

**PACKWOOD HAUGH SCHOOL**

**(Including EYFS)**

**Sanctions Policy**

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| **Authorised by the Governing Body**: Yes Date: 12/10/2020 |
| **Produced by**: Sue Rigby 01/10/2020 |
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| **Signed:** Tim Haynes, Chair of Governors |

**POLICY FOR SANCTIONS**

This policy can be made available in large print or other accessible format if required.

This policy will be reviewed on an annual basis.

Discipline should be seen as an upholding of the school’s standards and expectations of behaviour amongst the children, as laid out in the Packwood Code. This applies when the children are on the school premises and away from the school premises.

1. **Reds and Yellows**

For breach of school rules, or unacceptable behaviour, a member of staff can give a child a ‘Yellow’. These are recorded on the pupil points section of the database. Five ‘Yellows’ are drawn to the attention of the Deputy Head and the Headmaster who may take further action. In a case where it is deemed serious enough a child can be given a straight ‘Red’. A ‘Red’ counts as minus ten points to the child’s ‘Six’. Where a graduate gap student feels that a child’s behaviour has been unacceptable they should consult with one of the deputy heads before handing out a ‘Yellow’ or a ‘Red’.

1. **Consequence of a Red**

When a pupil is given a Red they see NRJ. They will then, as a punishment, have to miss three morning Breaks. (Wednesday & Saturday short breaks don't count). The teacher who has given the Red should give the pupil appropriate jobs/tasks to do during the three Breaks. The pupil must report to a member of the duty team at the beginning of Break.

At the end of break if the sanction has been carried out satisfactorily, a member of the duty team puts a tick in the register in NRJ’s window.

1. **Community Service**

For minor misdemeanours a ‘community service’ type duty may be set.

1. **Removal of Privileges**

Another form of punishment is to withdraw privileges: e.g. off tuck, off TV, early bed. In these cases the Headmaster or Deputy Heads should be consulted. For more serious offences a pupil may have to spend free time in their form room.

1. **Report Book**

Poor work or behaviour may result in a child being put on a work/conduct report. This booklet will be completed with a brief comment by each member of staff after each lesson, and by a member of the duty staff at the end of the day. The child reports to the Headmaster or Deputy Heads as arranged. Alternatively, a teacher may simply ask the child to do work again in his / her own time.

If a member of staff is concerned about a child’s pattern of behaviour, this should be discussed with the Headmaster.

1. **Major Punishments**

There is no corporal punishment or threat of corporal punishment.

No excessive or idiosyncratic punishments are to be used, including punishment intended to cause pain, anxiety or humiliation, deprivation of access to food or drink, enforced eating or drinking, prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline, requirement to wear distinctive clothing as a punishment (or night-clothes by day as a punishment), use or withholding of medical or dental treatment, deprivation of sleep, or locking in a room or area of a building.

The Headmaster is informed of any major punishment and this is recorded, including the reason for the punishment and the name of the person administering the punishment. All major punishments are recorded on the major punishment’s list. Punishments recorded here include those for particularly serious offences as outlined in the Packwood Code, any serious offence not included in the Packwood Code, any offence considered serious enough to be quoted in future reports or references and any offence which would constitute criminal behaviour in the case of an adult.

1. **Suspension**

In very serious matters, parents will be contacted and a pupil may be suspended from school for a period of time. The parents will be asked to take the pupil home for a fixed period of time.

1. **Requirement to Leave**

For a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of Packwood Haugh school, the pupil may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school. A boarder may be required to leave boarding without necessarily being required to leave the School.

1. **Expulsion**

A pupil is liable to expulsion for a grave breach of school discipline, for example a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that reference to the facts and circumstances will be made in response to every request for a reference.

The Headmaster is required to act fairly. He will make a decision on a case-by-case basis, will expel a pupil from the School only as a last resort and will not expel a pupil other than in grave circumstances. Please see separate policy on Suspension, Expulsion, Removal and Review.

