

# Behaviour and Discipline Policy

Date Reviewed	02.2023
Reviewed By	JE
Date Of Next Review	02.2024
Version	9.1



**WYCHWOOD**

SCHOOL • OXFORD

It is a requirement of the Children Act (1989) and the Education Act (1996) that parents and pupils should be clear about the system of discipline which exists within their school.

## Principles

At Wychwood we expect high standards of behaviour at all times. Pupils are to be good citizens of the community in all respects.

The rules at Wychwood are to encourage each pupil to learn to the best of their ability and to safeguard the health and safety of every member of the school. We believe that self-discipline and due consideration for the well-being of others should be expected in every area of school life. All members of the school community, whether adult or child, should respect each other and each other's individuality, property, privacy, beliefs and opportunities to learn.

We always take time to listen.

## Rewards

The Honours List is the highest academic accolade at Wychwood and rewards exceptional, good and hard work across all subjects. The pupil whose name has been most consistently on the Honours List during their school career will be awarded the Honours Board at the end of their time in the school.

Commendations for consistent and excellent effort in one or more subjects may be awarded each term.

Alphas are given for an exceptional piece of work by that pupil's standards. They are given sparingly and are highly regarded by the pupils. Alphas are read out in Thursday's assembly (school meeting) and any pupil who receives three or more alphas in one week is applauded. Their name is also listed in the annual Celebration Day programme.

Encouraging comments and good grades are rewards in themselves, but individual teachers may operate informal age-appropriate reward systems such as stickers or sweets. These are not part of formal school policy.

There are cups and awards in many other spheres including music, drama, English, mathematics and particular contributions to school life.

ISSR

s

Part 1  
para  
2.1(b)

(ii) Part 2  
para 5(b)  
(iii) Part  
para 9

ISSRs

Part 3

Para 9,

147

Older pupils may be elected as Councillors by the whole school which means that they sit on School Council, participating in the co-operative government of the school with staff Councillors. They have responsibility for areas of school life such as sport, boarding or charities, and can work closely with younger forms on various enterprises. They can voice opinions in an atmosphere of confidential constructive debate and understanding. A Councillor is expected to exercise responsibility wisely and fairly. Two Head Pupils or a Head Pupil and Deputy Head Pupils are chosen from among the Councillors.

Pupils are nominated by their peers and voted as Citizens by the whole school if they are seen to exemplify the following characteristics: they are to be co-operative with authority, play an active part in school life, to be kind and considerate and to have a sound opinion. Certain privileges and responsibilities accompany this role.

The Book is used as a supplement to a “thank you” to acknowledge particular acts of kindness or “going the extra mile” in a non-academic sphere. The names of those who have been added to the Book during a term are read out at the end of term and particular instances may be referred to in a pupil’s school report.

Achievements inside and outside school can be announced in assembly, Certificate Assembly, on the website and/or publicised in The Elm.

Boarders are rewarded for their bedroom tidiness at the end of each term and those who have helped or participated in organising boarding activities are formally recognised and are rewarded in boarding meetings and Certificate Assembly.

## School Council

According to the School Constitution, the School Council has the power to deal with matters concerning daily routines and minor misbehaviour in the academic and boarding life of the school. The Alpha and A Major and B Major lists are designed to ensure that rewards and sanctions are applied fairly and consistently; these lists – dealing with specific rewards and infringements - are ratified and amended by Council, included in each pupil’s planner and displayed in form rooms and public areas. Alphas and Majors are collated at Form Meeting, reviewed in Council and announced in Council Notices on a weekly basis. **They are designed to help and encourage personal responsibility and independent learning.** At Wychwood we believe that each pupil is an individual and there are different ways of dealing with difficult behaviour. Enshrined in the Constitution is a pupil’s right to discuss “the reason for any rules or penalties imposed and claim justice of treatment by an appeal to the judgment of the school.” Pupils may come to Council to discuss the rules on the Major lists or make appeals as we should not assume that it is always the child who is at fault. Pupils may also be reported to Council in cases of repeated breach of these rules or other anti-social behaviour affecting the community.

## Classroom behaviour

Our expectation is that pupils are well behaved in class in person and online. Pupils understand that all should respect each other’s opportunities to learn.

