**Discipline and Exclusion**

The aims of the rewards and sanctions systems are to provide boys and staff with a

clear framework to be able to reward good work, behaviour, initiative etc. and effectively punish poor behaviour, work etc. The systems are based around the awarding of positive and minus House points as follows:

**+W** for good work

**+E** for effort (or exceptional effort) in the execution of a piece of work

**+M** for good manners

**+Sp** for effort at sport

**+K** for kindness towards others

+**I** for showing initiative

**+P** for good prep

+**C** for a contribution to the Community

**+Snake** for contribution in the Herpetology Club

**+T** from Tutors

+**O** for good organisation

+**PIP** for pride in Papplewick – helpful jobs to keep the school looking tidy

**-W** Poor Work

-**E** Poor Effort

**-R** Breaking a rule or general foolishness

**-B** Exceptionally bad behaviour (Rated as two minus house points)

**-P** Misbehaving during Prep (Also rated as two minus house points)

**-K** Unkindness (Rated as two minus house points)

**-M** Bad manners

**-L** Lateness

-**MP** Missing Music Practice

**(** Entering a **–B, -K or –P** will automatically generate the need to write a comment on a boy’s profile)

*Minus house points should be used sparingly, and always with a clear explanation as to why they have been given. Obviously, plus House points should be awarded freely, as and when appropriate.*

Minuses may also be awarded separately as a boarding sanction and are recorded in each of the ‘boarding houses’ upstairs. Minuses may also be added to their totals for the week on the electronic system as part of the house race. In the same way, plus points are awarded to boys in dormitories, which result in a treat of some kind for the whole dormitory.

If a boy digresses significantly over the course of a week, he may find himself in one of the following punishments:-

If a boy has approximately six minuses to his name in a single week, than staff are asked to put up any additional minuses in the staffroom on a separate sheet, these are added later the following week.

**Defaulters** (Thursday Morning Breaktime: 10.40am-11.10am)

* + - 1. A boy is on Defaulters if he loses four or more House Points Downstairs or has had a particularly bad week Upstairs. He will receive a ‘Warning’ if he loses three House points in a week. If a boy on Warning loses 3 or more House points the following week, he is automatically placed on Defaulters.
      2. He will be expected to complete a Defaulters sheet, which will assist him to think through his behaviour and how he will improve his behaviour in future. He will then go through his Defaulters sheet with his Tutor (or Form Teacher) in their next tutorial session.
      3. The boy’s Defaulter sheet will be kept by his Tutor or Form Teacher on file for reference.
      4. Those on warning and defaulters each week are recorded on a separate spreadsheet to identify patters and trends which is reported to the Headmaster.

**Report Card**

If a boy finds himself having received three Defaulters in a term, he will report to the Headmaster for a warning. He will then be placed on a Behavioural Report Card. He will present this Report Card to a member of staff at the beginning of each session of the day for a week - be it a meal, a lesson, an activity or freetime. The member of staff will observe the boy’s behaviour and grade it appropriately on the Report Card. 1 – Exceptionally good 2 – Very good 3 – Satisfactory 4 – Poor. At the end of each day, the boy’s Tutor or Form Teacher will look at the Report Card and make a comment if needs be. At the end of the week, the Deputy Headmaster will see the Report Card. If a boy completes a good Report Card over a week period, he can be taken off Report. If a boy needs another week (or more) on Report, then he will. The Report Card will be kept on the boy’s file.

Serious Incidents of Discipline

If a boy requires dealing with over a more serious incident, he will first be referred to the Deputy Headmaster (Years 7-8), Head of Middle School (Years 5-6), or Head of Lower School (Years 2-4) who will investigate the circumstances and administer an appropriate punishment such as a ‘Detention Paper’. He will also inform the boy’s tutor. If the matter is considered to be of a serious enough or repetitive nature, then the Deputy Headmaster will deal with it as appropriate. Lastly, the Headmaster may become involved if the matter is considered serious enough to warrant his intervention.

‘Borrowing Without Permission’

If boys are found in the possession of another’s property such as a ripstick, we record this on a sheet on the staff notice board inside the Staff room – this is reviewed by the Deputy Headmaster and Headmaster. Repeat offenders are likely to be given detention papers or Headmaster’s Detentions.

Unkindness - if boys are unkind to others or are exceptionally kind, we record by way of a –K which is automatically recorded on their profile together with the reason for it.

Headmaster’s Detention (Sunday)

If a boy breaks a No Go Area of Papplewick he can expect to receive a Headmaster’s Detention. This takes place at the discretion of the Headmaster on Sundays. The Headmaster records all the Headmaster’s Detentions along with the offence to identify patterns and trends. The boy’s parent, tutor and relevant staff are informed.

**The Papplewick No-Go Areas**

No Unkindness to Others

No Theft

No Vandalism

(Unofficial: No Rudeness to Adults)

**Searching Pupils or their lockers**

Searching with consent:

• School staff can search pupils with their consent for any item. It is encouraged that the boy empties their locker and opens all bags themselves for the staff to inspect. It is encouraged that another member of staff is present when inspecting a child’s locker.

Searching without consent:

What can be searched for? - Knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks and pornographic images.

1. Can I search? Yes, if you are a headmaster or a member of school staff and authorised by the headtmaster.

2. Under what circumstances? You must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the pupil being searched.

A boy’s Tutor must always be kept informed of any problems with a particular boy, and in any case is often a good starting point if staff are having difficulties with a boy.

***No form of corporal punishment is to be administered under any circumstance.***

**Exclusion**

The Head may in his discretion require a parent to remove or may suspend or expel a boy from the School if he considers that the boy’s attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head the removal, suspension or expulsion is in the School's best interests or those of the boy or other children. The Head may in his discretion also remove a boy from School if in the reasonable opinion of the Head the boy’s academic, pastoral or other needs would be more suitably provided for in another school.

Mark Burley Jan 2019