DISCIPLINE

School Behaviour Policy

Every school has a Behaviour Policy that lists the rules of conduct for pupils before and after school as well as during the school day.

The policy will also say what the school does to prevent bullying.

You can ask the office for a copy of the Behaviour Policy or you can view it on our website www.marlboroughroad.org

Punishments (Sanctions)

Schools can punish pupils if they behave badly.

Examples sanctions include:

- A telling-off
- A letter home
- Removal from a class or group
- Confiscating something inappropriate for school, e.g. mobile phone or MP3 player
- Detention

Detention

Schools don’t have to give parents notice of lunchtime or after school detentions or tell them why a detention has been given.

Physical contact

School staff can use reasonable force to control and restrain pupils. This could include leading a pupil by the arm into a classroom.

Complaining about a punishment

If you disagree with the way your child has been punished, talk firstly to the Principal. If you’re dissatisfied, ask for a copy of the complaints procedure.
EXCLUSIONS

The Headteacher can exclude your child if he/she misbehaves in or outside school. Exclusions will only happen when all other routes have been exhausted.

What happens when your child is excluded?

The Academy will let you know about an exclusion as soon as possible. They’ll follow up with a letter telling you how long your child is excluded for and why.

You should also be told how to challenge the exclusion, if you want to.

Exclusions can start on the same day but the Academy shouldn’t make you collect your child straight away.

Risk of prosecution if child is found in public place

For the first five school days of an exclusion, it’s your responsibility to make sure your child isn’t in a public place during normal school hours unless there is a good reason.

You might be prosecuted if your child is found in a public place when they’re not supposed to be.

Types of exclusion

There are 2 kinds of exclusion - fixed period (suspended) and permanent (expelled).

Fixed period exclusion

A fixed period exclusion is where your child is temporarily removed from school. They can only be removed for up to 45 school days in one school year, even if they’ve changed school.

If a child has been excluded for a fixed period, schools should set and mark work for the first five school days.

If the exclusion is longer than five school days, the school must arrange suitable full-time education from the sixth school day, e.g. at a pupil referral unit.

Permanent exclusion

Permanent exclusion means your child is expelled. Your local council must arrange full-time education from the sixth school day. Permanent exclusion will only be used as a last resort when other strategies have been tried and exhausted.

A permanent exclusion for a one-off or first offence will only happen in the most serious of circumstances.
Alternative education and exclusion

The Academy or your local Education Department (usually Salford City Council or Manchester City Council) must tell you about any alternative education they arrange. It’s your responsibility to make sure your child attends.

Making a complaint

If alternative education isn’t arranged within five days, or you’re not happy with the education, you can complain to:

- The Academy, for fixed period exclusions
- Your local Education Department, for permanent exclusions (usually Salford City Council or Manchester City Council)
- If you’re not happy with the response, you can complain to the Department for Education (DfE).

You’ll need to show that you followed the Academy’s Complaints Procedure.

Challenging exclusion

You’ll get a letter from the Academy telling you what to do if you disagree with the exclusion.

You can ask the Local Governing Body to overturn the exclusion if either:

- Your child has been excluded for more than five days
- The exclusion means they’ll miss a public exam or national curriculum test

If the exclusion is for 5 days or fewer, you can still ask the governors to hear your views but they can’t overturn the Principal’s decision.

Challenging permanent exclusion

You’ll be invited to a review meeting with the school’s governors if your child has been permanently excluded. This will happen within 15 school days.

If the governors don’t overturn the exclusion, you can ask for an independent review by The United Learning Trust. The governors must tell you how to do this.

If your child is still excluded you can ask the Local Government Ombudsman (http://www.lgo.org.uk/making-a-complaint) or the Education Funding Agency to look at whether your case was handled properly. They can’t overturn the exclusion.

Discrimination and other complaints

You can make a claim to a court or a tribunal if you think your child’s been discriminated against. You need to do this within 6 months of the exclusion.

Contact the Equality Advisory Support Service for help and advice.

For more general complaints (e.g. if you don’t want to challenge the exclusion but you’re not happy with the way the school handled it), follow the normal school complaints process.