

# WEST KIRBY PRIMARY SCHOOL

## Exclusion Policy

*Please refer to our Behaviour Management and Anti-bullying policy for more information about our positive approach and sanctions in place with the aim of preventing the need for exclusion.*

### **School vision statement**

At West Kirby Primary School, we aim to create a happy, caring community where all members are included, secure and confident; have an equal opportunity to fulfil their potential and to develop the skills necessary to make a valuable contribution to society; both now and in the future.

### **Rationale**

This policy is underpinned by our commitment to ensure the safety and well-being of all members of our school community in a calm and caring learning environment in which all can learn and succeed.

We invest time in explicitly teaching and modelling the types of behaviour we wish to see and by showing children how much we all value good moral and social behaviour. We reinforce this by identifying, highlighting and praising good behaviour as it occurs. We do not tolerate incitement to violence, extremist views, bullying or harassment in any form. We expect all adults in school to model our Code of Conduct and set a good example at all times.

Our Behaviour Management and Anti-bullying Policy explains how we actively promote 'doing the right thing' and following our school Code of Conduct. We recognise that none of us are perfect and we all sometimes do things we should not. We encourage all members of our school community to take responsibility for their own behaviour; to acknowledge being in the wrong; to reflect and take action to put things right eg apologising to the other party; and to accept the consequences and the agreed sanction. Our school Code of Conduct may be found in Appendix 1 and Sanction Steps in Appendix 2 at the end of this policy document.

### **Consideration of exclusion**

On the rare occasions of serious and/ or continued breaches of the school Behaviour Management and Anti-bullying Policy at Step 5 of our sanctions, then exclusion may be considered as a further sanction. The school will also consider the use of internal exclusion, where this may be considered more effective.

Fixed term exclusions are used when other strategies and sanctions have not been effective over a period of time or where there has been a single very serious breach of discipline: For example: sustained bullying, frequent disruption to the learning of others, a serious act of violence towards a child or adult. The parents/ carers and the child would be invited to a Return to School meeting to agree a Support Plan to prevent re-occurrence.

A permanent exclusion would be a matter of very last resort- Wirral has a managed move procedure which is designed to avoid the necessity for a permanent exclusion. This school would liaise with the LA and other agencies to try to avoid the need this last resort.

The Headteacher (or Deputy Head in the Headteacher's absence) will decide whether to exclude a pupil, for a fixed term or permanently (to be approved by the Governing Body within 15 days of the exclusion being announced), taking into account all the circumstances, the evidence available, the need to balance the interests of the pupil against those of the whole school community and the statutory guidance on exclusions including and disability discrimination. Please click on the following link to download this guidance from the DfE website: [School exclusion guidance](#)

## **Dealing with Inappropriate behaviour of parents, visitors and other adults in school: Legal Duty (DMBC Law and Governance Department):**

The school has a duty to ensure that its premises are a safe place to work and visit and must therefore deal effectively with any rude or aggressive visitors to the school, including parents.

Schools sit on land that belongs to the Local Authority, so only persons with the 'right' to be there, are allowed on the school premises. That 'right' is determined by the Headteacher and Governing Body. This can be extended to pupils, parents, staff, contractors and other workers and visitors, however, all persons on site are expected to behave appropriately and, if they do not, the school must take action that it considers necessary to prevent a repeat of that behaviour.

### **Inappropriate behaviour:**

This includes causing any kind of nuisance or disturbance, such as:

- Being verbally aggressive, eg swearing, threatening or shouting at others on the premises, including other visitors to the site
- Being physically abusive, eg taking an aggressive stance, threatening to strike someone or assaulting another person, including other visitors.
- Refusing to follow the reasonable instructions of staff; eg refusing to move from a specified location, to cease behaving in a certain manner, refusing to leave the site when reasonably asked to do so, causing an obstruction or health and safety hazard.

### **How the school can respond:**

1. Verbal warning – a senior member of the school staff can ask the person to stop behaving inappropriately or to leave the premises. Though this warning is given verbally, the information will be recorded.
2. Warning letter – serious incidents should be followed by a letter from the school advising the perpetrator of the consequences of any repetition of the behaviour previously displayed.
3. Banning letter – if the incident is sufficiently serious or it is one of a series of incidents, the Headteacher can ban the person from the premises.
4. The Police – can be asked to attend school to ask the person to leave, to remove them from the premises or, if their behaviour warrants it, to arrest them.
5. Legal proceedings –
  - a. Civil proceedings, compensation claims can be made by the school for compensation against any individual who has caused damage to the premises or any items owned by the school.
  - b. Injunction; if a person persistently enters the school premises without permission or authority, the school may seek an injunction from the courts prohibiting them from coming onto the premises.
  - c. Criminal proceedings via the Crown Prosecution Service.

In the event of a parent or other visitor to the school receiving a sanction they do not agree with, the [Complaints Procedure](#) may be used to voice concerns. This may be downloaded from the school website under the policies and procedures tab or by clicking on the hyperlink above.

**Our Code of Conduct - we agree to :**

- Listen when other people are talking
- Do our best and set a good example
- Be honest and truthful
- Treat everyone kindly and with respect
- Be polite and friendly to everyone in school and visitors
- Be willing to help others
- Take pride in our work
- Look after our school and everything in it



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Aim for the Gold Star.



Be the best you can be.

## Sanction Steps (UKS2 version)

Most of the time you will follow the steps in order. However, if the adult who is dealing with your behaviour thinks it is more serious you may skip a stage and be asked to move your name straight to a certain point.

### Step 1

Verbal reminder & warning - please follow our school Code of Conduct.

**Step 2 Time Away** - sit away from your peers or possibly in another class. You are still in the **Green Zone** but you have **crossed the line**.

**Step 3 Orange Zone** - If you have to be spoken to again you will move your name into the **Orange Zone**. If your name goes into orange you will miss 5 minutes of your playtime in the Reflection Zone.

**Step 4 Red Zone** - If you have to be spoken to again you will move your name into the **Red Zone**. You will miss 10 minutes of your playtime and spend it in the Reflection Zone.

### Our Code of Conduct - At WKPS we agree to:

- Listen when other people are talking.
- Do our best and set a good example.
- Be honest and truthful.
- Treat everyone kindly and with respect.
- Be polite and friendly to everyone in school and visitors.
- Be willing to help others.
- Take pride in our work.
- Look after our school and everything in it.

### Step 5

If you continue not to follow the Code of Conduct when you are in **Red Zone** you will be sent to either Mrs Takashima or Mrs Bailey.