

Stages in the Disciplinary Procedure

STAGE 1

Along with the merit and House point award system, pupils may also be given de-merits or penalty points for various reasons. These include:-

- * Forgetting books or kit or equipment.
- * Untidy appearance
- * Eating or drinking in lessons
- * Wearing make-up
- * Not handing in homework or books
- * Being in “out of bounds” areas
- * Chewing gum
- * Forgetting homework diary or not having it signed
- * Any mobile telephones found switched on. They will be confiscated for a period of three weeks. **The mobile telephone will only returned to a parent before that time period on the understanding that if the telephone is confiscated again a suspension will result.**

Should a child receive three de-merits, they will automatically have to serve an after school detention of ONE hour.

STAGE 2

Detention.

If a pupil receives an after school detention, parents and the pupil will be informed of the day and time with a minimum of 24 hours prior to the detention taking place. Attendance at a detention is compulsory, unless a written reason from parents is received. In this case an alternative date and time will be given.

For failure to attend a detention without a written reason being received, a Home Detention will be given. Parents and pupils will be informed of when this is to take place. Work will be given for the pupil to complete during the home detention.

Automatic detentions will be given for example:-

- * Swearing
- * Pushing or hitting other pupils
- * Unacceptable attitude in lessons

At the same time as receiving a detention or on the publication of effort grades, a pupil may also be placed on school report for one week. The pupils should hand this to the teacher at the beginning of each lesson for comments to be recorded and the report should be signed by a parent each evening.

Pupils will be taken off report after one week if the report is satisfactory. If the report is

not satisfactory, then the pupil will remain on report for a second week. If the report remains unsatisfactory after this time then the parents will be called in.

On the occasion of a seventh detention being issued during an academic year, an automatic three suspension will be given.

Internal Suspension

Pupils who display anti-social behaviour may also be isolated to work outside the classroom for a short period of time, at the discretion of the Head or Deputies. Parents will be informed in writing of any internal suspensions.

For serious misdemeanors, pupils will automatically go to stage 3,4 or 5 at the discretion of the headmaster. On the occasion of the third suspension pupil will be permanently excluded.

For very serious misdemeanors, a pupil may be permanently excluded without going through any of the previous stages.

A memo will be sent to all staff, requesting comments regarding work, attitude and behaviour in each subject. The pupil will stay on report for a further two weeks and a warning of a temporary suspension will be given to parents, should there be further unacceptable incidents.

STAGE 3

If there is still no improvement, a pupil will be temporarily suspended. This initial temporary suspension will be for a period of THREE school days. Parents will be informed by letter and asked to make an appointment to see the Headmaster.

STAGE 4

Should it be necessary because of further misdemeanors a second and final temporary suspension will be given for a period of FOUR school days. Parents will be informed by letter and asked to make an appointment to see the Headmaster. This will be to inform parents that their child will be permanently excluded from Beech House should there be any further incidents.

STAGE 5

Should it be necessary because of a serious misdemeanor or the accumulation of three temporary suspensions a permanent exclusion will result. Parents will be brought in to see the Headmaster and the parents notified of the decision. This decision will then be put in writing.