



St. Martin's School

22 Goodwyn Avenue, Mill Hill, London NW7 3RG

020 8959 1965

info@stmartinmillhill.co.uk

www.stmartinmillhill.co.uk

10th September 2018

"At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions."

All children have the right to an outstanding education which is safe and not disrupted. In order to fulfill the clear commitment above, occasionally we must have and use a clear discipline and exclusion policy.

We have written this policy as it particularly fits the ethos of our school. We are aware that children who attend St Martin's School live in different boroughs. However, for clarity we focus on the London Borough of Barnet.

This Policy will be disseminated to all staff for their contribution, understanding and agreement to adhere to it. It is on our website, in every classroom and a copy is in our main office for anyone to read and discuss.

EXCLUSIONS POLICY

Exclusion is such a serious matter we have separated it from the main behavior policy, although they need to be read together.

The school attaches importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. All pupils at the school are expected to take a full part in its activities, to attend each school day, to be punctual, to work hard, to follow the school's behaviour code and to comply with school rules about wearing uniform. The Head Teacher and other members of staff have authority to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. The school's disciplinary policy applies to all pupils when they are on school premises or in the care of the school, or wearing school uniform, or otherwise representing or associated with the School.

The Head Teacher is entitled to exercise a wide discretion in relation to the school's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.

In implementing this policy, any individual needs of pupils will be taken into account and reasonable adjustments made where appropriate in the management of challenging behaviour or the application of sanctions where a pupil has a special educational need or disability. Staff should consult with the Head Teacher if they are unsure as to whether reasonable adjustments should be made.

However, the school takes the view that the needs of the whole school community and the resources of the school are taken into account when deciding what is reasonable.

Investigation of a complaint or rumour of misconduct

A complaint or rumour of misconduct will be investigated. A pupil may be questioned and their belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that their parents are informed as soon as is reasonably practicable after it becomes clear that the pupil may face formal disciplinary action. In such an event, when questioned, the pupil may be accompanied and assisted by a parent, carer, guardian or a teacher of the pupil's choice.

Procedural Fairness

Investigation of a complaint which could lead to exclusion, removal or withdrawal of the pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the parents or carer so that they can attend a meeting with the Head Teacher before a decision is taken in such a case. In the absence of a parent or carer, the pupil will be assisted by an adult (usually a teacher) of their choice.

If the parents or the pupil have any special educational needs or disabilities which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) these requirements should be made known to the Head Teacher so that appropriate arrangements can be made.

Divulging information

Except as required by law, the school and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head Teacher has acquired during an investigation.

Drugs and Alcohol

A pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with illegal drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. All reasonable efforts will be made to contact the parents and to seek their agreement first in such circumstances. A sample or test in these circumstances will not form part of the pupil's permanent medical record.

Sanctions (see also Behaviour Policy)

Sanctions are intended where possible to be positive in nature; they may include a requirement to undertake menial but not degrading tasks on behalf of the school, withdrawal of privileges, and temporary or permanent exclusion. On entry to the School, Parents / carers are required to complete the Behaviour Contract which gives authority to the staff to act in loco parentis.

Exclusion

A pupil may be formally excluded from the school, on either a temporary or a permanent basis, if it is proved, on the balance of probabilities, that the pupil has committed a very grave breach of school discipline; a serious criminal offence or has received 3 red letters in a term. Permanent exclusion is reserved for the most serious offences (including, among others, possession or use of illegal drugs while under the jurisdiction of the school, and also persistent bullying, aggressive or unacceptable behaviour- as defined by the Head Teacher).

The Head Teacher will act with procedural fairness in such cases. However, it is the Head Teacher who has discretion as to the needs of the whole school community.

Parents will be given a copy of the review procedure and will have the right to request a review of the decision to exclude by an independent panel (see complaints policy). The pupil will remain away from school pending the outcome of any such review.

Exclusion of a pupil in other circumstances

Parents may be required, during or at the end of a term, to remove the pupil either temporarily or permanently from the school if, after consultation with the pupil and/or parent(s) the Head Teacher is of the opinion that by reason of the pupil's conduct or progress the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the school, or if a parent has treated the school or members of its staff unreasonably. (See terms and conditions of acceptance.)

The Head Teacher will act with procedural fairness in all such cases, and will have regard to the interests of the pupil and parents as well as those of the school.

Where removal is required, parents have the right to request a review of the decision by an independent panel. The pupil will remain away from school pending the outcome of any such review.

