



HOLMWOOD HOUSE

PUPIL SANCTIONS RECORD POLICY

At Holmwood House School a record is kept 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 damage
- Persistent disruptive behaviour
- Physical assault/threatening behaviour
- Using pornography
- Racist abuse
- Sexual harassment
- 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. Parents' attention is drawn to our Complaints Policy.

It is the policy of Holmwood House School to keep all 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 by: _____ **AJM** _____