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British School of Gran Canaria School Discipline and Exclusion Policy Document



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THE BRITISH SCHOOL OF GRAN CANARIA

SCHOOL DISCIPLINE AND EXCLUSION POLICY

1. Scope

The school is committed to providing a safe and secure environment and recognises that some behaviour of individuals may not be appropriate, safe or acceptable and that certain sanctions may need to be applied in order for reflection, change and understanding to take place. These sanctions are set out in this policy and include the school's ultimate sanction, exclusion i.e. removal of the right to join the school's community for a set period of time.

2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

School community – a group of persons associated with The British School of Gran Canaria as students, parents and families, staff and former pupils and families.

Sanction – the imposition of a punishment by the school.

Exclusion – removal of the right of a student to attend normal classes or to enter the school.

Senior leaders – staff members in positions of responsibility, including Heads of Primary, Senior Teachers in Secondary and the Head.

Head – the Head teacher of The British School of Gran Canaria.

Board of Governors – an elected group with responsibility for the oversight and strategic development of the school, including the monitoring of the implementation of school policies.

3. Rationale

The school always seeks to identify and praise the positive and all members of the school's community must be active and forthcoming in praise, constructive feedback and providing support for improvement. In certain circumstances it may be deemed appropriate to impose a sanction as a result of inappropriate, persistently unacceptable or dangerous behaviour by a student. The range of sanctions and procedures for their application are set out in this policy.

The GOV.UK – School discipline and exclusions information and the *DECRETO 114/2011, de 11 de mayo, por el que se regula la convivencia en el ámbito educativo de la Comunidad Autónoma de Canarias* have been used to guide BSGC policy and practice.

4. School Sanctions

The school will interpret each case and may use one of the following sanctions, as deemed appropriate. In most instances the sanction will be applied after consultation with colleagues and/or

senior leaders in the school. In the case of a student being excluded from school, the Head will inform and consult with the Board of Governors before using this sanction.

Each school sanction should provide the opportunity for the student to learn appropriate behaviours, understanding the impact and consequences of their actions on themselves and others, and to make amends for damage or upset caused.

School sanctions include:

- Verbal reprimand, that includes and clarification of the inappropriate or unacceptable actions and an explanation of the response or desired behaviour required.
- Thinking time in the classroom or playground, separated from other students.
- Undertaking an activity aimed at learning new behaviour patterns.
- Undertaking a task related to the kind of unacceptable behaviour displayed.
- Written agreement between teacher and student.
- Verbal warning with senior teachers and the student's family being informed.
- Written warning including guidelines to solve issue.
- Learning tasks directly related to the unacceptable behaviour displayed to be undertaken out of lesson time to repair material damage or to improve school activities.
- Break-time detentions for as long as the school decides.
- Removal from class, group, activity or playtime for set periods of time.
- Confiscation of an item deemed inappropriate for BSGC.
- After school detention – Secondary only.
- Report cards with specific targets.

If a parent is concerned about a school sanction they should first contact the relevant Head of Primary or Senior Teacher – Pastoral in Secondary. If this consultation does not resolve the matter then the matter should be discussed with the Head. If at this point the concern is not resolved, parents may refer to the school's Concerns and Complaints Policy.

Staff can use reasonable force to control or restrain a student. This contact can involve leading a student by the arm to a classroom or office.

5. Detention

School detentions, both at lunchtime and after school will be notified to parents so that they are aware of the disciplinary issue. They are requested to sign the detention slip, not as agreement with the detention, but as confirmation that notification has been provided.

6. Exclusion from School

As the result of serious or persistent misconduct the school can decide that a student's right to normal access to BSGC schooling should be suspended or removed. Removing the right to attend school will emphasise the seriousness of a particular incident and give time for reflection and repair.

6.1 Internal Exclusion

It may be deemed necessary or appropriate to temporarily remove a student from attending regular classes although their presence in the school is acceptable. In such cases the student will be supervised independently outside of their normal class and, as closely as possible, follow the same timetable and work as their classmates.

Parents will be informed that this sanction has been applied although not necessarily before the internal exclusion has started. They do not have to agree with the sanction for it to be applied.

6.2 Fixed Term Exclusion

After a full review of the circumstances and details of an incident or series of concerns, the Head can recommend to the Board of Governors a Fixed Term Exclusion; the length of a Fixed Term Exclusion would normally be between one and three days. If approved by the Governors, the student's parents will be informed of the decision in writing, including the reason for the exclusion and their right to appeal should they be in disagreement with the sanction.

The school will provide work that is expected to be completed during the period of the exclusion.

Parents should follow the Concerns and Complaints Policy should they be in disagreement with the sanction.

If a student receives three Fixed Term Exclusions during their school career then a special review panel will be convened by the Head, to include senior teachers and a representative for the Board of Governors, to consider the continued education of the student within The British School. A recommendation to the Board of Governors will be made after considering past history, severity of the exclusions, impact of the incidents on the school and perceived actions and improvements made by the student in addressing the problematic behaviours. The panel will recommend Permanent Exclusion, a further Fixed Term Exclusion or Continued Education, accompanied with clear guidance for future conduct and consequences. The panel's recommendations need to be ratified by the Board of Governors and communicated in writing to the family concerned.

6.3 Permanent Exclusion

In exceptional circumstances, the Head can recommend to the Board of Governors that a student's permanency in The British School is ended. The Board must approve this sanction for it to be actioned and the Chair of the Board of Governors and Head will communicate the decision to the student's family.

Parents should follow the Concerns and Complaints Policy should they be in disagreement with the sanction.