



**ST MARGARET'S**  
SCHOOL

Discipline, Exclusions and  
Required Removals Policy

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Discipline, Exclusions and Required Removals Policy including EYFS Review:

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## Introduction

This Discipline, Exclusions and Required Removal Policy (the “Policy”) should be read in conjunction with St Margaret’s School’s (the “School”) Behaviour Management Policy, Anti-Bullying Policy, School Rules, Drugs and Controlled Substances Policy, E-Safety Policy and Complaints Procedure.

This Policy is available on the School’s website and also on request from the School office.

At St Margaret’s School, we encourage the establishment of good teacher/ pupil relationships and support for the School’s values through our code of conduct, school rules and ethos ‘who we are’ as well as a system of rewards and sanctions which is designed to promote a calm, disciplined learning environment across the school.

Our system of rewards includes the below: this is the Senior example and the Junior example is similar and can be read in the behaviour management policy.

Example	Positive attitude: <ul style="list-style-type: none"><li>• Effort/ Engagement in lesson</li><li>• Successful outcome in task</li><li>• Single act of kindness/helpfulness</li><li>• Contribution to co-curricular activity</li></ul>	Noteworthy attitude or achievement: <ul style="list-style-type: none"><li>• Showing leadership through effort/ engagement in lessons</li><li>• Noteworthy piece of work/ homework or showing significant improvement</li><li>• Repeated kindness/ helpfulness</li><li>• Repeated and effective contribution to co-curricular activity</li></ul>	Very good attitude or achievement: <ul style="list-style-type: none"><li>• Consistent leadership through effort/ engagement over a series of lessons</li><li>• Very good piece of work/ homework above expected standards</li><li>• Role model to others in lessons or around the school</li><li>• Consistent and effective contribution to co-curricular activity</li></ul>	Excellent attitude or achievement: <ul style="list-style-type: none"><li>• Excellent effort/ engagement in lessons over a half-term</li><li>• Excellent piece of work/homework or excellent improvement</li><li>• Representing the school in a positive light</li><li>• High performance within or leadership of a co-curricular activity</li></ul>	Outstanding attitude or achievement: <ul style="list-style-type: none"><li>• Outstanding effort/ engagement in lessons over a full term</li><li>• Outstanding piece of independent study that goes well above and beyond</li><li>• Outstanding contribution to school or wider community</li><li>• Winner of a national prize</li></ul>
Reward	1 Commendation	2 Commendations	3 Commendations awarded & HOY/HOD Postcard presented in Year Assembly	4 Commendations awarded & HOS/HOF Certificate presented in Section Assembly	5 Commendations awarded & name entered to annual ‘Book of Excellence’.  Acknowledged in Whole School Assembly.  Nominated for: Head’s Award Junior, Half or Full Colours

## Sanctions for Breaches of Discipline

When poor behaviour is identified, sanctions are implemented in line with the School's Behaviour Policy. We have a range of disciplinary measures which include:

Level	N1	N2	N3	N4	N5
Example	Poor attitude or effort: <ul style="list-style-type: none"> <li>• Calling out</li> <li>• Chewing</li> <li>• Effort in lesson</li> <li>• Homework</li> <li>• Output</li> <li>• Phone out*</li> </ul>	Accumulation of 3 N1's or a single act of disruptive behaviour: <ul style="list-style-type: none"> <li>• Rudeness</li> <li>• Name-calling</li> <li>• Disrespectful to staff or pupils</li> </ul>	Escalation of N2 or breach of school rules: <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Misuse of ICT/Phone</li> <li>• Truancy from lesson (onsite)</li> <li>• Continued rudeness or disrespectful behaviours</li> </ul>	Escalation of N3 or serious breach of school rules: <ul style="list-style-type: none"> <li>• Discriminatory language</li> <li>• Fighting</li> <li>• Smoking/Vaping</li> <li>• Truancy during the day (offsite)</li> </ul>	Escalation of N4 or dangerous behaviour: <ul style="list-style-type: none"> <li>• Intimidation</li> <li>• Physical/verbal abuse</li> <li>• Possession/consumption/ supply of alcohol, drugs, or weapons</li> <li>• Wilful vandalism</li> </ul>
Actions	<ul style="list-style-type: none"> <li>• N1 logged on iSAMS by issuing teacher</li> <li>• *confiscated and handed in immediately to Reception for collection at 4:15 pm</li> </ul>	<ul style="list-style-type: none"> <li>• N2 logged on iSAMS by issuing teacher</li> <li>• Parents/Guardians informed via My School Portal (MSP)</li> <li>• Pupil attends lunchtime detention to complete appropriate task</li> </ul>	<ul style="list-style-type: none"> <li>• N3 logged on iSAMS by issuing teacher</li> <li>• Parents/Guardians informed by letter</li> <li>• Pupil attends after school detention Thursday GB15 4.15-5.15pm</li> </ul>	<ul style="list-style-type: none"> <li>• N4 logged on iSAMS</li> <li>• Parents/Guardians informed by letter or phone call</li> <li>• Pupil attends SMT Friday Detention GB15 4.15 - 5.15pm</li> <li>• Internal/external day(s) of reflection</li> </ul>	<ul style="list-style-type: none"> <li>• N5 logged on iSAMS by member of SMT</li> <li>• Parents/Guardians phoned</li> <li>• Possible involvement of police and other external agencies</li> <li>• Formal suspension or exclusion</li> </ul>

