



DISCIPLINE AND EXCLUSIONS POLICY

SENIOR SCHOOL

Governors' Committee normally reviewing:	Academic Committee
Date last formally approved by the Governors :	Spring Term 2017
Date policy became effective :	November 2009

Period of Review:	Annually
Next Review Date :	Spring Term 2018

Person responsible for implementation and monitoring :	Headmaster
Other relevant policies :	Anti-Bullying Policy Promoting Positive Behaviour and Code of Conduct Policy Safeguarding and Promoting the Welfare of Pupils Policy (Child Protection Policy) Equal Opportunities Policy Curriculum Policy Citizenship Policy Health and Safety Policy Complaints Policy Safer Recruitment Policy First Aid Policy ICT Policy Restraining Policy Sex and Relationship Education Policy

This policy sets out to support the Aims and Ethos of the school

[Aims of the School](#) Click here

[Ethos of the School](#) Click here

Mr Chris Townsend
Head, Senior School

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding and Promoting the Welfare of Pupils Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect

DISCIPLINE AND EXCLUSIONS POLICY

This policy is closely linked with other student behaviour policies including the Promoting Positive Behaviour and Code of Conduct Policy, the Anti-Bullying Policy and the School Rules which form an Appendix to this policy.

1. STATEMENT OF PRINCIPLES

Four principles underpin the application of sanctions:

- 1.1 We should be trying to change values and behaviour rather than merely setting in train a sequence of punishments which achieve little. We must seek to encourage good behaviour and a positive work ethic.
- 1.2 Sanctions should be as immediate as possible and also be set and supervised by the member of Common Room who has imposed them, with support as necessary within Departments (organised by the HoD) or within the House (organised by the HM). Central Sanctions should be seen more as a support when pupils persistently refuse to do what is reasonable and are obstinately disobedient, rather than as a first step.
- 1.3 Any sanction, whether private or centrally organised, takes priority over all other school activities, including protected times. However, members of Common Room must be extremely sensitive to the disruption of group activities at short notice and therefore must consult the pupil's HM if in doubt. Common sense must be applied.
- 1.4 If a pupil's values or behaviour are unsatisfactory, then the HM and Tutor should be informed.

2. PRIVATE SANCTIONS

Private Sanctions can be imposed both for behavioural and also for academic problems, with the proviso that pupils should not be punished for simply being weak at work or poor at organisation when they have a Special Educational Need. In the first instance of unsatisfactory academic endeavour or behaviour, members of CR should impose Private Sanctions with the support, as necessary, of Departments and Houses. The HM and Tutor must be informed. Records must be kept of sanctions imposed, using the MIS to log all sanctions (unless recorded in house logs).

There are a large number of possible times when these might be imposed but it should be the pupil, rather than the teacher, who is inconvenienced. The slot chosen might be only ten minutes, half an hour or even an hour, as deemed appropriate. It is not always necessary for members of Common Room to sit with that pupil for the whole period; the pupil can be given a task to be completed in a set place and by a set time and the teacher can collect it at the end.

3. MAJOR OFFENCES

- 3.1 **Drug Offences:** with the use of drugs increasing among young people, the school has an ever more important duty of care in this area. By using a urine test there is greater likelihood of detecting the abuse of drugs. A test will only be used when there is reasonable cause, that is when there is concern over

changes of mood or academic output or concern over lifestyle, sleep habits etc. The decision to conduct a drugs test would be taken after consultation between the pupil's HM and the Headmaster, or his Deputy.

Felsted School's Sanctions policy on drugs is as follows:

- Any pupil selling or distributing drugs or otherwise actively encouraging their possession or consumption by others will in all cases be expelled.
- Anyone caught possessing or consuming illegal drugs while under the school's jurisdiction in term time must expect to be expelled. In some cases there may be mitigating circumstances; if so, they will be carefully considered.
- The same sanctions will apply to pupils possessing or consuming so called 'legal highs' when it is clear that the intention is to use them as a drug.
- The Headmaster may inform the police of the possession, consumption or supplying of an illegal drug, since it constitutes a criminal offence. If the only firm evidence that a pupil has been involved with illegal drugs is a positive urine test, he or she may be allowed to stay in the school (following a period of suspension) provided that he or she:
 - i) gives a written assurance to the Headmaster and to his/her parents, that he/she will not become involved with illegal drugs again,
 - ii) consents in writing to undergo urine tests at various times during his/her remaining school career and agrees to be involved in a drugs education programme under the supervision of the school doctor.

The same undertakings will also be required of any pupil who may be allowed back after a first offence (see b above) because of mitigating circumstances. Any subsequent offence, including a positive test result, will in every case lead to expulsion.

Alongside the sanctions policy is a constructive educational programme of lectures and discussions on illegal drugs as well as other important health issues such as alcohol, tobacco, diet and exercise.

