



CLIFTON COLLEGE

Title/Date	DISCIPLINE POLICY (UPPER SCHOOL) Updated June 2011
Purpose	The purpose of this policy is to ensure a happy and safe environment in which pupils and staff live and work together in a spirit of co-operation, trust and mutual respect.
Consultation	All pupils and staff in the Upper School, Council (via the Upper School General Purposes Committee). Parents are asked to support the policy and will be informed whenever there are significant changes. The views of parents are always welcome and they are invited to write to the Head Master on any aspect of this policy and/or its implementation.
Code of Conduct	Code of Conduct The College expects that all members of the Clifton community will: <ul style="list-style-type: none"> • <i>Treat others as they would like to be treated themselves;</i> • <i>Demonstrate good manners and considerate behaviour at all times;</i> • <i>Be conscientious in their attitude to work and school commitments, aiming to do their best at every opportunity;</i> • <i>Allow others to work without disturbance;</i> • <i>Care for other people's welfare and property;</i> • <i>Look after the physical environment of the College;</i> • <i>Ensure that harm does not come to themselves or others;</i> • <i>Co-operate with each other in a spirit of trust, mutual support and common purpose.</i>
Rules	The School Rules are provided for parents with the joining documents, printed in the back of the termly Prep Diary, and are also published on the school website. The rules amplify and support the code of conduct by giving examples of courteous and considerate behaviour and by listing actions that violate our agreed code, together with their likely consequences.
Child Protection	Child protection issues must be reported to the Child Protection Officer. See the child protection policy for further details.
Rewards and Sanctions	<u>Rewards</u> The reward for considerate and helpful behaviour is the approval and encouragement of others and the knowledge that one is making a positive contribution to community life. Positive behaviour brings its own rewards in the quality of life and relationships that pupils build among themselves and with the staff. Rewards for diligence in academic work include effort grades and reports, commendations, letters to parents, Head Master's stars and end-of-term effort prizes. School prizes also reward academic achievement. Excellence in the co-curriculum is rewarded by special prizes and by the award of colours and Head Master's ties. The reward for honesty, loyalty and service is the bestowing of trust and positions of responsibility. <u>Sanctions</u> Sanctions are imposed in order to protect our communal life and to make it clear that certain actions are unacceptable. Our aim is always to be clear and fair, and to explain the reasons for any punishments given so that those involved can reflect on their actions and understand what is expected. A list of sanctions and guidelines on their use is published in an appendix to this policy. Day pupils, or boarders on exeat, should expect to be treated in the same way as boarders if they are involved in the same incident.
Informing parents	Parents will always be fully informed in the case of an exclusion (see below). Although we do not routinely inform parents of every incident or sanction imposed, the Deputy Head (Pastoral) may write a brief letter home when a pupil has received more than two weekday detentions in the same half-term, or two Saturday night detentions in the same term. Housemasters/mistresses are the direct link with home; they will be in contact with parents or guardians when there are concerns about an individual's behaviour.
Roles and Responsibilities	The <u>Head Master</u> is responsible for ensuring that this policy is implemented and for reporting on its impact to the Council. Day-to-day implementation of the policy is delegated to the <u>Deputy Head (Pastoral)</u> , who keeps the Head Master informed on a regular basis on matters of discipline and consults him on any case that may result in exclusion. The decision to exclude a pupil is taken by the Head Master. <u>Staff</u> are expected to observe the code of conduct set out above and all teaching staff are asked to