However, misbehaviour in class, affecting a pupil’s or others’ learning, is rarely a specific offence such as those on the Major list for which there can be a specific sanction. Staff may deal with minor incidents by appropriate responses such as asking a pupil to move their place in the classroom. After the lesson, the incident should be discussed in private and extra work may be set or lunchtime supervision of extra work arranged. The work should be completed so that the pupil does not fall behind in their studies. Staff may report a pupil to their form teacher for further discussion of the incident; notes will be kept of this meeting and a pupil may be given a report card to encourage better working habits and for their classroom

ISSRs

Part 3

Para 9

147,

149

behaviour to be monitored for a period of time. It is important that misbehaviour is dealt with promptly before the situation becomes pervasive and the behaviour of others deteriorates too.

For serious or repeated disruption of learning, when other avenues have been exhausted, the procedure will be as follows:

- Two responsible pupils, probably the form rep and deputy form rep, will be sent with a note to the office where there will be a record of where either the Deputy Head or Head (or in certain instances another senior member of staff) can be found. (In situations where there is a telephone in the classroom this may be used by the teacher to communicate directly with the office, Deputy Head or the Head).
- The Deputy Head or Head will either collect the pupil or send someone else to do so.
- The pupil will then sit at a desk outside the Deputy or Head's office, or in the back of their lesson, and will be given an age-appropriate comprehension passage until the end of that lesson period.
- A written record of the date and time of the misbehaviour, including the trigger behaviour and how it was dealt with, will be completed by the staff member and will be kept by the Deputy Head.
- If the same pupil misbehaves a second time in that subject in the same half term then the same process will apply in the first instance. In addition the pupil will report four times a day to the Deputy Head with their planner (at registration, break, lunch and after school).
- The Deputy Head will directly monitor their classroom behaviour; parents may be informed and they may be withdrawn from a class for a period of time, to work in supervised conditions in the Library or in the classroom of a senior member of staff.
- Where it is possible to "right the wrong", the pupil will be encouraged to do so, by making up work as well as by writing a letter of apology to the teacher concerned. This enables relationships to be repaired and should result in closure.

It is recognised that pupils have different levels at which they will stop their anti-social behaviour. In certain cases it may be prudent to allow the pupil a cooling off time.

Punctual attendance at school and lessons is required. All absence from lessons must be explained and any unexplained absence will be followed up. Persistent lateness will be commented on in school reports and may necessitate a letter from the Head to the parents. Persistent lateness, non-attendance or non-compliance with the school timetable or day times will result in parents being called into school and may result in the pupil not being allowed to sit public examinations, suspension or even withdrawal if, in the opinion of the Head, the pupil's education suffers sufficiently as a result or the undermining effect on other pupils is sufficient to cause an unacceptable level of disruption.

### **Behaviour within school**

Pupils are expected to behave with respect, courtesy and consideration to others at all times when on school premises.

## Behaviour outside school

When outside school whether in uniform or not Wychwood pupils are ambassadors and representatives of the school and as such the highest standards of behaviour are required.

## Behaviour online

Pupils are expected to behave with respect, courtesy and consideration to others at alltimes when online.

## Bullying

Our expectation is that pupils will respect each other. Bullying, cyberbullying, prejudice-based bullying, discriminatory bullying, harassment, intimidation, victimisation and discrimination will not be tolerated. We treat all our pupils fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Any kind of bullying is unacceptable. The full school Anti-Bullying policy deals with this in considerable detail, including steps to be taken and sanctions to be used when bullying is proven. In cases of severe and persistent bullying it may even be necessary to exclude the bully, but we would see this as a last resort.

ISSRs

Part 3

## Sanctions - Majors, Major Punishments and Major Major Punishments

The School Council, which meets weekly, oversees the system of majors.

Our system of majors is intended to encourage pupils to develop an organised, self-disciplined approach to their work, and consideration for others in the school. Majors are Wychwood's system of sanctions and this, and the Council system, have been praised by Inspectors for being transparent and is regarded by most of the pupils, most of the time, as fair. We are particularly concerned that disorganisation or negligence should not hinder the pupils' progress and achievement. We will inform parents if their child is accumulating too many majors.

