



PACKWOOD HAUGH SCHOOL
(Including EYFS)

Sanctions Policy

Authorised by the Governing Body: Yes	Date: 17/10/2024
Produced by: Sue Rigby 01/09/2024	
Date Disseminated to the Staff via the intranet: 01/09/2024	
Date of Review: 17/10/2025	
Signed: <i>James Pitt</i> , Chair of Governors	

POLICY FOR SANCTIONS

This policy can be made available in large print or other accessible format if required.
This policy will be reviewed on an annual basis.

Discipline should be seen as an upholding of the school's standards and expectations of behaviour amongst the children, as laid out in the Packwood Code. This applies when the children are on the school premises and away from the school premises.

Yellows

When Yellows are given:

Yellows are issued for relatively minor offences (not unlike the yellow card of football referees). A Yellow acts as a warning about poor behaviour and records where a pupil has repeatedly got something wrong (for example, repeatedly failing to bring the right equipment or running through the corridor). The Yellow is recorded on the school network and the Form Tutor, Deputy Heads and Head are automatically informed.

It should be stressed that a Yellow is an option for recording a relatively minor or repeated lesser offence. It is often more appropriate for a member of staff to deal with the offending pupil verbally there and then e.g. pick up litter, tidy changing room, go to the back of the queue.

Consequences of a Yellow:

Staff should issue a timely, proportionate sanction themselves. Pupils should immediately carry out a task that encourages them to reflect on their behaviour (such as to stay in during break and write a letter of apology). The member of staff can liaise with the Form Tutor, duty staff or Deputy Head to help administer this when needed.

Reds

When Reds are given:

Reds are issued for more serious bad behaviour and repeated breaches of the Packwood Way, such as:

- deliberate unkindness
- rudeness, repeated disobedience or disrespect, including to people, property and possessions
- aggressive or violent behaviour

A red can only be given after discussion with the Head or Deputy Heads, following discussion with the parties involved in order to ensure that a full picture of the situation is established. In the meantime, staff emphasize how serious the matter is being taken with the pupil and that the incident will be reviewed by the Head or Deputy as soon as possible.

For particularly serious breaches of conduct, the Head may follow the school's exclusion policy.

Consequences of a Red:

When a pupil is given a Red they report to the Deputy Head. They will then, as a sanction, have to miss three break times. They will spend the time in the Deputy Head's office working, for example doing reflective writing on their poor behaviour. Their parents will also be directly informed.

The total number of Reds and Yellows are noted on a pupil's end of term report.

The Senior Leadership Team review the record of Yellows and Reds each week, noting wider lessons learnt. This may involve Deputy Heads following up behavioural themes in assemblies, staff and/ or pupil training, or specific guidance given to tutors in form time.

- **Community Service**

For minor misdemeanours a 'community service' type duty may be set.

- **Removal of Privileges**

Another form of punishment is to withdraw privileges: e.g. off tuck, off TV, early bed. In these cases the Head or Deputy Heads should be consulted. For more serious offences a pupil may have to spend free time in their form room.

- **Report Book**

Poor work or behaviour may result in a child being put on a work/conduct report. This booklet will be completed with a brief comment by each member of staff after each lesson, and by a member of the duty staff at the end of the day. The child reports to the Head or Deputy Heads as arranged. Alternatively, a teacher may simply ask the child to do work again in his / her own time.

If a member of staff is concerned about a child's pattern of behaviour, this should be discussed with the Head.

- **Major Punishments**

There is no corporal punishment or threat of corporal punishment.

No excessive or idiosyncratic punishments are to be used, including punishment intended to cause pain, anxiety or humiliation, deprivation of access to food or drink, enforced eating or drinking, prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline, requirement to wear distinctive clothing as a punishment (or night-clothes by day as a punishment), use or withholding of medical or dental treatment, deprivation of sleep, or locking in a room or area of a building.

The Head is informed of any major punishment and this is recorded, including the reason for the punishment and the name of the person administering the punishment. All major punishments are recorded on the major punishment's list. Punishments recorded here include those for particularly serious offences as outlined in the Packwood Code, any

serious offence not included in the Packwood Code, any offence considered serious enough to be quoted in future reports or references and any offence which would constitute criminal behaviour in the case of an adult.

- **Suspension**

In very serious matters, parents will be contacted and a pupil may be suspended from school for a period of time. The parents will be asked to take the pupil home for a fixed period of time.

