



The Hayfield School, Hurst Lane, Auckley, Doncaster DN9 3HG
Tel: 01302 770589 Fax: 01302 770179
E-mail: office@thehayfieldschool.co.uk Website: www.hayfieldschool.co.uk

Headteacher: Dr. S. Patel

The Hayfield School Policy Statement: PUPIL BEHAVIOUR AND DISCIPLINE
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Statement of Principles:

- Schools have a statutory power to discipline pupils for breaches of school rules, failure to follow instructions and other unacceptable conduct.
- All teachers and other staff in charge of pupils have the power to discipline.
- The Headteacher may limit the power to apply particular sanctions to certain staff and/or extend the power to discipline to adult volunteers (e.g. a parent volunteering to supervise a football match or help on a school trip).
- The schools behaviour and discipline policy applies to pupils outside school on school business, school trips/visits, educational placement, sports fixtures, and work experience. The poor behaviour will be dealt with as if it had taken place in school.
- Poor behaviour outside the school, but not on school business may be regulated where it is considered reasonable to do so.

The Hayfield Governors have a duty of care to pupils and employees in terms of their general well being and health and safety in order to promote learning without disruption or harassment, to inhibit bullying and anti-social behaviour, and to promote an environment of fairness and equality. This duty is for the benefit of all. Where sanctions and restraints occur, the processes are operative to demonstrate that:-

- Behaviour or conduct that compromises the safety of the individual or that of others.
- Misbehaviour to the detriment of the individual and others is not acceptable
- Misbehaviour which disrupts the education of others; causes distress to others; and which damages the fabric and resources of the school is not acceptable
- Defiance of school codes of conduct and reasonable instructions and requests by adults employed on site cannot be condoned.
- A dress code operates to further the ethos of the school

The school seeks to operate with fairness and equality in the general good of all on site. As well as behaviour constraints it does operate a praise and rewards system and provides mentor support where appropriate.

The Governors and Headteacher of the school have statutory powers to reinforce the schools Behaviour and Discipline Policy:

- Pupils under the age of 18 may be detained after school sessions on weekdays, and on some weekend and non teaching days given 24 hours notice has been given to parents

Note 1: The Government White Paper (The Importance of Teaching, November 2010) sets out the intention to remove the need for 24 hours notice to be given prior to an after school detention.

- Where suspicion of possession of illegal drugs and substances exists, the police will be informed.
- School staff have the power to search a pupil or their possession for any banned item listed in the school rules with pupil consent.
- The Headteacher (and authorised staff) have a statutory power to search pupils or their possession without consent where they suspect certain prohibited items are concealed. These include knives or weapons, alcohol, illegal drugs and stolen items (Violent Crime Reduction Act 2006)
- School staff have a right to confiscate (seize, retain or dispose of) articles, which are banned or prohibited, which are found as a result of a search or which are voluntarily surrendered. The confiscation of items will be because:-
 - an items poses a threat to others
 - an item poses a threat to a good learning environment
 - an item is against school uniform rules
 - an item poses a health and safety threat
 - an item is counter to the ethos of the school
 - an item is illegal for a pupil to have

Where items have been confiscated, they will be returned to parents if appropriate.

Note 2: The Government White Paper sets out the intention to strengthen teachers' power to search and confiscate. The powers will be extended to include pornography, tobacco and fireworks. Through the Education Bill teachers will have a more general power to search for any item which they reasonably believe will be used to cause harm to others or to break the law e.g. mobile phones and cameras. Electronic devices may be searched for data and files, which may be erased if a member of staff believes there is good reason to do so.

- The school will insist upon adherence to the published dress code and reserves the right to send pupils home to change if dressed inappropriately.
- The school will inform the police of any criminal act by an individual involving drugs, cyber bullying, misuse of telecommunications, or major theft.

The following inappropriate behaviours are subject to punishments and constraints at various levels, which include detentions (break, lunchtime and out of school hours), extra work, isolation, fixed term exclusion or permanent exclusion, or a request for parents and pupil to appear in front of the Governors Disciplinary Committee.

