



Bancroft's Preparatory School

(XVII) Sanctions Policy (Including Policy on Appeals)

Pupils at Bancroft's are part of a community representing a wide range of ages and backgrounds. They are expected to behave in a responsible manner, to respect each other, the school community, and the School's premises and property. Our many visitors often comment favourably about the impressive conduct and helpfulness of all they meet at Bancroft's.

SCHOOL PROCEDURES

The formal statement of the School's expectations is kept as brief and simple as possible. A list of Procedures is posted in every tutor group room, so that all pupils are aware of their obligations. These procedures, which are updated regularly, are sent to parents on the offer of a place and acceptance of these is a condition of accepting the offer. The overall policy on discipline is also set out in paragraph 6 of the School's terms and conditions, also sent to parents on the offer of a place at the School.

The tone is set at the beginning of the Procedures: pupils will act with consideration and good sense at all times. The emphasis is on positive expectations, and not on prohibitions. It is neither possible nor desirable to seek to cover every situation in a comprehensive list of Procedures. It is no defence to say that something has not been ruled out so it must be acceptable! If something is sensible and courteous, then it is unlikely to be wrong; behaviour which is inconsiderate, dangerous or bad mannered is invariably wrong.

SANCTIONS (GUIDANCE FOR STAFF)

For all detentions the MoS responsible for setting the detention should provide the miscreant with adequate and appropriate work. Detentions may only be postponed by the Head or DH.

Sanctions Toolkit

Many misdemeanours are effectively dealt with by taking the pupil aside and discussing the issue in private at break/lunchtime. The following sanctions were devised for 3rds- L4 but in some cases may be effective with older pupils.

School Detentions are for serious or repeated misdemeanours.

It is advisable to discuss the matter with the Hsm/JHsm (particularly if you are a new MoS or do not yet know the pupil well) before giving a School Detention. There could be circumstances when an alternative to a School Detention would be more appropriate.

Minor misdemeanours

From time to time individuals make mistakes, from which they are encouraged to learn. Members of staff deal with behaviour issues by explanation, advice, and warning. Sanctions act as a deterrent and are also designed to be constructive. Although unacceptable behaviour is a serious matter, the aim is to clear the air speedily after a punishment has been served. A minor misdemeanour would normally earn a clear and firm warning in the first instance. Tutors may be informed to reinforce the action taken by the member of staff.

Alternatives to Formal School Detentions

1. 'Being Grounded' Report to MoS and stand outside SCR in break/ lunchtime until released.
2. Report offenders to Tutor/ Hsm/JHsm or write comment in pupil planner. (Any other communication to parent should be dealt with by Hsm/JHsm.)
3. Redoing poor work/catching up/late work: Pupil to work in Library (lunchtime or after school) and to produce a signed slip from librarian to verify attendance and that pupil worked sensibly.
4. Informal detention (break/lunchtime/after school), supervised by MoS/HoD or volunteering colleague (informal reciprocal arrangement preferably co-ordinated by HoD) NB Give 24 hours notice if after school.
5. Extra work done at home; something interesting and constructive but not a time wasting, pointless task.
6. Pupils could be asked to write a piece reflecting on their behaviour. Can request it is signed by parent/tutor/ Hsm/JHsm.
7. Write an essay instead of doing a more enjoyable/practical activity in the lesson.
8. In serious cases a message (via email, phone or through a pupil) should be sent to the Head's office requesting a member of SMT (or MoS) to escort a pupil to the Head's office with all their belongings.
9. A disruptive pupil can be sent to the HoDs classroom by agreement to do work set. Use sparingly for serious or persistent disruption and always notify Hsm/JHsm.
10. Temporary confiscation of 'illegal' items e.g. jewellery/footballs used indoors (not mobile phones unless delivered to the DH in person immediately for return the same day). Donation paid to charity box (usually for forgetting equipment repeatedly or recovery of confiscated bag left lying around).
11. Incorrect uniform = send repeat offenders to MM/MEI. Repeat offenders have to report before school looking immaculate.
12. Community service e.g.
 - a) Clean up dining room after lunch under 6th former supervision
 - b) Empty recycling bins Pick up litter
 - c) Fill envelopes/mail shots
 - d) Assist in office
 - e) Covering textbooks with plastic covers (or similar helpful activity)
13. Pupil makes a written apology and a pledge not to re-offend.
14. Mentor Scheme: emphasis on support/guidance not discipline. 6th former (good role model) or a designated MoS meets regularly with pupil (works best if MoS knows pupil but no longer teaches them).

In some instances it may be appropriate to issue a pupil with a "red slip". These can be found in the WCR and will normally be used for low level misdemeanours. Tutors and House staff

may decide to follow these up with a word (particularly with older pupils) or detention when a pupil receives three such “red slips”.

Please inform Hsm/JHsm if a pupil is frequently misbehaving so a co-ordinated approach can be planned.

Detentions

Further, or more serious, infringement may result in a detention of forty minutes, supervised by a member of staff, after school on a Monday or Friday afternoon. If the member of staff considers the matter to be more serious it will be referred to the pupil’s Housemaster who could decide that a longer detention, up to two hours is appropriate. Such detentions are generally for more senior pupils and are supervised after school by the Deputy Head. Detentions cannot be postponed other than with the Head or Deputy Head’s permission. Parents are informed of detentions by a letter from the pupil’s Housemaster. Detentions take priority over other activities in and out of school. Occasional detentions do not cause a permanent blemish on a pupil’s record, and do not erode the School’s willingness to think well of (and report well on) a pupil.

