



TERRA NOVA  
SCHOOL

## Discipline and Exclusions Policy

*This policy applies to all sections of the School, including the Early Years Foundation Stage (EYFS)*

Reviewed: October 2025

Next review: October 2026

## **Terra Nova Guiding Principles**

A Terra Nova education provides a safe, ambitious and nurturing environment in which children can flourish: discover their talents, develop their potential and contribute to the community, to lead happy, fulfilled lives.

To achieve our Aim, we support every child to experience and learn through GROWTH.

### **Gratitude**

To develop in pupils a deep sense of Gratitude for the privileges they enjoy, and in recognising this, a willingness to give back to their community.

### **Respect**

To instill in everyone a deep sense of Respect creating a culture that promotes equity, diversity and inclusion, where children are kind, thoughtful and considerate, valuing their talents and appreciating those of others.

### **Outstanding Education**

To provide a truly Outstanding education for all pupils, that fosters ambition, creativity and breadth, where pupils learn how to learn through work and play.

### **Worldliness**

To develop in pupils a sense of Worldliness - global citizens who are willing and able to make a difference to their local community and the wider world.

### **Teaching**

To attract, develop and retain exceptional Teachers who are passionate about their commitment to all pupils and transformational in their teaching.

### **Happiness**

To nurture happiness: Happy children learn best, growing into confident young people who embrace the challenges and opportunities of our school, preparing them for their Future School and beyond.

## **Introduction**

Terra Nova School Discipline and Exclusions Policy applies to all children in the school, including those in the Early Years Foundation Stage. This policy addresses the processes pertaining to situations of ill-discipline that may warrant exclusion. The policy should be read alongside the school's Behaviour Policy.

Staff at Terra Nova School also recognise that there might be underlying causes for a child's behaviour. If staff suspect a child's behaviour is because the child is suffering, or is likely to suffer, significant harm, then the procedures set out in the Child Protection and Safeguarding Policy are followed.

In determining appropriate disciplinary action, staff at Terra Nova School have regard to the provisions of the non-statutory DfE publication: 'Behaviour in Schools' (updated October 2022) and other relevant legislation or Guidance.

## **Rewards and Sanctions at Terra Nova**

Pupil behaviour and attitudes towards school are both guided by the School's principles of expected behaviour, outlined in the Guiding Principles section of the Behaviour Policy. In summary, there are three principles in our school that guide pupil attitudes to learning. These are:

- To be ready for learning.
- To take pride in our school.
- To show respect.

A comprehensive system of Rewards and Sanctions is in place at Terra Nova to ensure that positive attitudes towards school are suitably rewarded, and that instances of poor behaviour where expected standards are not met are sanctionable.

Full details of the School's approach to supporting good discipline through rewards and sanctions, including the schedule of sanctions for persistent incidences of poor behaviour, may be found in the school's Behaviour policy, which should be read in conjunction with this document.

## **Prohibited sanctions**

The Children's Act specifically prohibits the use of corporal punishment. This means the intentional application of force as a punishment and includes slapping, rough handling, striking with or without an implement or throwing missiles at a child. Terra Nova rejects the use of corporal punishment in all forms within the school. Use of force as a punishment will result in disciplinary action, in line with the school's staff discipline policy.

## **Positive Handling (use of physical restraint)**

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a child from doing, or continuing to do, any of the following:

- committing any offence (or, for a child under the age of criminal responsibility, what would be an offence for an older child);
- causing personal injury to, or damage to the property of, any person (including him or herself);
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

The full policy on the use of positive handling is set out in the Behaviour Policy.

## **Breaches of Discipline that merit Exclusion**

Where a pupil has continued to receive sanctions for consistently falling below the expected standards of behaviour at Terra Nova, as outlined by the Guiding Principles in the Behaviour Policy, or where a serious incident has occurred, a decision may be taken to exclude a pupil from the school. Any decision to exclude a child, either for a fixed period of time or permanently, represents a serious sanction and is considered a last resort by the School.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation. In particularly significant or serious circumstances, guidance may be sought from external agencies (e.g. Children's Services, Police). Where a criminal act has occurred, or in circumstances that fall under mandatory reporting requirements, the Police will be notified immediately, and the school will follow the guidance received.

