

## **Secondary Department Discipline Procedures**

### **Discipline procedure – start of the day**

The bell rings at 08.30 and students proceed to their Form Room and line up outside the door in a quiet manner.

Students enter the classroom as soon as possible after 08.30, after being invited to do so by their Form Teacher. The register is immediately taken and any student not present by 08.35 is marked absent. Any student entering the Form Room between 08.35 and 08.40 is marked as late.

Any student getting three late marks in a two week period (the two week period starting on the first day of lateness and being considered as ten school days), must arrive at school at 08.15 (or 07.30 if doing morning Arabic) for three days immediately after the day on which s/he was late for a third time. The parents must be phoned as soon as there have been three late marks to say that the student will be required to be in school the next day at 08.15 (or 07.30). If the student is late one of these three days, s/he has to stay at school until 16.30 on the first day that the parents can be contacted. If the student is late for a second time in these three days, s/he is sent home as soon as possible. The parents should be warned of this in the telephone call mentioned previously.

### **Discipline procedure – classroom interruptions**

Students must raise their hand if wishing to speak in class. If a student interrupts the lesson by calling out or by not having the relevant equipment for that lesson, an e-mail referral note is written (and sent to the relevant Form Tutor and the Secondary Leader [Pastoral]) and a 10 minute detention is given by the subject teacher (Stage 1). If a student accumulates five referrals in a week (Sunday-Thursday), his/her parents are telephoned and the student has an afternoon detention on the day of the fifth referral, irrespective of whether the student is involved in ECAs. This detention lasts until 16.30 (Stage 2). The student remains on Stage 2 for five days, day one being the day after the fifth referral was sent, and gets an after-school detention for every referral s/he gets. If the student receives no more than three referrals in these five days, he/she reverts to Stage 1. If the student receives more than three each week during the following two weeks, then the system is clearly not working and parents will be asked to meet with the Form Tutor and Secondary Leader (Pastoral). Temporary exclusion from school is a likely punishment at this stage, leading to reviews as to appropriateness of being in school.

These infringements are sent to the Secondary Leader (Pastoral) via e-mail under the subject heading "Referral + Year group + Name of student".

### **Discipline procedure – homework**

For submitting homework that is incomplete, late or unsatisfactory on more than three occasions in a half-term, students will be given a school detention on Thursday until 16.30. Every subsequent homework failure for that half-term is then punished by a Thursday school detention until 16.30. Students start with a clean record for the next half-term.

These infringements are recorded on a tick sheet on the staff room wall.

### **Discipline procedure – not the language of the school**

A similar system to that for homework infringements operates for students who are reported for speaking a language other than English in school five times in a half-term. A Thursday school detention is given, and for any subsequent series of five incidents after that over a half-term, a further detention is given. Students start with a clean record for the next half-term.

These infringements are recorded on a tick sheet on the staff room wall.

**Discipline procedure – uniform**

Any student not in the correct uniform is given a letter by his/her Form Tutor to hand to his/her parents stating that the student must come in correct uniform the following day or s/he will have a detention until 16.30. The student's parents have to sign a return slip which is returned with the student the next day and sent to the Secondary Administrator. If any teacher sees a student wearing incorrect uniform, s/he should inform the relevant Form Tutor so that action can be taken.

**Discipline procedure – infringements not mentioned above or positive points**

If there are any discipline infringements that are not covered by the above (classroom interruptions, homework, not the language of the school or uniform) or positive points, then a message should be sent to the Secondary Leader (Pastoral) via e-mail under the subject heading "Slip + Year group + Name of student". Action will be taken according to the nature of the infringement or the positive point.

**Discipline procedure – end of the day**

The bell rings at 15.35 and students pack up their belongings quietly and wait to be dismissed by the teacher. They proceed to the main Secondary gate and either wait to be collected by their parent or driver or walk home. Any student walking home has to have written permission for this.

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