Signed: Dr Jason Walak – Head Teacher

12th September 2018

Review Date: September 2020

Appendix 1

Behaviour checklist for teachers

Classroom

Know the names and roles of any adults in class.
Meet and greet pupils when they come into the classroom.
Display rules in the class - and ensure that the pupils and staff know what they are.
Display the tariff of sanctions in class.
Have a system in place to follow through with all sanctions.
Display the tariff of rewards in class.
Have a system in place to follow through with all rewards.
Have a visual timetable on the wall.
Follow the school behaviour policy.

Pupils

Know the names of pupils
Have a plan for pupils who are likely to misbehave.
Ensure other adults in the class know the plan.
Understand pupils' special needs.

Teaching

Ensure that all resources are prepared in advance.
Praise the behaviour you want to see more of.
Praise pupils doing the right thing more than criticising those who are doing the wrong thing (parallel praise).
Differentiate.
Stay calm.
Have clear routines for transitions and for stopping the class.
Teach pupils the class routines.

Parents

Give feedback to parents about their child's behaviour - let them know about the good days as well as the bad ones.

Signed: Dr Jason Walak – Head Teacher
12th January, 2017

Review Date: January, 2019

Dear Parents,

We are delighted to welcome your children back to school. Please find below an updated 'Home-School Contract'. Please read it through with your child/ren and both sign where appropriate.

Home-School Contract

For the school's mission to be realised there must be a close working relationship between the home, the school, and the community. Parents receive termly reports on their children's progress and effort but if there are particular concerns parents will be contacted immediately by school

staff. Parents' Evenings take place at regular intervals, however should a parent need to see a member of staff urgently, he or she should contact the school to make an appointment.

Please be reminded that Tuesday mornings between 8.10-8.45am is a 'drop in' session should you wish to see your child's teacher informally.

The whole school community is encouraged to safeguard the rights of all pupils to ensure their freedom and happiness.

The school will:

Provide a friendly, secure, stimulating, environment in which to learn.

Ensure that all pupils are valued and encouraged to achieve their full potential through a broad and balanced investigative curriculum.

Keep you regularly informed and consulted about general school matters and about your child's progress in particular.

Invite your child to participate fully in all school activities including a wide range of extra-curricular opportunities.

Work with you to solve any problems which could hinder your child's progress at school.

Be open and welcoming at all times and offer opportunities for you to be involved in the daily life of the school.

The Pupil will:

Attend school regularly and on time. The gates open at 8.10am and lessons begin at 8.45am

Wear the full school uniform and bring all the equipment needed every day.

Behave sensibly so as to keep us all happy and safe as we learn.

Think for myself and take responsibility for my actions.

Do my classwork and homework as well as I can.

Observe all school rules and treat everyone with respect.

Take care of the school environment and help to keep our school free of litter.

The Parents/Carers will:

Support the values of the school community.

See that my child attends school regularly, on time, in uniform and suitably equipped.

Keep the school informed of any concerns or problems that might affect my child's work or behaviour.

Support the school policies and guidelines for behaviour.

Encourage my child to show kindness and consideration for others.

Encourage my child to be enthusiastic about learning, to enjoy school and do his / her best.

Support my child with homework and other opportunities for home learning.

Attend parents' evenings and discussions about my child's progress.

HOMEWORK

Children learn better when school and home work in partnership.

Homework gives parents the opportunity to take an interest in and support their child's progress.

Homework will have been prepared in class or will be something with which the child is familiar, so children will know what is expected of them. If there are genuine difficulties, when a child does not understand a task, do not continue with the homework. Please let the teacher know of any difficulties.

Homework is not intended to occupy most of the evening since it is important that children have time to play and develop other interests for example sports, clubs and other hobbies.

There are many other activities which can be done with your child which you may not consider 'homework' but which are just as valuable for his or her education.

Developing the habit and enjoyment of reading is crucial and children of all ages like to be read to.

Playing with a child, making things, drawing, visiting the library or interesting places, spending time with family members and following up any interests are all valuable activities.

Please sign/initial the homework/reading record, listen to spelling, tables, reading and discuss reading texts.

Your support is also appreciated in ensuring that basic equipment is at home e.g. pencil, ruler and eraser. It would also be helpful for your child to have access to a dictionary. Where possible, your child would benefit from sitting at a table when writing and is in a room where there are no distractions.

Homework activities will be varied and not necessarily written.

The school highly values knowledge of the times timetables and grammar.

As a matter of ethos, we will ask that children who do not complete homework assigned by the due date, will be expected to complete it in school during lunch break the next day.

Agreed and Understood

Signed

_____ (child) _____ (parent)

_____ (teacher) Date – Sept 2018