



Castle Primary School

BEHAVIOUR AND EXCLUSION POLICY

Review Date: October 2025
(sooner if required)

1. Introduction

- The good behaviour and discipline of the children is the corporate responsibility of every adult working in the school.
- The aim is to develop, in every child, a high standard of self-discipline, thereby making imposed discipline as redundant as we possibly can.

2. School Rules (to be displayed in all classrooms)

- Appreciate our whole school learning environment.
- Be kind and considerate to others.
- Show mutual respect for everyone, including for their safety.
- Celebrate and understand the differences of all members of Castle Primary School.

3. Procedures

- Good behaviour is rewarded in order to promote a positive ethos in each classroom and throughout the school. We do this by praise, encouragement, team points and stickers.
- Golden Time procedures – choice of activity for three weeks.
- Incidents are dealt with as soon as possible in a firm but calm manner in order to avoid the situation escalating.
- Staff will always explain why the bad behaviour being displayed is unacceptable.
- This, together with a firm word, usually negates the need for further action. If not then a Behaviour Log will be completed by the member of staff.

- Behaviour logs – unacceptable behaviours
 1. Being rude to an adult
 2. Fighting
 3. Using racist comments.
 4. Bullying.
 5. Persistent bad behaviour

- Staff should be prepared to keep a diary of incidents if they involve the same pupil or pupils behaving in an unacceptable manner over a period of time. This can be used, if necessary, in later consultation with parents.

- Should the incident be of a sufficiently serious nature the parents will be notified immediately.

- Communication with parents/carers is vital at this point. During this communication appropriate consequences will be discussed and agreed. In addition, the discussion will explore possible reasons for the poor choices made and support as required will be sought from within school or appropriate outside agencies.

- If any child persists in behaving in an unacceptable manner, there will be a period of consultation with the parents when an attempt will be made to solve the ongoing problems. The School would prefer to work alongside parents in the event of contact being necessary. It may be deemed necessary to consult with outside agencies such as the Educational Psychologist and the Educational Welfare Officer. Temporary exclusion may be sought at this stage following consultation with the Governors/TLP.

- For misbehaviour involving violence, racism, bullying, persistent use of bad language, continual disruption of lessons, theft or vandalism, or of a sexual nature, a report would be submitted to the Local Authority and TLP.

- Should matters continue to deteriorate then a report will be given to the school Governors. This could result in exclusion if it was felt that the safety, general well-being or quality of education of the rest of the pupils was in jeopardy.

- A possible consequence is exclusion (fixed-term or permanent). Decisions related to exclusion are taken by the Head Teacher, in discussion with colleagues, following a very thorough investigation of the circumstances surrounding the incident in question, with full regard for and in line with the DfES Guidance on Pupil Exclusions. TLP and the Local Authority would be informed of any decisions taken to exclude pupils.

Exclusions

The decision to exclude a pupil will be taken in the following circumstances:

- (a) In response to a serious breach of the school's Behaviour Policy
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in the school.

Exclusion is an extreme sanction and is only administered by the Head Teacher.

Exclusion, whether for a fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school's Behaviour Policy:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

This is not an exhaustive list and there may be other situations where the judgement that exclusion is an appropriate sanction are used.

Exclusion Procedure

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The DfE regulations allow the Head Teacher to exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year.

The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for more than 15 days in a school term or missing a public examination.

The Governors have established arrangements to review fixed term exclusions which would lead to a pupil being excluded for more than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations.

Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body/TLP and the Local Authority as directed in the letter.

A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate. During this meeting a Support Plan will be drawn up, which will include a review date.

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians. Records relating to exclusions will be stored confidentially.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one.

There are two main types of situation in which permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence.

These might include:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him".
- Arson
- Behaviour which poses a significant risk to the child's own safety.

The school will involve the police for any relevant offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

General factors the school considers before making a decision to exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Head Teacher will:

- Ensure appropriate investigations have been carried out, which includes allowing the pupil to give her/his version of events.
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy, Equal Opportunity and Race Equality Policies