

CCSS POLICY ON DISCIPLINE AND EXCLUSION

In accordance with the requirements of the Education Act 2002, this policy outlines CCSS' approach to student discipline and exclusion.

College Ethos

In line with the agreed values of CCSS, the trustees expect the college to be a place where:

- all individuals are respected and their individuality valued;
- where students are encouraged to achieve;
- where self-discipline is promoted and good behaviour is the norm; and
- where rewards and sanctions are applied fairly and consistently.

The College's Moral Code

This document affirms the trustees' requirement that the college's policies should reflect the highest moral standards, and in particular will not tolerate bullying or other anti-social behaviour. The college acknowledges that problems are likely to have underlying causes, which CCSS will take account of, and do its best to counter.

RESPONSIBILITIES

The Principal

The Principal's role is to determine the detail of the standard of behaviour acceptable to the college, to the extent that this has not been determined by the trustees.

Vice Principals

The Vice-Principals have the day-to-day responsibility for maintaining discipline in the college, which will include monitoring rules and provision for enforcing them. The Vice-Principals are expected to:

- formulate and promote formal codes of behaviour in line with the values of the college;
- promote self discipline, encourage good behaviour and proper respect for teachers and other students;
- prevent all forms of bullying among students;
- secure that the standard of behaviour is conducive to effective teaching and learning;
- otherwise regulate the conduct of students.

All Staff

All staff are expected to uphold the values of CCSS, encourage good behaviour and respect for others, and to apply all rewards and sanctions fairly and consistently. CCSS recognises that well planned, interesting and challenging lessons make a major contribution to good discipline. Heads of Departments are charged with using their best endeavours to ensure that programmes of study and the methodology used in departments are well thought out and of a consistently high standard.

STANDARDS OF BEHAVIOUR

The college has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a student enters the college. All staff are expected to promote self-discipline amongst students and to deal appropriately with any behaviour that conflicts with the values of CCSS.

Punctual attendance at college and lessons is required. All absence from lessons must be explained and unexplained absence will be followed up by the relevant staff, in line with our attendance and lateness policies.

It is understood that there will be variations in staff acceptance and tolerance of students' behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated.

Through regular discussions at college meetings, including the college council, departments, house-managers, tutors and welfare, the college endeavours to ensure that staff apply all standards consistently and fairly.

REWARDS AND SANCTIONS

In line with our values and approach, we should expect all students studying at CCSS to be rewarded and sanctioned in ways appropriate to their age. CCSS values a formative dialogue with students in the first instance, followed up by appropriate referrals to tutors and other staff. Equally, students showing exemplary approaches to work, contributing to the establishment of a positive working environment for others, should be congratulated and an appropriate referral made to the tutor.

All staff must seek to ensure that sanctions are proportionate to the offence, and should enable students to make reparation where possible. Any sanction should be as constructive as possible.

The following sanctions may be used in the college in appropriate cases:

- completion of work at home or extra work (in college or at home)
- carrying out useful tasks to help the college
- detention in college hours (or at lunchtime or outside college hours provided that the parents of day students have been notified at least 24 hours previously) – usually for GCSE students only. Notification need not be given in advance for Boarding students, though informing the tutor and Head of Boarding is good practice.
- removal from the group/class or particular lesson (but only with the permission of the appropriate Vice-Principal and in exceptional circumstances).
- withholding participation in educational visits or sports events which are not essential to the curriculum
- fixed and permanent exclusion

EXCLUSIONS

Only the Principal can exclude a pupil. Recommendations for exclusion can only be made by a Vice Principal or Head of Boarding.

Students may be excluded for one or more fixed periods or permanently.

Fixed Periods

For serious but relatively minor breaches of the college's behaviour/discipline policies, students can be excluded for one or more fixed term periods not exceeding 45 college days in any one college year.