3.2. Pupils having sexual intercourse: expulsion is the normal sanction, although the school will have to consider the age of the pupils, as it is possible that one will be a victim of a criminal act if under the age of consent.

3.3 Serious Theft: 1st offence- suspension: return likely to be conditional on educational psychologist's report
2nd offence- expulsion

3.4 The possession or consumption of alcoholic drinks (apart from at the Sixth Form Club or at social events organised by the school) is strictly forbidden. There are four levels of punishments for infringing these regulations:

- Level 1** Headmaster's Gating.
- Level 2** Suspension from school for a period of 2-3 days followed by Headmaster's Gating.
- Level 3** Suspension from school for a period of 4-5 days followed by Headmaster's Gating.
- Level 4** Expulsion from school.

For a first offence involving, for example, a single can of beer, a pupil can expect a Level 1 punishment. For subsequent incidents of a similar kind within a year, the pupil moves up to the next level. However, for more serious incidents such as being drunk, drinking spirits or providing alcohol for others, then a pupil can expect either a Level 2 punishment or if there have been alcohol offences during the preceding year, a move up two levels. In all cases a letter will be sent home to parents informing them of what has happened and the consequences of further infringements.

3.5 Smoking: The possession or use of smoking materials is strictly forbidden. Through the anti-smoking policy the school aims to establish a culture where it is both unusual and unacceptable to smoke. The school helps pupils say 'no' to smoking by encouraging all pupils at various stages in their education to consider their health, their interests, peer pressure and the value of assertiveness. It provides individual support and guidance for all. Information and attitudes are assessed through the Year 9 PSHE programme and the Biology GCSE and PE syllabuses. Help and advice is offered at the Medical Centre for those who wish to give up. Outside help lines can also be used. There is plenty of anti-smoking literature available in Houses and in the Medical Centre. Smoking is regularly raised as a whole school issue. Moreover, pupils present or smelling of smoke, while other pupils are smoking are equally culpable. There are four levels of punishments for infringing these regulations:

- Level 1** Deputy Head's Gating including a letter to parents from the Deputy Head.
- Level 2** As Level 1
- Level 3** Headmaster's Gating and letter from the Headmaster to parents containing a warning about suspension for the next offence.
- Level 4** Suspension from school for a period of up to four days

This system operates over one academic year at the end of which the slate is wiped clean and Level 1 will be the first sanction. If pupils are found smoking in a building they must expect a Level 4 punishment.

3.6 Bullying including cyber-bullying of any kind: depends on degree, but suspension probable for first offence followed by expulsion for second. A serious assault or cyber-bullying incident will result in expulsion for first offence. A relatively minor offence not requiring suspension is likely to involve Head's Gating. Parents will of course be informed.

3.7 Dismissed from school match or other serious indiscipline in sport: suspension from at least the next two school matches, or longer where merited, following the published guidelines of the specific sport.

4. ROUTINE SANCTIONS

When it is felt appropriate to punish a pupil for an abuse of the School Rules the appropriate punishment may be selected from the following list:

Given by School Prefect or Common Room

1. Verbal Reprimand

2. **School Prefects' Detention (SPD)** - given for lateness, uniform infractions, untidy appearance etc. This involves community work such as picking-up litter, stacking chairs etc. This should be given if a pupil fails to follow an instruction or indeed argues with the Prefect or member of staff, rather than as the first resort.

Given by Common Room

1. **Early Morning Reporting** (not before 7am) to member of CR
2. **Deputy Head's Detention (DHD):** Thursdays 4.30 – 6.00pm
Pupils will be given some work to do by the Deputy Head and may be required to carry out a community task. This sanction is given for more serious infractions, such as persistent minor misdemeanours, foul language, poor behaviour in class or elsewhere. The Deputy Head may contact parents and the HM and Tutor will be informed. If a member of staff is unsure about the appropriateness of a DHD they should first discuss the issue with the Deputy Head who will advise them on how to proceed.
3. **Deputy Head's Gating:** Saturdays 7.30 – 9.00pm
This is the heaviest routine sanction, given with agreement of the Deputy Head. Pupils must report to the Deputy Head each day, and complete a gating card.

5. HOUSE SANCTIONS

Senior pupils who are appointed Prefects will need to apply sanctions on occasions to back up their authority. The sanctions or punishments applied by Prefects should be, as much as possible, positive so that the offender can learn from his or her mistakes, and will be monitored by HMs, and in the case of School Prefects, by the Headmaster or Deputy Headmaster. All sanctions and punishments given by Prefects must be entered into a 'Punishment Book' within 24 hours and, when relevant, a punishment must be completed within 24 hours. The Punishment Book is normally kept in the HM's Study putting the onus on the Prefect to be responsible. There must be a 'tariff' of punishments on a notice board in each House.