	<p>help to maintain good standards of pupil behaviour by setting good habits and high expectations, intervening where necessary, rewarding and encouraging good behaviour and using the system of school sanctions appropriately.</p> <p><u>Pupils</u> are consulted whenever rules are being reviewed. They are regularly reminded of the code of conduct and the school rules and will be expected to observe them.</p> <p><u>Housemasters/mistresses</u> (HoMs) are responsible for maintaining good standards of discipline within their Houses. They may use a range of sanctions (see below) and maintain their own house discipline record.</p> <p><u>School Prefects and Praepostors</u> (including the Head of School and his/her deputies) are appointed by the Head Master. The Head of School meets regularly with the Head Master. The Praepostors act as a channel for communication and consultation with the pupil body on matters of policy and school organisation. They sit on the Student Council – the pupil democratic body which meets to enable the views of students to be raised and discussed. They also hold a position of responsibility and authority in the school and are entrusted with the job of helping to maintain acceptable standards of behaviour and manners. School Prefects and Praepostors may use the sanction of Marshal's Extra Duties, which is always administered in conjunction with HoMs and the Marshal. When necessary, they should seek advice or support from members of the teaching staff.</p> <p><u>Senior pupils</u> are given authority and responsibility within the Houses. They operate under strict guidelines, which are set down by their Housemaster/mistress. Abuse of this authority will be treated as a very serious offence.</p> <p><u>The Marshal</u> is responsible to the Head Master and works closely with the Deputy Head (Pastoral) on matters of general discipline of the School, the detention system, monitoring of bounds regulations and the absentee system. The Marshal reports irregularities and offences but does not himself punish pupils. However, when he comes across cases of unpunctuality or unauthorised absence from lessons, games or activities, he may put pupils into detention on behalf of the Head Master or relevant member of staff. He is also responsible for the operation of Marshal's Extra Duties (MED).</p>
Discipline in the classroom	<ul style="list-style-type: none"> • Members of the teaching staff should keep their own records of any disciplinary action that they take. • If a teacher has a particular concern about an individual's behaviour s/he should go in the first instance to the HoM. • Minor issues can be dealt with by issuing a MED. • Persistent cases of ill-discipline in the classroom should also be discussed with the relevant Head of Department (HoD), who may be able to offer guidance or suggest strategies for managing the problem. These offences are likely to result in a weekday detention, or a Saturday night detention for more serious issues. • Should a teacher feel it necessary to send a pupil out of the classroom, s/he should inform the HoD and the HoM. Pupils should normally be sent out for a short period only and must stay in close proximity (just outside the door) until re-admitted or spoken to again. They must not be sent back to the House or to the Library. • If the problem persists, it must be reported to the Deputy Head (Academic), who will liaise with the Deputy Head (Pastoral).
Referral to the Deputy Head (Pastoral)	<ul style="list-style-type: none"> • When an offence is sufficiently serious to merit school gating, Saturday night detention, rustication or suspension, the HoM (or other member of staff) will bring the matter to the Deputy Head (Pastoral), who will consult as necessary with the Head Master. • Suspected cases of bullying must be taken to the Deputy Head (Pastoral), who will consult with HoM(s) and the Head Master as appropriate in order to decide what course of action to take and whether or not immediate sanctions are to be applied. See the anti-bullying policy for further details and rationale. • The Deputy Head (Pastoral) keeps a record of any disciplinary meetings with pupils.
Detention	<ul style="list-style-type: none"> • Weekday detentions are entered by members of staff in a file, which is kept in the Senior Common Room. The entry must be made and the pupil and HoM informed no less than 48 hours before the detention. Once given, a detention should not be rescinded, unless it is later deemed to have been unfair. • The Marshal maintains a record of detentions, which is available to staff in SharePoint in the Admin/Pupils document library. The Marshal sends reminders to those in detention via the internal post and he sends the weekly record to HoMs by e-mail. • Requests to put a pupil in Saturday night detention go to the Deputy Head (Pastoral) - deadline Thursday 6pm. He informs the Marshal, who keeps a record (also on SharePoint) and sends

