



Peponi School

Disciplinary Procedures

Sides

This is the lowest form of discipline that a member of staff or a prefect can award a pupil. It might mean presenting a pupil with a set of lines to complete or an extra class or a departmental detention. All offences and punishments awarded will be recorded. The “sides slip” should be completed for that purpose and placed in the Housemaster’s pigeon-hole. Once the offence has been recorded, Housemasters must deposit the slips in the box that is in the School Office.

Sides can be given for all minor infringements of the school rules and also for poor academic performance. Late work, poorly completed preps and classroom indiscipline can receive sides. The member of staff concerned can decide whether they feel it appropriate to speak to the Head of Department. If the Head of Department feels that there is a trend developing they can issue a **White Card**. This is designed to monitor a pupil through the school day – period by period.

If a pupil receives more than three sets of sides then a Housemaster’s Detention is awarded.

Housemaster’s Detention

A member of staff may determine an offence significant enough to place a pupil directly into detention. The member of staff needs to send an email to the Academic Secretary at academic@peponischool.org in order to place a pupil directly into detention. The email should state clearly why the pupil is being placed in detention. A list will be published and sent to the Houses concerned at 4.45pm at the end of the day. Housemasters can organise the time and place for each detention and ensure that at least one hour’s activity is provided. If a pupil earns more than three Housemaster’s Detentions then a Second Master’s Detention will be awarded. The Academic Secretary will contact the Second Master when this happens.

Second Master’s Detention

This is now quite serious and a letter will be sent to parents informing them of this award. It will outline the reasons for the award and provide some detail as to how the school views the offences concerned.

Pupils will be placed in detention on Tuesday and Thursday and in both sessions.

If the concerns are academic and/or disciplinary a **Green Card** will be issued. This will be taken to all classes and a record of performance will be kept for each lesson and the prep that has been completed. The tutor and housemaster will monitor this procedure and report and inconsistencies to the Director of Studies and Second Master.

If this detention is awarded on the basis of any other form of indiscipline, the Second Master will decide on any further action. Three Second Master’s detentions can lead to a Headmaster’s Detention.

Headmaster’s Detention

This is very serious and it is likely to support a formal warning. The parents will be informed immediately and the offence will be discussed. The Headmaster’s detention will occur on Saturday at 2.30pm and finish at

5.00pm. All pupils who are awarded this detention are expected to attend; failure to attend will have serious consequences on the future of a pupil at the school.

The pupil will also attend Tuesday and Thursday Detention in both sessions.

Suitable notice will be given that a Headmaster's detention has been awarded. All parties will have at least six days' notice.

If the offences that have led to this award are academic then a **Yellow or Red Card** will be issued. If the performance recorded during class and prep are not satisfactory then, if on a **Red Card**, the pupil can be asked to leave the school. Parents are informed when a **Red Card** is issued.

If the offence is not academic and considered to be serious enough for a Headmaster's Detention then the pupil may be Gated.

Gating

A pupil can be gated for a number of "reportable" offences. A pupil who is gated will be isolated from the pupil body during all periods of free time. A maximum length of five days can be awarded. Pupils will remain in school uniform throughout their gating period.

Suspension

Peponi School does not suspend pupils to spend time at their parents' home. All pupils who are suspended will attend all normal classes. However, they will be isolated from the pupil body for all other activities. They will not be allowed in the school dining room and eat their meals in the staff canteen. They will remain in their uniform throughout their period of suspension.

Levels of indiscipline that require such action will always involve discussions with parents. On occasions it might involve a period of time at home where the pupil can discuss the issues leading to the suspension with his or her parents.

Disciplinary Records

The Academic Secretary is responsible for keeping:

- The Sides Register,
- The Housemaster's Detention Register,
- The Academic Card Register,
- The Disciplinary Card Register.

The Second Master and Headmaster will keep the register of their detentions with copies going to the Academic Secretary.

Details of all sanctions imposed must be copied to pupil files.

Document History

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