

Shapwick Sanctions Information

- All misdemeanours and resultant sanctions are recorded in each individual pupils section in their tutor's file (kept in the staff room for access and perusal as and when necessary).
- Misdemeanours other than the minor usually result in a detention from 4 – 4.25pm on weekdays or on Saturday afternoons (see below for appropriate disciplinary action)

Pupils lose Housepoints for every detention i.e.

- 4pm weekday detentions = loss of 3 Housepoints
- ½ hour Saturday detention = loss of 5 Housepoints
- 1 hour Saturday detention = loss of 10 Housepoints

Detentions are noted in the duplicate book kept in the staff room and a copy of the incident is put in the relevant Tutor and Houseparent's pigeonhole.

Guidelines for detention (warning/reminders should be given in most cases)

Weekday 4 – 4.25pm

- No prep/inadequate prep – showing little effort
- Foul language (heard by accident) – verbal warning in first instance and then detention
- Silly boisterous behaviour – verbal warning in the first instance then detention
- Loitering (could be replaced with extra duties)
- Entering out of bounds area – verbal warning or inform the Headmasters at appropriate discretion of staff
- Persistent lateness for lessons/activity/Assembly

Saturday afternoon

- ½ hour for disturbing Prep
- 1 hour for rudeness to staff plus advise the Headmaster
- 1 hour for use of foul language within full earshot of staff

Other misdemeanours will need to be dealt with by Deputy Head or the Headmaster

- Fighting/Bullying
- Smoking
- Persistent offences
- Any other misdemeanours not listed

The Tutors record detentions gained over the term and appropriate deductions are made. For each detention given, staff should record the following information: Date, Name, Offence, Length of Detention, and Staff Initials. The details are perused regularly by the Headmasters (a minimum of once a week or as advised by the members of staff). Tutors should discuss incidents of punishment over the week with the individual pupil. The Headmaster must be informed if a pattern of incidents is occurring. Staff should ensure that they are consistent in the use of detentions (or indeed sanctions). All incidents listed below and result in sanctions must be recorded in the tutor file.

Tutors telephone parents of Day pupils/regular weekly boarders so that appropriately adjusted transport arrangements can be made. Pupils will be informed of any impending detentions on Friday morning.

Housepoints are given or taken away by the Headmaster for the following:

- Student verbally congratulated +15
- Congratulatory telephone call to parents +20
- Congratulatory letter written to parents +30
- Verbal warning to student -15
- Telephone call to parents -20
- Letter to parents -30
- Student temporarily excluded from school - All Housepoints awarded during the appropriate week to be withdrawn

In all Boarding Houses, incidents should, in the first place, be dealt with by the relevant Houseparents and appropriate sanctions employed and recorded in the house diary/communications book. Persistent incidents or ongoing areas of concern must be brought to the attention of the Headmaster who will take or direct the action which he deems appropriate after discussion.