Appendix 1 – Sanctions as outlined in the Policy regarding alcohol, tobacco, drugs and other items.

Appendix 2 – Sanctions as outlined in the Policy for Anti-Bullying.

**Appendix 1**

**Policy regarding alcohol, tobacco, drugs and other items**

This policy is inspired by our commitment as a School to the welfare of all of our students. The School is committed to the health and safety of its members and will take action to safeguard their wellbeing.

• **Substances covered by this policy**

The school applies the definition used by the United Nations, defining a drug as a substance people take to change the way they feel, think or behave.

**This policy incorporates:**

Solvents and volatile substances

Over the counter and prescription medications

Alcohol

Tobacco

Other legal drugs e.g. alkyl nitrates

Illegal drugs (controlled under the Misuse of Drugs Act 1971)

Any e-cigarette, electronic nicotine delivery system, personal vaporiser or e-liquid designed for use in such devices

Any pornographic material or computer device for that purpose

Any dangerous weapon or other item that might endanger your own safety or that of others

But this list is not exhaustive.

This policy applies on school premises at all times, and also applies to any members of the school community during school hours, whilst students are in residence in the Boarding Houses, on visits and trips, at school events or other occasions related to the school, and on any occasions when the pupils are the responsibility of the staff. The school will search for any of the items named above if they have reason to believe they have been brought back into the school.

**DRUGS**

Illegal Substances

**Forbidden activity**

Students must not engage in any drug related activity whilst under the jurisdiction of the school. This will obviously include involvement in the purchase, possession, supply, intent to supply, being concerned in supply, or consumption of the substances covered by this policy.

There is a ‘no illegal substances’ policy at Packwood.

A period of fixed term exclusion from school would normally be the penalty for involvement in purchase, possession, or consumption of illegal drugs or substance of abuse while under school jurisdiction. Permanent exclusion could be sanctioned for purchase, possession or consumption, depending on the circumstances.

In all cases the matter will be referred immediately to the Head, parents will be contacted and pupils are likely to be suspended, and this may be a permanent expulsion. Police may be informed of the matter.

**ALCOHOL**

Packwood does not allow alcohol to be in the pupils’ possession or to be drunk on the premises. Drinking or being in possession of any alcohol in the school is therefore against school rules.

In the event of any pupil found to be in breach of the no alcohol rule the following action will be taken:-

**First Offence**

Suspension for a period of time to be determined by the Headmaster, depending upon the circumstances.

**Repeated Offences**

Expulsion.

**SMOKING TOBACCO**

Packwood has a non-smoking policy and the site is entirely a non-smoking area. Smoking is therefore against the school rules.

In the event of any pupil found to be in breach of the above rule the following action will be taken:-

**First Offence**

Suspension for a period of time to be determined by the Headmaster, depending upon the circumstances.

**Repeated Offences**

Expulsion.

**Appendix 2**

**Sanctions for Bullying as laid out in the Anti-Bullying Policy**

Where bullying or unkindness is alleged, the Headmaster is informed as soon as possible. It is recognized that a bullying incident should be addressed as a child protection concern when there is ‘reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.’ Where this is the case, the school staff would report their concerns to the LADO. Where safeguarding is not considered to be an issue the school would speak to both parties and the action taken by the Headmaster will depend upon the circumstances. Some cases prove to be little more than a misunderstanding, and generally clear guidance as to the standards of behaviour expected will suffice. It may also be appropriate to investigate more closely any underlying reason for the bully behaving as he/she did. If necessary the school would seek advice from external services such as the Multi-Agency Team in Oswestry to support the pupil who is experiencing the bullying or to tackle any underlying issue which has contributed to a child doing the bullying. Possible further steps include:

* Guidance with sanction and warning of consequences of further misconduct
* Conduct report
* Notifying parents – arrange a meeting
* Suspension
* Expulsion (if severe and persistent – the decision to be shared with the Chairman of Governors)