



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 the pupil area of the VLE and key points from it are reproduced in the Student Journal, so that all pupils are aware of their obligations. These procedures, which are updated regularly, are sent to parents upon 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 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 pupil with adequate and appropriate work. Detentions may only be postponed by the Head, Senior Deputy Head or Senior Tutor.

Sanctions Toolkit

Many misdemeanours are effectively dealt with by taking the pupil aside and discussing the issue in private at break/lunchtime. 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 the Student Journal. (Any other communication to parent should be dealt with by HSM/JHSM.)
3. Redoing poor work/catching up/late work: Pupil to work in MoS or departmental classroom or Library (lunchtime or after school) and to produce a signed slip from the Librarian to verify attendance and that pupil worked sensibly. The appropriate Blue Slip should also be issued.
4. Informal detention (break/lunchtime/after school), supervised by MoS/HoD or a volunteering colleague (informal reciprocal arrangement, preferably co-ordinated by HoD). There is still a requirement to ensure 24 hours' notice is given if after school. Corresponding Blue Slip to be issued.
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. MoS may request that 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 SLT to escort a pupil to the Head's office with all their belongings.
9. Following an isolated incidence of disruptive behaviour, a pupil can be sent to the HoD's classroom by agreement to do work set. The Hsm/JHsm is informed.
10. Temporary confiscation of 'illegal' items e.g. footballs used indoors.

11. Incorrect uniform: Repeat offenders should be referred to Tutors, Housestaff or Head of Sixth Form. Due consideration should be given to possible safeguarding issues. Discussions with parents or carers should occur if the problem persists.
12. Community service e.g. Clean up Dining Hall after lunch under supervision of a 6th former
13. Pupil writes an apology and pledges 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. The L4 received mentor training in the summer term 2019. By 2023 there will always be four year groups (U4 - U6) who will have received peer mentoring training. It is envisaged that this will become an increasingly important aspect of pupil development.
15. In some instances it may be appropriate to issue a pupil with a Red Slip. These can be issued using iSAMS and will normally be used for low level misdemeanours. This will generate an email to Tutors and HSM/JHSM and can be seen on the Parent and Pupil portal. Tutors and House staff may decide to follow these up with a word (particularly with older pupils) or a detention if the context warrants this.
16. Blue Slips. These will issued to record poor organisation and to facilitate staff management of pupils in this regard. One-off lateness, either to a lesson or with prep may not necessarily lead to sanction or discussions between the pupil, parents or carers, tutor and Housestaff, but if a pattern emerges, both may occur.

HSM/JHSM is informed if a pupil is frequently misbehaving so that 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 Thursday afternoon. If the member of staff considers the matter to be more serious, it will be referred to the Senior Tutor who will decide in consultation with the pupil's Housemaster/Housemistress whether a longer detention, up to two hours, is appropriate. Such detentions are generally for more senior pupils and are supervised after school by the Senior Tutor. Detentions cannot be postponed other than with the Head, Senior Deputy Head or Senior Tutor's permission. Parents are informed of detentions by a letter from the pupil's Housemaster/Housemistress. 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 or two hours and MoS wishing to place pupils in a 40 minute detention should enter the details of the detention using iSAMS. This will generate an email sent to the pupil, tutor, HSM/JHSM, the School Office and Senior Tutor. Parents will be able to see the sanctions imposed on their child through the Parent Portal. 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.

Two hour detentions may only be given after consultation with the Senior Tutor.

The Head's Detention is a new sanction. This will occur once every half term on a Saturday morning, between 9.00 - 11.30am. **This will supercede all other commitments**, both school and familial. It is anticipated that this will be used rarely. It is one step below suspension.

For extremely serious offences a discussion with the relevant HSM/JHSM, Senior Tutor and/or Head 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.

Summary of Sanctions

Red Slips

Detentions 40 minutes (weekly) two hour (weekly if required) and Head's Detention two and half hours (one Saturday per half term)

Suspension (temporary exclusion)

Exclusion (permanent)

Investigative process

Upon receipt of an allegation, an investigation will ensue. We hope to resolve issues effectively, efficiently and fairly. Depending upon the nature of the offence and the numbers of pupils involved, this can take as little as a day or, in more complex cases, several working weeks. In the more complex cases, House staff or the Senior Tutor will ensure that parents are kept up to date. We appreciate that a speedy resolution is welcome, but will only conclude an investigation when it is right to do so.

Records of interviews will be made and in most instances, witness statements will be taken. Evidence that is disclosed will be held as part of this process.

The investigative checklist will be completed and updated as required. This specifically requires decisions about safeguarding to have been made.

Interviews will be conducted in a non-judgemental manner. If appropriate, two members of staff will be present. We will endeavour to ensure that pupils are not

discomforted by the process. However it should be understood that enquiries regarding allegations, sometimes very serious, can be upsetting for all concerned. Depending on the seriousness of the investigation, it will be concluded by the House staff, Senior Tutor and the Head.

Resulting sanctions will be explained to pupils and parents. Sanctions pertaining to a pupil will only be discussed with their own parent or carer.

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 his response to the Clerk and to the parent within 5 school days of his 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.