The continued presence of any pupil in the school is solely at the discretion of the Head and depends upon the pupil's application, progress, conduct, attendance and behaviour (including out of school) being in accordance with such standards as the School deems necessary and appropriate. Pupils who are found to have made malicious accusations against school staff may also be subject to exclusion.

The Head may at their sole discretion exclude, or require parents to remove a child if the behaviour of either parent is, in the opinion of the Head, unreasonable and affects or is likely to affect adversely any pupil's progress at the School or the well-being of the School or its staff, or to bring the School into disrepute. The Head has complete discretion on what warrants unreasonable behaviour.

### *Fixed-term exclusion: persistently failing to meet expected standards of behaviour*

A fixed-term exclusion should be for the shortest time necessary: evidence suggests that one to three days are usually enough to secure benefits without adverse educational consequences. A fixed-term exclusion may be served on site or offsite, at the direction of the School.

Exclusion for a period of time from half a day to five days for persistent or cumulative problems will be imposed only if the School has already offered and implemented a range of support and management strategies. These may include:

- Restorative and reflective discussion with the pupil
- SLT detention(s)
- Mentoring (Form Tutor or other staff support)
- Behaviour Plan
- Target setting and monitoring (e.g. Daily Report)
- Investigation of wider provocation

Exclusion will not be used for minor incidents; the system of sanctions of Marks and Stamps, outlined in the Behaviour Policy, is used to address these. Escalation of sanctions towards exclusion would only occur when these are persistent and/or defiant.

#### *Fixed-term exclusion: single incident*

Fixed-term exclusion may be used in response to a serious breach of school guiding principles and policies, or a disciplinary offence.

In such cases the Head or nominated deputy will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the School's policies. The pupil will be encouraged to give his/her version of events, and the Head will check whether the incident may involve mitigating circumstances or provocation, such as bullying or racial harassment. Should a pupil be identified as having specific additional needs, these will be considered to rationalise the incident, but should not be used to excuse behaviour.

If necessary the Head may choose to consult a member of the school's Governing Board, but not any Governor who may have a role in reviewing the Head's decision.

#### *Permanent Exclusion*

A permanent exclusion is a very serious decision, and the Head will consult with a Governor before enforcing it.

As with a fixed-term exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school guiding principles and policies, or a grave or persistent offence. Examples of misbehaviour that may merit a Permanent Exclusion may be found in Appendix 1.

Guidance and information on the School's policy regarding the use or possession of alcohol, tobacco, solvents or drugs by children is provided in Appendix 2.

## **Authority to Exclude**

Only the Head has the absolute discretion to remove a pupil from the School. The Head is obliged to keep the Governing Body informed of any exclusion, with the exception of any members of the Governing Body who may be required to sit on an Appeals Panel.

## **Exclusion Procedure**

The Head is responsible for ensuring that the Discipline and Exclusions Policy is implemented and for reporting to the Governors. Where exclusion lasts longer than a day or is a permanent exclusion, the Head or Deputy Head will:

1. Inform the pupil's parents of the period of any fixed-term exclusion or permanent exclusion.
2. Give the reason for the exclusion.
3. Advise the parents that they may appeal to the Governing Body against the exclusion, directing them to this policy and the Appeal procedure outlined below. Notify the Chair of Governors of the details of and reasons for the exclusion.