NMS 12  
B75

The major list has been arrived at over many years and is occasionally altered as required; Academic Majors (A Majors) are for academic work; Behavioural Majors (B Majors) are for behaviour. A majors are for offences which have an effect on work and B majors tend to be for domestic areas. Three Majors in a week, (Wed-Wed) means a Major P (Major punishment). Majors accumulate towards a half term total; the slate is wiped clean each half term. A half-term total of 6 majors for juniors, 5 for UTs and 4 for those in Shell or on 'A' Level courses will result in a Saturday 'major major punishment' (major major P) when for two hours the pupil must do work in school, dressed in their school uniform if this is age-appropriate, to catch up in subjects where prep has been neglected.

## Recording of Rewards and Sanctions

These are recorded by being reported to Council weekly.

ISSRs

Part 3

Para 9

## Boarding

Disturbance after lights out at night is dealt with by the House Parent, using the Meta system regulated by Council. Individual instances of notable anti-social behaviour in the boarding community may be discussed at Council, or a pupil reported to the Head or Deputy Head.

## Pupils with Characteristics Protected under the Equality Act 2010

**Age:** The Act protects people of all ages.

**Disability:** The Act applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out „normal' day- to-day

activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.

**Gender Reassignment:** The definition of gender reassignment has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.

**Pregnancy and Maternity (including breastfeeding mothers):** A woman is protected against discrimination on the grounds of pregnancy and maternity. With regard to employment, the woman is protected during the period of their pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place.

**Marriage and Civil Partnership:** The Act protects employees who are married or in a civil partnership against discrimination. Single people are not protected.

**Race:** This includes colour, ethnic / national origin or nationality.

**Religion or belief:** The Act covers any religion, religious or non-religious beliefs. It also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief.

**Sex:** Previously referred to as gender.

**Sexual Orientation:** The Act protects lesbian, gay, bi-sexual and heterosexual people.

Reasonable adjustments within the limitations of the buildings and physical space of the school will be made for pupils with the protected characteristics listed above under the Equality Act 2010. Disciplinary measures will be applied fairly, consistently, and reasonably taking account of any special educational needs or disabilities that the pupils may have and taking into account the needs of vulnerable pupils or pupils with protected characteristics.

### **The Principal School Rules.**

These rules are printed in every planner and announced and explained termly to the school by the Head. It is hoped that the principles behind these rules will apply equally in and out of school. In cases of infringement of these rules, the Head will not condone any illegal or harmful action but will endeavour to support any pupil personally or family collectively in such situations.

- **Leaving the school premises without permission:**

Permission to leave the premises in school time must be obtained from the Head or the Deputy Head. Pupils below the Study are expected to be in school during school hours and any attempt by a pupil to mislead the school as to their whereabouts such that the pupil is not in school during school time is regarded as a breach of this rule. For boarders, this is 24 hours a day unless the pupil has signed out.

**The school will not condone any illegal action or one which endangers others, for example:**

**Theft:** The school has a Searching Policy in cases of the loss of items. Shoplifting is against the law.

**Smoking:** The school is a non-smoking establishment. Cigarettes, e-cigarettes, lighters or matches\*

must not be brought into school. The law does not permit smoking or vaping in public places such as the school – buildings or grounds. Pupils are not permitted to smoke or vape when wearing school uniform out of school.

*\* Prior to a Duke of Edinburgh Expedition pupils may bring in one box of matches (in a dry container or bag) which must be handed in to a member of staff until the beginning of the expedition.*

**Alcohol:** Alcohol must not be brought into school or consumed on or off school premises except in the context of legitimate entertainment with an adult staff presence such as a meal.

**Drugs:** Illegal substances or legal “highs” must not be brought into school or used on or off the premises.

**Internet:** No pupil may abuse the internet, email or computer facilities provided by the school. Adherence to the Pupil ICT Network, Internet and Mobile Phone Acceptable Use Policy and all online learning protocols is expected at all times and in all places. Parents and pupils will have to sign a new agreement at the beginning of each academic year.

A pupil who infringes any of these rules may be sent home, suspended for a period of time or permanently excluded. They will be given the opportunity, where appropriate, to modify their behaviour. Where suspension or exclusion is impractical in the first instance (such as with an overseas boarder) an alternative, equivalent, sanction (such as gating) will be imposed temporarily until the boarder can go to their parent or guardian.

