



## **Discipline Policy**

- The aim of our school discipline policy is to ensure that an orderly environment conducive to effective and efficient learning exists.
- In the Discipline policy for our school, consideration has been given to our school's and students' particular needs and circumstances. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively disruptive free environment.
- The school recognises the variety of differences that exist between children and the need to accommodate these differences within a reasonable scope.
- Students, Teachers, and Parents need to be aware of, and to co-operate with, the school's Discipline Policy.
- Students will be treated fairly and consistently and will need to be aware of the consequences of misbehaviour.
- The Discipline Policy has been devised with regard for the health, safety and welfare of all members of the school community.
- A high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, students, and parents.
- The rules are being kept to a minimum and are positively stated in terms of what students should do.
- The overall responsibility for discipline within the school rests with the Principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises and its environs. A student will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.



Aims

As part of our Discipline Policy pupils are encouraged to:

- Respect themselves and others and to value their own property and that of others.
- Foster a sense of pride in their personal appearance, school work and in their school and community.
- To take responsibility for their actions and to admit and apologise for wrong doing.
- To develop a sense of tolerance and justice in their dealings with others.
- To understand and accept the necessity for rules and the willing observance of them for the common good.



## **Sevenoaks School Rules:**

### Safety-

- I should be careful coming to and going from school.
- I should always walk while in the school building.
- I should remain seated in class and while eating lunch.
- I should run in the school yard with regard for others.
- Hand all notes from the Principal or my teacher to my parents.
- I should never leave the school grounds without the permission of my teacher or Principal.

### Caring for myself:

- I should confide in my teacher if I am unhappy or unwell.
- I should respect myself and my property; always keep my school bag, books, and copies in good order.
- I should always be in school before the bell rings at 8:45 a.m.
- I should show respect for my school and be proud to wear the school uniform.
- I should always be aware of my personal cleanliness.
- I should always do my best in school by listening carefully, working as hard as I can, and by completing my homework.

### Caring for others:

- I should be kind and respectful to teachers and fellow students by being mannerly and polite, by taking turns, and by being orderly in my class line.
- I should behave well in class so that my fellow students and I can learn.
- I should always keep my school clean by placing trash in the appropriate bins.
- I should show respect for the property of my fellow students, the school building, and grounds.
- I should be truthful and honest at all times.
- I will not use inappropriate language, either spoken or written.



## Discipline Policy Guidelines

Management (Principal, Class Teachers, Teaching Assistants) reserves the right to determine appropriate action and response in the light of various situations and circumstances. Thus the following strategies may be modified as deemed appropriate by the authorities in the best interest of the school and students.

- Reasoning with students
- Reprimand (including advice on how to improve), by Class Teacher or Principal
- Prescribing extra work
- Communication with parents
- Temporary separation from peers, friends or others.
- Loss of privileges
- Detention during break
- Referral to Principal
- Suspension/expulsion

### **Procedures:**

The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours, as follows:

### **Examples of minor misdemeanours including, but not restricted to:**

Interrupting class work / Arriving late for school / Running in school building/  
Leaving litter around school / Not wearing correct uniform / Being discourteous/unmannerly / Not completing homework without good reason/  
Endangering self/fellow pupils in the school yard at break time.

### **Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours:**

- Prescribing additional work
- Writing out one copy of school rules and how to better apply the rule that was not adhered to.
- Writing out the relevant rule that was infringed to upper limit of 20 times.



- Note in homework journal to be signed by parent
- Temporary separation from peers – class time/break time
- Sending child to another teacher
- Staying in at recess

**Examples of serious misdemeanours:**

Constantly disruptive in class / Telling lies / Stealing / Damaging school property or other students' property / Bullying / Back answering a teacher / Frequenting school premises after school hours without appropriate permission / Leaving school premises during school day without appropriate permission / Not working to full potential / Using unacceptable language / Bringing weapons to school

Examples of steps to be taken when dealing with serious misdemeanours:

- 1) Send to Principal.
- 2) Principal sends note in journal/letter to be signed by parent.
- 3) Principal meets with one/both parents.

**Examples of gross misdemeanours:**

Unauthorised absence from school, Setting fire to school property / Deliberately leaving taps/fire hose turned on / Aggressive, threatening or violent behaviour towards a teacher/pupil/Smoking/Drinking alcohol/ Possessing or using drugs/Overt sexual behaviour/ Deliberately injuring a fellow pupil/Repeated bullying of other students.

It should be noted that these lists of gross misdemeanours are not exhaustive and consist of examples only. It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

Teachers shall keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive students.

Before resorting to serious sanctions, e.g. suspension, the normal channels of communication between school and parents will be utilised. Parents will be involved at an early stage rather than as a last resort.

**Sevenoaks Academy**

**"Every Child Matters"**



Communication with parents will be verbal or by letter, depending on circumstances. The parents concerned will be invited to come to the school to discuss their child's case. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour towards a teacher will be regarded as serious or gross misbehaviour, depending on circumstances.

Steps to be taken when dealing with repeated serious behaviour and/or gross misbehaviour.

Where there are repeated instances of serious misbehaviour the parents will be requested to attend the school to meet the Principal. If the parents do not give an undertaking that the student will behave in an acceptable manner in the future the student may have to be suspended for a temporary period.

In the case of gross misbehaviour the Principal will authorise an immediate suspension, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case.