Detentions are an important sanction and MoS should only place pupils in detention when all other options have been exhausted. Initial measures to deal with poor work or behaviour may include repeated or extra work, socially useful work such as litter collection. 'Pointless' or mechanical chores such as lines are not to be imposed. Pupils can be placed in detention for both academic and disciplinary reasons. School Detentions last for 40 minutes and MoS wishing to place pupils in detention should complete the quadruplicate form available for the purpose in the rack in the Working Common Room. One copy of this must be given to the pupil, the second copy to the tutor, the third copy to the Hsm/JHsm concerned and the final copy is lodged with the Front Office. This must be done promptly so that parents can be informed before the detention occurs. Parents are all informed by a letter from the appropriate Hsm/JHsm.

For extremely serious offences a discussion with the relevant Hsm/JHsm will ensure an appropriate sanction is applied.

Suspensions and Exclusions

There are some offences, which due to their severity, or by their constant repetition, are punished by suspension or by permanent exclusion. Such cases are rare. The circumstances of any such offence are investigated by a senior member of staff, with the decision to suspend or exclude being taken by the Head. Parents who are dissatisfied with the Head’s decision to exclude have the right of appeal to the Governors.

PROCEDURE FOR APPEALS AGAINST EXCLUSION

1. Right of Appeal

- 1.1. A parent of a pupil who is dissatisfied with a decision of the Head to exclude permanently the pupil from the Senior or Preparatory School may exercise a right of appeal in accordance with this Appeals Procedure (subject always to the provisions of Term limits as stated at the end of this document).
- 1.2. Throughout this procedure the word 'parent' means the parent(s) or guardian(s) of the pupil.

2. Notice of Appeal

- 2.1. A notice of appeal must be delivered by the parent to the Clerk of Governors c/o Bancroft's School within 5 school days from the date upon which the decision took effect or, if later, the date of receipt of the Head's written reasons for the decision. A notice of appeal received subsequently will not be considered.

The notice of appeal must: -

- 2.2. set out all the reasons why the parent considers the decision is wrong;
- 2.3. have attached all documents, or copies of documents, on which the parent intends to rely.
- 2.4. On an appeal being made, the Head shall have complete discretion whether to defer implementation of the decision pending the outcome of the appeal.

3. Head's Response

- 3.1. The Clerk shall deliver a copy of the notice of appeal to the Head at the earliest opportunity.
- 3.2. The Head shall send her response to the Clerk and to the parent within 5 school days of her receipt of a copy of the notice of appeal.

4. Hearing or Written Determination

- 4.1. If the parent wishes to have a personal hearing of the appeal, the parent shall give written notice to that effect to the Clerk within 3 school days of his/her receipt of a copy of the response.
- 4.2. If such notice is not given the Appeal Panel may determine the appeal on the basis of the documents only.

5. The Appeal Panel

- 5.1. The Clerk shall within 3 school days of his receipt of a copy of the response ask the Chairman of Governors to appoint a panel of 3 Governors to determine the appeal.
- 5.2. No Governor shall be eligible to serve on the Appeal Panel who has had previous involvement in the decision.

HEARING PROCEDURE

- i. The Clerk shall give the Head and the parents, within 3 days of the receipt of the request, not less than 5 days' notice of the date, time and place of the appeal hearing, whether it is to be determined by personal hearing or upon the basis of the documents only.
- ii. In case of a personal appeal hearing, the procedure that the hearing follows shall be at the discretion of the Appeal Panel and (unless the Appeal Panel otherwise determines): -
 - a. the appeal hearing shall be in private and everything said at the appeal hearing shall be confidential.
 - b. neither the parent nor the Head will be entitled to put before the Appeal Panel any document that did not accompany the notice of appeal or the response.
 - c. neither the parent nor the Head will be entitled to call any witness to give oral evidence before the Appeal Panel without the express agreement of the Appeal Panel (oral evidence only normally being admitted when there is no reasonable and fair alternative method of establishing any disputed facts).
 - d. the parent and the Head each may, with the prior approval of the Appeal Panel, be accompanied and assisted by another person who undertakes to respect the confidentiality of the appeal but who shall not have the right to address the Appeal Panel.
- iii. the parent will first explain his or her case, the Head will respond and the parent will have the opportunity to deal in reply with any new material raised by the Head before the Appeal Panel retires to consider and make its decision.
- iv. The Clerk may advise the school prior to the appeal hearing but after commencement of the appeal hearing shall take no part in the appeal save that he may advise the Appeal Panel on matters of law and procedure and shall minute the decision of the Appeal Panel.

Delivery of Appeal Decision

- a) The Clerk shall write to the parent within 7 days of the appeal hearing, with a copy to the Head, setting out the Appeal Panel's reasoned decision.
- b) The Appeal Panel may make its decision by a majority.
- c) The Appeal Panel's decision shall be final and shall not be subject to further appeal.

Unpaid Fees

An appeal relating to the exclusion or suspension of a pupil from school will not be entertained if any fees or other sums payable to the school under the contract are in arrears.

TIME LIMITS

- i. Save in the case of paragraphs [2.1](#) and [4.1](#), a failure to comply with any time limit set out in this Appeal's Procedure shall not invalidate or otherwise affect any act or decision.
- ii. Notices or documents should be sent by first class post and shall, for the purposes of this Appeal Procedure, be assumed to be received by the addressee on the day after posting, ignoring for this purpose Saturdays, Sundays and statutory holidays.

This policy will be reviewed annually by the Governors.