



## Sanctions Policy

**Although the emphasis at the Duchess's Community High School is on positive behaviour management and we recognise that encouragement and praise have the greatest impact on behaviour, it is also important to have a range of sanctions to apply, when need arises.**

These sanctions must be applied consistently and fairly if they are to have the impact that we would hope. However, we acknowledge the need for support, and as per the Ladder of Consequence and Support (link), students will have an entitlement to support as well as punishment. This is vital if we are to educate our students as far as appropriate behaviour is concerned.

Students will make mistakes and show behaviours that, from time to time, do not facilitate good learning and violate the school ethos and/or rules. We want all sanctions to be constructive i.e. they are designed to seek a positive outcome/change of attitude or behaviour. Dialogue with students / parents will always form an important part of this process. While a 'short sharp shock' will sometimes have effect and a sanction applied will give a message about the fact that we cannot accept a particular behaviour, we have an obligation to ensure that punishments are effective and that they are having the desired outcomes. The Ladder of Consequence and Support (link) clearly shows an escalation of sanction/support that should be made where earlier/lesser interventions fail.

Under no circumstances should a student be ridiculed, undermined or humiliated either privately or in the presence of others. It is our duty to support, encourage and bring out the best in every individual. Sanctions, appropriately, consistently, fairly and professionally delivered, will form an important part in helping us to achieve this.

Indeed, the UN convention and the Rights of the Child (UK ratified 1991) states that:

### Article 3:

"All organisations concerned with children should work towards what is best for each child"

### Article 28:

"Discipline in schools should respect children's human dignity"

All departments have a Behaviour Policy that describes in more detail what sanctions should be applied at classroom/departmental level. Heads of Department will have a responsibility for ensuring that these sanctions are consistently applied and, where needed, escalation is made to Head of Year.

### What Sanctions may be applied?

A variety of sanctions exist at the Duchess's Community High School and these include:

- Verbal reprimand
- Temporary removal from the classroom
- Temporary removal from a subject – according to departmental emergency timetables
- Phone call home
- Letter home – subject teachers, Heads of Departments, Heads of Year
- Parental/Student/Teacher interviews
- Lunchtime detention
- After-school departmental detention
- Progress Card / Senior Report
- Heads of Departments / Heads of Year / Director of Student Support interventions according to Ladder of Consequence and Support
- Senior Detention (after school)
- Temporary removal to D11
- Fixed-term exclusion
- Permanent exclusion

As and when incidents arise and sanctions are applied, an entry should be made in to our 'Events' system (see later) clearly showing the actions made. This will enable us to monitor the progress of every student carefully, thus ensuring the application of appropriate levels of sanction and support.

Sanctions should be applied by subject teachers whenever there is a violation of the 'Three Ways Forward' (link). This may take the form of:

- Lateness
- Non-completion of class work / homework
- Talking out of turn
- Not complying with expectation re uniform
- Use of mobile phones / MP3 players in lessons
- Lack of basic equipment
- Shouting out
- Lack of respect to staff, other students or visitors

Students with extreme behaviour problems – damage to property, foul language, continued disruption – should be dealt with by direct referral to the Head of Department. Each department will have an emergency timetable in place to be used in such circumstances.

## Red Cards

When a lesson cannot proceed (because of the behaviour of a student or group of students) a Red Card should be used.

Any exceptionally serious incidents (see Ladder of Consequence and Support - link) should be brought to the immediate attention of the Head of Year / Director of Student Support.

An electronic event should be registered to show all incidents and actions made.

After-school detentions are our important part of the disciplinary framework of our school and should be applied as and when other sanctions have failed or when an incident is deemed more serious.

In setting an after-school detention:

- At least 24 hours of written notice must be given to the parent(s) of the student concerned before the detention takes place.
- The detention must be reasonable and appropriate to the offence.
- Parents should be informed why the detention was given and details of the detention arrangements. Parents objecting to a detention may present the relevant facts for the Headteacher to take into account.
- Consideration should be given to arrangements that have to be made for the student to travel home and whether suitable alternative arrangements can reasonably be made by the parent.

## Sample letter for evening detention

Dear

This is a formal notification that \*\*\*\*\* has been given a detention at school which he/she should attend on \_\_\_\_\_. The detention will take place in room \_\_\_\_\_ and commence at \_\_\_\_\_pm. The duration of the detention will be \_\_\_\_\_. After this time he/she can leave. The reason for the detention is for \_\_\_\_\_

This letter is being sent to you so that you can make any arrangements for collection or transport if necessary. It is important to note, although the school is required to have regard to the availability of suitable travel arrangements, the responsibility for making those arrangements lies with the parent/carer. The school does not have to pay for any travel arrangements that have to be made.

