



# Disciplining Pupils

## Disciplining pupils (PHB & PHG)

### Introduction

The purpose of this disciplinary code is to ensure that pupils:

- i. maintain high standards of academic work;
- ii. maintain high standards of personal presentation/appearance;
- iii. maintain high standards of punctuality; and
- iv. are well-mannered and courteous towards teaching staff, support staff, parents, visitors and each other.

All teachers are expected to take responsibility for the good conduct and good behaviour of pupils at Peterhouse – it is not just the responsibility of Housemasters, Housemistresses, other senior staff and Prefects to ensure that high standards of discipline are maintained.

### Informal discipline

It is often the case that a minor disciplinary matter can be effectively resolved without needing to use any formal disciplinary sanction (i.e. an admonishment is often all that is required); in the first instance classroom teachers are expected to deal with disciplinary matters of this type without passing them 'up the line.'

### Formal discipline

The following guidelines should be used when disciplining pupils formally:

Under no circumstances (with the exception of Tuesday/Thursday morning detention) will a pupil be made to rise earlier than 06.00 as part of a disciplinary sanction, except as directed by a Housemaster/Housemistress and under no circumstances will a pupil be made to miss breakfast, lunch or supper as part of a disciplinary sanction.

### Sanctions applied by teachers for bad work

Minor concern

The pupil should be made to re-do a piece of work or, alternatively, do some extra work. In order to administer this form of academic sanction the pupil should be detained at break or at another time at the teacher's discretion/convenience. It is not necessary for the teacher concerned to refer a minor concern of this type to the relevant Housemaster/Housemistress.

### More serious concern

Morning Detention: 05.30 to 06.15 Tuesday and Thursday

Morning detention should be used for pupils who repeatedly produce poor work or who repeatedly fail to produce a required piece of work. The pupil must be set appropriate work by the teacher concerned.

Pupils who miss a Tuesday or Thursday Detention without a reasonable excuse will be placed in Sunday Detention.

Morning detention is administered by the Senior Master (PHB)/Deputy Head (PHG) and staffed by the duty house.

## **Sanctions applied by teachers for bad behaviour**

### **Minor concern**

The pupil concerned should be admonished by the teacher. It is not necessary for the teacher concerned to refer a minor concern to the relevant Housemaster/Housemistress.

### **More serious concern**

Morning Detention: 05.30 to 06.15 Tuesday and Thursday

Morning detention may also be used as a sanction for poor behaviour. The pupil must be set appropriate work by the teacher concerned and should return the completed work to the teacher on the day of the detention.

Sunday Detention/Sunday tasks: 10.00 to 12.00 Sunday morning

Sunday detention/Sunday tasks should be used for repeated poor work/bad behaviour. A pupil placed in Sunday detention must be set appropriate work by the teacher concerned and should return the completed work to the teacher on the Monday following the detention. Sunday tasks will involve repairing school property, gardening, cleaning facilities etc.

It should be noted that Sunday detention/Sunday tasks takes precedence over all other activities i.e. a pupil placed in Sunday detention/Sunday tasks may not take a floating w/e and may not participate in any other non-school activity/event. It is important therefore that Sunday detention/Sunday tasks is used both sparingly and appropriately.

Sunday detention/Sunday tasks is administered by the Senior Master (PHB)/Deputy Head (PHG) and staffed by the duty house.

### **Boot camp (PHB only)**

Boot camp is a punishment given for any general non-academic offence: insubordination, inappropriate behaviour, untidiness, poor presentation/hygiene for example.

Boot camp is group physical training programme conducted by a senior member of staff. The programme is designed to build strength and fitness through a variety of intense functional exercises over a 1 hour period of time. Boot camp takes place on a Wednesday and Friday morning. Registration is at 05.00 sharp and the session ends at 06.00. Pupils who miss their Boot camp session will be gated (full Sunday Gating) and have to catch up the missed Boot camp at the next session.

-

If appropriate, pupil disciplinary matters/issues should be referred to the relevant Housemaster/Housemistress or to another senior member of staff.

## **Sanctions applied by Housemasters/Housemistresses**

In addition to the sanctions listed above Housemasters/Housemistresses have specific authority to punish pupils as follows:

### **House Tasks (during the week)**

Housemasters/Housemistresses may discipline pupils by giving them appropriate house tasks such as sweeping corridors, cleaning windows, weeding around the house etc.; under no circumstances should a pupil be made to clean ablution blocks.

House tasks should be overseen by the Housemaster/Housemistresses or duty member of staff.

### **Gatings**

Gatings are for serious or repeat offences. They must be stringently monitored by staff and onerous for the offenders.

Depending on the offence, a pupil can be given a half gating on Saturday morning or afternoon, a half gating on Sunday morning or afternoon, a full gating on either of those days, a double gating (full day Saturday and Sunday) or a week's gating. Special dispensation has to be obtained from Deputy Head to be excused from a gating to participate in sporting events. This will not be unreasonably withheld, but must be strictly monitored.

On a week's gating, if pupils are involved in extracurricular, sporting or other school commitment for a significant amount of time, then the gating is suspended and continued when they return to school.

S/he has to furnish Duty Staff (and DH at PHG) with details of her/his timetable.

### Gating Conditions

Gatings start at Morning Roll Call or 08.00 (whichever is earlier) and run through to 21.00. So, a half gating is a minimum of 6 hours and a full gating is a minimum of 12 hours.

Dress code is full Numbers One (unless on sport session).

While on gating the pupils sits in a classroom / allocated room in House usually monitored by a staff member on duty. S/he is expected to be actively engaged in school work.

S/he has no access to a cell phone, music device or computer unless she usually works with a computer in class. If this is the case, it has to be monitored more carefully to ensure s/he is using her computer for work and not for entertainment.

