

Behaviour and Discipline Policy



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Lucton School's Behaviour and Discipline Policy is based on our School's Personal and Moral Values:

LUCTON SCHOOL Personal and Moral Values



Compassion

care, concern, kindness, thoughtfulness, sympathy, empathy, love

Courage

resilience, perseverance, determination, bravery

Initiative

creativity, resourcefulness, ingenuity

Integrity

honesty, truth, trustworthiness, reliability, honour

Responsibility

duty, obligation, accountability

Respect

tolerance, understanding, open-mindedness, dignity, patience

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Prep School Code of Conduct

Pupils in the Prep School are expected to adhere to the following code of conduct:

- 1 *Always tell the truth.*
- 2 *Try your hardest at all times.*
- 3 *Treat your friends and schoolmates as you would wish to be treated yourself.*
- 4 *Do not tease - teasing is the start of bullying.*
- 5 *Speak politely and quietly - shouting is unacceptable.*
- 6 *Stand up when an adult enters the room.*
- 7 *Always open doors for adults.*
- 8 *Don't sulk when things go wrong - don't boast when you win.*
- 9 *Do not take anything that doesn't belong to you. If anyone lends you something, look after it.*
- 10 *Walk around the school. Do not run - you could cause an accident.*

Senior School Code of Conduct

The following pages are produced in a separate booklet which is issued to all new pupils.

CODE OF CONDUCT AND BEHAVIOUR POLICY

At Lucton we endeavour to raise standards in every area of school life including behaviour. We believe that everyone has the right to be treated with respect and as an individual and that good relations are vital to the successful running of the school. Parents are expected to support the School in upholding the Code of Conduct and maintaining the standards and values of Lucton School.

1 Code of Conduct

All pupils should endeavour to:

- understand other people's point of view and treat everyone with kindness and respect in the way we would like them to treat us;
- make it as easy as possible in class for everyone to learn;
- move sensibly and quietly around the school;
- always speak politely to everyone - shouting is discourteous;
- keep the school buildings and grounds tidy so that it is a welcoming place of which we can all be proud;
- wear the Lucton uniform with pride.

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2 Rewards

Whenever possible we aim to be positive in our approach and to recognise and reward good behaviour rather than take it for granted.

Merits in the Middle and Senior School, and in the Prep School are awarded to pupils who have produced an excellent piece of work or who have made a considerably good effort with several pieces of work or to pupils whose work has shown significant improvement. Merits are also awarded for good behaviour or for making a positive contribution to school life or to the community.

Staff take every opportunity to offer praise and encouragement to pupils.

The highest number of merits is celebrated at the end of each term. In addition there is an annual shield. Weekly totals for each House are announced in Assembly.

3 Sanctions

We believe that pupils feel more secure if they know where the boundaries of acceptable behaviour are and what sanctions will be used if they overstep the mark. We believe that punishment is most effective if it is applied fairly.

A range of sanctions is available to staff including reprimands, demerits, loss of privileges and detentions. For pupils who behave persistently badly, or for particularly serious incidents, subject staff will involve other colleagues. Referrals will be made to Form Tutors in the first instance, followed by the Pastoral Deputy Head and the Headteacher.

Following referral, a range of sanctions may be used: monitoring behaviour by a report, loss of privileges or school detention. Parents will be contacted if there is concern.

School detention may result from the accumulation of several demerit slips in the Senior School or from a single breach of school discipline.

Suspension or exclusion from school may also be used when deemed appropriate by the Headteacher or the Pastoral Deputy Head

4 Rules and Behaviour

Lucton prides itself on being a small, friendly school in which pupils not only work hard but also learn to live together as members of a well-ordered and caring community. Common sense, courtesy and respect for each other should therefore be the guiding principles of our daily conduct.

The following rules are intended to clarify the most important areas, but no list can ever cover every eventuality. Most of these affect the Middle and Senior School primarily but also, to a certain extent, the Prep School. We expect our pupils to use common sense in handling day-to-day situations.

4.1 Work and Prep/Homework

4.1.1 Pupils should always endeavour to work conscientiously and must ensure that they bring the correct books and equipment to school as required.

