

Haven High Technology College
Use of Abusive Language

Abusive language towards members of staff, whether directly or indirectly is totally unacceptable and will not be tolerated.

All instances will be reported and the following sanctions applied:

1st Offence

1 day exclusion in the Exclusion centre

Parents informed by Head of KS3 / Head of KS4

2nd Offence

2 day exclusion in the Exclusion centre, parents informed by and invited in for meeting with Head of KS3 / Head of KS4

3rd Offence

4 day exclusion in the Exclusion centre and parents invited in for meeting with Head of School – parents informed by the Head of School

4th Offence

Parents invited in for meeting with Executive Headteacher to discuss the future of student at the college – parents informed by the Executive Headteacher

In all cases students will meet with the staff concerned during the period of exclusion, when an apology (both verbal and written) will be given and a good working relationship repaired.

Staff information

All instances of abusive language **must** be reported to the Head of KS3 / Head of KS4 immediately, either in person, by telephone or by email. A written account of the incident must be provided by the end of the working day.

The Heads of KS3 and KS4 will report the incident immediately to the Head of School and agree the sanction (record of instances recorded in Year Office) Parents will be informed at the end of the day by the relevant member of staff and exclusion will commence the following day.

Exclusion centre staff will be informed by email or telephone – and all staff will be emailed regarding work required for the following day. This will be reinforced at morning briefing.

Time for apology agreed with members of staff concerned during day 1 of exclusion.

Updated March 2009