CANNOCK CHASE HIGH SCHOOL

ACHIEVEMENT FOR ALL

BEHAVIOUR POLICY

Introduction

According to the DFE (September 2022), 'creating a culture with high expectations of behaviour will benefit both staff and students, establishing calm, safe and supportive environments conducive to learning.' The purpose of this policy is to set out the clear and fair expectations we have of each student at Cannock Chase High School to ensure that the school is a safe and orderly environment for all. The school's ethos is based upon traditional values of excellent behaviour, manners and courtesy that ensure 'Achievement for All' is not just our school motto, but a reality.

Our distinct ethos promotes positive relationships based upon respect. Students are helped to make moral choices about their behaviour and their contribution to our community. Each student should also expect fair treatment.

Each adult who works at Cannock Chase High School must ensure that they are positive role models to the young people they interact with in the course of their work. When we reprimand, we criticise the act, not the person. Our approach to discipline is preventative and corrective but essentially supportive. All members of the school community are expected to help maintain a positive atmosphere within school conducive to learning, allowing teachers to teach and students to learn. Disruption is not tolerated, and proportionate action is taken to address any concerns and to restore acceptable standards of behaviour.

The climate in our classrooms is one of mutual respect, encouraging students to take responsibility for their own responses to our clearly stated expectations. Positive responses are rewarded while negative behaviour is never ignored. A range of strategies is employed, enlisting the help of parents/carers and, where appropriate, external support agencies, to ensure that each child is given the opportunity to achieve their potential as responsible, caring and positive members of our school community.

This policy aims to:

- create a positive culture that promotes excellent behaviour, ensuring that all students can learn in a calm, safe and supportive environment;
- establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school;
- outline the expectations and consequences of behaviour;
- provide a consistent approach to behaviour management that is applied equally to all students;
- define what we consider to be unacceptable behaviour, including bullying and discrimination.

Roles and Responsibilities

Staff

Staff are responsible for:

- creating a calm and safe environment for students;
- establishing and maintaining clear boundaries of acceptable student behaviour;
- implementing the behaviour policy consistently;
- communicating the school's expectations, routines, values and standards through teaching behaviour and in every interaction with students;
- be alert to new and emerging online harms;
- modelling expected behaviour and positive relationships;
- providing a personalised approach to the specific behavioural needs of particular students, including those students with SEND;
- considering the impact of their own behaviour on the school culture and how they can uphold school rules and expectations;
- recording behaviour incidents promptly;
- challenging students to meet the school's expectations.

Parents and Carers

Parents and carers, where possible, should:

- get to know the school's behaviour policy and reinforce it at home where appropriate;
- support their child in adhering to the school's behaviour policy;
- inform the school of any changes in circumstances that may affect their child's behaviour;
- discuss any behavioural concerns with the class teacher promptly;
- take part in any pastoral work following misbehaviour (for example, attending reviews of specific behaviour interventions);
- raise any concerns about the management of behaviour with the school directly, while continuing to work in partnership with the school;
- take part in the life of the school and its culture.

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child's behaviour and the school's policy and working in collaboration with them to tackle behavioural issues.

Students

Students will be made aware of the following during their induction into the behaviour culture:

- the expected standard of behaviour they should be displaying at school;
- that they have a duty to follow the behaviour policy;
- the school's key rules and routines;
- the rewards they can earn for meeting the behaviour standards, and the consequences they will face if they don't meet the standards;
- the pastoral support that is available to them to help them meet the behaviour standards.

Students will be supported to develop an understanding of the school's behaviour policy and wider culture.

Expectations

Cannock Chase High School has extremely high expectations of its students and staff. Our whole ethos is based around our five distinct values of *Integrity, Teamwork, Responsibility, Excellence* and *Resilience*. To this end we expect students to demonstrate these values at all times.

