



POLICY NAME	Discipline, Exclusions and Required Removal Policy	POLICY OWNER	Deputy Head, Pastoral
APPROVED BY	Wellbeing Committee	DATE APPROVED	November 2025
DATE OF LAST REVIEW	November 2025	DATE OF NEXT REVIEW	November 2026
Template	ISBA		

Discipline, Exclusions and Required Removal Policy

Introduction

This policy should be read in conjunction with the School's Behaviour Management Policy, Anti-Bullying Policy, School Rules, Online Safety Policy and Complaints Procedure.

This policy is available on the School's website and also on request from the School office.

At Port Regis we encourage the establishment of good teacher / pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm and disciplined learning environment. Our system of rewards:

A four-phase system is in place:

- **Phase 1: PRAISE FROM AN ADULT** – with appropriate explanation
- **Phase 2: PUBLIC RECOGNITION OF GOOD BEHAVIOUR** - public praise, possibly with a reward (e.g. first to leave the lesson; allowed to sit and read on the beanbags; extra pasta in the jar for Juniors, etc)
- **Phase 3: AWARDING A HOUSE POINT (HP)**

HPs are linked to the school's traditional values and ethos.

HPs may be given by any member of teaching and support staff.

Support staff and Caps may also make recommendation via their line managers.

HPs may be awarded for good deeds, extra effort and an action reflecting good or positive behaviour above the schools expected high standards, but also for an individual whose action is over and beyond their individual 'norm'

All HPs entered onto the system will be collated towards both house and individual tallies each term.

HP tallies will be posted on the virtual notice board. Tutors will receive automatic notification via e-mail whenever HPs are awarded to their tutees.

Staff and tutors are able to access the current tally at any time, in order to track individuals and/or groups of pupils. This allows for on-going monitoring and encouragement of pupils by staff. Half termly tutor printouts of tutees' Rewards will assist this process.

- **Phase 4: HEAD'S COMMENDATION (HC)**

Awarded for an instance of exemplary behaviour or act of courage

This will take the form of a letter of Commendation written by the Head, delivered personally to the recipient by the Head in his study. Parents will be notified of their child's achievement.

We also operate a "values ambassadors" system, celebrating the successes of a different pupil from the Upper, Middle and Lower school. They are announced in assembly by the Headmaster.

Sanctions for breaches of discipline that do not merit exclusion / required removal

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

When poor behaviour is identified sanctions are implemented in line with the Port Regis's Promoting Good Behaviour Policy.

School staff can issue sanctions any time pupils are in school or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

We have a range of sanctions which include:

A six -phase system is in place:

Phase 1: TELLING OFF/Warning - with appropriate explanation and clarification.

All subsequent sanctions are recorded on the school network in 'Rewards & Sanctions' or the Boarding House diary

Phase 2: MISDEMEANOUR

In boarding this may be an in house sanction recorded in the House diary or iSams with Tutor informed by E mail.

Record details on the Rewards & Sanctions system on iSams. The child's Tutor will be automatically informed, as will House Parents, the Head of Section and Deputy Head.

Phase 3 BREAK LOSS

Straight to Phase 4 for more serious lapses of good behaviour. Break Loss for seniors is taken by a member of the SLT equipped with suitable tasks for offenders. Break Loss takes place from 12.20-12.50 on Friday in Upward 6.

Break loss for Lower School pupils take place during mid morning break, in the Dining Room, at the convenience of the Form Teacher.

Record details on the Rewards & Sanctions system on pupil profiles on iSams. The child's Tutor will be automatically informed, as will House Parents, the Head of Section and Deputy Head (Pastoral). Break loss is supervised by members of the SLT who will check the names off on the system.

BREAK LOSS for repeated lateness to lessons – staff log lateness to lessons by pupils. On the fourth occasion, a break loss will be issued.

BREAK LOSS for Misdemeanour entries – staff log Misdemeanours on the system. On the fourth occasion, a break loss will be issued.

Phase 4: WEDNESDAY DETENTION

Straight to Phase 4 if sufficiently serious, or for the next offence worthy of a Break Loss after 3 Break Losses in one term. The Deputy Head takes the detention on Wednesday afternoon during free time (1530- 1630) in Upward 8. An appropriate written task from the Sanctions Folder is completed. Under normal circumstances this detention would entail a clash with match commitments. Parents are informed by the Deputy Head (Pastoral).

A record of the incident and relevant information and correspondence is saved against a pupil's profile on iSams. Deputy Head (Pastoral) and Tutor must be involved in discussions. Parents informed at Deputy Head's/Tutor's discretion.

Phase 5: HEADMASTER'S SATURDAY DETENTION

Straight to Phase 5 if sufficiently serious, or for the next offence worthy of a Wednesday Detention after 3 Wednesday detentions in one year. Headmaster's Saturday Detention is on Saturday afternoon (1430 -1530). Deputy Head liaises with Tutor and Saturday duty staff regarding appropriate supervision. If the Headmaster is available, he will be involved in the supervision of the pupil. Deputy Head, Pastoral installs offenders in convenient location and looks in at regular intervals. Headmaster's detention overrides exeat and matches.