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above, such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the Head of Department and to the pupil's Tutor or Head of Year, and may lead to a lunchtime detention of half an hour. Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Tutor, and may lead to a pupil being set a domestic task for a designated time, usually an hour.

More serious misdemeanours are reported to the pupil's Tutor and Head of Year, and may lead to the withdrawal of privileges for a designated period, usually up to three days, such as, use of the Sixth Form Common Room, permission to leave the site at lunch-time etc. Such breaches may also result in a House mark being given. Please see the School's Behaviour Policy for further information.

Persistent lateness to lessons will be reported to the pupil's Tutor and the Head of Faculty, and may lead to a 15-minute supervised break/lunchtime detention.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Tutor, and may lead to a 30-minute supervised detention at lunchtime supervised by the Head of Faculty/Head of Year.

For boarders, persistent lateness to bed, disrupting other members of the Boarding House, etc may result in House Staff contacting parents; the boarder being placed on a time report card; privileges being withdrawn.

Persistently poor academic performance may result in the Tutor/Head of Year requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks. Parents will be contacted.

Deliberately missing a lesson, or becoming seriously behind in work may result in the Head of Year/Head of Faculty requiring a pupil to attend a 1-hour detention at lunchtime to make up the time/complete the work.

The Head may suspend a pupil, for a period of between 24 hours and one week for very serious indiscipline or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the School may be forced to exclude the pupil, or to require him/her to be withdrawn (as described above).

### **Breaches of Discipline Outside of the School Grounds**

The School takes the conduct of its pupils outside of school grounds extremely seriously, including behaviour online. A pupil's misbehaviour outside of School and online 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 usually report to the police any activity which it believes may amount to criminal activity which takes place either within the school grounds or outside of its grounds. Drugs, controlled substances and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs, then the School will seek immediate medical advice and may involve the police.

Sexual offences will generally be reported to the police immediately.

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**

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 youth-produced sexual imagery;
- 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;
- 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

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in his/her discretion, that the behaviour or conduct of a

parent is unreasonable. A non-exhaustive list of the sorts of behaviour that could merit the required removal of a pupil on the grounds of unreasonable parental behaviour 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;
- behaving in a manner which brings (or is likely to bring) the School into disrepute;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a pupil's progress at the School; and
- breaching the School's Terms and Conditions (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).

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in his/her discretion that the pupil's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Head, the removal of the pupil is in the School's best interests and/or those of the pupil or other children.

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of minor misdemeanours.

### **Investigation Procedure**

The Head undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head's nominee). Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime on School premises.

Prior to any decision being taken by the Head to exclude or require the removal of the pupil, the Head 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, the parents.

If the Head 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 Head will reach his/her decision on the balance of probabilities. The Head will communicate his/her decision in writing usually within five working days from the meeting.

### **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 the School's Complaints Procedure, and should be made in writing to the Head within five working days 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 sanction imposed is exclusion, required removal or suspension, 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 Pupil's Sanctions Record.





[www.stmargarets-school.org.uk](http://www.stmargarets-school.org.uk)

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