One of the main aims of the school is to guide and model our students in behaviour that will show them as courteous well-mannered young people. This means that the simple courtesies such as opening doors for staff, addressing staff correctly and politely at all times, saying please and thank you and not interrupting are expected as normal. Showing respect for each other is a key part of being at Cannock Chase High School. Bullying in any form will not be tolerated (see further details in the school Anti Bullying Policy), neither will racist, sexist, homophobic or other discriminatory behaviour and language. Any incidents of bullying, discrimination, aggression, or derogatory language are fully investigated and dealt with quickly and effectively. Child-on-child abuse is not tolerated and dealt with swiftly (see further details in the Child-on-child abuse policy).

In our classrooms we expect the same courtesy. Students should make every effort to treat teachers respectfully. They should follow instructions, sit quietly, listen, put hands up if they wish to speak etc. We are a school that does not tolerate individuals 'stealing the learning time of others.'

We pride ourselves that our students are well behaved and courteous, and this Policy is an attempt to bring out the best in all students, so that they may enter the outside world knowing exactly what is expected of them in terms of behaviour and courtesy.

School Behaviour Curriculum

Positive behaviour in school reflects the values of Cannock Chase High School, including an eagerness and readiness to learn, as well as showing respect for peers and school staff. This positive behaviour is taught to all students in school, so that students understand what behaviour is expected, and that sanctions will be used when their behaviour does not meet expectations. Routines are used to teach and reinforce the behaviours expected of students, with those detailed below.

Students are expected to:

- behave in an orderly and self-controlled way;
- show respect to members of staff and each other;
- in class, make it possible for all students to learn;
- move quietly around the school;
- treat the school buildings and school property with respect;
- wear the correct uniform at all times;
- accept sanctions when given;
- respectfully understand and report behaviour that is discriminatory, harmful or disrespectful towards others;
- refrain from behaving in a way that brings the school into disrepute, including when outside school or online.

Classroom Conduct and Behaviour

Good behaviour is a foundation for good learning. At Cannock Chase High School we expect students to give of their best at all times. Classroom routines are strong and followed by all year groups. These include the following:

Lesson Starts

- Make my way to lesson as soon as the bell signals (first bell after lunch).
- Enter the classroom in silence.
- In silence, put my bags and coats in the appropriate place as soon as I enter the classroom and put my equipment, including a reading book, on my desk.
- In silence, write down the date and title and start the task which I will complete in silence.
- Put my hand up in silence if I need to ask a question. I will not speak or call out.

During the Lesson

- Make a positive contribution to the learning process by concentrating and taking an active role in my learning by completing work set and responding to questions.
- Show respect towards my teacher and fellow students by always being courteous in my words and actions. If an adult visits my classroom, I will stand up as a mark of respect.
- Ensure that my mobile phone is not seen, heard or used.
- Never eat/chew in class.
- Never use foul language in class or words that could offend or hurt others.

Lesson Ends

- Only pack away when my teacher has told me to.
- Remain seated while I am packing away.
- Stand up and put my coat on when instructed to do so.
- Push my chair under their desk and stand behind it, in silence, waiting to be dismissed.
- Go straight to my next lesson after period 1 or 3 and straight to tutor after period 5.

Attendance and Punctuality

All students are expected to be in school not later than 8.40am and ready to enter their classrooms at 8.45am. Should a student be late to morning tutor the member of staff will issue a late mark. If students are late to lesson, they will be issued with a late mark and 3 demerits for lateness; should this be more than ten minutes after the student can reasonably have been expected to arrive at lesson, a truancy sanction will be issued. Attendance is seen as a key factor in a student's academic success, each student's attendance and lateness is closely monitored by the school. Parents will be contacted where concerns exist.

Should a student decide to truant school or leave the school site during the day without permission an automatic 10 demerits will be issued, which results in a 60-minute detention. Contact home will be made.

Movement Around the School Building

Our rules for corridors and inside the school building ensure that a purposeful and calm atmosphere is created for all. Therefore, students must:

- walk purposefully without running;
- use private voices without the need to shout;
- not eat, drink, chew gum or drop litter;
- respect the school's mobile phone procedures;
- not use ANY musical electronic device or wear headphones inside the building at any time;
- not disturb lessons due to poor behaviour;

- not use foul language at any time.

Safety

It is essential that all students and staff follow the simple rules which ensure their safety. Students must follow the fire drill instructions which are implemented for their safety. They must not involve themselves in any activities which are dangerous and could lead to accidents. Guidelines concerning this area are found in our Health and Safety Policy.

