



Pupil Sanctions Record Policy

At Cranford House School a record is kept by the Headmaster of the following offences, which are entered onto your son/daughter's Pupil Record:

- Alcohol abuse;
- Bullying, including racist, sexist, or discriminatory bullying;
- Drug abuse;
- Fraud;
- Gambling;
- Improper behaviour towards a member of staff or another pupil;
- Malicious accusations against staff;
- Malicious damage;
- Persistent disruptive behaviour;
- Using pornography;
- Racist abuse;
- Sexual harassment;
- Sexual violence;
- Sexual misconduct;
- Theft;
- Violence;
- Any other activity that is illegal under English law.

The sanctions that will be imposed are set out in the School's policy on discipline and exclusions found in the **'Whole School Behaviour Policy and Procedures Including Rewards and Sanctions'** and **'Whole School Exclusions Policy and Procedures'**.

Parents' attention is drawn to the School's **'Whole School Complaints Procedure for Parents'**.

It is the policy of Cranford House School to keep all of our pupil sanctions records securely until your son or daughter has reached the age of 25, when they will be destroyed. They will not be disclosed to any third party, unless required by statutory regulations.

Reviewed: June 2018: Headmaster and Governors
Reviewed: June 2019: Headmaster and Governors
Reviewed: June 2020: Headmaster and Governors
Reviewed: June 2021: Headmaster and Governors
Reviewed: June 2022: Headmaster and Governors
Reviewed: June 2023: Headmaster and Governors
Review Due: June 2024 by Headmaster and Governors