With a week's gating, the pupil goes to school as usual, but must be in Full Numbers for the duration of the gating. S/he can attend her/his normal afternoon sessions and weekend sport/cultural activities (with Deputy Head permission). Any free time over and above this is spent working in confinement in Full Numbers.

S/he will attend all planned detention sessions, i.e. Tuesday and Thursday early morning and Sunday detention and Boot Camp (05.00 Wednesday and Friday)

Cell phones and electronic gadgets are returned at the end of the gating period.

### Gating Form

The duty member of staff has a Gating Form that the offender is required to have signed by a member of staff every hour. (Senior girls do this with Teacher Senior Mistress DMC when at PHB).

-

Disciplinary action taken by Housemasters/Housemistresses will be considered for antisocial behaviour such as:

- i. Bad manners/behaviour (specifically in DH)
- ii. Disrespect
- iii. Poor punctuality
- iv. Breakages through negligence
- v. Minor insubordination (disobedience)
- vi. Being out of bounds
- vii. Noise and disruption
- viii. Bad sportsmanship
- ix. Possession of illegal gadgets
- x. Breaking transport regulations

And for poor presentation such as:

- i. Untidy living/working space (i.e. lockers, bed etc.)
- ii. Incorrect dress and poor personal presentation (hair, dress, shoes, etc.)
- iii. Poor standards of personal cleanliness/hygiene

-

Housemasters/Housemistresses are required to refer the following matters to the Rector/HMPHG if they judge them to be sufficiently serious:

- i. Bullying
- ii. Cheating (especially in an exam)
- iii. Discrimination
- iv. Dishonesty
- v. Insubordination
- vi. Pornography
- vii. Racism
- viii. Missing lessons, sporting or cultural fixtures
- ix. Any other matter deemed to be sufficiently serious

Housemasters/Housemistresses are required, on all occasions, to refer the following matters to the Rector/HMPHG:

- i. Alcohol abuse
- ii. Any offence involving the police/illegal activities
- iii. Drug related matters

- iv. Extortion
- v. Sexual misconduct
- vi. Smoking
- vii. Theft
- viii. Truancy
- ix. Vandalism
- x. Any other matter deemed to be sufficiently serious

Under such circumstances and when it is possible that serious disciplinary action may be necessary the matter will be investigated by the Senior Master (PHB)/Deputy Head (PHG). This investigation is likely to include the following:

- i. Collecting statements from the pupil(s) involved (on the relevant form)
- ii. Collecting statements from any relevant staff
- iii. An interview with the pupil(s) concerned

The Senior Master (PHB)/Deputy Head (PHG) and/or Housemaster/Housemistress will inform the parents of the pupil(s) concerned that an investigation is underway; the parents will also be informed of the allegation being investigated.

If appropriate the pupil under investigation will be suspended from school whilst the investigation is being carried out. (Suspension is a neutral act and should not be regarded as a punishment).

At the end of the investigation the Senior Master (PHB)/Deputy Head (PHG) will submit any written statements to the Deputy Head PHB/HMPHG together a report into the matter. The Deputy Head PHB/HMPHG will then decide whether or not it is necessary to hold a formal disciplinary meeting.

#### Formal disciplinary meeting

A formal disciplinary meeting will take place if there is a reasonable likelihood that the pupil concerned may be excluded/expelled from Peterhouse.

The pupil concerned together with his/her parents will be invited to attend the disciplinary hearing as soon as is reasonably practicable following the completion of the investigation.

The disciplinary panel at PHB will consist of:

The Rector (Chair)

Senior Master (Investigating Officer)

Housemaster of the pupil concerned (who will represent the interests of the pupil)

Other senior staff as necessary

The Rector's Secretary will be in attendance to take minutes of the meeting

The disciplinary panel at PHG will consist of:

Headmistress (Chair)

Deputy Head (Investigating Officer)

Housemistress of the pupil concerned (who will represent the interests of the pupil)

Other senior staff as necessary

The HMPHG's Secretary will be in attendance to take minutes of the meeting

Prior to the disciplinary hearing the Chair of the disciplinary panel will outline to the parents of the pupil concerned how the disciplinary hearing will be conducted and will inform the parents of the range of possible outcomes of the hearing (i.e. from no further action to expulsion).

At the start of the disciplinary hearing the Chair of the disciplinary panel will:

- i. Introduce all members of the panel
- ii. Outline the nature of the allegation and the possible outcome of the hearing (i.e. from no further action to expulsion)
- iii. Inform the pupil and his/her parents that if they may ask for a short break in proceedings if desired.

The disciplinary hearing will include (in sequence):

- i. The Investigating Officer will be asked to outline the nature of the allegation and the findings of the investigation
- ii. The pupil will be asked to respond to any questions relevant to the matter
- iii. The pupil's parents will be asked to submit any relevant information pertinent to the case
- iv. The pupil's Housemaster/Housemistress will be asked to comment on the pupil's disciplinary track record

v. The pupil, his/her parents and his/her Housemaster/Housemistress will be asked to present any mitigating evidence

At the end of the disciplinary hearing the Chair will ask the pupil and his/her parents to confirm that they are happy with the manner in which the hearing has taken place and that they have had the opportunity to respond fully to the allegation.

The disciplinary hearing will be conducted in as constructive/cordial a manner as possible.

Immediately following the disciplinary hearing minutes of the meeting will be completed and signed as a true record of the meeting by all parties present.

-

The Rector/HMPHG will communicate his/her decision to all parties concerned on the matter as soon as possible. It is likely that this will be communicated by telephone with a formal follow up letter. In the event that the pupil is excluded/expelled the parents of the pupil will be informed of their right to appeal to the PED and how that appeal should be lodged.