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4.1.2 Homework is an essential part of the school curriculum for all pupils and is carefully graded according to age. Every pupil in Year 6 and above must keep a record of the work set in a homework diary issued at the start of the year. It is expected that parents will foster a positive attitude to this essential part of work at Lucton. Parents are asked to sign the prep diary each week.

4.2 Behaviour

4.2.1 Pupils are expected always to show courtesy and consideration for others, both adults and children alike. Rudeness, lying, teasing and foul language will not be tolerated.

4.2.2 Pupils should conduct themselves sensibly and quietly within the school buildings:

- no running or unruly behaviour of any kind indoors;
- keep left when using stairs;
- wait quietly in line outside classrooms, not crowding the door;
- stand up for teachers and visitors as they enter rooms and at the end of lessons;
- always leave desks and chairs tidy when vacating a room;
- no eating of any kind during lessons or prep.

4.2.3 All damage or breakage must be reported and paid for by those responsible.

4.2.4 Good table manners are expected at meal times.

4.3 Attendance and Appearance

4.3.1 Regular and punctual school attendance is essential, unless prevented by illness. For illness a telephone call must be made to the School Office on the first day of absence by 9.30am and a written letter must be sent to school on the pupil's return. For all other possible absences a letter requesting permission must be sent to the Headteacher well in advance. All boarders who are unable to leave at the end of term at 5.00pm should stay overnight and leave on the next day. School transport is always arranged for the day before term starts and the day after the end of term for overseas boarders.

4.3.2 Correct school uniform is always to be worn and full PE/games kit is essential when required. A written note is needed to excuse a pupil from games or swimming. Pupils must arrive at and leave from school in full school uniform, not PE or games kit.

4.3.3 All clothes and shoes must be clean and in good repair, marked clearly with the owner's name and worn in a smart and tidy manner.

4.3.4 No jewellery may be worn, except one 'sleeper' (stud) in each pierced ear for girls. Nail varnish and make-up may not be worn below the Sixth Form. Hair should be naturally coloured, neat and smart, neither excessively short (nothing less than a grade 4) nor too long. Long hair must be tied back at all times in either a red or black hair band. All pupils should have two pairs of black shoes (not trainers). It is essential that the heels for girls are not too high – maximum of 2.5 cm (one inch). Girls should also wear black tights. Boys should be clean shaven. During the cold weather, pupils should wear school pullovers and school scarves. "Hoodies" should not be worn under blazers.

4.3.5 Body piercing and tattoos are not permitted.

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Please note: In all matters of dress and appearance the arbiter of what is acceptable is the Headteacher. Pupils whose dress or appearance is unsatisfactory may be sent home.

4.4 Property

All reasonable precautions are taken to safeguard a pupil's property but the school cannot accept responsibility for loss. Essential valuable items such as laptops, cameras and sports equipment should be covered by the pupil's home insurance policy. To help trace lost property and prevent theft, parents are asked to ensure that:

- names are clearly and permanently marked on all items of clothing and property;
- no valuables and only essential money are brought to school. If this is unavoidable the items should be handed in at the School Office at 8.40am and reclaimed at the end of the day.
- Mobile phones and other media devices should be handed in at the start of each day for pupils in Year 11 and below.

4.4.1 All pupils are expected to show consideration for each other's property and care for school property. Graffiti and any other forms of vandalism will not be tolerated.

4.4.2 Nothing should be borrowed from someone else without first asking permission. Borrowing is discouraged, as is swapping or buying and selling items.

4.4.3 All boarders must have a lockable tuck box for the safekeeping of valuable items.

4.5 Bounds

4.5.1 No pupil should ever leave the school premises or go out of bounds without permission.

4.5.2 Pupils may use designated classrooms during breaks, provided they are kept clean and tidy. The Upper Hall, stage and adjacent room are out of bounds.

4.5.3 When on the field, pupils must be visible at all times from the steps by the pavilion. Pupils may not go into the bushes. The woods and orchard are out of bounds. Trees may not be climbed.

4.5.4 The Middle School is out of bounds to pupils not in the Middle School.

4.5.5 The staff common room is out of bounds to all pupils.

4.5.6 No other pupil's room in the Boarding House can be entered without the direct permission of the occupant.

4.5.7 The Boarding House is out of bounds to day pupils and the boys' and girls' areas within the Boarding House are out of bounds to pupils of the opposite sex.