## **Appeal Procedure**

If parents wish to appeal against the exclusion of their child:

1. The Parents will be referred to the Clerk to the Governors to call a hearing of the Pupil Discipline Appeal Panel.
2. The matter will then be referred to the Panel for consideration. The Panel will consist of at least three persons, one of whom shall be independent of the management and running of the School. Each of the Panel members will be appointed by the Governing Body. The Clerk to the Governors, on behalf of the Panel, will then acknowledge the appeal and arrange a hearing as soon as is practicable – normally within 14 days. The Panel will seek all relevant information and evidence from both parties.
3. If the Panel deems it necessary, it may require that further particulars on any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 10 working days prior to the hearing.
4. The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
5. If possible the Panel will resolve the parents' appeal immediately without the need for further investigation.

6. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts it considers to be relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 10 working days of the hearing. The Panel will write to the parents informing them of its decision and the reasons for it.
7. The decision of the Panel will be final. The Panel's findings and recommendations, if any, will be sent in writing to the parents, the Head and the Governors.
8. Whilst a pupil is excluded during the process of an appeal, the school will continue to provide appropriate work to be completed at home and that will be marked by the pupil's teachers.

Parents can be assured that the appeal will be treated seriously and confidentially. All correspondence, statements and records will be kept confidential except insofar as is required of the School.

### **Refund of Fees**

There will be no refund of fees following temporary or permanent exclusion. In the case of permanent exclusion the Acceptance Deposit will not be returned or credited. Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

### **Removal from school for other reasons**

The Head may send a pupil home, after consultation with that pupils' parents, and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

### **Monitoring and Policy review**

This Policy will be reviewed annually to ensure that it complies with statutory requirements and to ensure that any changes in practices are accurately reflected.

## APPENDIX 1

### Examples of Breaches of School Discipline that merit exclusion

- Carrying an offensive weapon
- Fraud
- Malicious damage
- Persistent bullying
- Violence against others (pupil or teacher)
- Misuse of social media
- Possession or use of an illegal drug
- Racial harassment
- Sexual harassment
- Sexual misconduct
- Any other activity that is illegal under English law

## **APPENDIX 2**

### **ALCOHOL, TOBACCO, SOLVENTS AND DRUGS**

#### **GUIDANCE AND INFORMATION**

##### **ALCOHOL**

Any child found to be drunk on the school premises or on a trip, outing or off-site visit will receive initial medical assistance from the Health Centre or a First Aider. Thereafter, parents or guardians may be required to remove them from the premises, or trip, outing or off-site visit, if erratic or disruptive behaviour is displayed. In serious cases, the police and ambulance services may be summoned.

Alcohol found on any child will be confiscated and returned to parents or guardians accordingly. 'Suspicious' drinks brought on to the campus or taken on a trip, outing or off-site visit may also be confiscated, and a ready supply of drinking water made available as a substitute.

Pupils found drunk or in possession of alcohol on school premises or on a trip, outing or off-site visit will be liable to disciplinary action. Sanctions will include a Head's Detention and further education on the dangers of alcohol. Offences may also lead to temporary or permanent exclusion.

##### **TOBACCO**

Smoking on the school premises and on school trips, outings or off-site visits is expressly forbidden. Smokers' requisites found on any child will be confiscated and returned to parents or guardians accordingly. Sanctions will include a Head's Detention and further education on the dangers of tobacco. Offences may also lead to temporary or permanent exclusion.

##### **SOLVENTS**

Any pupil found suffering from solvent intoxication will be given emergency medical attention in the Health Centre or First Aider, and their parents contacted immediately.

Where a pupil is involved in solvent abuse on the school premises or on a trip, outing or off-site visit, the school will ensure that the child's parents are informed.

Pupils found under the influence, or in possession, of solvents on school premises or on a trip, outing or off-site visit will be liable to disciplinary action. Sanctions will include a Detention and further education on the dangers of solvent abuse. Offences may also lead to temporary or permanent exclusion.

## DRUGS

### Controlled drugs and the law

Under the Misuse of Drugs Act 1971, it is an offence:

- To supply or to offer to supply a controlled drug to another in contravention of the Act
- To be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act
- For the occupier, or someone concerned in the management of any premises, knowingly to permit or suffer on those premises the smoking of cannabis, or the production, attempted production, supply, attempted supply or offering to supply of any controlled drug.