Students in Years 7 to 11 are not allowed to leave the site during the day. All students coming to school outside normal school times should sign in at Reception using the electronic InVentry system. Sixth form students are allowed off site at lunchtimes and breaktimes, and must sign out using electronic scanners located in upper school foyer and lower school Reception.

All students must leave the school site by 3.40pm, unless they are under the supervision of a teacher or other member of staff, engaged in planned activities or in after school detention.

Restrictive Interventions, including the use of Reasonable Force to Control or Restrain Students

Government legislation provides schools with the power to use reasonable force or make other physical contact. Reasonable force will only be used as a last resort, with the minimum amount of force and the minimum amount of time possible, in a way that maintains the safety and dignity of all concerned. Reasonable force must never be used as a form of punishment, should never involve restraining a student in a way that affects their airway, breathing or circulation, and must never be used when a student is on the ground. School staff can use force as is reasonable in the circumstances to:

- prevent a student from attacking another student or member of staff or to stop a fight in the playground;
- restrain a student at risk of harming themselves or others through physical outbursts;
- damaging property;
- conduct a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or articles that they reasonably suspect have been or are likely to be used to commit an offence or cause harm;
- prevent a student behaving in a way that disrupts a school event, trip, or visit.

Staff to which this power applies are:

- any teacher who works at the school;
- any person whom the Headteacher has authorised to have control or charge of students including: Support staff such as Learning Support Assistants and Pastoral Managers;
- people to whom the Headteacher has given temporary authorisation to have control or charge of students (e.g. catering or premises staff).

Staff who are likely to need to use reasonable force and/or other restrictive interventions are adequately trained in its safe and lawful use and in preventative strategies. All instances where restrictive interventions are used are recorded appropriately, with notification also given to the parent the same day.

When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the student, including SEND, mental health needs or medical conditions.

There are circumstances when it is appropriate for staff to have some physical contact with students which does not give rise to any question over the use of reasonable force and other restrictive interventions. This will depend on the circumstance, but examples of occasions when physical contact is generally appropriate include:

- to give first aid;
- to guide or escort students, such as holding the hand of a student at the front/back of the line when going to assembly, when walking together around the school or on a school trip, or when helping a student to a space they have chosen to access to self-regulate;
- to comfort a distressed student;
- to congratulate or praise a student, for example a pat on the back or a handshake;
- to demonstrate how to use a musical instrument;
- to demonstrate exercises or techniques during PE lessons or sports coaching.

In assessing whether physical contact is appropriate in a given situation, the member of staff should use their judgement and have regard to:

- the school's child protection (or any other relevant) policy;
- the applicable circumstances, such as whether there are other adults present;
- the individual student's age.

Searching, Screening and Confiscation

'*Ensuring all school staff and students feel safe and secure is vital to establishing calm and supportive environments conducive to learning*.' (DFE, September 2022). School staff have a statutory power to search a student and their possessions where they have reasonable grounds to suspect that a student may have a prohibited item listed below, or any other item that the school rules identify as being prohibited. The list of prohibited items is as follows:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco, cigarette papers and vapes;
- fireworks;
- mobile phones;
- pornographic images;
- fizzy drinks;
- aerosol cans;
- any article that a member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to or damage to property of any person, including the individual themselves.

Being in possession or a prohibited item, especially knives, weapons, illegal drugs, or stolen items, may mean that a student is involved in, or at risk of being involved in, anti-social behaviour or criminal behaviour. A search may play a vital role in identifying students who may be at risk and therefore allowing for early intervention to take place.

Searches will only be carried out by a member of staff who has been authorised to do so by the Headteacher, or by the Headteacher themselves. This includes the senior leadership team and pastoral team.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the student, and there will be another member of staff present as a witness to the search.

An authorised member of staff of a different sex to the student can carry out a search without another member of staff as a witness if:

- the authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
- in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the student; **or**
- it is not reasonably practicable for the search to be carried out in the presence of another member of staff.

