

## **NORFOLK HOUSE SCHOOL: Discipline and Exclusions Policy**

The School attaches importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. All pupils at the school are expected to take a full part in its activities, to attend each school day, to be punctual, to work hard, to follow the school's behaviour code and to comply with school rules about wearing uniform. The Headmaster (and other members of staff acting on his behalf) has authority to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. The School's disciplinary policy applies to all pupils when they are on school premises or in the care of the School, or wearing school uniform, or otherwise representing or associated with the School.

The Headmaster is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.

### **Investigation of a complaint or rumour of misconduct**

A complaint or rumour of misconduct will be investigated. A pupil may be questioned and their belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that their parents are informed as soon as is reasonably practicable after it becomes clear that the pupil may face formal disciplinary action. In such an event the pupil may be accompanied and assisted by a parent, education guardian or a teacher of the pupil's choice.

### **Procedural Fairness**

Investigation of a complaint which could lead to exclusion, removal or withdrawal of the pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the parents or education guardian so that they can attend a meeting with the Headmaster before a decision is taken in such a case. In the absence of a parent or an education guardian, the pupil will be assisted by an adult (usually a teacher) of their choice.

### **Divulging information**

Except as required by law, the School and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Headmaster has acquired during an investigation.

### **Drugs and Alcohol**

A pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with illegal drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. All reasonable efforts will be made to contact the parents and to seek their agreement first in such circumstances. A sample or test in these circumstances will not form part of the pupil's permanent medical record.

### **Sanctions** (see also Behaviour Policy)

Sanctions are intended where possible to be positive in nature; they may include a requirement to undertake menial but not degrading tasks on behalf of the school or external community, detention for a reasonable period, withdrawal of privileges, and temporary or permanent exclusion.

### **Exclusion**

A pupil may be formally excluded from the school, on either a temporary or a permanent basis, if it is proved, on the balance of probabilities, that the pupil has committed a very grave breach of school discipline or a serious criminal offence. Permanent exclusion is reserved for the most serious offences (including, among others, possession or use of illegal drugs while under the jurisdiction of the school, and also persistent bullying).

The Headmaster will act with procedural fairness in such cases. Parents will be given a

copy of the review procedure and will have the right of appeal to an independent panel (see also Complaints Policy). The pupil will remain away from school pending the outcome of any such appeal.

#### **Exclusion of a pupil in other circumstances**

Parents may be required, during or at the end of a term, to remove the pupil either temporarily or permanently from the school if, after consultation with the pupil and/or parent(s) the Headmaster is of the opinion that by reason of the pupil's conduct or progress the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the school, or if a parent has treated the School or members of its staff unreasonably.

The Headmaster will act with procedural fairness in all such cases, and will have regard to the interests of the pupil and parents as well as those of the School.

#### **Exclusion for Non-Payment**

The School reserves the right, on 3 days written notice, to exclude a pupil while fees remain unpaid. As exclusion on these grounds is not a disciplinary matter the right of appeal to an independent panel will not normally arise. The School may also withhold any information, character references or property while fees are unpaid, but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the pupil. A pupil who has been excluded at any time when fees are unpaid will be deemed withdrawn without notice twenty-eight days after exclusion. (Then a term's fees in lieu of notice will be payable in accordance with the school contract.)

**Review: September 2011**