This detention is undertaken in line with the 1997 Education Act which gives schools the legal authority to detain pupils after the end of a school session on disciplinary grounds and I hope that you will continue to support the school in this course of action.

Please contact me if you have any objections to this detention in order that alternative arrangements can be made. Thank you for your support.

Yours sincerely

## Senior Detention

### Route to detention:

Via Head of Year or member of Leadership Team

### Reasons for detention:

- Truancy
- Repeated violation of Three Ways Forward
- Missed lunchtime detention x 2
- Serious offence that would not warrant D11 / fixed-term exclusion
- Repeated late arrival to school and/or lesson
- Smoking
- Rudeness to a member of staff (not verbal abuse)
- Students who would otherwise abuse the system to get into D11.
- Repeated failure to complete homework.
- As a possible follow up to a red-card incident.
- Poor behaviour out of lesson time.
- Repeated bullying
- Failure to attend departmental evening detention

### Timing:

Monday, 2.30 – 4.30pm in room D11

### Staffing:

Head of Year / Leadership Group on rotation

### Resources:

Students will be encouraged to bring their own work to do in detention. The bank of resources already in D11 will provide a ready source of material to use where it might be needed.

### Mechanism:

- All detainees to be recorded in the "Senior Detention Book" – to be kept in Pastoral Office (with Laura).
- Standard letter to be sent to all detainees giving parents a minimum of 24 hours notice.
- Detainees to be given a written reminder on the day of detention.
- Students who miss detention – follow up letter to parent(s)/Carer(s) rearranging the detention.
- Students who miss a second detention would spend a day in D11 (for defiance of school authority) and parents contacted by telephone – another date for the after school detention will be agreed.
- Detention recorded on student file.

## Sample letter for Senior detention

Dear

This is a formal notification that \_\_\_\_\_ has been given Senior Detention at school which he should attend on \_\_\_\_\_. The detention will take place in room D11 and commence at 2.35pm. The duration of the detention will be \_\_\_\_\_. After this time \_\_\_\_\_ can leave.

The reason for the Senior Detention is for \_\_\_\_\_

Work can be provided but it would be preferable if \_\_\_\_\_ brought school work to this session.

This notice is being sent to you so that you can make any arrangements for collection or transport of \_\_\_\_\_ if necessary. It is important to note, although the school is required to have regard to the availability of suitable travel arrangements, the responsibility for making those arrangements lies with the parent/carer. The school does not have to pay for any travel arrangements that have to be made.

Objections to this detention should be presented with the relevant facts for consideration by the school.

This detention is undertaken in line with the 1997 Education Act which gives schools the legal authority to detain pupils after the end of a school session on disciplinary grounds.

I hope that you will continue to support the school in this course of action. This decision has not been taken lightly and is the most appropriate sanction in view of the reasons outlined above.

Yours sincerely

Dear

Your son/daughter has been caught smoking by a member of our school staff on or nearby school premises. As a result of this he/she will be placed in Senior Detention for two hours on \_\_\_\_\_.

Work can be provided but it would be preferable if \_\_\_\_\_ brought school work to this session.

This notice is being sent to you so that you can make any arrangements for collection or transport of \_\_\_\_\_ if necessary. It is important to note, although the school is required to have regard to the availability of suitable travel arrangements, the responsibility for making those arrangements lies with the parent/carer. The school does not have to pay for any travel arrangements that have to be made.

Objections to this detention should be presented with the relevant facts for consideration by the school.

This detention is undertaken in line with the 1997 Education Act which gives schools the legal authority to detain pupils after the end of a school session on disciplinary grounds.

As a school we do not condone smoking. Our policy clearly states that smoking is not permitted on or around school premises. This is clearly understood by all of our students. When this policy is violated, students are, therefore, in defiance of school authority. This is a matter that we take seriously.

We are a designated "Healthy School" and take our obligation towards health education seriously. We are deeply concerned about the health implications brought about by smoking and seek to educate our students about this as part of our Citizenship programme. You will understand that the government are concerned about the long term effects of smoking and that legislation is about to be changed to ban smoking in all public places and to raise the age at which young

people can buy tobacco from 16 to 18. This is reflective of major health concerns that we as a school share. We will be organising a smoking cessation class within the next month and we will expect your son to attend this.

We clearly cannot take responsibility for the fact that your son/daughter smokes. We hope that you will support the actions that we have taken by discussing the matter with your son/daughter and, if necessary, visiting your GP and/or School Nurse to seek advice on smoking cessation. You may also wish to apply additional sanctions.

Should your son/daughter be caught smoking in or around school again the punishment given will increase. A repetition of this act will be seen as an increased defiance. The next punishment will be 2 x 2 hour Senior Detentions. If they are caught a third time they will be given a fixed-term external exclusion from school.

We take this whole matter very seriously and hope that we have your fullest support for the actions that we have taken.

Yours sincerely