A member of staff may search a student's outer clothing, pockets, possessions, desks, or lockers. Parents/carers will be notified of any search that has taken place with a student. Parents/carers will also be notified if a student refuses to be searched.

If a student is found to be in possession of a prohibited item, then the staff member will alert the designated safeguarding lead, and the student will be sanctioned accordingly.

An authorised staff member can confiscate any item that they have reasonable grounds to believe poses a risk to students to staff, is prohibited, or evidence in relation to an offence. The school will notify the police should any illegal items be confiscated.

Schools' general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. If students choose to bring personal property into school, the school cannot accept any responsibility for that property if it is are lost, damaged or stolen. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Screening Students at School

School can force a student to be screened by a walkthrough or hand-held metal detector; Cannock Chase High School uses a hand-held metal detector. Any member of staff can screen a student; the school does not need to suspect the child or having a weapon and can screen a student without their consent. If a student refuses to be screened, the school reserves the right to refuse entry to the school for the student, with this absence treated as an unauthorised absence rather than an exclusion.

Allegations Made by Students About Staff

Any allegation that a student may make about a member of staff is considered most serious and the investigation into such situations will be conducted by the Headteacher and members of the Leadership Team. In line with Safeguarding procedures the school may refer specific incidents to Staffordshire Safeguarding Board and seek advice from the LADO.

If, through investigation, it is found that a student has made a malicious allegation about a teacher, the following actions will be taken:

- a suspension* for the student will be imposed;
- the student may be removed from the teacher's lesson to work with another member of staff. this decision will be made with the member of staff concerned to support them in the teaching role;
- staff will be reminded of procedures to keep themselves safe and not to be alone in the company of or have conversations with the named student on their own;
- if the student makes a second malicious allegation against a member of staff the school reserves the right to issue a permanent exclusion* or managed move to another school depending on individual circumstances.

* Please see the Appendix for full Suspension and Permanent Exclusion procedures.

Expectations and Behaviour Outside of School

The school's high standards of behaviour extend to and from school. Therefore, we expect our students to behave in an appropriate manner at any time whilst they are in school uniform.

Sanctions may be applied where a student has misbehaved off-site when representing the school. This means misbehaviour when the student is:

- taking part in any school-organised or school-related activity (e.g. school trips);
- travelling to or from school;
- wearing school uniform;
- in any other way identifiable as a student of our school.

Sanctions may also be applied where a student has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- could have repercussions for the orderly running of the school;
- poses a threat to another student;
- could adversely affect the reputation of the school.

Sanctions will only be given out on school premises or elsewhere when the student is under the lawful control of a staff member (e.g. on a school-organised trip).

Environment Code

We expect students to:

- help keep the environment clean and tidy;
- refrain from bringing chewing gum into school;
- put litter in bins;
- eat and drink only in the dining room at break and lunchtimes;

- not damage school property by marking or writing on it, this includes walls, desks, textbooks, display work, chairs etc;
- use floor mats where provided to wipe feet;
- keep exercise books neat and presentable;
- assist with clearing up when requested to do so;
- pay for the repair of deliberate damage.

Mobile Phones

The school operates a strict and fair policy in relation to mobile phones. The school operates a mobile phone free environment. If a student is found in possession of a phone **outside of their pouch** on school site, the phone will be confiscated and stored in the main office. It will be returned once collected by a parent or carer. If this is a first offence, a parent/carer can collect the mobile phone or associated technology on the same day. If this is a repeat offence, then items of technology can only be collected 24 hours after the incident. If a student is found in possession of a mobile phone without a pouch during the day, they will be placed in isolation. Repeat offences of the same nature may result in an escalated sanction.

Screening, in accordance with DFE guidance, may be conducted if teachers have concerns that a student has a mobile device on them that hasn't been secured into their pouch.

If students choose to bring phones into school, the school cannot accept any responsibility for them if they are lost, damaged or stolen. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Personal Property

Valuable items should not be bought into school. This includes electronic devices. Dangerous items must never be bought into school. Such items include laser pens/torches, weapons, knives, alcohol, illegal drugs or stolen items. The list is not exhaustive. Government legislation allows Cannock Chase High School staff to search students without consent if it is believed that a student has brought into school any prohibited item(s). The Headteacher will be informed if a student brings into school a prohibited item(s) and in consultation with Leadership team and Governors will decide if a suspension or permanent exclusion and police involvement is necessary.

