



AZBUKA Russian-English Bilingual school

Discipline, Exclusions and Removal Policy

PERSON RESPONSIBLE:
Approved by:
Approved:
DATE OF NEXT REVIEW:

Head Teacher
Governors of AZBUKA Foundation
September 2025
July 2026

Introduction

This policy should be read in conjunction with the School's Behaviour and Anti-Bullying Policy, School Rules, Code of Conduct for parents, E-Safety Policy and Complaints Procedure.

At AZBUKA Russian-English bilingual school we encourage the establishment of good teacher/ pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- verbal praise and written praise for good work;
- academic merits for both effort and achievement, which are celebrated both in the classroom and the schools assemblies;
- weekly, termly and annual subject/project individual and year group awards and prizes;
- posting examples of excellent work in language and literature, world around us, art/design, sports, and drama and concert achievements on the School's website and school FB and Instagram pages as well as termly Newsletter, so that the community can celebrate success;
- Letters and certificates
- reports to parents; and
- Special time

Sanctions for breaches of discipline that do not merit *exclusion* (fixed term temporary exclusion) or required *removal* (permanent exclusion)

When poor behaviour is identified sanctions are implemented in line with the Managing Misbehaviour of the AZBUKA Behaviour and Anti-Bullying Policy.

We have a range of disciplinary measures which include:

- a verbal reprimand from a member of School staff;
- Pastoral care meeting with the child's teacher or Designated member of staff or SLT and Head teacher; pastoral care meetings with the group of children (if required)
- Running extra P4C sessions that will include topics and discussion related to specific act of misbehaviour in school
- Setting extra writing projects to reflect on the misbehaviour, the reasons for it and the ways to improve
- Losing minutes from the Special Time
- Incident reports and/or letters to parents (which are always worded to be as constructive as possible);
- additional school work or repeating unsatisfactory work until it meets the required standard;
- Meetings with the children and parent/s to prepare and implement a special Behaviour improvement plan
- regular reporting, scheduled behaviour checks; or being identified for daily or weekly behaviour monitoring; being identified for a special individual behaviour improvement plan with the ongoing monitoring and review.

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class or school, and late or poorly completed work or home work. He/she may impose any of the sanctions above such as the setting of additional work or the pupil may be required to re-do unsatisfactory work. Repetition of this behaviour will be reported to the Heads of Curriculum (Russian or English sections), Deputy Head and discussed at the weekly staff meetings with the plan of further actions and disciplinary measures agreed.

More serious misdemeanours (including misbehaviour during school trips or outings are reported to the SLT, Deputy Head and Head teacher and may lead to withdrawal of privileges/awards for a designated period, usually up to a week and more strict disciplinary measures implemented.

Repeated lateness (following attendance monitoring and warnings to parents), persistently poor academic performance (including persistently poor homework), missing school with inadequate explanations or very serious misconduct will be reported to the SLT, Deputy Head and Head teacher, discussed at the staff meetings and/or governors and may lead to further investigations, meetings with parents and official written warning to parents.

If suspension is ineffective, the School may be forced to exclude the pupil on temporary basis, or to require him/her to be removed (permanent exclusion).

The parents are expected to follow the school policies and Code of Conduct for parents. Disrespect to School ethos, rules and policies may lead to official written warning to parents and school-parent meeting.

Breaches of School Rules by pupils which merit exclusion (temporary fixed term exclusion):

A non-exhaustive list of the sorts of behaviour and misconduct that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying) [in accordance with the School's Behaviour and Anti-Bullying Policy];
- committing a criminal offence;
- fighting;
- stealing
- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including youth-produced sexual imagery;
- drug and alcohol misuse (including supply/possession/use);
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- misconduct which brings or is likely to bring the School into disrepute; and
- persistent disruptive behaviour or breaches of the School's Behaviour and Bullying Policy] or School Rules, School Ethos, School policies and procedures, Code of Conduct for Parents, School's Terms and Conditions (Parent Contract), the School

may require the removal (permanent exclusion) of a pupil in circumstances where the Head and the Governors consider in their discretion that the behaviour or conduct of a parent is unreasonable.

A non-exhaustive list of the sorts of behaviour that could merit required removal (permanent exclusion) of a pupil on the grounds of unreasonable parental behaviour includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community;
- behaving in a manner which brings (or is likely to bring) the School into disrepute;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) a pupil's progress at the School; and
- persistent breaching the Schools Terms and Conditions (Parent Contract), School Policies, Main school Ethos and Code of Conduct for Parents

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning from the Head and the Governors).

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in his/her discretion that the pupil's behaviour, attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Head, the removal of the pupil is in the School's best interests and/or those of the pupil or other children.

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of minor misdemeanours.

Decision to exclude or remove the pupil/Investigation Procedure

The Head for his/her part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head's nominee). Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime on School premises.

Prior to any decision being taken by the Head to exclude or require the removal of the pupil, the Head will meet with the pupil and their parents or in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, the parents.

If the Head considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Head and the Governors will reach his/her decision on the balance of probabilities. The Head on behalf of the Governors will communicate his/her decision in writing within five working days from the meeting.

Exclusion of an SEND pupil. The School does not discriminate against children with special education needs and disabilities. The reasons why an exclusion/removal is being considered are not due to the child's special needs or disability.

Appeals against exclusion / required removal

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with **[under Stage 3 of the School's Complaints Procedure]**, and should be made in writing to the Head within five working days of the pupil's exclusion / required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

An investigation will be undertaken in the strictest confidence and the details only disclosed to those who need to know. This does not preclude the conclusion of an investigation being made public to the school community on completion of an investigation, if the person being investigated has been found to be culpable.

Where the sanction imposed is exclusion, required removal or suspension, the written report on the investigation will be placed on the pupil's file.

Details of the exclusion, required removal or suspension will be recorded on the School's Pupil's Sanctions Record.