- Disruption to the Education of Others:
Inappropriate behaviour
Persistent lateness
Defiance of a reasonable instruction
Refusal to complete work set
The use of a mobile phone or other electronic device in classrooms and around the building
- Uniform Infringements:
Infringements to the published dress code to include uniform, cosmetics, hairstyles, jewellery etc. With the exception of one ear ring/stud in each ear lobe, piercings of any descriptions and tattoos are banned.
- Harassment and Bullying:
Deliberate bullying of other pupils including:
 - Cyber bullying (including Text messaging etc)
 - Racial, sexual or homophobic abuse
 - Aggressive behaviour
 - Assault
 - Rude and anti-social attitudes
- Anti Social Behaviour:
Behaviour, which may threaten the safety of others
Damage to the fabric and resources of the building
Theft of other's property
Defiance of a reasonable adult instruction
Bringing banned items onto site – tobacco, alcohol, illegal drugs, chewing gum, knives and other weapons, high energy drinks (not suitable for children)
- Non Attendance:
Truancy from school or from class during the school day
Persistent lateness to school
- Negative Work Ethic:
Failure to complete work to a level necessary to achieve progress relative to potential
Failure to attempt homework
Failure to meet deadlines
Failure to follow a reasonable request from a member of staff

Examples of Sanctions to be Used:

- One to One admonishment
This will be the responsibility of the teacher/Head of Faculty/Head of Year
- Detentions – break, lunchtime, after school:
 - These will be set by individual staff/faculties
 - For more serious or repeated offences, a school detention operates from 3.15 to 5.00 pm every Thursday
 - A late bus operates to Bawtry
 - Parents are responsible for arranging transport home
 - Parents must notify the school in advance of any reason for non completion of the detention and a new date will be arranged
 - The school will give parents 24 hours notice in the case of detentions outside school hours but see Note 2 above.

- Isolation
 - For a time determined by the school
 - Pupil will be withdrawn from timetable and work in isolation
 - Staff will set and mark work completed during isolation
- Fixed Term Exclusion
An exclusion for a fixed period to be determined by the Headteacher may be used for breaches of the school behaviour and discipline policy or for 'one off' serious offences:
 - Parents will be informed by telephone (if required and appropriate) and by letter of the exclusion details
 - The pupil will not be allowed on the school site during the exclusion period (this includes bus bays)
 - The school will set work and arrange for its collection or posting
 - Parents and pupil will be given a date and time to attend a meeting with a member of the Leadership Team prior to reintegration to the school. Students should attend in full school uniform and it should be noted that without such a meeting re-admission will not be granted

- Governors Disciplinary Committee
The Governors Disciplinary Committee is a sub group of the full governors and may be convened to interview parents and pupils in relation to unacceptable behaviour on site, or poor attendance when other sanctions have been unsuccessful.

- Permanent Exclusion
Permanent Exclusion can be recommended to the Governing body by the Headteacher in response to:-
 - serious breaches of the school behaviour and discipline policy
 - if allowing the pupil to remain in school would harm the education or welfare of the pupil or others in school

Permanent Exclusion will be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success.

On recommendation of Permanent Exclusion the school acknowledges that it has exhausted all available strategies.

The Head teacher can also recommend Permanent Exclusion to the Governors where, in his judgement, the circumstances are exceptional and permanent exclusion is appropriate.

Exceptional circumstances may include:

- serious actual or threatened violence against another pupil or member of staff
- sexual abuse or assault
- possession of an illegal drug or substance
- supplying an illegal drug or substance
- bringing an offensive weapon onto site

The Governors of the school operate a policy of zero tolerance related to the above.

Where a pupil is permanently excluded:

- parents will be informed by telephone, letter and meeting (if appropriate)
- the school will inform the Local Authority
- the school will set work for the first 5 days of the exclusion
- the pupil becomes the responsibility of the Local Authority from Day 6 of the exclusion
- the pupil will not be allowed on site under any circumstances
- the school will prepare the necessary documentation and arrange the Governors Disciplinary Hearing
- the school will provide parents with the necessary information and documentation related to the exclusion within the time frame set down by the DfE.

Related Document:

- Behaviour Management Flow Chart
- Disruption Procedures
- Drugs Policy
- Anti Bullying Policy