Our ability to maintain a safe environment can on occasions mean that items are confiscated from students. Any item that is confiscated is placed in a labelled envelope and kept in a safe place. Parents are contacted about such item(s) and depending on the circumstances of the confiscation, an arrangement is made for the student to either take the item home at the end of the day, or for parents to collect the item(s) from Reception. If students choose to bring personal property into school, the school cannot accept any responsibility for that property if it is lost, damaged or stolen. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Uniform Code

As part of our distinct ethos the school places significant value on the wearing of our school uniform.

We expect students to:

- wear the full uniform correctly at all times, with collars buttoned, shirts tucked in and ties worn correctly;
- have and wear the correct PE kit for all PE lessons;
- ensure that coats are removed when entering classrooms;
- ensure their presentation reflects self-respect and respect for our school community.

All items of school uniform should be labelled. Please refer to the Uniform and Equipment Policy for further information and guidelines.

Rewards and Sanctions

Our disciplinary system is firm, fair and consistent in promoting high standards of work and conduct. Rewards and sanctions are used appropriately by all staff to praise students who get it right, and to address behaviour issues in a minority of students who make the wrong choices for themselves and for others.

Staff at Cannock Chase High School follow a set of Behaviour for Learning Procedures to ensure consistency from one lesson to another.

Praise plays a significant part in developing a positive classroom culture and highlights to all students that when you behave and work hard you get noticed. Staff are encouraged to use praise effectively as a way of managing behaviour. As well as using verbal praise and communicating praise home via phone call or written correspondence, staff can award merits based upon behaviour and conduct in lessons and around school. Merits are given incrementally, with a student receiving two merits at the beginning of every lesson should they enter in silence with the correct equipment and uniform. Merits will be logged on the system in the following increments:

Rewards

3 Merits	For: Attitude to Learning; Effort; Excellence; Extra-Curricular; Helpful; Homework; Improvement; Integrity; Positive Behaviour; Reading; Recommended Reading List; Report; Resilience; Responsibility; Teamwork.
5 Merits	For: Attitude to Learning; Effort; Excellence; Extra-Curricular; Helpful; Homework; Improvement; Integrity; Positive Behaviour; Reading; Recommended Reading List; Report; Resilience; Responsibility; Teamwork.
7 Merits	For exceptional work across the school curriculum; this may include in lessons or outside of lessons.
10 Merits	To be awarded by **Directors of Year/Directors of Learning Community/Leadership**. For exceptional behaviour, attendance, achievement in progress check assessments and commitment to the life of Cannock Chase High School and the wider community. This can also be issued for Learner of the Lesson.

At the end of each day the form tutor will discuss sanctions and celebrate rewards received during the day with the tutor group.

At the end of each week the Director of Year will send form tutors both achievement and behaviour data for their tutor group for more directed discussion and support.

At the end of each half term each Director of Year will set aside time within assemblies to publicly acknowledge students who have received their Bronze (100), Silver (150), Gold (250), platinum (500) and student achievement (750) rewards Certificates for the number of overall merits as student has received. (Merits minus demerits).

Governor's Awards- Students who achieve 2,000 Conduct Points will be invited to receive their Governor's Award from the Chair of Governors and the Headteacher in a presentation afternoon in which parents are formally invite to attend also.

At the end of each term each Director of Year, in conjunction with the Assistant Headteacher, will plan and organise reward events for any student with no or limited behaviour points/100% attendance or most improved attendance. Leadership Team (LT) will be invited to these events to support but also acknowledge the achievements of these students.

Sanctions

Cannock Chase High School will ensure that any sanction is appropriate and reasonable. Cannock Chase High School will also consider if the behaviour displayed by the student indicates that a child is suffering from, or likely to suffer, significant harm. Should this be the case, the procedures as set out in the school Safeguarding Policy will be followed, with the Designated Safeguarding Lead made aware of any concerns.