Please note: The Boarding House is out of bounds to all pupils from 8.30am to 5.00pm except for first aid or medical attention. In consultation with the Head of the Sixth Form, some members of the Sixth Form may enter the Boarding House during the day.

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4.6 General

4.6.1 The following are forbidden in school:

- catapults, water or cap pistols, guns, fireworks, matches, lighters, knives and other items liable to cause harm;
- chewing gum;
- cigarettes, alcohol or drugs of any kind;
- electronic games;
- aerosols;
- magazines;
- any form of gambling or playing for money.

4.6.2 Mobile telephones are only allowed for Sixth Formers during the school day if they are switched off. All other pupils must hand in their phones at the start of the day and collect them at the end. Boarders must follow the Boarding House rules for mobile telephones. Contravention of this rule will result in the mobile being confiscated for seven days. Confiscation and/or abuse of the use of electronic equipment may result in the contents of the equipment being reviewed by the school.

4.6.3 Every pupil is responsible for keeping the School and grounds free from litter.

5 Sequence of Pupil Punishments

Despite the positive and caring philosophy of the School there will inevitably be times when pupils fall short of the standards expected. We therefore have a carefully considered range of sanctions and punishments, partly to act as a deterrent, but more importantly to let the parents know and to make the wrong-doer think about what he or she has done. A list such as this does not attempt to be exhaustive. We rely at all times on the discretion of teachers.

5.1 Standards

Pupils are expected to maintain high standards of conduct and appearance at all times. Standards include, for example, correct and complete uniform, courtesy, good manners, consideration for others, tidiness, effort, hard work and pride in themselves and the School.

5.2 Minor Offences

Various offences may be given a demerit in the Senior School, to be entered on Schoolbase and reported to the Form Tutor. These may include the following:

- lack of correct uniform and appearance;
- forgetting books or equipment for class;
- failure to complete homework;
- late arrival at class without good reason;
- rudeness or meanness to others;
- being out of bounds.

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5.3 Detention

This is given for:

- incomplete work;
- poor behaviour;
- uncooperative behaviour in class;
- mindless behaviour causing damage;
- extreme meanness or rudeness to others;
- swearing.

A detention may be accompanied by a weekly report sheet to be signed by staff on a lesson-by-lesson basis.

5.4 Suspension (Internal or External)

A pupil may be suspended by the Headteacher or the Pastoral Deputy Head for a serious offence. The aims of a suspension are to:

- remove the offender from the company of his or her peers to reduce the impact of the incident;
- involve parents in discussion and resolution of the problem;
- emphasise the seriousness of the incident and the fact that repetition could lead to exclusion.

Offences:

- smoking or possession of tobacco or possession of alcohol;
- fighting, physical violence or anti-social behaviour such as theft;
- bullying: single serious case or cumulative;
- blatant or persistent rudeness or lack of cooperation with staff;
- trespass into areas designated for the opposite sex or breaking bounds after Lights Out;
- any other serious incident which in the Headteacher's opinion is harmful to the good order of the School or welfare of other pupils.
- persistent disregard of School rules (e.g. a large number of demerits or detentions).
- Repeated breaking of School rules and/or bounds.
- Repeatedly gaining demerits and/or detentions.

A further offence following suspension is likely to lead to a written warning of exclusion which will be given to the parents of the student involved.

5.5 Exclusion

A pupil may be immediately excluded for incidents such as: assault, theft, bullying, for possession of drugs, sexual impropriety or for any other incident involving gross misconduct. (This is not an exhaustive list.)

A pupil may also be excluded if, in the Headteacher's opinion, he or she is exercising a harmful influence over other pupils or if the pupil's general behaviour is detrimental to others or to the good of the school.

Exclusion is the decision of the Headteacher in consultation with the Chair of the Governors.

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6 School Routines

6.1 Registration

Registration is a legal requirement. All pupils will attend registration as directed by their Form Tutor.

6.2 Assembly

Form Tutors accompany their classes to the Memorial Hall for assembly. When the piano is played pupils are expected to wait for the start of assembly in silence.

6.3 Lessons

At the start of the lesson, pupils should sit quietly with the correct books and equipment ready on the desk. At the end of the lesson, when the teacher has given permission, students should stand up behind their chairs with their books packed away, leaving the classroom tidy.

