



Behaviour and Discipline Policy

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Reviewed by:	Jeremy Kerslake, Vice Principal Pastoral
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BEHAVIOUR AND DISCIPLINE POLICY (STUDENT)

Introduction

This document is intended to set out the standards to which we aspire and which we expect all our students to achieve. It is to be read in conjunction with the separate policy on promoting good behaviour (- Staff Handbook document 4.8).

Policy Aims

To enable the Principal, or his deputy, to carry out his responsibilities of promoting good behaviour, maintaining order and good discipline in the College, and setting a range of appropriate sanctions to be adopted in the event of student misbehaviour.

To ensure, so far as possible, that every student in this College is able to benefit from and make his/her full contribution to the life of the College, consistent always with the needs of the College community.

To authorise the College Rules and any procedures necessary for implementing them.

Fundamental Principles

1. Students of Concord College are expected to act with DECENCY and show CONSIDERATION at all times, specifically to:
 - do their best to act with honesty and integrity and to treat all members of the College community and the public with respect, courtesy and kindness.
 - act in a manner which is in sympathy with the ethos and aims of the College.
 - contribute to the high quality of learning by ensuring that they:
 - arrive calmly, punctually and correctly equipped for each lesson
 - listen carefully and use their time in class appropriately and effectively
 - do not disturb teaching, or the learning of others
 - write down any prep to be undertaken, complete it and hand it in on time
 - take responsibility for their own safety and that of others. Behave calmly and sensibly when moving around school, when waiting for lessons and when not directly supervised.
 - take care of the school environment, ensuring that everybody's property is respected and safeguarded.
2. Parents and students will be expected to support the enforcement of this policy and the College Rules. This policy and the College Rules will be reinforced periodically at assemblies and at other times. Students are expected to know and understand the College Rules, which may be amended from time to time.

College Rules

3. The College Rules shall be set by the Principal. The College Rules are necessary:

- for the safety and well-being of everyone at the College
- for the reputation of the College community as a whole
- for the protection of College property and the wider environment

The College Rules apply to all age groups and at all times when the student is

- at College, representing the College or could be identified as a member of the College during term time
- during the holiday period when a student has chosen to remain resident in the College
- travelling to and from College
- associated with the College in any way (e.g. while participating on a College trip)

The Trustees and the Principal intend that the College Rules and the sanctions provided in them shall also be capable of regulating the conduct of students when they are away from school premises, for example at weekends, half term and the holidays, if in the opinion of the College the conduct concerned impacts or may impact upon the student's conduct at College or the reputation of the College.

Policy on Punishment for Breaches of College Discipline

In line with all educational establishments a system of correction for any student that breaks College rules is in place.

Concord students are generally very serious about their studies, realise that they have secured a place in a prestigious college and are hardworking and co-operative. It is rare to have to hand out punishments of any kind.

Detentions and the more serious punishments listed below will form part of the College's permanent disciplinary record and may not be appropriate for the most minor misdemeanours. Teachers should use their discretion and consider disciplining the student proportionately by, for example, issuing an informal verbal warning or asking them to re-do a prep etc. A "three strikes" (or three warnings) policy is adopted for students who are late for registration before a single detention is then given. Detentions should be considered for repeat / persistent offences of this nature. Consideration should also be given to students who have been identified as SEND when issuing sanctions and teachers may seek guidance from the SENCO.

Corporal punishment (i.e. any punishment intended to cause physical pain) is banned at Concord College. This is in line with legislation applicable to all private schools in England & Wales since 1998. Corporal punishment is not permitted in any circumstances for use as a sanction.

The Trustees have authorised the following sanctions in ascending order of seriousness:

- **Verbal reprimands & warnings**

Warnings can be given in any order - & begin with a final hearing - depending on the factors listed above in terms of the severity of the incident.

Verbal reprimand - An oral reprimand is the lowest level of warning, but is not recorded on a student's disciplinary file & can be given by any member of staff.

Warning - A higher level of warning which is likely to be oral when given to a student, but will also be given in written form to the parents of a student involved in wrongdoing & will remain on file.

Formal Warning - As for a warning above, but is likely to include a direct reference to a student's future at Concord in that they might have to leave the community in the event of additional wrongdoing in the future.

Final Hearing - Any further significant disciplinary wrongdoing after a formal warning has been given will result in the student being called to a final hearing with the Principal (and/or his deputy) and it is likely that this will result in the student having to leave the community permanently and would usually involve the recommendation that the parents withdraw their child from the College in order to avoid this eventuality.