### Classification of controlled drugs

Drugs can be divided into the following categories:

- Depressants (designed to slow down the body)
- Stimulants (to give a feeling of energy)
- Hallucinogens (substances that alter perceptions)
- Medicines (substances that alleviate the symptoms of illness).

### Controlled substances in common use

#### Category A

- *Heroin (slang: boy, china white, dragon, H, scag, smack, junk)* Derived from the opium poppy, this can be identified as a white powder. It can be smoked, sniffed, injected or inhaled.
- *Cocaine (slang: crack, rock, C, charlie, coke, dust, snow)* Extracted from the cocoa plant, this can be used as a white powder or in a small white block (crack). It is sniffed, injected or smoked.
- *Ecstasy (slang: E, adam, burgers, Dennis the Menace, brownies, MDMA, XTC)* This will be found in capsules and tablets of various sizes and is swallowed.
- *LSD (slang: acid, tabs, blotters, frash, lucy, dots, transfers, rhubarb and custard)* This is generally made into small white or brown tablets, or found as blotting paper soaked in chemicals. These substances are swallowed.
- *Amphetamines (slang: speed, whizz, sulph, uppers, stimulants)* These can be included in category A (if prepared for injection) or Category B (if ingested). Found in powder, tablet or capsule form, they are either sniffed, swallowed or injected.

## Category B

- *Cannabis (slang: hash, grass, dope, ganja, pot, blow, draw, marijuana)* Hash is a brown solidified resin from the cannabis plant, whereas grass consists of dried leaves of the cannabis plant. This substance is smoked with tobacco, or on its own. It can also be eaten.
- Hallucinogenic mushrooms and solvents are not illegal substances unless otherwise prepared, or knowingly sold, for eating or sniffing.

## Drug abuse identification

### Warning signs – **individuals**

- Changes in attendance and an unwillingness to participate in school activities
- Decline in performance in school work
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability
- Increased time spent away from home, possibly with new friends in older age groups
- Excessive spending or borrowing of money
- Stealing of money or goods
- Excessive tiredness without obvious cause
- Lack of interest in physical appearance
- Sores or rashes on the mouth or nose
- Lack of appetite
- Heavy use of scents to disguise the smell of drugs
- The wearing of sunglasses at inappropriate times

### Warning signs – **groups**

- Regular absence on certain days
- Keeping a distance from other pupils
- Being the subject of rumours about drug taking
- Stealing
- Using drug takers' slang
- Associating with an older person not normally part of the peer group

### **Objects** that may indicate drug misuse:

- Foil containers or spoons discoloured by heat
- Metal tins
- Pill boxes
- Plastic or glass bottles
- Twists of paper
- Straw
- Sugar lumps
- Syringe and needles

- Cigarette papers and lighters
- Spent matches
- Stamps, stickers, transfers or similar items
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes (heroin)
- Paper folded to form an envelope (heroin)
- Shredded or home-rolled cigarettes and pipes (cannabis)

## **POSSESSION AND SUPPLY OF ILLEGAL SUBSTANCES**

If a pupil is found in possession of, or using a controlled drug on campus, or on a trip, outing or off-site visit, the drug will be immediately confiscated and handed to the police. Where a threat exists to the safety of others, it is permitted in law to destroy the substance confiscated.

In cases where a pupil or other person is found to be supplying, or offering to supply, controlled drugs ('pushing'), the police will be informed immediately. Disciplinary action will follow which may involve either temporary or permanent exclusion.