Pupils should stand up if any adult, visitor or the Headteacher comes into the room.

6.4 End of day

The school day ends at 5.00pm. All pupils should leave wearing full School uniform.

6.5 Valuables

Lockers are provided in which pupils may keep personal items, but parents are requested not to allow their children to bring money or valuable items into school, as responsibility cannot be accepted for the loss of personal possessions.

If, despite this request, a valuable item or money must be brought to school, it should be handed to the Form Tutor at 8:40am. Money and valuables should **never** be left in coats or bags in cloakrooms.

Mobile phones, ipods and other personal electronic equipment must not be used during the School day and should be handed in at the start of the day. Contravention of this rule is likely to result in the equipment being confiscated for seven days.

6.5 Coats and Bags

Each pupil is allocated a locker. Space in the changing rooms is available in which pupils may leave coats, briefcases, sports bags, football boots, training shoes, tennis racquets, hockey sticks, and so on.

All pupils will require two bags:

- a briefcase/black bag to carry books, pencil case, calculator and other equipment to lessons;
- a sports bag for PE/games kit/towel.

The briefcase/black bag will enable pupils to keep their books dry and in good condition. Books and equipment which are not in use must be stored in lockers and not left around the School.

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All PE/games kit must be kept in a sports bag in the changing room when not in use.

Pupils should not leave sports bags in School at weekends or during the holidays.

6.6 Tuck

A drink and biscuits are provided for all pupils at the morning and afternoon breaks. At break, there is a range of snacks available from Lucton Express. Lucton Express is an enterprise which is managed and run by pupils. In consultation with staff, Lucton Express impose limits on the purchase of too many sugary foods and drinks.

Chewing gum is forbidden at all times.

7 Responsibilities of Parents

Staff are most approachable and would encourage you to speak with them about any concerns you have about your child as this will help to ensure that the needs of each individual pupil are met. Parents should initially make contact with the Form Tutor. The Headteacher, Pastoral and Academic Deputy Heads, Head of Sixth Form, Head of Middle School, Head of Prep School, Head of Nursery and Designated Safeguarding Lead (DSL) are also available. For medical matters, the School Matron is available for advice.

Parents must ensure that:

- The School Office is informed immediately of any change of personal or contact details.
- Staff are informed of any sensitive issues or medical problems that may affect children in their care. Any worries or concerns should be reported as soon as possible.
- Pupils attend School as indicated by the term dates.
- Pupils attend all major school occasions such as the Carol Service, Speech Day, Open Days etc.
- Pupils attend other appropriate activities, e.g. sports matches, music events.
- Pupils are collected and arrive at the correct times.
- All clothing and personal items are named or can be identified.
- Pupils have the correct uniform and equipment for school.
- Pupils are familiar with the School rules and the rules are actively supported.
- All correspondence is returned promptly.

Staff will actively support and reassure parents in every way possible. The role of being ‘in loco parentis’ is taken very seriously and every pupil is looked after and cared for as an individual.

8 Complaints Procedure

There may be occasions when parents have specific concerns about their child’s work, progress or treatment at school. If this happens, we hope that you will let a member of staff know of your concerns so that we can work together to resolve the problem. In the first instance the pupil’s Form Tutor should be contacted.

Should there still be a concern, parents should speak to the Head of Prep School, the Boarding House Parents, the Head of Middle School, the Head of Sixth Form or Pastoral or Academic Deputy Head as relevant or appropriate.

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In the event of a more serious or continuing problem, parents are invited to arrange to discuss matters with the Pastoral Deputy Head initially and then the Headteacher.

Any further complaint about any aspect of the School should be addressed through the School's complaints procedure, which is available from the School Office.

Behaviour related to a disability

The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where Exclusion needs to be considered, the School will ensure that a disabled pupil is able to present their case fully where their disability or special educational need might hinder this. Any religious requirements will also be considered.

Malicious allegations against staff

Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to remove their child or children from the School on the basis that they have treated the School or a member of staff unreasonably and compromised the requirement for mutual trust and confidence.

In accordance with the DfE's guidance *Dealing with allegations of abuse against teachers and other staff* (October 2012), the School will consider a malicious allegation to be one where there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

Use of reasonable force or restraint

Any use of restraint force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013) and as set out in Appendix 1.