- **Single & Double Detentions**

Single 45 minute or double 75 minute detentions occur from 4.15pm during Twilight from Monday to Friday for minor misdemeanours such as being late for Prep., other Prep indiscretions, such as disruption, etc. All detentions will be reported to parents in end of term reports and will form part of the College's permanent disciplinary record, but details of detentions will not normally be passed on in references and communications with other institutions unless requested by those institutions or deemed appropriate by the Principal, or his deputy.

- **Confiscation**

The College reserves the right to confiscate any item, or items, belonging to a student where the item is prohibited under College rules (e.g. fireworks, guns, knives), or where there are concerns that an item is a source of danger to the student or to other individuals (e.g. bicycles, scooters or skateboards being used without proper regard to road safety / without adequate protective equipment - such as a cycle helmet or bike lights). In addition, College staff can confiscate other belongings where there is evidence that College rules have been broken (e.g. mobile phones going off during the academic day, laptops/tablets being used for computer gaming)

In instances where items are confiscated for periods in excess of 24 hours (or overnight), such items will usually be removed from student for periods of up to 14 days* and parents will normally be informed of: instances where items have been confiscated; the reasons for the confiscation. However, in the event of prohibited items being confiscated, then the College might dispose of the items or only return them to students when they are departing for home at the end of the term or at the conclusion of the academic year (e.g. convector fan heaters). A separate policy and procedure document on confiscation is available in the Staff Handbook (-document 4.5).

- **Communicating with parents**

Informing parents and asking for their support in maintaining good discipline and high standards of behaviour is reserved for more serious infringements of College rules, or in cases where students are repeatedly failing to behave in an acceptable fashion.

- **Sunday morning Detentions & Saturday afternoon Detentions**

Sunday morning single or double detentions (from 10am) might be appropriate for offences occurring on Saturdays - such as students who fail to register as required.

Detentions on Saturday afternoon (single, double, or triple) start at 2pm and mean that students are not able to take buses into Shrewsbury. Saturday afternoon detentions are for more serious or accumulative misdemeanours e.g. persistent lateness, failure to hand in work. Parents might also be informed.

- **Gating**

Gating consists of not allowing students to visit Shrewsbury on Wednesday or Saturday for a week (or longer). Examples of misdemeanours which could lead to being gated include leaving campus without permission and/or not signing out. Parents would normally be informed.

- **Internal suspension**

In the event of serious disciplinary offences, not warranting full suspension and time away from the College, students might be required to serve extended detention in the Conference Room throughout the day from 9am until 7pm on a Saturday and/ or Sunday (-with toilet and meal breaks). Internal suspensions could also occur during the working week after the end of lessons until room check, but is more likely at the weekends. Parents will normally be informed.

- **Rustication / Suspension of up to two weeks**

In consultation with parents or guardian the student is sent home or away to stay with a guardian or family member for up to 14 days & nights. During this period of physical absence from the campus, the student will be provided with academic work set by their subject teachers so that they fall behind in their studies as little as possible. However, this support will not include participation in online lessons. Situations when students might be rusticated/ suspended: excessive consumption of alcohol; persistent failure to cooperate with college rules; a theft etc.

- **Being required to leave**

For serious breaches of College rules when it is felt that a student's position at Concord has become untenable, but it is not felt that expulsion is appropriate or necessary, students might be required to leave. The student will be provided with reasonable assistance in finding a new school and a reference will be provided. - This assistance is subject to payment of all outstanding fees.

- **Expulsion**

A student is liable to expulsion for a grave breach of College discipline. For example, this might be breaking one of the 'key rules' of the College or a serious criminal offence or some wilful act calculated to cause serious damage to the College, its community or any of its members. Upon expulsion, the student's name will be expunged from the roll of the College and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable.

The Principal is required to act fairly and in accordance with the principles of natural justice and not to expel a student other than in grave circumstances.

- **Other Sanctions**

The Principal, or his deputy, may prescribe and authorise the use of such other sanctions as comply with good education practice and promote observance of this policy and compliance with the College Rules. An example of another such sanction used currently, is the removal of the privilege of remaining at Concord during half-term holidays and over Easter. This sanction is used in conjunction with detentions during holiday times to make sure that students register during holiday periods.

- **Appeals**

Parents are entitled to ask for a Trustees' Review of a decision to expel or to require the student to leave for disciplinary reasons. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

There will be no right to a Trustees' Review of other sanctions, but a student who feels aggrieved may ask his or her tutor, Head of Lower School, an Assistant Principal or Vice-Principal to take up his/her concerns with the member of staff who imposed the sanction.

A parent or student who remains dissatisfied with the response to a concern raised may request a copy of the College Complaints Policy Procedure.