A record of the incident and relevant information and correspondence is saved against a pupil's profile on iSams. Headmaster speaks to offender. Deputy Head and Tutor must be involved in discussions. Parents are informed either by HM, DH or, after discussion with the HM/DH, the tutor may feel that he/she would like to inform parents personally. Copies of correspondence should be recorded on iSams under the pupil profile – notes.

Phase 6: EXCLUSION – (SUSPENSION OR EXPULSION)

Straight to Phase 6 for extremely serious lapses of good behaviour such as being in possession/use of alcohol, smoking materials or drugs, or as the result of a lengthy catalogue of problems resulting in several Wednesday/Headmaster's Saturday Detentions. Suspension is for a fixed period of exclusion, and likely to be for a period of 3, 5 and 7 days depending on the seriousness of the behaviour. The purpose of suspension is to enable a child to reflect on their behaviour with parents, outside of the immediate demands of school attendance; to enable support for reintegration to be put in place, including any structures to promote improved behaviour; to give a period of 'cooling down' when social relationships may have been fraught and emotions high.

A record of the incident and relevant information and correspondence is saved against a pupil's profile on iSams.

The Governor responsible for Wellbeing is also informed by the Deputy Head.

All EXCLUSIONS must be detailed and logged by the Deputy Head (Pastoral).

A record of the incident and relevant information and correspondence is saved against a pupil's profile on iSams/MyConcern. An appropriate detailed email should be forwarded to the relevant staff. Headmaster speaks to offender. Deputy Head (Pastoral) and Tutor must be involved in discussions. Parents are informed/consulted. The Parents' Contract should be read carefully before any form of exclusion. The Chairman of Governors must be consulted before any decision is taken to expel a child, and he should be informed of any suspensions. All exclusions must be recorded:

- 1) in the school's separate exclusion record, maintained by the DHP.*
- 2) All notes/emails/witness statements must be logged on the pupil's/pupils' profiles on iSams/MyConcern.*

Support Systems

Pupils who do not respond to our Rewards and Sanctions policy are offered a number of support systems. Whether this be more informally or in conjunction with the LS Department. Trends are identified and where necessary Ed Psychs are considered or indeed referrals to the School Counsellors.

Breaches of discipline outside of the School grounds

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil/s' poor behaviour outside of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

The School will in most cases report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds.

Alleged sexual offences (including those committed online) will be reported to the police without undue delay.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Breaches of School Rules by pupils which merit exclusion

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not

improved following in-school sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying) in accordance with the School's Anti-Bullying Policy;
- committing a criminal offence;
- Fighting;
- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos or the generation and/or sharing of explicit images of others (for example using AI)
- Engaging in inappropriate sexual activity during school activities and/or while on school property.
- drug and alcohol misuse (including supply/possession/use);
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;

- Serious academic malpractice, for example the improper use of AI generated material and externally examined coursework.
- misconduct which brings or is likely to bring the School into disrepute; and
- persistent disruptive behaviour or breaches of the School's [Behaviour Policy] or School Rules.

Circumstances which may merit required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory.
- Where attendance is unsatisfactory.
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.
- Where in the reasonable opinion of the headmaster the required removal is in the schools best interests (including our staff) and/or those of the pupil and/or of the other children.

As set out in the School's Parent Contract, the School may also require the removal of a pupil in circumstances where the Headmaster considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;

- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the Parent Contract.

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern, allegation or circumstance that could result in the pupil being excluded or removed.

Although the school will endeavour to process investigations and disciplinary steps as swiftly as reasonably practicable, there may be factors which require the school to pause or delay their internal processes.

The Headmaster for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Headmaster or their nominee). Any findings of fact will be made on the basis of the balance of probabilities.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure, this may be, for example, to protect the integrity of any investigation or to support the welfare of the pupil themselves and/or other members of the school community and compliance with direction from statutory agencies. Alternatively, depending on the circumstances of the case, the pupil may be placed under a segregated regime if they remain on School premises.

Decision to exclude / require removal

Prior to any decision being taken by the Headmaster to exclude or require the removal of the pupil, the Headmaster will meet with the pupil and their parents or (in circumstances involving the possibility of

the pupil's required removal on the grounds of parental unreasonable behaviour, issues in respect of progress or attendance or the school's ability to meet need) the parents.

In circumstances where the school believes removal may be warranted because the school is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required (or where there are progress and/or attendance issues) the school will collect relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the Headmaster considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Headmaster will reach their decision. The Headmaster will communicate their decision in writing within five working days from the meeting.

Decision to exclude or require removal will take effect immediately.

Appeals against exclusion / required removal

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with [under Stage 3 of the School's Complaints Procedure, and should be made in writing to the Headmaster within five of the pupil's exclusion / required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file.

Details of the exclusion, required removal or suspension will be recorded on the School's Sanctions Record.