Corporal punishment is not used at Lucton School and force is never used as a form of punishment.

Restraint will be used only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

committing a criminal offence;

injuring themselves or others;

causing damage to property, including their own;

engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Where restraint is used by staff, this is recorded in writing.

Records

Administration of major punishments (internal suspension or above) are recorded in the Disciplinary Records file with the name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment.

Appeals

A pupil or his / her parents may request a Review of the Head's decision to Exclude or where a decision has been made to suspend a pupil for ten school days or more, or where suspension would prevent the pupil from taking a public examination. The form of application for a Review will be supplied to parents on request at the time of the original decision.

There will be no right to a Review of other sanctions but a pupil who feels aggrieved may ask the Head to take up his / her concerns with the member of staff who imposed the sanction.

The School's policy on Equal Opportunities and Racial equality, which underpins this work too, can be found in the School Office and on the website.

This policy must be read in conjunction with our Safeguarding Policy, which provides an overarching umbrella to describe how we work.

Appendices follow overleaf.

- Appendix 1 Use of reasonable force**
- Appendix 2 Prohibited items**
- Appendix 3 Searching with consent**
- Appendix 4 Disposal of confiscated items**
- Appendix 5 Communication with parents**
- Appendix 6 Exclusion Appeal Review – form of application**

Appendix 1 Use of reasonable force

Reasonable force may be used to prevent a pupil from doing or continuing to do any of the following:

committing a criminal offence;
injuring themselves or others;
causing damage to property, including their own;
engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing him / her to do so would risk his / her safety or lead to behaviour that disrupts the behaviour of others.

In addition, reasonable force may be used to conduct a search for "prohibited item" (see below).

In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities.

Where reasonable force is used by a member of staff, the Head must be informed of the incident and it will be recorded in writing. The pupil's parents will be informed about serious incidents involving the use of force. In the case of EYFS children, reporting to parents should happen on the day in question and always within 24 hours.

All schools have a general power to impose reasonable and proportionate disciplinary measures on pupils (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. The School's policy on searching and confiscation has regard to guidance published by the Department for Education (DfE), *Screening, searching and confiscation* (July 2013).

Appendix 2 Prohibited items

The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

- knives or weapons, alcohol, illegal drugs and stolen items
- tobacco and cigarette papers, electronic-cigarettes (e-cigarettes and other vaping equipment), fireworks and pornographic images
- any article that a member of staff reasonably suspects has been, or is likely to be used:

to commit an offence or to cause personal injury to, or damage to the property of, any person (including the pupil) and any item banned by the School rules that are identified as being items which may be searched for.

The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School (for example on a School trip).

As provided in the School rules, at Lucton School the following items are banned items that may be searched for if there are reasonable grounds for suspecting that a pupil has the item in their possession:

Sonic alarms, stink bombs, other items consistent with practical jokes

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Appendix 3 Searching with consent

Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required.

If a member of staff suspects that a pupil has an item that is banned by the School they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, disciplinary action may be taken in accordance with the School's Behaviour and Discipline Policy.

Searching for prohibited items

Where the Head or an authorised member of staff have reasonable grounds to suspect that a pupil may have a prohibited item, consent is not required and the search will be carried out, using reasonable force where appropriate.

The Head has authorised the following staff to carry out searches and retain or dispose of items in accordance with this policy:

All classroom teachers, Matron and the Boarding House Parents.

Searches will be carried out only on School premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a School trip or in training settings.

When pupils travel outside England on a School trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside England.

If it is believed that a pupil has a prohibited item, it may be appropriate for a member of staff to carry out:

- a search of outer clothing and / or
- a search of School property (e.g. pupils' lockers or desks) and / or
- a search of personal property (e.g. bag or pencil case).
- their bedroom

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.

Where the Head, or staff authorised by the Head, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item in accordance with this policy.

Confiscation

Under the School's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to school discipline.

Searching electronic devices

An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm (including cyberbullying), to disrupt teaching or break School rules, the child's parents will be contacted in the first instance. With their permission, and as appropriate, in their presence, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break School rules.