In instances where the pupil concerned holds a position of responsibility within the school, such as Citizen or Councillor, they may be required to resign the position. Where it is possible to “right the wrong” the pupil will be encouraged to do so, as well as to write a letter of apology to all those affected by their actions.

The School reserves the right to exclude a pupil permanently at the discretion of the Head who will inform the Chairman of the Board of Directors. See appendix on Exclusion and Removal.

## **Parents**

Parents will be involved in discipline cases as appropriate. Individual staff should not involve parents in discipline issues without first informing the Head.

Parents are also encouraged to support good behaviour and positive habits in their children. Parental co-operation forms part of the contract between the school and all parents of pupils at the school.

Parents are entitled to appeal to the Board of Directors against any exclusion. A written application for a Directors’ review should be sent to the Board of Directors at the school. A hearing will be set up as quickly as possible, but within 10 days of the receipt of the letter. (See appendix on Exclusion and Removal, pages 5 – 9, for details of the process.)

Parents should expect courtesy and co-operation from the school and should behave towards the school with courtesy and co-operation. Pupils may be asked to leave if the relationship between the school and a parent or parents breaks down irrevocably.

## **Outside Agencies**

Outside agencies will be involved in discipline cases as appropriate. Individual staff should not involve outside agencies in discipline issues without first informing the Head. Wychwood school has access to an independent counsellor, counselling facilities, therapeutic facilities, educational psychologists, the Educational Safeguarding Advisory Team (ESAT) and the Oxfordshire Safeguarding Children Board (OSCB).

## Managing Pupil Transition

We carefully manage the transition of the children from year 6 to senior school entrance in Year 7 – Remove. The Entrance test day is designed to be enjoyable as well as testing. Pupils are all invited and encouraged to attend a taster day and a boarding taster night in the Trinity term prior to arrival at Wychwood. There is also a New Pupils' Day to familiarise both new parents and new pupils with the school. We are especially careful in ensuring that transitions for children with SEND are fully prepared at each stage both internally and externally. The Admissions and Marketing manager briefs staff on the new pupils' profiles and each pupil has a house child (Remove) or house parent (Inters upwards) to guide them through the transition, answer questions and check on new pupils' welfare. The house parent remains in post for the whole of the first term and reports to Council twice a term on their house child's progress so that any issues can be dealt with in a timely manner.

## False Allegations against Staff

Please see the *Management of Allegations against Staff Policy*.

## Searching Pupils and their Possessions

Please see the Searching Policy.

## Corporal punishment

Corporal punishment is prohibited at Wychwood, whether on or off the school premises. This prohibition applies to all members of staff, including all those acting in loco parentis, for example, unpaid or volunteer supervisors. The school Physical Intervention and Restraint policy elaborates on circumstances when physical intervention may be necessary and the procedures to follow. Corporal punishment is not used nor threatened at Wychwood.

# BEHAVIOUR AND DISCIPLINE POLICY

## Appendix on Exclusion and Removal

### Introduction

**Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be excluded from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by their parents.

**Interpretation:** References to the Head include the Deputy Head. "Parent" includes one or both parents, a legal guardian or education guardian. "Exclusion" means a dismissal from the School in disgrace, formally recorded. "Removal" means that a pupil has been required to leave, but without the stigma of exclusion. Subheadings are for ease of reading and are not part of the policy.

### Definitions

**Suspension:** Behaviour which may, depending upon the exact circumstances, warrant a suspension includes the supply of alcohol to other pupils; bullying; violent, aggressive or otherwise unacceptable conduct towards members of staff or pupils or others; inappropriate physical contact between pupils on the School site; serious incidents of dishonesty, vandalism, damage to property and behaviour which puts at risk the health and safety of others; persistent undermining of the school rules or behaviour which brings the good name of the School into disrepute; GDPR violations. This list is not exhaustive and the School reserves the right to impose suspensions upon pupils for other offences than these if the circumstances so warrant. Equally, the School reserves the right to impose a more severe sanction (i.e., permanent exclusion) for these offences and others where this is felt by the School after due investigation and process, to be appropriate. The length of any suspension will be determined by the Head after she has taken into account all relevant factors relating to that particular case. Where a suspension is imposed upon a pupil, she will be required to go home (or, in the case of overseas boarders, to their guardian). Parents or guardians will usually receive a telephone call from the pupil's House Parent at the time and it is usually the case that an appointment will be arranged for the parents to meet with the Head. The sanction will be recorded in a letter or e-mail to the parents or guardian and this will remain in the pupil's school file.

