

Discipline Policy

The following are the discipline procedures for students at Leicester Community Academy:

1. Verbal warning is issued and the incident is recorded in the students' incidents record.
2. Stage 1: Head Teacher and Form Tutor are informed of the incident/problem and a detention is issued, parents are informed.
3. Stage 2: Student is placed on report, his/her behaviour, class work and homework is monitored closely and reviewed after a certain period. Parents are informed via letter.
4. Stage 3: Meeting is held with parents, Head Teacher and other relevant teachers to discuss issues and possible solutions.

Whilst giving detention is an effective form of discipline, in order for this to be effective we feel that certain guidelines should be adhered to. Detentions should not be given for a one off incident. If a student fails to give in one piece of homework, class work or breaks a minor classroom rule, then this alone should not warrant a detention. This incident should be recorded in the students' incidents record database. Detentions should only be given when the students have repeatedly broken rules, possible issuing of detentions can be discussed in staff meetings.

In the secondary boys department we have a students' incidents record where we note down when students fail to complete any class work or homework or misbehave for whatever reason. In the record; the severity of the incident is noted as well as what action was taken.

If a student persistently breaks rules, we usually discuss this further in staff meetings. If there is consensus between the teachers that a particular student is struggling or failing to meet a certain standard, then we proceed to stage 1 and a detention is issued. The detentions should be effective.

If we notice that a particular student has regularly been receiving detentions, we go to stage 2 and place the student on report. We have a standard report sheet which we issue to students who are on report. A fixed period is set for the report and after that period finishes, the report is reviewed by the Head Teacher and parents too.

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Once the report period has finished, if there have been no signs of improvement, we proceed to stage 3. We have a formal meeting with the parents, with as many teachers present as possible and we discuss all the issues and how to overcome them.

With regards to responsibilities, one teacher has access to the database and at the end of lessons or at break time other teachers inform him/her of any names that need to be put on the database.

The responsibility and final decision for detention/suspension; in consultation with the teacher reporting the incidents; will be the Head Teacher, who will inform the teacher to write a letter or complete the detention/suspension slip and send it home with the pupil informing parents of the discipline issues and actions taken by the school and the stages put in place to help the child improve on discipline Insha...

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