	<p>reminders to the pupils.</p> <ul style="list-style-type: none"> • If a pupil is given two weekday detentions in the same week, they will be commuted to a Saturday night detention. • Absence from and late arrival at detention (without a reasonable excuse) are serious offences and will normally lead to the imposition of a further detention. • Pupils will normally be set work to be completed in the detention.
Exclusion	<ul style="list-style-type: none"> • The decision to exclude a pupil will rest with the Head Master. • Clifton uses the following terms: <ul style="list-style-type: none"> ○ Rustication for a temporary exclusion. Occasionally a pupil might be internally rusticated - this is given equivalent status as a rustication; however the pupil remains at School and will have a period of School gating, detentions and will do work that will benefit the school community. ○ Suspension for a temporary exclusion that is accompanied by a final warning; ○ Expulsion for a permanent exclusion. • If the Head Master feels that it is not in the School's best interests for a pupil to remain at Clifton, parents will often be asked to withdraw their son or daughter (thus avoiding the use of the term expulsion). • In the case of a suspension or withdrawal/permanent exclusion: <ul style="list-style-type: none"> ○ The Head Master's office will usually arrange a meeting with the Head Master, often accompanied by the Deputy Head (Pastoral) and/or the HoM. ○ In all cases the Deputy Head (Pastoral) sends a letter to parents/guardians stating the period of the exclusion and setting out the reasons for it. ○ In the case of a suspension, the letter will carry a final warning, stating explicitly the circumstances that would lead to the removal of the pupil from the college. ○ A notice is posted on the Head Master's notice board in the senior common room, simply stating the name, year group and house of the pupil and the period of the exclusion.
Restraint	<p>If a member of staff perceives that a situation might lead to events in which a person or property would be at risk, s/he may reasonably restrain a pupil. Help should be called for if necessary. The incident should be reported immediately to the Deputy Head (Pastoral) and the relevant documentation must be completed.</p>
Complaints	<ul style="list-style-type: none"> • The procedure for pupil complaints is set out in the Prep Diary. If a pupil wishes to make a formal complaint, s/he should write a letter to the Head Master. If the complaint concerns the Head Master himself, the pupil should write to the Chairman of Council. • Parents who wish to complain about a disciplinary matter should write to the Head Master. See the school's complaints policy for further details. A copy of the complaints policy is sent with the Upper School joining documents. Further copies are available on request. The policy can also be found on the parents' page of the college website.
Links with the curriculum	<p>The values that underpin this policy should permeate every aspect of education at the college, both in the academic curriculum and in the co-curriculum. More specifically, the school rules and the reasons for them are discussed as part of the third form PSHE programme. Tutors are also encouraged to discuss the code of conduct and the school rules with their tutor groups at appropriate times.</p>
Links with other policies	<p>Anti-bullying; E-Safety Policy; Electrical Device Acceptable Use Agreement. The alcohol, smoking, and drugs & substance abuse policies form part of this overall discipline policy and should be attached when the policy is disseminated. There are close links with the Safeguarding and Protecting Children Policy and the complaints policy.</p>
Implementation /Dissemination	<p>All members of the teaching staff share a responsibility for the implementation of the school's discipline policy. The policy is made clear to pupils through the school rules and is published in full on the college website. New parents receive a copy with the parents' handbook. Copies are available to parents or pupils on request.</p>
Evaluation/ Review	<p>The Head Master reports to Council on school discipline. Prior to any major review of this policy, feedback will be sought from pupils (especially the Praepostors), staff and parents.</p>
Date for Review	<p>With the overall discipline policy or as necessary/June 2012</p>