A decision to exclude a pupil permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed, e.g.:

- serious violence, actual or threatened, against a pupil or member of staff;
- sexual abuse or assault;
- possessing and or supplying an illegal drug; and
- carrying an offensive weapon.

Drug-related Exclusions

Any decision to exclude in a drug-related case will be based on the criteria spelled out in the college's drug policy.

Alternatives

Before resorting to exclusion the college will normally try alternative solutions:

For example:

- a restorative justice process – whereby the harm caused to the 'victim' can be redressed; and
- internal exclusion (removal from class, but not the site).

Inappropriate Exclusion

The college does not see exclusion as normally appropriate in the following cases (though repeated failure in any of these areas can lead to exclusion):

- minor breaches of discipline;
- poor academic performance resulting from lack of effort;
- minor truancy or lateness.

Parental Co-operation

Parental co-operation forms part of the contract between the college and all parents of students at the college. A refusal to abide by the terms of exclusion may be considered a breach of contract.

Appeals

Parents are entitled to appeal to the governing body against any exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Trustees at the college. A hearing will be set up as quickly as possible, but within 10 days at the latest.

The trustees' decision is final.

Students reaching the age of 18 may appeal on their own account.

Continuing Education

The College will endeavour to provide education for a pupil who remains on roll and in the case of an exclusion of more than 15 days, the college will consider:

- how the pupil's education will continue;
- how his/her problems might be addressed in the interim; and
- reintegration post-exclusion.

CORPORAL PUNISHMENT AND RESTRAINT

In accordance with the law there is no corporal punishment allowed by the college. However, if authorised by the Principal, a teacher, or other member of staff, may use 'reasonable force' to prevent a pupil from:

- committing an offence;
- causing personal injury or damage (including to themselves); and
- engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time.

The Principal has authorised all teaching staff to use reasonable force in the above circumstances. Further guidance to staff is given in a separate policy.

INVOLVEMENT OF PARENTS

Parents will be involved in discipline cases as appropriate. Individual staff (including tutors) should not involve parents in discipline issues without first informing the appropriate Vice-Principal, or in the case of boarding, the Head of Boarding.

INVOLVEMENT OF STAFF

The working of the college's policies and procedures will be discussed regularly at meetings. Staff will also be involved in discussions with students in form/tutor group time. Staff will also be called upon from time to time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. All staff must ensure that a record of any behavioural issue is kept and recorded centrally. Students' files (SV office) should contain this record. The college's management information system (Schoolbase) will eventually take on this function.

INVOLVEMENT OF STUDENTS

Article 12 of the UN Convention on the Rights of the Child allows children who are capable of forming views the right to express those views. CCSS will involve the Student Council in reviewing the college's anti-bullying policies and procedures and in the college's programmes to reinforce self-discipline and positive work and behaviour patterns. The Student Council will also be given the opportunity to discuss major sanctions, including permanent exclusions, where this does not breach confidentiality.

The *Vice-Principal (Pastoral)* is responsible for ensuring the positive contribution of students. In particular the *VP in collaboration with the Special Educational Needs co-ordinator (SENCO)* will ensure that the needs of SEN students are properly taken into account, and their participation in the consultation process is assured.

CONSULTATION

The Principal will seek the widest possible agreement for this policy, and will report to the trustees on its implementation.

EQUAL OPPORTUNITIES

All rewards and sanctions must be applied fairly and consistently and in accordance with the college's equal opportunities policy.

PUBLICATION

A summary of the policy will be included in the guides to parents and students. It will also be made accessible to parents whose first language is not English. The College will consider translating the policy as appropriate.

LINKS WITH OTHER POLICIES

The Policy should be read alongside the following:

- the college's statement of values
- the illegal drugs and alcohol policies
- the attendance policy
- the confidentiality policy
- the anti-bullying policy
- the complaints policy
- the college's policy on 'justifiable restraint'

Reviewed by

Student Council.....(date)

College Council.....(date)

Trustees.....(date)

Next revision agreed (date).....