

SANCTIONS AND SUPPORT

1. Personal Arrangements:

Everything from stern talkings-to, lines, essays, keeping in at break times etc., but always short of becoming a recorded school punishment.

2. Imposition Paper:

To be used for work which is not done properly, not done on time or not done at all. The pink 'Imposition Paper' is filled in by the teacher who makes a note in his/her Mark Book. The Pink IP sheet is attached to (stapled?) the relevant stationery (A4, A3, graph paper, exercise book etc.) and given to the recalcitrant pupil who takes it home, does the work and gets a parental signature on the pink sheet. The NEXT day the pupil gives the work to the subject teacher, who passes the completed slip to the Form Tutor for future reference. Pupils accumulating significant numbers of IPs will incur further punishment, with three usually leading to a Friday DT. NB A new form has been introduced from September 2009 to record poor or incomplete GCSE work. See ACH for details

3. Friday Detention:

Friday DTs are for offences against the person or community eg. insolence, fights (small scale), petty vandalism, rudeness, bad behaviour, breaking of (some) school rules etc. The usual entry must be made in the DT Book. A DT slip must be filled in and *must* be signed at home to be valid. We must give 24 hours notice, so Thursday is the last day for issuing a DT for the same week. All Friday DTs are for one hour. ERC will automatically contact home if pupils miss DT, have an unsigned or obviously forged signature on their DT slip. A pupil getting three DTs in one term will be a trigger for further action, usually a Saturday morning detention. Friday DTs take precedence over other school activities. Detention duty is on a staff rota system.

4. Sixth Form Detention

These are on Fridays in the SFRR and last two hours. These DTs are for any Sixth Former who has committed a misdemeanour, or has failed to do some work. JDW administers the system (DT slip and book as above) and detention duty is taken by staff on a rota. Three SFDTs will trigger a further response, usually a Saturday morning detention.

5. Saturday Detention:

This should continue to be used sparingly. It is appropriate for serious repeat offenders (see above), for breaking major school rules eg. smoking, driving offences, persistent bullying, nasty fights etc. Sixth Formers consistently refusing to produce work, and any pupil caught bunking off a lesson or even school (!), are obvious customers. SatDTs last three hours as a rule, take place on Saturday mornings, and take precedence over other school activities. Parents always get a letter from ERC/JDW (or HM) All requests for a SatDT should be routed via ERC/JDW with written or verbal explanation of why it seems an appropriate response. A member of the SMT always supervises these detentions. NB Three Saturday detentions normally result in a temporary exclusion (suspension)

1. **Temporary Exclusion:** HM decision for serious offences. Pupils will not be suspended twice (see below).
2. **Permanent Exclusion:** HM decision for very serious offences or following a temporary exclusion. A protocol for this is available from the Headmaster.
3. **Report Card:**

(Years 7 to 11) This is really as much support as punishment. It is best used for pupils who are under-performing in all or some subjects, or who are behaving unacceptably in all or some lessons. Parents are always informed (and must sign the card each week). Short periods on report (eg. half a term) are probably best, but only if the expected improvements have been achieved. The selection/admin/storage burden rightly falls on Form Tutors. **Daily Report Sheets** can also be quite effective (ask ERC)

9. Sixth Form Weekly Report:

This form is used to keep Sixth Formers up to scratch on their academic work, if they have proved themselves incapable of working adequately in a self-directed way. Ideally this would only be used briefly in order to get the pupil back on track. The system is administered by JDW/PAH with Tutors.

10. Monitored Private Study:

This is used to ensure that academically lacklustre Sixth Formers use their PS periods properly. They are required to spend PS period in the SFRR where duty staff will complete the register of those currently on MPS. This is run by PAH in liaison with Tutors and JDW.

11. Five o' clock Report:*

Some pupils may also be encouraged/required to join the homework club which is run in the library after school by PJM. This is normally used for middle school pupils over whom there is an ongoing concern. This is sometimes useful for pupils who seem to find doing homework difficult. The pupil has to work in the Library until 17.00, at which he/she must get his/her report slip signed by a member of staff. This can be support, or it can be a punishment, eg. 'pinning down' a Sixth Former who has wasted his/her/your/somebody's time, or for serial lateness. NB The parents of pupils from Y7 to Y11 must be informed in advance. ERC too.

* **08.15 or similar Report** is quite effective for helping persistently late pupils learn to be more punctual

Please note: Corporal Punishment in any form is not used at Eltham College, in accordance with national legislation and our own ethos.