

## **CITY OF LONDON SCHOOL FOR GIRLS**

### **PASTORAL CARE, DISCIPLINE AND EXCLUSION POLICY**

This policy was adopted by the Board of Governors in 2002, reviewed in 2008 and updated in 2014. This updated version will go to the governors in October 2014 for approval. It is a summary of long standing procedures which are reflected in the School's Mission Statement and Values, in the Code of Conduct for Pupils and in the Parents' and Prep Parents' Handbooks. To be next reviewed by June 2017.

#### **CONTEXT**

CLSG is an academic school, which seeks to provide an atmosphere in which every girl is able to achieve her maximum potential. It is a school which seeks to support and to develop the whole persona and which recognises that pupils will achieve their best academically if they are provided with the opportunity to take part in the widest possible range of extracurricular activities, which contribute to the development of confidence and self-esteem. The school also recognises that pupils will only achieve their best in an orderly and purposeful atmosphere, where they feel known, safe, valued and respected.

#### **THE SCHOOL'S PASTORAL STRUCTURE**

A House System exists to facilitate vertical integration, to offer informal pastoral support and opportunities to develop self-esteem and a sense of responsibility.

The School's formal pastoral system is horizontal. The Form Tutor is the person who takes responsibility for the daily pastoral care of a pupil, having an overview of their academic progress, personal relationships and social development.

Form Tutors are supported by Deputy Form Tutors and work in teams with Heads of Section, as follows:

Preparatory Department	Years 3 – 6	Head of Preparatory Dept.
Lower School	Years 7 – 8	Head of Lower School Assistant Head of Lower School
Senior School	Years 9 – 11	Head of Senior School Assistant Heads of Senior School
Sixth Form	Years 12 & 13	Head of Sixth Form Assistant Head of Sixth Form

The Deputy Head oversees the work of Heads of Section and Assistant Heads of Section and meets with them regularly. The School also offers a confidential counselling service to which girls may self-refer or be referred by parents or staff. The School Counsellors are in school regularly each week and are fully qualified professional counsellors.

All girls in the School are offered Personal Health, Social and Citizenship Education, which is delivered by Form Tutors, other members of the school staff and in some instances by outside specialist speakers.

The School employs a full time School Nurse and the School Doctor also visits the School regularly. In addition to her medical responsibilities and attending to the physical health of pupils, the School Sister is also qualified in counselling and offers pastoral support to girls as required.

### **DISCIPLINE**

The school can only achieve its educational objectives within an orderly framework, where clear boundaries of acceptable behaviour and mutual respect are established. The expected standard of behaviour is clearly laid out in the School Code of Conduct, which is also summarised in student planners.

### **SCHOOL COUNCIL**

The School Council meets at least once a term, often dividing into groups along Year Group lines. Pupils have the opportunity to raise issues of concern to them and to discuss matters affecting the quality of their lives and learning. Meetings are chaired by members of the Head Girl Team, who also set the agenda in consultation with members of the school's Senior Management Team.

### **REWARDS AND SANCTIONS**

The School seeks to reward and to encourage positive behaviour. To this end, a system of rewards and sanctions is in operation, as set out in the school's separate Rewards and Sanctions Policy. Rewards include merit marks and letters of commendation sent to parents.

When necessary, sanctions are taken against pupils who fail to behave in an appropriate manner.

These sanctions are always intended to be proportionate and fair. They include

- Loss of privileges – particularly in the 6th form.
- Detention and lunch time “referral”.
- Being put on “report” – Report systems exist for pupils who are failing to make a sufficient effort, for those who are failing to produce homework regularly and for those who are frequently late or unpunctual.
- Permanent or temporary exclusion – Very rarely used for very serious misconduct or frequent and repeated failure to behave appropriately.

### **SCHOOL POLICY ON EXPULSIONS**

**Expulsions** are very rare at CLSG and are regarded as a sanction of last resort. A girl may be expelled for a single act which constitutes a major violation of discipline, such as breach of the school rules on substance abuse, or for a pattern of repeated

instances of behaviour which is detrimental to her own well-being and learning, or the well-being and learning of others.

