

This policy should be read in conjunction with the aims and ethos of the school, and with the behaviour and discipline and anti-bullying policy.

Introduction

St Christopher's School rarely has problems with disruptive behaviour or lack of commitment in school work that cannot be dealt with by verbal warnings from subject or form tutors or, in more serious cases, the Headmistress. Nevertheless, it behoves the school to have a clear policy on the sequence of events which will follow should such informal warnings be unsuccessful in curbing a pupil's inappropriate actions or lack of commitment to his/her studies.

Definitions

It is necessary, first, to define the behaviour or actions on the part of pupils which might occasion formal warnings, suspension and, eventually, expulsion. The following list is not exhaustive, but identifies the actions most likely to attract such sanctions:

- a) A pupil's continued refusal (NOT inability due to lack of understanding or similar academic reason) to apply him/herself conscientiously to his/her school work; this will usually be identified by two successive 'Effort' marks of 4 or 5 in the Quarterly Reports;
- b) Disruptive behaviour – whether verbal or physical – during lessons which distracts both the teacher and other pupils from the teaching/learning process.
- c) Disruptive/aggressive behaviour – whether verbal or physical – towards staff or other pupils on the playground, the sports-field, swimming pool or on school journeys;
- d) Use of inappropriate language ('swearing') to staff or other pupils.

Sanctions

The above, or similar, behaviour will be dealt with in the following ascending order of severity:

Stage 1: Verbal warning by subject or form tutor. This may include a minor punishment as indicated in the policy on behaviour and discipline.

Stage 2: Verbal warning by Headmistress or, in her absence, a member of the Senior Management Staff, (Senior Master, Senior Mistress, Bursar). This may include a slightly more serious punishment.

Stage 3: Formal written warning, signed by the Headmistress, given to the parent(s) or guardian(s) of the pupil. Where the warning is for a poor approach to academic work or persistently poor behaviour, the pupil will be placed on report and will carry a report card to be commented upon by the teacher at the completion of each lesson; a timescale for this sanction will be agreed, at the end of which the sanction will be reviewed.

Stage 4: Suspension of the pupil for 1-3 school days depending upon the seriousness of the behaviour; a formal letter, signed by the Headmistress will accompany this suspension.

Stage 5: Suspension of the pupil for 5 school days; a formal letter, signed by the Headmistress will accompany this suspension.

Stage 6: Expulsion of pupil from school; a formal letter, signed by the Headmistress will accompany the expulsion.

It is assumed that at each of stages 3, 4 and 5, formal meetings will take place between the parent(s)/guardian(s) of the pupil and the Headmistress, together with any other members of staff she deems it appropriate should attend.

Notwithstanding the stages of sanctions described above, the Headmistress reserves the right to suspend (as at Stages 4 or 5 as appropriate) a pupil where his/her behaviour constitutes an immediate threat to the well-being of the school without first going through the processes described at Stages 1-3.

Financial Implications

If the expulsion of a pupil happens before the end of a school term, no refund of fees for that term will be payable to parents; similarly, no refund of fees will be payable for those days for which a pupil is suspended.