

WINDLESHAM HOUSE SCHOOL

DISCIPLINE POLICY GUIDANCE



Reviewed: January 2011

Policy Ref: 006

Windlesham

1) Guidance for Discipline:

- a) This document is for guidance only.
- b) It aims at consistency and fairness, but is not prescriptive and members of staff are urged to use common sense, discretion and flexibility at all times in ensuring good discipline.
- c) The circumstances of each misdemeanour must be taken into account, as well as any apologies, contrition, honesty, previous record and co-operation after the event.
- d) Adults are encouraged to seek out the good in each child rather than dwell on the negative.
- e) Whilst antisocial behaviour must be dealt with in a clear and consistent fashion, it is nevertheless important to uphold the spirit of the law whenever possible.

This policy also applies to our Early Years Foundation Stage and after School care.

2) Minor Offences:

<i>Examples</i>	<i>Possible sanctions</i>
<ul style="list-style-type: none">• Rudeness• Selfish, anti-social or unruly behaviour• Inappropriate conduct in lessons, Chapel, Assembly• Lateness to lessons, bed or other events without good reason• Lacking the correct equipment (greater latitude should be given to those with special needs)• Failure to hand in work• Poor or inadequate work without good reason• Leaving belongings in an inappropriate place• Being in an inappropriate place• Being improperly dressed	<ul style="list-style-type: none">• Verbal reprimand• Entry in Conduct Book• Tidying up litter• Perfect copy• Letter of apology• Other jobs• Early bed• Repeat work• Loss of free time• Punctuality Report• Detention

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3) Serious Offences:

Examples	Possible Sanctions
<ul style="list-style-type: none"> • Bullying (first offence) • Aggressive behaviour • Serious rudeness • Grossly unacceptable language • Minor vandalism or reckless behaviour causing damage • Deliberately misusing/hiding/borrowing another's property • Interfering with anything set up by staff (e.g. displays, notices, computers) • Bringing inappropriate or banned articles into school • Being found out of school bounds • Repetition of a Minor Offence 	<ul style="list-style-type: none"> • Referral to Houseparents / LW Pre Prep Headteacher • Referral to Senior Teacher, Deputy Head • Entry in Conduct Book • Removal of special treats • Loss of free time • Jobs • Early bed • Satis Card • Fatigues (given by Head or Deputy Head, or by Houseparents after consultation with one of the above)

4) Major Offences:

Examples	Possible Sanctions
<ul style="list-style-type: none"> • Repeated bullying • Wilfully injuring another child • Corrupting other children • Stealing • Endangering oneself or others • Public bad behaviour (e.g. on outings or school matches) • Deliberate damage to property • Repetition of a Serious Offence 	<ul style="list-style-type: none"> • Referral to Senior Teacher, Deputy Head • Referral to Head • Conduct Detention • Considerable loss of free time • Fatigues • Gating • Suspension • Exclusion