All staff, students and parents are clear that high expectations are held at Cannock Chase High School. Should a student damage property, the expectation is that the student will pay for the repair or replacement of **proven**, deliberate damage **to school property**.

In the case of students with SEND, the behaviour of the student will need to be considered in relation to a student's SEND, although it does not therefore mean that every incident of misbehaviour will be connected to their SEND. As part of our duty to meet the needs of students with SEND, we as a school will endeavour to anticipate likely triggers of misbehaviour and put in place support to manage these. This may include the school making reasonable adjustments when a student with SEND is expected to serve a sanction. However, we are clear that students with SEND are still expected to conform to the expectations of the school behaviour policy and serve sanctions when appropriate.

Sanctions in the Classroom

All students are expected to follow rules at Cannock Chase High School.
The following procedures are applied by staff, should an individual fail to respond to our fair and clear rules.

- A demerit will be given to a student should they have failed to respond to warnings from staff regarding their behaviour.
- The following number of demerits will carry a sanction:
  - 3 Demerits (10-minute detention);

- 5 Demerits (30-minute detention);
- 7 Demerits (40-minute detention);
- 10 Demerits (60-minute detention).

Parents/carers will receive notifications of detentions via Class Charts. Parental consent is not required for detentions; however, we encourage parents to communicate with the school should there be a legitimate reason as to why the detention cannot be sat at a particular time.

Failure to Attend Detentions

Detentions are one of the main ways staff sanction students for negative behaviour. On occasions a student may decide not to attend the set detention set, and, therefore, the sanctions set are escalated.

If a student fails to attend a 3-demerit detention, the staff member will issue them with a 5-demerit detention. If a student fails to attend a 5-demerit detention, this is then escalated to a 7-demerit detention. Should a student fail to attend a 7-demerit detention, a 10-demerit detention will be issued, which will take place on a Friday.

Detentions take place on days according to which community area has issued the detention. It is the student's responsibility to attend their detention in the correct venue.

Headteacher's Detentions are used for any student failing to attend a 7-demerit detention. The school also reserves the right to issue a 10-demerit detention for one off serious events. Should a child not attend a 7-demerit detention, during the week, the student is expected to attend a detention on the Friday of that week. Failure to attend a Friday detention will result in a further sanction to be served in the Reflection Room.

Removal from the Classroom

Removal from the classroom is where a student, for serious disciplinary reasons, is required to spend a limited amount of time outside of the classroom at the instruction of a member of staff. This is not the same as a student being asked to step outside the classroom to talk to a member of staff, or where a student is removed for non-disciplinary reasons.

The use of removal should allow for the continuation of the student's education in a supervised setting; however, this continuation may differ from the mainstream curriculum being provided in the classroom. Removal from the classroom is a last resort and is only used once other strategies have been exhausted unless the behaviour displayed is serious enough to warrant immediate removal. Parents/carers will be informed on the same day if their child has been removed from a classroom, with a 7-demerit being awarded to denote that a student has been removed from a lesson.

Monitoring of Demerits

The Director of Year, in conjunction with the Form Tutor, is responsible for monitoring the total number of merits and demerits a student has been issued with during the academic year. The

Director of Year will follow the correct procedures in relation to rewards to ensure that all young people are rewarded for their achievements.

Where a high number of demerits are collected during the academic year, the Director of Year will consult with the Assistant Headteacher (Behaviour and Attitudes). Contact will be made with home to discuss the matter and parents invited into school to discuss their child's ongoing negative behaviour. Further sanctions at this stage may be set.

Other Related Policies

The Behaviour Policy is to be read in conjunction with the following policies.

- Anti- Bullying Policy
- Attendance Policy
- Drugs Policy
- E Safety Policy
- Health and Safety Policy
- Safeguarding Policy

Last review date:	Next Review date:	Statutory Policy:
November 2026	November 2027	Yes

Appendix

Suspension and Exclusion Procedures – An Overview for Parents/Carers

A decision to suspend or exclude a student, either for a fixed period or permanently, is seen as a last resort. Cannock Chase High School is responsible for communicating to students, parents/ carers and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No suspension or exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

Reasons for Suspension or Exclusion

- Serious breach of the rules or policies at Cannock Chase High School.
- Risk of harm to the education or welfare of students and staff at Cannock Chase High School.