- **Requirement to Leave**

For a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of Packwood Haugh school, the pupil may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school. A boarder may be required to leave boarding without necessarily being required to leave the School.

- **Expulsion**

A pupil is liable to expulsion for a grave breach of school discipline, for example a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. Formal expulsion implies that reference to the facts and circumstances will be made in response to every request for a reference.

The Head is required to act fairly. He will make a decision on a case-by-case basis, will expel a pupil from the School only as a last resort and will not expel a pupil other than in grave circumstances. Please see separate policy on Suspension, Expulsion, Removal and Review.

Appendix 1 – Sanctions as outlined in the Policy regarding alcohol, tobacco, drugs and other items.

Appendix 2 – Sanctions as outlined in the Policy for Anti-Bullying.

Appendix 1

Policy regarding alcohol, tobacco, drugs and other items

This policy is inspired by our commitment as a School to the welfare of all of our students. The School is committed to the health and safety of its members and will take action to safeguard their wellbeing.

• Substances covered by this policy

The school applies the definition used by the United Nations, defining a drug as a substance people take to change the way they feel, think or behave.

This policy incorporates:

Solvents and volatile substances

Over the counter and prescription medications

Alcohol

Tobacco

Other legal drugs e.g. alkyl nitrates

Illegal drugs (controlled under the Misuse of Drugs Act 1971)

Any e-cigarette, electronic nicotine delivery system, personal vaporiser or e-liquid designed for use in such devices

Any pornographic material or computer device for that purpose

Any dangerous weapon or other item that might endanger your own safety or that of others

But this list is not exhaustive.

This policy applies on school premises at all times, and also applies to any members of the school community during school hours, whilst students are in residence in the Boarding Houses, on visits and trips, at school events or other occasions related to the school, and on any occasions when the pupils are the responsibility of the staff. The school will search for any of the items named above if they have reason to believe they have been brought back into the school.

DRUGS

Illegal Substances

Forbidden activity

Students must not engage in any drug related activity whilst under the jurisdiction of the school. This will obviously include involvement in the purchase, possession, supply, intent to supply, being concerned in supply, or consumption of the substances covered by this policy. There is a 'no illegal substances' policy at Packwood.

A period of fixed term exclusion from school would normally be the penalty for involvement in purchase, possession, or consumption of illegal drugs or substance of abuse while under school jurisdiction. Permanent exclusion could be sanctioned for purchase, possession or consumption, depending on the circumstances.

In all cases the matter will be referred immediately to the Head, parents will be contacted and pupils are likely to be suspended, and this may be a permanent expulsion. Police may be informed of the matter.

ALCOHOL

Packwood does not allow alcohol to be in the pupils' possession or to be drunk on the premises. Drinking or being in possession of any alcohol in the school is therefore against school rules.

In the event of any pupil found to be in breach of the no alcohol rule the following action will be taken:-

First Offence

Suspension for a period of time to be determined by the Head, depending upon the circumstances.

Repeated Offences

Expulsion.

SMOKING TOBACCO

Packwood has a non-smoking policy and the site is entirely a non-smoking area. Smoking is therefore against the school rules.

In the event of any pupil found to be in breach of the above rule the following action will be taken:-

First Offence

Suspension for a period of time to be determined by the Head, depending upon the circumstances.

Repeated Offences

Expulsion.

Appendix 2

Sanctions for Bullying as laid out in the Anti-Bullying Policy

Where bullying or unkindness is alleged, the Head is informed as soon as possible. It is recognized that a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.' Where this is the case, the school staff would report their concerns to the LADO. Where safeguarding is not considered to be an issue the school would speak to both parties and the action taken by the Head will depend upon the circumstances. Some cases prove to be little more than a misunderstanding, and generally clear guidance as to the standards of behaviour expected will suffice. It may also be appropriate to investigate more closely any underlying reason for the bully behaving as he/she did. If necessary the school would seek advice from external services such as the Multi-Agency Team in Oswestry to support the pupil who is experiencing the bullying or to tackle any underlying issue which has contributed to a child doing the bullying. Possible further steps include:

- Guidance with sanction and warning of consequences of further misconduct
- Conduct report
- Notifying parents – arrange a meeting
- Suspension
- Expulsion (if severe and persistent – the decision to be shared with the Chairman of Governors)