



Oporto British School

To Strive for Success and to Serve *Est. 1894*

Disciplinary Policy

OBS Mission/ Philosophy Statement

The school provides a disciplined and stimulating learning environment, which fosters creativity, independence of thought and an enduring love of learning.

The school puts the individual's needs, fulfilment of potential, and experience of success at the core of its aims, thus raising self-esteem.

Fundamental to our operation is the forging of good relations between all members of the community.

Pupils are encouraged to become aware of their responsibilities as kind and thoughtful individuals, mindful of the needs of others, in order to become valued and caring members of the school, local and global communities.

Aims

To establish an environment that is conducive to learning.

To promote responsible behaviour, respect for others and for property.

To ensure a disciplined environment by applying sanctions that may be imposed on pupils not adhering to school rules and procedures.

The history, traditions, ethos, Behaviour Policy and Mission Statement of the Oporto British School all suggest that the punishment for serious acts of misbehaviour are to be used only in the most extreme circumstances and following the most careful investigation. Only when all other sanctions have been explored or used, would the school leadership decide to suspend or withdraw a pupil.

The Mission/Philosophy Statement includes the assertion that the t "We (the students) act with integrity, fairness and justice, and take responsibility for our actions and their consequences."

The School Behaviour Policy addresses this assertion very seriously and sets out the values which are at the core of expectations. It creates a framework for individual and collective behaviour based on trust and respect for oneself, others and the environment. Should a pupil not adhere to the expected code of behaviour, punishment will follow. The sanctions imposed by the School vary from verbal warnings to exclusion depending on the severity of the behaviour. Teachers are all expected to implement the Behaviour Policy and it is recognised that, depending on the nature of the misbehaviour, it is sometimes necessary to refer a matter to a higher authority. In the case of a possible suspension or withdrawal, the matter must be taken immediately to the Head of Pastoral and then to the Headmaster. *The Headmaster, or in their absence the Head of Pastoral, is the only person with the authority to suspend a pupil and then only after having followed the correct procedure.*

The Head of Pastoral will keep a record of sanctions for serious disciplinary offences as a hard copy and recorded on SIMS. In addition, all serious disciplinary offences will be recorded in the Serious Disciplinary Log (SDL). This will include the pupil's name, year group, the nature and date of the offence, and the sanctions imposed.

Suspension, Fixed Term Exclusion and Permanent Exclusion

This is for more serious incidents which include but are not limited to any of the following serious misconduct: truancy, arson, aggressive assault, sexual assault, stealing, vandalism, bullying, racism/intolerance, smoking, consumption of alcohol and possession of drugs.



Procedure for the suspension or exclusion of a pupil and for written and registered rebuke:

1. Following a most serious breach of discipline, the pupil will be referred immediately (the deadline is 2 working days after the knowledge of the fact) to the Head of Pastoral and then the Headmaster.
2. The pupil will be isolated from all other pupils and the parents will be informed of the alleged misbehaviour and informed that an investigation will take place. The student can be preventatively suspended if their presence at school can seriously disturb the normal functioning of school activities or if it is necessary and appropriate to guarantee tranquility at school or prejudices the investigation of the disciplinary procedure; the days of suspension will be deducted in the days of the fixed-term exclusion decided in the final decision. In the days of suspension/fixed-term exclusion the school must provide a plan of academic activities for the student.
3. An investigation into the alleged misbehaviour will be undertaken by a senior member of staff as directed by the Headmaster.
4. The Headmaster will inform Nick Sellers- Pastoral Governor or Nicole Azevedo- Deputy Pastoral Governor (or their representative if they are unavailable) of the alleged misbehaviour and advise that the pupil may be liable to suspension (internal/external). The period of suspension/fixed-term exclusion may be up to a maximum of 12 school days.
5. The Head of Pastoral will endeavour to ensure that work is provided for the period of the fixed-term exclusion. Only in cases of external suspension will the Headmaster inform Nick Sellers- Pastoral Governor or Nicole Azevedo- Deputy Pastoral Governor
6. The investigating member of staff will present their findings to the Headmaster as soon as possible (the deadline is 6 working days). The investigation must include a hearing of the student and if he/she is under 18 his/her parent (encarregado de educação) must also be heard. If the parent fails to be at the hearing the student under 18 can be heard in the presence of a teacher he/she chooses and in the presence of the Head of his/her House. During this hearing minutes will be taken and are to be signed by all the persons present in the hearing. The investigation can be replaced if the student (older than 12) at the beginning of the investigations (the deadline is 2 working days) asks to be heard in the presence of his/her parent, the Head of House and a teacher, and admits to his/her behaviour. A student older than 18 can admit the facts in the hearing without the presence of his/her parent. If the student admits to the facts, that must be taken into account in his/her favour in the decision.
7. The Headmaster will decide on the level of punishment which is appropriate (the deadline is 3 working days after the report of the findings) to the misbehaviour and, in the case of fixed-term exclusion, will inform Nick Sellers- Pastoral Governor or Nicole Azevedo- Deputy Pastoral Governor accordingly.
8. Should the decision be to issue a fixed-term exclusion, the pupil, the pupil's parent(s) will be invited to meet with the Headmaster and will be informed of the circumstances and the punishment, including the length of the fixed-term exclusion.
9. Should the alleged misbehaviour be so grave that it may lead to permanent exclusion, after informing parents, the offending pupil will be removed from the School until a full investigation of the incident by a senior member of staff as directed by the Headmaster can be undertaken. Parents will be advised that withdrawal could be an option. Should the decision be the permanent exclusion the pupil (if he/she is



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older than 10) and the pupil's parent(s) will be invited to meet with the Headmaster and with the Chairman of the Board, and will be informed of the circumstances and the punishment.

10. The evidence collected by the investigating member of staff will be presented to the Headmaster, who will consult with the Chairman of Governors to decide the outcome.

11. The outcome will be communicated to the pupil and his/her parents as soon as possible. Should the decision be to withdraw (either parents invited to withdraw their child or a place will no longer be available for the pupil in the following academic year), the parents will have ten working days in which to appeal to the Governing Board.

12. The Appeal Committee, appointed by the Board of Governors, will hear the evidence originally presented. Any additional evidence will not be permitted. Should the Appeal Committee uphold the decision to withdraw, this will be communicated immediately to the parents. This decision will be final, unconditional and binding.

NB. Pupils can be encouraged to find another school. At the end of an academic year, the Headmaster can withdraw the offer of a place at the school.

Review - To be reviewed every two years by the Head of Pastoral and the Headmaster.

Last Reviewed Sept 2020