLINE/SANCTIONS

Schools also need sanctions to deter pupils from misbehaving and they have a legal right to impose reasonable sanctions if a pupil misbehaves, with the aim of discouraging future misbehaviour. Our pupils have a clear understanding of the hierarchy of sanctions (see Behaviour Policy, p. 6, section 7.1).

The Governors have a responsibility to monitor the school's Behaviour Policy in the light of pupil behaviour and self-discipline, and how the school deals with inappropriate behaviour.

4. EXCLUSIONS

A pupil who gets into serious trouble at school can be excluded for a fixed period of time, or permanently. Exclusion is a very serious step for a school to take and only the Head Teacher has the power to exclude a pupil. A **fixed period exclusion** is when the Head Teacher decides to exclude the child for a fixed number of days (not more than 45 days in one school year). This is also sometimes called a suspension. A **permanent exclusion** is when the school decides that a child should not go back at all and must be educated somewhere else.

If a child is excluded from HCPS the parents/carers, the school, and Kent County Council have certain rights and responsibilities:

- **Fixed period exclusion:** If a child is excluded for a fixed period, the Head Teacher will write to the parents/carers to tell them their child has been excluded, the length of time they are excluded for, and when they are expected to go back to school. Parents/carers have a responsibility to ensure that the child is not present in a public place during normal school hours and it is their responsibility to arrange for someone to look after the child while they are excluded. In most cases parents have the right to make representations to the governing body. In all cases of permanent

Halstead Community Primary School

exclusion parents have the additional right to appeal to an independent appeal panel.

If the Head Teacher does not write with details, the exclusion is not official and parents/carers should contact the school to arrange for their child to return immediately.

For all exclusions of over five school days in a term the school will arrange a meeting to talk about the exclusion. Parents/carers are invited to go, as well as an officer from Kent County Council.

If the child is excluded for more than five school days or will miss a public examination because they have been excluded, the school governors have the right to direct the Head Teacher to re-admit the child. This isn't something that governors choose to do very often.

- **Permanent exclusion:** Head Teachers don't normally decide to exclude a child permanently unless they have done something very serious. If a child is excluded permanently, the Head Teacher will tell the parents/carers at once (by phone if possible) that their child has been permanently excluded and why this has happened. She will also mention any previous problems staff have had with the child and any previous exclusions or warnings the child has been given.

Parents/carers responsible for the child will be invited to go to a meeting to talk about the exclusion and they have the right to make representations to the governing body. This can be done either in person or by writing a letter to send to the meeting. The meeting will take place between six and 15 school days after the child is permanently excluded. In all cases of permanent exclusion parents have the additional right to appeal to an independent appeal panel.

5. LINKS TO OTHER DOCUMENTS/POLICIES

- Pupil Behaviour Policy
- Anti-Bullying Policy
- Complaints Policy
- The ~~Direct~~ Gov website: ~~<https://www.gov.uk/school-discipline-exclusions/discipline>~~~~http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/DG_4016112~~
- ~~The KentTrustWeb website:~~
~~http://www.kent.gov.uk/education_and_learning/school_attendance_behaviour/exclusion_or_suspension.aspx~~
- ~~DCSF booklet: 'Improving Behaviour and Attendance'. (Sep 2008). Available free, ref DCSF 00573 2008DOM-EN.~~

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Field Code Changed

6. CONSULTATION & MONITORING

This policy was agreed by the Strategy Team on behalf of the Governing Body, with the Head Teacher, and the staff of Halstead Community Primary School and will be reviewed annually.