



SANCTIONS POLICY (INCLUDING POLICY ON APPEALS)

Students at Chelsea Independent College are part of a community representing a wide range of ages and backgrounds. They are expected to behave in a responsible manner, to respect each other, the college community, and the College's premises and property. Our many visitors often comment favourably about the impressive conduct and helpfulness of all they meet at CIC.

COLLEGE PROCEDURES

The formal statement of the College's expectations is kept as brief and simple as possible. A list of Procedures is posted in every tutor group room, so that all students are aware of their obligations. These procedures, which are updated regularly, are sent to parents on the offer of a place and acceptance of these is a condition of accepting the offer. The overall policy on discipline is also set out in the College's terms and conditions, also sent to parents on the offer of a place at the College.

The tone is set at the beginning of the Procedures: students will act with consideration and good sense, at all times. The emphasis is on positive expectations, and not on prohibitions. It is neither possible nor desirable to seek to cover every situation in a comprehensive list of Procedures. It is no defence to say that something has not been ruled out so it must be acceptable! If something is sensible and courteous, then it is unlikely to be wrong; behaviour which is inconsiderate, dangerous or bad mannered is invariably wrong.

SANCTIONS (GUIDANCE FOR STAFF)

For all detentions the MoS responsible for setting the detention should provide the miscreant with adequate and appropriate work. Detentions may only be postponed by the Principal or Vice Principal.

SANCTIONS TOOLKIT

Many infractions are effectively dealt with by taking the student aside and discussing the issue in private at break/lunchtime.

College Detentions are for serious or repeated infractions.

It is advisable to discuss the matter with the Head of Year (particularly if you are a new MoS or do not yet know the student well) before giving a College Detention. There could be circumstances when an alternative to a College Detention would be more appropriate.

Minor breaches of rules and behaviour

From time to time individuals make mistakes, from which they are encouraged to learn. Members of staff deal with behaviour issues by explanation, advice, and warning. Sanctions act as a deterrent and are also designed to be constructive. Although unacceptable behaviour is a serious matter, the aim is to clear the air speedily after a punishment has been served. A minor breach would normally earn a clear and firm warning in the first instance.

Tutors may be informed and may reinforce the action taken by the member of staff.

ALTERNATIVES TO FORMAL COLLEGE DETENTIONS

1. 'Being Grounded' : Report to MoS and stand outside Staff room in break/ lunchtime until released.
2. Reporting offenders to Head of Year/Personal Tutor.
3. Redoing poor work/catching up/late work: Student to work in a quiet room/canteen (during lunchtime or after college).
4. Informal detention (break/lunchtime/after college), supervised by MoS/HoF or volunteering colleague (informal reciprocal arrangement preferably co-ordinated by HoF). There is still a requirement to ensure 24 hours' notice is given if after college.
5. Extra work done at home; something interesting and constructive but not a time wasting, pointless task.
6. Students could be asked to write a piece reflecting on their behaviour. Can request it is signed by parent/personal tutor/ Head of Year.
7. Write an essay instead of doing a more enjoyable/practical activity in the lesson.
8. In serious cases a message (via email, phone or through a Student) should be sent to the Principal, copying in the admin team, requesting a member of SMT (or MoS) to escort a student to the Principal's office with all their belongings.
9. A disruptive student can be sent to the HoFs classroom by agreement to do work set. Use sparingly for serious or persistent disruption and always notify Head of Year.
10. Temporary confiscation of 'illegal' items e.g. jewellery/footballs used indoors. Donation paid to charity box (usually for forgetting equipment repeatedly or recovery of confiscated bag left lying around).
11. Community service e.g.
 1. Clean up the Canteen after lunch under supervision
 2. Fill envelopes/mail shots
 3. Assist in office
 4. Covering textbooks with plastic covers (or similar helpful activity)
12. Student makes a written apology and a pledge not to re-offend.

13. Mentor Scheme: emphasis on support/guidance not discipline. Year 12/13 student (acting as a good role model) or a designated MoS who meets regularly with the student (works best if MoS knows student but no longer teaches them).

In some instances, it may be appropriate to issue a student with a “warning slip”, which is passed to the personal tutor by the member of staff, after informing the student. These will normally be used for low level infractions. Personal tutors and Heads of Year may decide to follow these up with a word (particularly with older students) or detention when a student receives three such “warning slips” or communication with parents.

Please inform Personal Tutors/Heads of Year if a student is frequently misbehaving so a co-ordinated approach can be taken.

Detentions

Further, or more serious, infringement may result in a detention of forty minutes, supervised by a member of staff, after college on a Friday afternoon. If the member of staff considers the matter to be more serious it will be referred to the student’s Head of Year who could decide that a longer detention, up to two hours is appropriate. Such detentions are generally for more senior students and are supervised after college by a member of the SMT. Detentions cannot be postponed other than with the Principal or Vice Principal’s permission. Parents are informed of detentions by a letter from the student’s Head of Year. Detentions take priority over other activities in and out of college. Occasional detentions do not cause a permanent blemish on a student’s record, and do not erode the College’s willingness to think well of (and report well on) a student.

