**Papplewick**



**Misbehaviour and Exclusions Policy**

**Revised: 1st September 2023**

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**Discipline and Exclusion**

**House Points:**

The objectives of the rewards and sanctions systems are to furnish both boys and staff with a clear framework for acknowledging and rewarding commendable efforts in work, behaviour, initiative, and similar aspects, while also implementing effective measures to address subpar behaviour and work. These systems centre on the allocation of positive (plus) and negative House points, structured 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

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

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

+**IT** Good IT work

+**MP** Good work in music practice

**-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

-**IT** – misuse of IT

-**MP** – Late to music Practice

Entering a –K, **–B or –P** should include a comment, which is stored in ISAMs and on the boys’ profile

Minus house points should be used sparingly, and always communicated with a clear explanation as to why they have been given to those who have received them. Plus House points can be awarded freely, as and when appropriate. Every minus necessitates a reason, which is recorded in ISAMS and automatically sent via email to inform the respective tutor or form teacher, as well as the Head of either Lower, Middle, or Upper School. The accumulation of awarded positive house points is documented in ePraise, accessible to all teachers, while the minuses are recorded in ISAMS, similarly accessible to the teaching staff.

**Warning and Defaulters:**

If a boy’s behaviour digresses beyond a couple minuses:

1. **Warning** if he loses three house points in a week. Boy’s name read out in Headmaster’s assembly. If a boy on warning loses 3 or more house points the following week, he is automatically placed on defaulters for not heeding the warning.
2. **Defaulters** if he loses four or more house points. The boy’s name is read out during the Headmaster’s assembly. If a boy receives two consecutive warnings he may then sit a defaulters paper.

He will be expected to complete a defaulter's paper during:

* + 1. Thursday Breaktime: 10.40am -11.10am - Day boy – Dinning Room
    2. During Monday’s Activity: 6:45pm – 7:30pm – Boarder – Lab 1

There are two separate defaulter's papers one for Years 5-8 and a slightly shorter and simplified version for those in the Junior school (Years 2-4). For boys in Years 5-8 the defaulters paper will be given to the tutor before their Monday tutorial session after lunch, where the tutor will go through all their minuses for the previous week. The paper is there to assist the boys in thinking through and reflecting on how they will improve their behaviour. The boarders should bring their completed defaulters paper to the Second Master at Thursday break for review at the very latest. The form teacher (boys in Years 2-4) may go through their boy’s minuses any time prior to Thursday breaktime when they will sit the paper with the Second Master at break. The boy’s defaulter paper may be kept by his tutor or form teacher.

A summary record of those boys on defaulters and warning is kept by the Second Master which is reviewed on a weekly basis to identify any patterns or trends, which is discussed with the Headmaster as and when appropriate. Termly reports are given to: Headmaster, Head of Pastoral Care, Head of Boarding, Head of Lower, Middle and Upper school.

**Boarding House Misbehaviour (please refer to the Boarding House Policy):**

Poor behaviour/concerns are recorded by the house parents in the ‘Hand-Over’ books and logged in ISAMS under ‘boarding issue’ which is monitored by the Head of Boarding. The recording of a ‘boarding issue’ in ISAMS does not contribute to the minuses accumulated towards either warning or defaulters ‘downstairs’ or during the ‘day time’. A boarding sanction may be given by the House parents, which is reviewed and overseen by the Head of Boarding through a Friday Night Detention. The Friday Night Detention is recorded in ISAMS as a detention paper.

**Borrowing Without Permission:**

If boys are found in the possession of another’s property such as a ripstick, we record this on ISAMS and notify the relevant staff (Tom Ferry if a rip stick) – this is reviewed by the Second Master and Headmaster. Repeat offenders are likely to be given a detention papers.

**Report Card:**

If a boy accumulates three defaulters within a term, he may meet with the Headmaster to discuss his performance and behaviour. If deemed necessary, he may be placed on a Report Card. During this period, the boy is required to present the Report Card to a staff member at the start of each daily session, whether it be a mealtime, a lesson, an activity, or free time, with the staff member signing it. The staff member will then assess the student's behaviour and assign a grade on the Report Card:

1 – Exceptional

2 – Very good

3 – Satisfactory

4 – Poor

At the end of each day, the boy’s tutor or form teacher will review the Report Card and provide constructive feedback to guide and support the boy for the following day. Successfully completing a positive Report Card over a week can lead to removal from the report card. However, if there is no improvement in behaviour, the student may continue on the report or a further sanction might be decided on such as a Headmaster’s Detention. The report card will be retained in the student's file by the tutor.

**Serious Incidents of Discipline:**

If a boy requires dealing with over a more serious incident, he will first be referred to the Second Master (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’. The boy’s tutor will be informed, and the incident to be recorded on ISAMS.

If the matter is considered to be of a serious enough or repetitive nature, then the Second Master will deal with it as appropriate. Lastly, the Headmaster may become involved if the matter is considered serious enough to warrant his intervention which may result in a Headmaster Detention.

**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 usually for two-hours on a Sunday afternoon.

**The Papplewick No-Go Areas:**

No Unkindness to Others

No Theft

No Vandalism

**Searches:**

1. Searching with consent: School staff can search pupils with their consent for any item. There must be a witness (also a staff member).
2. 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 Headmaster.
   2. Under what circumstances? 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. If possible have the DSL or the DDSL present.

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 Headmaster 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 Headmaster may in his discretion also remove a boy from School if in the reasonable opinion of the Headmaster the boy’s academic, pastoral or other needs would be more suitably provided for in another school.

Mark Burley September 2023