**Exclusion:** exclusion is the most serious of sanctions the Head may impose and the procedures for the imposition of these sanctions, and for a review of such a decision, is governed by the school's Behaviour and Discipline Policy, a copy of which is available on request from the school office. Parents may be required to remove a pupil from the school for a breach of discipline or behaviour which would not warrant an exclusion but for which the pupil may not continue at the School; or for persistent breaches of behaviour or discipline; or whose conduct or behaviour demonstrates an inability or unwillingness to benefit from the educational opportunities provided by the School. A decision by the Head to exclude or require the removal of a pupil permanently from the School shall be, on the request of the parents, subject to review by a panel of Directors. Fees will not be refunded for the term in which the exclusion takes place although a term's fees in lieu of notice will not be charged.



## 1. Policy statement

1.1 **Aims:** the aims of this policy are:

- to support the School's behaviour and discipline code
- to ensure procedural fairness and natural justice
- to promote co-operation between the School and parents when it is necessary for the School that a pupil should leave earlier than expected

1.2 **Misconduct:** The main categories of misconduct which may result in exclusion or removal are covered by the major school rules.

1.3 **Other circumstances:** A pupil may be required to leave if, after appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the School, that they remain at the School.

## 2. Investigation procedure

2.1 **Complaints:** Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Head, and its outcome will be reported to the Head. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being excluded or required to leave.

2.2 **Suspension:** A pupil may be suspended from boarding and/or from the School and required to live at home or with their education guardian while a complaint is being investigated. Alternatively, the pupil may be placed under a segregated regime at school premises. See also page 4-5 of the Behaviour and Discipline policy

2.3 **Search:** We may decide to search a pupil's space and belongings including internet-enabled devices and ask them to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. The School may draw adverse conclusions from a pupil's refusal to cooperate. See also the whole school Searching Policy.

2.4 **Interview:** A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will be made for them to be accompanied by a member of staff of their choice and/or by one of their parents (if available at the relevant time). A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet, telephone access to their parents and adequate food and drink.

2.5 **Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.

### 3. Disciplinary meeting

- 3.1 **Preparation:** The Chair of Directors will be informed of the investigation. Documents available at the disciplinary meeting before the Head will include:
- a statement setting out the points of complaint against the pupil
  - written statements and notes of the evidence supporting the complaint, and any relevant correspondence
  - the Deputy Head's Investigation Report
  - the pupil's school file and conduct record
  - the relevant school policies and procedures
- 3.2 **Attendance:** The pupil and their parents (if available) will be asked to attend the disciplinary meeting with the Head at which the Deputy Head will explain the circumstances of the complaint and her investigation. The pupil may also be accompanied by a member of staff of their choice. The pupil and their parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed.
- 3.3 **Proceedings:** There are potentially three distinct stages of a disciplinary meeting:
- 3.3.1 **The complaints:** The Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless the Head considers that further investigation is needed, the Head will decide whether the complaint has been sufficiently proved. The standard of proof shall normally be the civil standard, i.e. the balance of probabilities. However, where the allegation against the pupil would amount to a criminal offence under general law, the standard of proof should be beyond reasonable doubt. Appropriate reliance may be placed on hearsay evidence but the Head will not normally refer to the pupil's disciplinary record at this stage.
- 3.3.2 **The sanction:** If the complaint has been proved the Head will outline the range of disciplinary sanctions which the Head considers are open to them. The Head will take into account any further statement which the pupil and/or others present on their behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Head will give her decision, with reasons.
- 3.3.3 **Leaving status:** If the Head decides that the pupil must leave the School, they will consult with a parent before deciding on the pupil's leaving status (see below).
- 3.4 **Delayed effect:** A decision to exclude or remove a pupil shall take effect 72 hours after the decision was first communicated to a parent. Until then, the pupil shall remain suspended and away from school premises. If within 72 hours the parents have made a written application for a Review by the Directors, the pupil shall remain suspended until the Review has taken place.