Detentions are an important sanction and a MoS should only place students in detention when all other options have been exhausted. Initial measures to deal with poor work or behaviour may include repeated or extra work, socially useful work such as helping in the canteen. 'Pointless' or mechanical chores such as lines are not to be imposed. Students can be placed in detention for both academic and disciplinary reasons. College detentions last for 40 minutes and MoS wishing to place students in detention should enter the details of the detention in the detention book kept with the Student Services Manager. The Personal Tutor/Head of Year will contact parents to inform them of the detention. Communication of a detention with the Student Services Manager must be done promptly so that parents can be informed before the detention occurs. Parents are all informed by a letter from the appropriate Head of Year.

For extremely serious offences a discussion with the relevant Head of Year will ensure an appropriate sanction is applied.

Suspensions and Exclusions

There are some offences, which due to their severity, or by their constant repetition, are punished by temporary or permanent exclusion. Such cases are rare. The circumstances of any such offence are investigated by a senior member of staff, with the decision to exclude being taken by the Principal. Parents who are dissatisfied with the Principal’s decision to permanently exclude have the right of appeal to the Governors.

PROCEDURE FOR APPEALS AGAINST PERMANENT EXCLUSION

1. Right of Appeal

- 1.1. A parent of a student who is dissatisfied with a decision of the Principal to exclude permanently the student from Chelsea Independent College may exercise a right of appeal in accordance with this Appeals Procedure (subject always to the provisions of Term limits as stated at the end of this document).
- 1.2. Throughout this procedure the word 'parent' means the parent(s) or guardian(s) of the student.

2. Notice of Appeal

- 2.1. A notice of appeal must be delivered by the parent to the Chairman of Governors c/o Chelsea Independent College within 5 college days from the date upon which the decision took effect or, if later, the date of receipt of the Principal's written reasons for the decision. A notice of appeal received subsequently will not be considered.

The notice of appeal must: -

- 2.2. set out all the reasons why the parent considers the decision is wrong;
- 2.3. have attached all documents, or copies of documents, on which the parent intends to rely.
- 2.4. On an appeal being made, the Principal shall have complete discretion whether to defer implementation of the decision pending the outcome of the appeal.

3. Principal's Response

- 3.1. The Director of Education's PA shall deliver a copy of the notice of appeal to the Principal at the earliest opportunity.
- 3.2. The Principal shall send his response to the Chairman and to the parent within 5 college days of his receipt of a copy of the notice of appeal.

4. Hearing or Written Determination

- 4.1. If the parent wishes to have a personal hearing of the appeal, the parent shall give written notice to that effect to the Director of Education's PA within 3 college days of his/her receipt of a copy of the response.
- 4.2. If such notice is not given the Appeal Panel may determine the appeal on the basis of the documents only.

5. The Appeal Panel

- 5.1. The Director of Education's PA shall within 3 college days of his/her receipt of a copy of the response ask the Chairman of Governors to appoint a panel of 3 Governors to determine the appeal.
- 5.2. No Governor shall be eligible to serve on the Appeal Panel who has had previous involvement in the decision.

Hearing Procedure

- i. The Director of Education's PA shall give the Principal and the parents, within 3 days of the receipt of the request, not less than 5 days' notice of the date, time and place of the appeal hearing, whether it is to be determined by personal hearing or upon the basis of the documents only.
- ii. In case of a personal appeal hearing, the procedure that the hearing follows shall be at the discretion of the Appeal Panel and (unless the Appeal Panel otherwise determines): -
 - a. the appeal hearing shall be in private and everything said at the appeal hearing shall be confidential.
 - b. neither the parent nor the Principal will be entitled to put before the Appeal Panel any document that did not accompany the notice of appeal or the response.
 - c. neither the parent nor the Principal will be entitled to call any witness to give oral evidence before the Appeal Panel without the express agreement of the Appeal Panel (oral evidence only normally being admitted when there is no reasonable and fair alternative method of establishing any disputed facts).
 - d. the parent and the Principal each may, with the prior approval of the Appeal Panel, be accompanied and assisted by another person who undertakes to respect the confidentiality of the appeal but who shall not have the right to address the Appeal Panel.
- iii. the parent will first explain his or her case, the Principal will respond, and the parent will have the opportunity to deal, in reply, with any new material raised by the Principal before the Appeal Panel retires to consider and make its decision.
- iv. The Director of Education's PA may advise the college prior to the appeal hearing but after commencement of the appeal hearing shall take no part in the appeal save that he/she may advise the Appeal Panel on matters of law and procedure and shall minute the decision of the Appeal Panel.

Delivery of Appeal Decision

- a. The Chairman of Governors shall write to the parent within 7 days of the appeal hearing, with a copy to the Principal, setting out the Appeal Panel's reasoned decision.
- b. The Appeal Panel may make its decision by a majority.
- c. The Appeal Panel's decision shall be final and shall not be subject to further appeal.

Unpaid Fees

An appeal relating to the temporary or permanent exclusion of a student from college will not be entertained if any fees or other sums payable to the college under the contract are in arrears.

Time Limits

- i. Save in the case of paragraphs [2.1](#) and [4.1](#), a failure to comply with any time limit set out in this Appeal's Procedure shall not invalidate or otherwise affect any act or decision.
- ii. Notices or documents should be sent by first class post and shall, for the purposes of this Appeal Procedure, be assumed to be received by the addressee on the day after posting, ignoring for this purpose Saturdays, Sundays and statutory holidays.

This policy will be reviewed annually by the Governors.