Procedures for expulsion are:

- The Headmistress (or in her absence the Deputy Head or Director of Studies) will decide upon whether a pupil should be excluded.
- Before the decision is made, a full investigation will have taken place and the girl concerned will have been questioned fairly and been able to have stated her own position and version of events.
- Parents will always be informed fully of the reasons for expulsion and given a copy of the Review Procedure.
- The Chairman of Governors or the Deputy Chairman in the Chairman's absence will always be informed of expulsions.
- Parents will be able to lodge an appeal against an expulsion within seven calendar days of being notified of the expulsion.
- An appeal review meeting will take place as soon as possible after the appeal has been lodged.
- The appeal review panel will consist of three members of the Board of Governors, who have not been previously informed of the details of the case in question. Parents may, if they wish, ask the school to nominate an independent person to take the place of the third Governor on the panel.
- The appeal review will be conducted in accordance with the Expulsion of Pupils – Review Procedure.
- The student will be required to remain away from school pending the outcome of the review.

## **REFERENCES**

- The Preparatory Department Parents Handbook
- The Senior School Parents Handbook
- School Code of Conduct
- School Policy on Sex and Relationships Education
- School PHSCE Policy and Curriculum documents
- School Anti-Bullying Policy
- Rewards and Sanctions Policy
- Expulsion of Pupils – Review Procedure

**ANNEX A****EXPULSION OF PUPILS – REVIEW PROCEDURE****1. IMPORTANT NOTE**

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in a review hearing following expulsion or the required removal of a pupil.

**2. REQUEST FOR REVIEW**

Parents/guardians seeking a review of a decision to permanently exclude a pupil from the School must notify the Clerk to the Governors of the City of London School, at Guildhall, London EC2P 2EJ of their request in writing within 7 calendar days after the parents/guardian were first notified of the decision to exclude, or such longer period of time as the Clerk to the Governors may specify giving full reasons for the request for review.

**3. REVIEW PANEL**

A Review Panel comprising 3 members of the Board of Governors selected by the Clerk to the Board of Governors (one of whom will generally be the Deputy Chairman of the Board of Governors) will be convened as soon as practicable after the request has been received.

Parents/Guardians may ask the School for an independent person to be appointed to the Panel in place of the third Governor. This request must be made when making the request for a review. The School will nominate an independent person of its own choosing who has not previously been informed of the details of the case.

**4. PREPARATION FOR REVIEW HEARING**

Parents/guardians will receive at least 7 working days written notice of the date, time and place of the meeting of the Review Panel.

At least 5 working days before the day of the review hearing the Headmistress and the parents/guardians shall provide to each other and to the Clerk to the Governors copies of any documents which are intended to be referred to. All the documents will be made available to the members of the Review Panel prior to the day of the review. The documents to be provided by the Headmistress will usually include the pupil's file and other relevant written pupil records.

The Clerk to the Board of Governors will take notes of the hearing. The notes will not be circulated afterwards. Tape recordings will not be permitted. The parents/guardians, the pupil, if aged 16 or over, and the Headmistress will have the chance of addressing the Review Panel either orally or by written statement. The parents/guardians/pupil may be accompanied by a friend or relation if desired, but not by a legal representative.

## **5. THE REVIEW HEARING**

The review procedure is intended to be informal by nature. However, one member of the Panel will act as chair of the Panel and will conduct the hearing in such a manner as s/he thinks fit ensuring that all those present have the opportunity to ask questions and make comments.

All those who attend the review hearing are expected to show restraint, courtesy and good manners towards all those present, otherwise the Chairman may, in his/her discretion adjourn or terminate the review hearing. If the hearing is terminated the original decision will stand.

Where two or more pupils have been acting in concert and some or all of them have been expelled, the Review Panel may deal with all reviews at the same time.

## **6. MATTERS WHICH THE REVIEW PANEL MAY CONSIDER**

The Review Panel may take into account all of the following circumstances in relation to each issue raised:-

- The nature and gravity of the complaint/s against the pupil.
- Whether or not the grounds of the complaint have been reasonably well established on the information that is before the Review Panel, including any information given before the expulsion.
- Whether the complaint was investigated fairly.
- The level of co-operation that has been given by the pupil and her parents.
- The effect of the pupil's alleged conduct on other members of the School community.
- The general record of the pupil during her time at the School.
- The interests of the School community balanced with those of the individual pupil.
- Any other circumstances which appear to the parents, the pupil or the chairman of the Review Panel to be relevant.

## **7. THE DECISION OF THE REVIEW PANEL**

Parents/guardians will be notified of the Review Panel's decision by the Chairman of the Review Panel by letter within 3 working days of the hearing. The decision of the Review Panel may be a majority decision and will be final.

**Note:** The same procedure will be used in a case of the required removal of a pupil for reasons of the pupil's conduct.