If inappropriate material is found on an electronic device, the member of staff must report the matter to the DSL appropriate to the site/stage most appropriate, who will then discuss the matter further with their head teacher and as appropriate with the lead DSL, James Wilding. Decisions as to the investigation of the material, its retention as evidence of a breach of School discipline or criminal offence or its referral over to the police if the material is of such seriousness that police involvement is required.

Appendix 4 Disposal of confiscated items

Alcohol: alcohol which has been confiscated will be destroyed.

Controlled drugs: controlled drugs will usually be delivered to the police as soon as possible. In exceptional circumstances and at the discretion of the Head or authorised member of staff, the drugs may be destroyed without the involvement of the police if there is good reason to do so. All relevant circumstances will be taken into account and staff will use professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.

Other substances: substances which are not believed to be illegal drugs but which are harmful or detrimental to good order and discipline (for example "legal highs") may be confiscated and destroyed. Where it is not clear whether or not the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

Stolen items: stolen items will usually be delivered to the police as soon as possible; however, if, in the opinion of the Head or authorised member of staff, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value, such as pencil cases.

Tobacco or cigarette papers: tobacco or cigarette papers will be destroyed.

Fireworks: fireworks will not be returned to the pupil. They will be disposed of safely at the discretion of the Head or other authorised member of staff which may include donation to an appropriate charity.

Pornographic images: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil has been abused, the School's Designated Safeguarding Lead will also be notified and will decide whether to make a referral to the children's social care Duty Team.

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Other pornographic images will also be discussed with the School's Designated Safeguarding Lead. The images may then be passed to the children's social care Duty Team for consideration of any further action. If no action is to be taken by the local authority the images will be erased after a note has been made for disciplinary purposes, confirming the nature of the material.

Article used to commit an offence or to cause personal injury or damage to property: such articles may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be delivered to the police, returned to the owner, retained or disposed of.

Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.

An item banned under School Rules: such items may, at the discretion of the Head or authorised member of staff taking all the circumstances into account, be returned to its owner, retained or disposed of. Where staff confiscate a mobile phone that has been used in breach of School Rules to disrupt teaching, the phone will be confiscated for a week when it can be claimed by its owner. If a pupil persists in using a mobile phone in breach of School Rules, the phone will be confiscated and must be collected by a parent.

Electronic devices: if it is found that a mobile phone, laptop or tablet computer or any other electronic device has been used to cause harm, disrupt teaching or break School Rules, including carrying out cyberbullying, the device will be confiscated and may be used as evidence in disciplinary proceedings. Once the proceedings have been concluded the device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto School premises or on School trips. In serious cases, the device may be handed to the police for investigation.

Appendix 5 Communication with parents

There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so; however, we will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases we will consult parents on how the School should dispose of certain items.

We will keep a record of searches carried out which can be inspected by the parents of the pupil(s) involved subject to any restrictions under the Data Protection Act 1998. The record will include details of the disposal of items confiscated.

Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is posted on the School website and hard copies are available from the School Office on request.

The School will take reasonable care of any items confiscated from pupils; however, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

Appendix 6

LUCTON SCHOOL EXCLUSION REVIEW REQUEST

Please complete the form to the best of your ability and send to the Registrar. The information collected on this form will be administered in accordance with the Data Protection Act.

STUDENT DETAILS	
Name	
Date of Birth	
Form	

PARENT/GUARDIAN DETAIL	
Name	
Relationship to Pupil	
Address	
Postcode	
Telephone	
Mobile	
Email	

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RELEVANT DETAILS

Date of exclusion letter	
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If you have any questions about requesting a review, please email the Registrar to whom you should also send your completed form: admissions@luctonschool.org

GROUNDINGS FOR REQUESTING REVIEW

Please indicate below your reasons for requesting a review. You may attach additional sheets to this form. Any letters you have already sent to the school concerning your appeal will be available for the review.

1. Disability Discrimination Act: if your child has a disability, as defined by the Act, and (part of) your case is that your son/daughter has been excluded for a reason related to their disability please provide details.
2. Race Relations Act (as amended): if you consider that your child has been victimised, or directly or indirectly discriminated against on racial grounds, and this is (part of) your case, please provide details.
3. Other reasons for review: please provide details.

MITIGATION

Please add any further comments you feel may have a bearing on the issues or your son/daughter's actions
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