The following list of punishments may be administered as shown and every effort must be made to ensure the punishment fits the offence. Written punishments on A4, runs, the writing of lines on Green and changing dress are not acceptable punishments.

Given by House Prefect or HM

1. TV Restrictions
2. Extra Duties (defined)
3. Early Bed
4. Lock- Up Restrictions

Given by HM

1. Punishments appropriate to offence

2. Withdrawal of Privileges
3. School Gating
4. House Gating
5. Study Gating

'HM' also refers to Assistant HM or any other member of the Common Room who may be on duty in a boarding house.

6. HEADMASTER'S SANCTIONS

1. Headmaster's Gating
2. Suspension or temporary exclusion (normally for a period of between one to 21 days)
3. Expulsion



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APPENDIX 1: SCHOOL RULES

The following School Rules are not intended to be exhaustive and they do not include regulations which Housemasters and Housemistresses (HMs) may issue to their Houses, nor those which others, such as the Librarian or Warden of the Bury, may issue. **Ignorance of School Rules will not be accepted as an excuse for breaking them.**

Common sense, cleanliness, tidiness, punctuality, respect for common and individual property and good manners are always necessary. Whenever involved in any school activity or doing anything in public, restraint and good taste must be shown so that the community can be proud of your activities.

Absence

- As a matter of good manners, pupils who know they will be missing a lesson, sports session or activity, for whatever reason, (having a music lesson etc.) must obtain permission from their teacher at least 24 hours in advance either by personal approach or by e-mail.
- To miss a lesson owing to sporting commitments you must take a permission slip to be signed by your teacher.
- Pupils who need to be absent from school must get their parents to write to their HM asking permission. It is expected that pupils will keep to the term dates and pupils who live abroad should organise their travel arrangements sufficiently early to ensure that early departure or late return is not necessary.
- Pupils who are ill at home must inform the school by contacting their HM, or the School Office (01371 822600) or Common Room Secretary (01371 822690).
- Pupils must not leave the school grounds either before breakfast or after supper except with their HM's permission. Pupils must be accompanied by at least one other pupil when out after dark.
- Pupils may go out with their parents or accept other invitations only with the permission of their HM.
- Boarders may only be invited to the homes of day pupils or boarders who are at home after 4pm on Saturday and on Sunday, school commitments permitting.
- Pupils may not leave the House after lock-up and before the rising bell.
- Pupils who miss lessons through illness in the morning may not play sport in the

afternoon.

Bounds

Pupils must stay within the confines of Felsted village unless they have specific permission from their HM to do otherwise and have signed out, with the exception of organised school fixtures or school visits. The 'confines of Felsted village' means that pupils should not go beyond Linsell's, the Boote House, beyond Garnetts House, or Garnetts Lane, nor onto or beyond the Stebbing Road, from Prysties. *The red line on the school map denotes the pupil boundary.*

Areas specifically out of bounds

- **the village (including all shops) before 1.45pm on Monday to Friday and before 1.00pm Saturday** (although pupils may go to the village at break on Saturdays, in school uniform) (Upper Sixth may visit at break and after lunch, but not in lesson times). Linsells remains available up to 6.50pm for all year groups.
- area between Thorne House and Prysties hedge
- all building sites, Works Department buildings etc.
- swimming pools, except at official bathing times
- all licensed premises
- the Memorial Hall car park, playground, the back of the United Reform Church and Preparatory School fields
- the village allotments
- all ponds, streams and rivers
- Oakwood Park

After lock up (evening roll call, normally at 6.50pm), pupils who leave their house must sign out to a particular destination or activity, and have permission to leave their house.

Pupils may not visit **restaurants** without adult supervision unless permission has been granted by their HM.

Takeaways:

- No pupils may have takeaways on Mondays, Tuesdays and Wednesdays (these restrictions apply for the whole day);
- Year 11 may have takeaways on Thursdays;
- Sixth Formers may have takeaways on Fridays;

School Prefects:

- There is no restriction on takeaways at the weekend for School Prefects.
- School Prefects may go to The Swan, or the Razza for a meal on Thursday evenings.

Only Sixth Formers may visit **Chelmsford** with permission at weekends.

For anyone who has access to their **home in Felsted village** (including children of members of staff), the distinction between school and home must be clear. When at school, and throughout the school day (which could include evenings and overnight in the case of boarders), pupils are not permitted to go back to their home, unless they have permission to do so from their HM, and must not take other pupils back with them, unless a prior arrangement has been agreed with their HM, and the HM of any other pupil.

Chapel

- All Full Boarders and Occasional Boarders are expected to attend all Sunday services.
- When there is a Sunday morning service, all Boarders are expected to remain at school on Saturday night. They may go out after Chapel.
- If there is no Sunday service, Boarders may go home once they have fulfilled their Saturday afternoon sports' commitments. Pupils must return by 9.00pm on Sunday

evening or on Monday morning by 8.00am.