## **SEARCH AND DISCOVERY OF ILLEGAL SUBSTANCES**

If the Head or a member of staff has reason to believe that a pupil's desk or locker (or personal belongings when on a trip, outing or off-site visit) contains unlawful items, a search will be conducted by two people in the presence of the pupil. Where pupils are suspected of concealing illegal drugs on their person, every effort will be made to encourage a voluntary handing over of such substances. Should a pupil refuse, the police will be summoned. On no account will intimate physical searches be undertaken.

Any substance seized that is not disposed of will be stored in a secure place and taken as soon as possible to the local police station, or arrangements made for the police to collect the substance from the school. The substance will be packed securely and labelled with the date, time and place of discovery by two people. The package will be signed by the person who discovered it.

It is also legally permissible to dispose of an illegal substance by incineration or by flushing it away. Such a means of disposal must be witnessed by another member of staff and careful note made of it. The resulting report must be signed by both members of staff involved.

## **RESPONSIBILITIES OF THE HEAD**

The Head's responsibilities in respect of drug-related matters on school premises, or while pupils are elsewhere engaged on school activities, fall into two categories:

- The paramount duty of care to all pupils, to ensure their health, safety and welfare according to their needs at all times; to act in loco parentis (as a reasonable parent) to all pupils entrusted to the school;

- The observance of and compliance with laws related to controlled substances.

## **INTERVIEWING PUPILS**

When a pupil is interviewed, a witness must always be present. In most cases, it is appropriate to inform parents if their child is involved in a drug-related incident. One should nevertheless be sensitive to the possibility of adverse reactions from parents, who might accept such information with reluctance.

## **DISSEMINATION OF INFORMATION**

### **Parents**

The Head will inform parents or guardians as soon as a case of substance misuse (or supply on the school premises, a school trip, outing or off-site visit) has been positively identified. Should a pupil disclose information about the use of illegal substances, the Head will verify the disclosure with the appropriate member of staff before contacting the parents concerned.

Pupils cannot be guaranteed that a disclosure will be treated in confidence. The Head is under an obligation to inform parents and appropriate agencies when required.

The school may consider acting as an agent in these matters and facilitate a meeting between the child and the parent. Should concerns exist regarding the safety of the child at home after a drug incident, the school will alert the LSCB.

### **Police**

Consistent with the recommendations of the Department for Education (DfE), the Head may consider it appropriate to inform the police when a drug incident or offence has been discovered on the premises.

Police wishing to interview a child in school must inform parents. In exceptional cases, the police may interview pupils on school premises with the Headteacher's agreement and provided that efforts have been made to inform the pupil's parents. The Police and Criminal Evidence Act 1974, in its Code of Practice, sets out the procedures in respect of the detention, treatment and questioning of young people by police officers, which should be observed when children are interviewed on school premises.

Parents have the right to refuse to allow their child to be interviewed.

In cases where a pupil or other person is found to be supplying or offering to supply controlled drugs ('pushing'), the police will be informed immediately.

## **EXCLUSION**

Exclusion may well be an appropriate outcome resulting from continued abuse of substances, but the school will consider the whole welfare of the child involved. Fixed term exclusion may be appropriate in some cases, and permanent exclusion may be warranted as a final sanction when all other reasonable steps have been taken. Where it is regarded as the right course of action, exclusion will be conducted in accordance with appropriate procedures.

## **HEALTH AND SAFETY SUPPORT FOR PUPILS**

Any pupil suspected of experimenting with illegal substances will be given appropriate counselling and support via the school's pastoral system. Should a pupil suffer the effects of an illegal substance, appropriate emergency care will be sought from a First Aider and from professional medical services. Attempts will be made to contact parents in cases where professional medical support has been summoned.

Should a child lose consciousness owing to drug misuse or admit to an overdose of drugs, staff must adopt the following procedures:

- Summon help from a First Aider or the Health Centre but do not leave the child alone
- Ensure that airways are clear and, where necessary, place the child in the recovery position
- Phone 999 for an ambulance
- Keep the child warm to prevent shock
- Inform the Head (or his Deputy) immediately
- Contact the child's parents or guardian as soon as possible