Any suspension or exclusion will be at the recommendation of the Headteacher or designated members of the Senior Leadership Team. When establishing the facts in relation to a suspension or permanent exclusion, the Headteacher or members of the Senior Leadership Team must apply the civil standard of proof, i.e., 'on the balance of probabilities', it is more likely than not that a fact is true. This is not the criminal standard of proof which is 'beyond reasonable doubt.' The Department of Education (September 2023) stipulate that 'a student's behaviour outside school can be considered grounds for a suspension or permanent exclusion.'

Suspension

A temporary suspension of up to five days may be issued by the Headteacher or another appointed member of the Leadership Team. If a suspension is issued, a representative of the school will discuss the incident with the parent/carer on the day the suspension is issued. If a suspension is issued for more than five days, the school has a legal responsibility to offer sixth day provision. This will be discussed at the time with the student's parents/carers, with details of this provision provided no later than 48 hours before the provision is due to start. Should a student receive a substantial number of suspensions within one academic year, parents/carers and the child concerned will be invited to a Governors Disciplinary Panel meeting. The school has the legal powers to put in place suspensions of up to 45 days within one academic year.

Should a student receive a suspension, or in conjunction with previous suspensions, which means that the student has been absent for 15 school days or more within a term, a meeting with the Governors Disciplinary Panel will be convened within 15 school days. Parents/carers are also able to make representations to the school Governing Board if the student has been suspended for more than five, but not more than 15 school days in a term. In this situation, the Governing Board should meet within 15 school days of representations being made.

Persistent or Cumulative Problems

Suspension for a period of time from half a day to 15 days for persistent or cumulative problems would be imposed only when Cannock Chase High School has already offered and implemented a range of support and management strategies.

These may include:

- discussion with the learner;
- mentoring;
- Monitoring Report;
- discussions with parents/carers;
- target setting;
- detention;
- mediation;
- behaviour support programmes;
- counselling;
- internal isolation.

Single Incidents

Suspension may be used in response to a serious breach of rules and policies or a disciplinary offence. In such cases the incident will be investigated thoroughly and all evidence to support the allegation will be considered. The student will be encouraged to provide their version of events and the school will then use this alongside a range of other information to make a decision on the outcome.

The decision to suspend or exclude a student rests with the Headteacher or appointed members of the Leadership Team. Where preferable, a decision to suspend or permanently exclude will be made in person or by telephone.

Permanent Exclusion

The decision to permanently exclude a student is very serious, it is not taken lightly and can only be made by the Headteacher.

As with a suspension, it will follow a range of strategies and will be seen as a last resort, or it will be in response to a very serious breach of the school rules and policies or a disciplinary offence such as:

- serious actual or threatened violence against another student or a member of staff;
- possession or use of an illegal drug on the premises;
- carrying an offensive weapon;
- persistent bullying;
- racial harassment;
- persistent disruptive behaviour over a period of time.

Each permanent exclusion is put before a Governors Disciplinary Panel. The Governors will make a decision to uphold the exclusion or overturn it. The Headteacher, parents/carers and student are invited to this meeting to present their case.

The Decision to Suspend or Exclude

If the Headteacher or appointed member of the Leadership Team decides to suspend or exclude a student, he/she will:

- ensure that the approved procedure is followed;

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the student;
- contact the parents/carers, explain the decision and ask that their child or young person be collected or make them aware of the day(s) their child will be suspended;
- send a letter to the parents/carers confirming the reasons for the suspension or exclusion, whether it is a suspension or permanent exclusion, the length of the suspension and any terms or conditions agreed for the student's return. within this letter will be further information in relation to the suspension or exclusion, should the parent wish to take the matter further;
- ensure that appropriate work is set and that arrangements are in place for it to be marked when the child returns this work;
- plan how to address the student's needs on his/her return;
- plan a meeting with parents/carers and student on his/her return. parents/carers can request a meeting via the use of remote access, although face-to-face meetings are preferred.