

CLAREMONT FAN COURT SENIOR SCHOOL

DISCIPLINE CODE

Claremont Fan Court School pupils are expected to behave to high standards at all times and to be a force for good in all their school activities. If these standards are not met, the following sanctions and levels will be imposed.

MISDEMEANOURS

SANCTIONS

<ul style="list-style-type: none"> • Incidents of concern 		<ul style="list-style-type: none"> • The teacher will take action and a referral slip will be sent to Tutor with details of punishment administered. Heads of Year will give a detention at break time for each referral received. • The Head of Department will be informed. • After the tutor receives three referrals the Year Head will notify the parents or guardians. • After five referrals the pupil will be given an after school detention. • If pupils have been sent to the consignment room the teacher sending will issue a referral.
<ul style="list-style-type: none"> • Talking in Assembly 		<ul style="list-style-type: none"> • 1 side of A4, handwritten
<ul style="list-style-type: none"> • Wearing of trainers 		<ul style="list-style-type: none"> • 24 hours to correct and then exclusion until shoes replaced or found
<ul style="list-style-type: none"> • Wearing of Earrings and other jewellery Ear studs are allowed (one in each ear) 		<ul style="list-style-type: none"> • Confiscation for 3 weeks or to end of half term whichever is the greatest
<ul style="list-style-type: none"> • Anti-social behaviour out of lessons 		<ul style="list-style-type: none"> • Account to be written and handed to Year Head. Year Head to decide further action
<ul style="list-style-type: none"> • Use of mobile phone during the school day 		<ul style="list-style-type: none"> • Confiscation for 24 hours unless permission has been given by member of staff
<ul style="list-style-type: none"> • Using Walkmans, Ipods etc without permission 		<ul style="list-style-type: none"> • If confiscated, Walkmans and ipods will be kept for 3 weeks or to the end of half term whichever is the greatest
<ul style="list-style-type: none"> • Chewing of gum 		<ul style="list-style-type: none"> • Referral and detention
<ul style="list-style-type: none"> • Dropping of litter 		<ul style="list-style-type: none"> • Referral and detention
<ul style="list-style-type: none"> • Make-up 		<ul style="list-style-type: none"> • Sent to or Senior School office. Referral and detention
<ul style="list-style-type: none"> • Poor uniform 		<ul style="list-style-type: none"> • Send pupil home

<ul style="list-style-type: none"> • Continual concerns of the same or varying nature. • Unauthorised absence from lessons. 	LEVEL ONE	<ul style="list-style-type: none"> • If pupils receive seven or more referrals the Year Head will inform parents or guardians and the pupil will be put onto Level One of the Discipline Code and on report, initially for two weeks. Senior School Staff will be informed. • Pupils who are sent to the consignment room for the second time will also be put on to Level One of the Discipline Code.
<ul style="list-style-type: none"> • Pupils who continue to receive referral slips • Unacceptable behaviour • Off site without permission during school day • Pupils who attempt to access or use inappropriate material or language at school or at home on their laptops. • Pupils who are disrespectful to staff or who refuse to cooperate with reasonable requests. Pupils involved in fights or bullying. • Cheating 	LEVEL TWO	<ul style="list-style-type: none"> • Pupils receiving ten referrals will be put onto Level Two of the Discipline Code. The Year Head will initiate a round robin to all staff who teach the pupil. The parents or guardians will be asked to come in to school for an interview where individual targets will be set. The parents/guardians will be informed of these targets by letter and that their child is now on Level Two of the Discipline Code. • An external and/or internal suspension may be given. The Year Head will inform parents or guardians after consultation with the Head. An interview will then be arranged with the Year Head. The parents/guardians will be informed by letter that their child is now on Level Two of the Discipline Code.
<ul style="list-style-type: none"> • Pupils who do not achieve the targets and objectives set at Level Two. • Actions that show a continuing disregard of the school ethos could lead to a level Four. • Pupils involved in the following serious incidents: Smoking, drinking alcohol or sniffing solvents whilst at school, on school trips or whilst representing the school. Serious damage to school property, stealing, continual bullying of any kind or fighting, using abusive language to a member of staff employed by the school, interference with the school's network system, deliberate damage to an individual's laptop, using racist language. • Plagiarism 	LEVEL THREE	<ul style="list-style-type: none"> • An external suspension will be given and parents/guardians informed by letter that unless there is an immediate improvement in attitude and behaviour then they will be asked to find another school. They will also be informed that their child is now on Level Three of the Discipline Code. • The Head and Principal will be informed. The pupil concerned will be interviewed by the Year Head and Head. The Year Head will inform parents or guardians. An interview will then be arranged with the Year Head. Depending on the seriousness of the offence the pupil will be given an external suspension and/or up to 15 hours community service. A letter will be sent to parents or guardians stating clearly that a repetition of this or similar offence will lead to an extended suspension or permanent exclusion and that their child is now on Level Three of the Discipline Code. The School also reserves the right to comment on future references to schools and colleges. • Pupils receiving 13 referrals.

<ul style="list-style-type: none"> • A repetition of any of the above incidents recorded at level three. • Pupils bringing illegal or illicit drugs into school, illegal or illicit drug use, using illegal or illicit drugs and/or sharing illegal or illicit drugs whilst at school or representing the school. • Pupils involved in sexual misconduct either in school or whilst representing the school. • Bringing of offensive weapons in to school • False accusations against staff proven unfounded. 	LEVEL FOUR	<ul style="list-style-type: none"> • The Principal will interview the pupil concerned and their parents or guardians after receiving a full report from the Head. The Head will be present at this meeting. Cases proven will result in permanent exclusion. The School however will support the parents or guardians in providing references and speaking with other Heads. Parents or guardians will also have the right of appeal to the School's Governors. • The School reserves the right to deal with cases listed at level four if they occur out of school and are brought to the school's attention by parents, guardians or the police. • Pupils receiving 16 referrals
--	-----------------------	---

A pupil will remain on a level for a minimum of half a term. Reduction of levels will be at the discretion of the Head of Year and the Head of Senior School. Parents/guardians will be informed of this decision. A record of the pupil's misdemeanour however will be kept on file. Should the pupil be once more engaged in serious misdemeanours their previous record will be taken into consideration when decisions are taken as to their future. Pupils who have scholarships or positions of responsibility will jeopardise their position if they are placed on a level.