



Peponi School

## Sanctions & 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 pigeonhole. 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 Tutor or the Head of Year. If the Head of Year 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](mailto: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 award 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.

### Gating

A pupil can be gated for a number of “reportable” offences such as persistent unruly behavior, leaving school without permission, skipping lessons. 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. For further information please refer to Gating Procedure.

## Headmaster's Detention

This is the most 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.

## Temporary Exclusion (Suspension)

Peponi School avoids sending pupils home for extended periods of time. Any time spent at home is to enable pupils to discuss their actions with their parents. Please refer to the Temporary Exclusion Policy.

## 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.

### Document History

School Council - October 2015

Prefects – October 2015

SLT – November 2015

SLT- September 2017

SLT- January 2018