Food

- Pupils are expected to attend all meals in the LRH when in school, except when meals are served in house.
- No crockery, cutlery etc., may be taken from the Lord Riche Hall.
- Food should not be taken out of the Dining Room.
- Gum may not be chewed at school, **even when not in uniform**.
- Drinks and sweets bought from vending machines must be consumed in the room in which they are dispensed or taken back to House.
- Pupils should not eat while walking around the site.

Personal Possessions

- All electrical appliances brought from home must be checked for safety.
- Music may be played in Houses as long as the noise does not disturb others.
- Computer games are not to be played in Prep or in PSPs.
- Selling by pupils of articles of value exceeding £5 is forbidden, except with the permission of the HM.
- Pupils must not borrow items belonging to members of other year groups at any time.
- Pupils within a year group must ask the permission of the owner before property is borrowed. Borrowing without permission is theft and will be dealt with as such.
- Mobile phones must be registered with HMs.
- Mobile phones must be turned off in lessons, Chapel, performances, assemblies, after lights out in Boarding Houses etc. Pupils must expect to have their mobile phone confiscated if they use them in lessons etc. For a first offence, mobile phones will be confiscated for the remainder of the school day. Repeat offenders can expect to have their phones confiscated for an extended period of up to one week, or in extreme cases, may not be permitted to keep a mobile phone in school.

Games

- Pupils do not normally wear games kit for lessons. They must change before and after PE lessons. If pupils need to travel to an away match changed and there is not time to change prior to departure, then pupils may wear games kit in lessons only if the express permission of the Deputy Head has been given to the CR Member in charge of that team in advance.
- No ball games or practices may be played within 10 metres of a school building.
- No games are compulsory on Sundays.
- No member of the 1st, 2nd and U16A teams in rugby, hockey, netball, tennis and cricket may play for the school at another sport in the same term without first obtaining the Deputy Head's permission.
- Studded boots may be worn on grass only; non-studded footwear must be worn to and from pitches.
- Pupils must wear school games kit for games, not house tops.
- No football or rugby to be played on the Front.
- Pupils seeking permission to be absent from fixtures must apply to the Director of Sport at least 2 weeks prior to the game.
- Every pupil selected to represent Felsted in a fixture is expected to do so, and to perform to the very best of their ability in that fixture.

Gambling

- No pupil is allowed to take part in any gambling for money while at Felsted. This includes the use of internet sites, or personal bets.

Vehicles

- No pupil is allowed to have a car at Felsted (except in exceptional circumstances).
- No pupil may drive a motor vehicle, such as a car, motorbike or moped, in Felsted unless they are accompanied by one of their parents or a driving instructor.
- No pupil may travel in a motor vehicle driven by anyone under 25 (apart from a brother or sister or member of Common Room) unless permission in writing has first been sent to the HM by the parents of both the driver and the passengers.
- Bicycles may be ridden to and from school only with a helmet and suitable fluorescent clothing. Permission must be given by the Deputy Head. Bicycles are not to be ridden in the School grounds during the day.
- U6 Car usage during Summer Term Study leave will be allowed at the Deputy Head's discretion.
- Pupils having driving lessons must arrange these outside of their school commitments, and must have permission from their HM in advance.

Co-education

- Pupils are not allowed to lock themselves in their rooms.
- There should be no overt displays of affection in public.
- Sixth Formers should not be in a relationship with pupils in Years 9 or 10.

General

- No pupil may cut another pupil's hair.
- A pupil is assumed to be culpable if found in the company of smokers.
- If a pupil's work includes any components taken from the Internet or other external sources, they must be acknowledged. Copying of coursework may lead to disqualification from public examinations.
- Sunbathing is not permitted on the Front or during lesson times, and pupils should be respectably dressed at all times when in public view
- Cycle helmets must be worn whenever a bicycle is ridden.
- All electronic items brought into school should be declared so that they can be PAT tested. This will happen as part of the routine of the school year, but if an item is brought in after this happens, the pupil should take the item to the Works department for testing.
- **The following items are not allowed at Felsted School:**
 - illegal drugs
 - fireworks
 - smoking materials, including e-cigarettes and shisha pens
 - alcoholic drinks
 - firearms and dangerous weapons such as knives or pellet firing guns
 - spray deodorants (these can set off fire alarms)
 - pets and animals
 - laser pens
 - water pistols
 - Red Bull and other stimulant drinks/pills
 - high protein/Creatin and muscle enhancing drinks/pills (unless with the knowledge and approval of CSK, SB or ALC and the relevant HM) – see latest policy document for further details.

Mr Chris Townsend
Headmaster