



DISCIPLINE AND EXCLUSIONS POLICY

September 2026

1) Introduction

This policy should be read in conjunction with the School's Behaviour Management Policy; Anti-Bullying Policy; Drug, Smoking and Alcohol Policy; Online Safety Policy and Complaints Procedure.

At The Newcastle School ('the School'), we encourage the establishment of good teacher-pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a purposeful learning environment. Our system of rewards includes:

- verbal praise and written praise for good work;
- merit for both effort and achievement;
- children signing the Head's book for academic achievement;
- annual subject and year group prizes;
- posting examples of excellent work in art/design, sports and drama and concert achievements on the School's website and social media, so that the community can celebrate success;
- reports to parents
- Achievements assemblies

2) Sanctions for breaches of discipline that do not merit exclusion

All disciplinary actions aim to support pupil wellbeing and encourage restorative practices that promote reflection, accountability, and reintegration into the school community.

When poor behaviour is identified sanctions are implemented in line with the School's ***Behaviour management policy***. School staff can issue sanctions any time pupils are in School or elsewhere under the charge of a member of staff, including on School visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

We have a range of sanctions which include:

- a verbal reprimand from a member of School staff;
- reports to parents (which are always worded to be as constructive as possible);
- additional school work or repeating unsatisfactory work until it meets the required standard;
- the setting of constructive written tasks, e.g., a pupil reflecting on a behavioural incident;
- loss of privileges;
- missing break time;

- detention including during lunchtime, after school and at weekends;
- School-based service or imposition of a task - such as removing chewing gum or picking up litter under supervision;
- regular reporting, including early morning reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring.
- Suspension

The relevant teacher is responsible in the first instance for dealing with minor infringements, such as single incidents of lateness, casual rudeness, unruly behaviour, disruption in class, late or poorly completed work or other minor misdemeanours. They may impose sanctions such as the setting of additional work, requiring a pupil to re-do unsatisfactory work and/or the award of a lunchtime detention.

Repetition of the misbehaviour above or more serious infringements will be reported in the first instance to the child's form tutor (Senior School) or class teacher (Junior School) and may lead to the award of or an after school detention authorised by one of the Senior Tutors (Senior School) or a Co-Head (Junior School).

Persistently poor behaviour in lessons and/or poor academic performance may also result in a child being placed 'on report'. This requires teachers to make written comments on the child's performance at the end of each lesson for a period of one or two weeks

Serious misdemeanours in the Senior School are reported to the Senior Tutor or one of the Deputy Heads.

Serious misdemeanours in the Junior School are reported to a Co-Head of the Junior School or the Head.

A serious misdemeanour, such as deliberately missing a lesson, or becoming seriously behind in work may result in a pupil being required to attend a Saturday morning detention authorised by the Senior School Deputy Head, the Head of the Junior School or the Head.

More serious misdemeanours such as fighting or bullying may result in a child being withdrawn from lessons (internal suspension) either by the Senior School Deputy Head, the Head of the Junior School or the Head.

Persistent lateness to lessons will be reported to the pupil's Tutor (Senior School) or class teacher (Junior School), and may lead to a 60 minute supervised detention after School on a Friday.

The Head may suspend a pupil, for a period of between 24 hours and seven days, 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 to be withdrawn.

3) Breaches of discipline outside of the School grounds

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of school 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 a criminal activity which takes place either within the school grounds or outside of its grounds. Drugs 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, including in cases where a pupil is suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The alleged victim's parents will usually also be informed immediately of the incident and told that the police have been informed. Whether the victim and parents then speak to the police is a matter for them.

4) Breaches of School rules which merit exclusion

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. Serious incidents or persistent poor behaviour which has not improved following in-School sanctions and interventions could result in permanent exclusion of a pupil.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion 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 through social media and other forms of cyber-bullying;
- committing a criminal offence;
- fighting;
- abuse on grounds of race, religion/ belief, disability, special education needs (etc.);
- Sexual harassment misconduct, including non-consensual sharing of nudes or semi-nude images and/or videos;
- 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;
- defamatory comments about the School, including online and social media;

- persistent disruptive behaviour or breaches of the School's Behaviour Management policy.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of exclusion, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

5) Circumstances which may merit required removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School including, where applicable, online) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or in the reasonable opinion of the Head, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

The School reserves the right to impose sanctions for conduct or behaviour which falls short of required removal, including but not limited to the imposition of a period of suspension or a warning (up to and including a final written warning).

6) Unreasonable parental conduct which may merit required removal

As set out in the School's Terms and Conditions, the School may also require the removal of a pupil in circumstances where the Head considers that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with their obligations under the Parent Contract.

A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- discriminatory, bullying or harassing conduct or behaviour towards staff (including sexual harassment);
- 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;
- defamatory comments about the School, including online and social media;

- 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; and
- breaching the 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).

7) Serial or persistent issues

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

8) Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation or circumstance that could result in the pupil being excluded or removed.

The Head will make decisions about exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head or a nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information / evidence collated which is relevant to the allegation, concern or circumstance (which could result in the pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision.

In circumstances where the potential ground for removal or exclusion relates to the conduct of the pupil or engages their safety or well-being, 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 if they remain on School premises.

9) Decision to exclude / require removal

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 or ability to meet need) the parents.

In circumstances where the School believes removal may be warranted because the School is unable to meet the pupil's needs, reasonably accommodate adjustments or reasonably provide the level or nature of support required, the School will collate relevant information and evidence (including where available and appropriate any external or expert evidence or assessments), share and discuss these with the parents and provide the parent with a reasonable opportunity to share their views.

If the Head considers that further investigation/information 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 a decision having taken all the relevant circumstances into account. The Head's decision will be communicated in writing within five working days from the meeting.

10) Recording and monitoring

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file. In cases where the decision to require removal was not due to the pupil's behaviour or conduct, e.g. because of the School's inability to meet need or unreasonable parental conduct, this will be clearly noted.

Details of the exclusion, required removal or suspension will be recorded on the School's Sanctions Record.

11) Appeals against exclusion

The School will always offer the right of appeal to any pupil excluded from the school. Any appeal against exclusion will be dealt with under Stage 3 of the School's ***Complaints procedure***, and should be made in writing to the Head within one week of the pupil's exclusion.

POLICY CONTROL - DISCIPLINE AND EXCLUSIONS POLICY

Status & Review

Statutory policy or document	Yes
Publish on school website	Yes
Review frequency	Every three years
Approval date	September 2026
Review date	September 2029

Version Control

Author	Creation / Revision Date	Version	Status
Head (GH)	November 2025	1.0	Final approved version for publication. Supporting policies stated. Clarified when staff can issue sanctions to pupils, including persistent lateness, permanent exclusion, unreasonable parental conduct. Further information documented about decision to exclude/ require removal, appeals, recording and monitoring. Head's decision to be communicate within five working days from the meeting. Section numbering inserted. Headmaster changed to Head; son changed to child Introduction of version control
Executive Assistant (TA)	September 2026	2.0	Changed school name to The Newcastle School. Changed Head of Junior School to Co-Heads of the Junior School.