## 4. Leaving status

4.1 **Explanation:** If a pupil is excluded or required to leave, their leaving status will be one of the following: "excluded", "removed" or "withdrawn by parents"

4.2 **Detail:** Additional points of leaving status include:

- the form of letter which will be written to the parents and the form of announcement in the School that the pupil has left
- the form of reference which will be supplied for the pupil
- the entry which will be made on the school record and the pupil's status as a leaver
- arrangements for transfer of any course and project work to the pupil, their parents or another school
- whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations
- whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- whether the pupil will be entitled to leavers' privileges
- whether the pupil will be eligible for membership of the Wychwood Association and if so from what date
- the conditions under which the pupil may re-enter school premises in the future
- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees

5.1 **Request for review:** A pupil or their parents, aggrieved at the Head's decision to exclude or require a pupil to leave, may make a written application for a Directors' Review. The application must be in the form of the attached document headed "Request for a Directors' Review of a decision to exclude or require a pupil to leave". It must be received by the School within 72 hours of the decision being notified to a parent.

5.2 **Grounds for review:** In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

5.3 **Review Panel:** The Review will be undertaken by a sub-committee of the Board of Directors. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

5.4 **Review meeting:** The meeting will take place at the school premises, normally between 3 and 10 days after the parents' application has been received. A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.

5.5 **Attendance:** Those present at the Review Meeting will normally be:

- members of the Review Panel

- the Head and any relevant member of staff whom the pupil or their parents have asked should attend and whom the Head considers should attend in order to secure a fair outcome
- the pupil together with their parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation but not a legal representative

**5.6 Conduct of meeting:** The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The proceedings will not be recorded without the consent of both the Chair Of Directors and a parent and any recording will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the School. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chair may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

**5.7 Procedure:** The Panel will consider each of the questions raised by the pupil or their parents so far as relevant to:

- whether the facts of the case were sufficiently proved when the decision was taken to exclude or remove the pupil. The civil standard of proof, namely, "the balance of probability" will normally apply.
- whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School's policy in that respect.
- the requirements of natural justice will apply. If for any reason the pupil or their parents are dissatisfied with any aspect of the meeting they must inform the Chair at the time and ask him or her to note their dissatisfaction and the reasons for it.

**5.8 Identification:** If the Head considers it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chair may require that the name of that person and the reasons for withholding it be written down and shown to the Panel Members. The Chair at their discretion may direct that the person be identified, or not as the case may be.

**5.9 Pupil's character:** Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.

**5.10 Leaving status:** If, having heard all parties, the Panel is minded to confirm the Head's earlier decision, it is open to the Panel, with agreement of the Head, the pupil and their parents to discuss the pupil's leaving status with a view to reaching agreement.

**5.11 Decision:** When the Chair decides that all issues have been sufficiently discussed and if by then there is no consensus, s/he may adjourn the meeting; alternatively the Chair may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural irregularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents by the Chair of the Review Panel or the Chair of Directors by letter or telephone within three days of the meeting.



## Request for a Directors' Review of a decision to exclude or require a pupil to leave

---

**To** The Directors of Wychwood School  
 74 BANBURY Road, Oxford OX2  
 6JR  
 Tel. 01865 557976

**Name of pupil**

---

**I request** that a sub-committee ("Panel") of the Board of Directors carries out a review of the Head's decision to exclude or require removal of the above named pupil. I agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential and that the Directors' Review will be final, subject to such (if any) legal rights as may exist.

**I confirm** that I am a person with parental responsibility for the above named pupil and that I have consulted the pupil who wishes the Review to be undertaken.

**I understand** that the Panel will be concerned with the fairness and proportionality of the Head's decision in accordance with the School's existing policies (where applicable and relevant) on educational, pastoral care and administration matters. **We understand** that we may be accompanied at the Review Meeting by a friend or relation who is not legally qualified and that we may ask up to two members of the School staff to attend the meeting and speak on behalf of the pupil if they are willing to do so.

**The grounds** upon which we seek a Review and the matters which we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

<b>Signed</b>	<b>Signed</b>
<b>Full name</b>	<b>Full name</b>
<b>Relationship to pupil</b>	<b>Relationship to pupil</b>
<b>Date</b>	<b>Date</b>
<b>Address</b>	<b>Address</b>
<b>Daytime telephone</b>	<b>Daytime telephone</b>
<b>Evening telephone</b>	<b>Evening telephone</b>