CLIFTON COLLEGE (UPPER SCHOOL): SANCTIONS

Sanction	Description	Typical Offences
Marshal's Extra Duties	<ul style="list-style-type: none"> Jobs done on Tuesdays at 5.30 and Fridays at 5.15pm under the supervision of the Marshal 	<ul style="list-style-type: none"> Minor misdemeanours picked up by a Member of Staff, School Prefect or Praepostor.
Extra Work	<ul style="list-style-type: none"> One-hour formal session in the Prichard Room on Wednesdays from 1.30-2.25pm (usually moved forward in exeat or half-term weeks). Supervised by a HoD. 	<ul style="list-style-type: none"> Incomplete or poorly completed work. Work that has not been completed <p>This provides an opportunity for this to be completed under formal conditions.</p>
Weekday Detention	<ul style="list-style-type: none"> One-hour detention held in the Prichard Room on Friday from 6pm (Thursday in the Lent Term, and moved forward to Thursday or Wednesday in exeat or half-term weeks). Supervised by a HoM. 	<ul style="list-style-type: none"> Persistently poor behaviour /inattention Repeated unpunctuality Failure to attend Extra Work or MED Unauthorised absence from a school commitment (lesson or activity); Other inconsiderate behaviour of a reasonably serious nature
Gating	<ul style="list-style-type: none"> The pupil is confined to the school precincts (except for routine activities such as games at BB); a gating sheet must be signed at set times. If given as an 'in-house' sanction then it is supervised by the HoM. School Gating - for school offences the Marshal and Deputy Head (Pastoral) are informed, pupils also report daily to the Marshal at 8.00am & 11.00am. The pupil normally wears school uniform for the period of the punishment, is confirmed to House when not on a school activity/lesson, and may not visit the Grubber, JCR or other houses. 	<ul style="list-style-type: none"> Being out of bounds Repeatedly missing commitments Failure to ask permission to be out of the house Late return to the house Drink related offences.
Saturday Night Detention	<ul style="list-style-type: none"> Two-hour detention held in the Prichard Room on Saturday from 7pm. Supervised by a Senior member of staff. Pupils report to the Deputy Head (Pastoral) at 8.00am on Saturday. After the detention (9pm) boarders return to their houses for the rest of the evening; day-pupils go straight home. Saturday night detention(s) may be given in conjunction with a gating. 	<ul style="list-style-type: none"> Smoking; Block I pupil in a pub/bar; Block I pupil possessing/consuming alcohol (without permission or approval of staff) Very late return to the house Failure to attend Weekday Detention 2 Weekday Detentions accrued in the same week. Bringing the school into disrepute Serious violation of the code of conduct & failure to observe regulations, e.g.: driving cars or riding motor bikes; pornography; involvement with dangerous games; serious violation of ICT contract.
Rustication	<p>This is the term used for temporary exclusion:</p> <ul style="list-style-type: none"> The pupil is sent home for a period of between two and five days. The time is intended for reflection and discussion with parents/guardians. <p>Occasionally a pupil might be <i>Internally Rusticated</i> - this is given equivalent status as a rustication; however the pupil remains at School and will have a period of School gating, detentions and will do work that will benefit the school community.</p>	<ul style="list-style-type: none"> Vulgar or grossly inappropriate behaviour Deliberate vandalism & theft Violence Bullying (see anti-bullying policy) Boarders breaking out of the house Block II pupil possessing or consuming alcohol on school premises Persistent flouting of School Rules/Code of Conduct.
Suspension	<ul style="list-style-type: none"> Temporary exclusion with a final warning. The length of the suspension will depend on the particular circumstances in each case. 	<ul style="list-style-type: none"> As for rustication (repeated or more serious offence); involvement with drugs.
Withdrawal/Expulsion	Permanent exclusion.	<ul style="list-style-type: none"> Failure to respond to a final, written warning. Incident of appropriate severity.

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In addition, Houses use the following sanctions:

CLIFTON COLLEGE (UPPER SCHOOL): HOUSE SANCTIONS		
Sanction	Description	Typical Offences
Supervised jobs	Jobs such as tidying up, done under the supervision of a member of the house staff (often the Matron)	Untidiness, lateness, not telling the truth
Supervised prep	Evening prep done under supervision (e.g. in the house hall, supervised by senior pupils or house staff)	Not working properly during prep, disturbing others, poor grades
Early lights-out	Lights out in study or dormitory earlier than usual	Out of room after lights-out, talking after lights-out, late to bed
Early return to House	Pupil is required to return to the house earlier than usual	Late return to house
Gating	See above. May also be used on a more informal ad-hoc basis in the house, e.g. denying permission to a pupil to go out for one evening	Out-of-bounds, not signing out, not asking permission, returning very late

HoMs keep a record of all house punishments. Senior pupils who have been given a position of responsibility in the house may recommend punishments, but the punishment is always given with the HoM's consent and is recorded in the normal way.