



# LENDY PARK SCHOOL

The Way, The Truth And The Life.

Tel: +263 652 324052 Cell: +263 712 883 324 [www.lendypark.com](http://www.lendypark.com) [secretary@lendypark.com](mailto:secretary@lendypark.com)  
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## Lendy Park School Discipline Policy

Lendy Park School recognises the importance of good discipline to ensure the smooth running of the Lendy Park School. It is important to note that the discipline in the school does not rest solely on the shoulders of the Deputy Headmaster, but is a shared responsibility of every employee of Lendy Park School.

In any approach to discipline, the Broken Window Theory should be considered.

Social psychologists and police officers tend to agree that if a window in a building is broken and is left unrepaired, all the rest of the windows will soon be broken. This is as true in nice neighbourhoods as in rundown ones. Window-breaking does not necessarily occur on a large scale because some areas are inhabited by determined window-breakers whereas others are populated by window-lovers; rather, one un-repaired broken window is a signal that no one cares, and so breaking more windows costs nothing.

This approach basically means, take care of the small things and then things won't escalate. This was an approach that was used in New York City with remarkable success in reducing major crime by focusing on the small things.

<https://www.britannica.com/topic/broken-windows-theory>

Lendy Park School seeks to emphasise a positive approach to discipline in which children are recognised (but not always rewarded) for acts that are in line with the school values, vision and mission statement. By this use of positive discipline, others will be encouraged to emulate their peers. i.e. publicly acknowledge picking up litter or some such occurrence. A reward is not always issued so the children do not begin to do it for the reward.

At times, negative discipline is required. This should begin in the classroom and be gradually escalated until the Headmaster becomes involved. It should be considered that if the discipline jumps to the highest level too quickly, what is left for the next step? A restorative approach is to be implemented as the basic principle underpinning our discipline code. Corporal punishment in any form is prohibited at Lendy Park School.

### Discipline Procedure:

1. The teacher or coach is the first line of discipline and they should try to deal with the infractions within the classroom.
2. The procedure for dealing with discipline issues is as follows:
  - a. JM refers all discipline issues to the class teacher and may not punish directly.



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- b. Monitors **may not** issue punishments, but should refer all matters of discipline to **the class teacher** of the child involved.
- c. Teachers/coaches are responsible for dealing with the behaviour of the children in their care. They should try to deal with the issues unless they are serious or it becomes obvious that they are not making any progress with correcting the behaviour. If necessary, the matter should be referred to the TIC Boys' / Girls' Discipline
- d. The TIC Boys' / Girls' discipline may refer the matter to the Head of Academics
- e. The Head of Academics may decide to refer the matter to the Headmaster.

For example, a child has not brought their hat to school.

- i. Ask the child where their hat is. Make them sit under the tree at break and they are not allowed to play in the sun. For many children this will be the end of it.
  - ii. If it happens several times in a short space of time, try and find out why the child has not hat. They can sit under the tree and then write a report on the importance of hats (adjusted to levels of children). contact the parent and inform them of the problem and get their assistance. This can be done by WhatsApp or email.
  - iii. If the problem then perissists, refer the child to the TIC Discipline **with the accompanying form**. He will investigate and decide on a proper course of action. Any matters referred to the Deputy Head will be logged and become a part of the childrens official school record: these may have an effect when the child leaves the school to go to another school.
  - iv. The Deputy Head is the only person who can refer a child to the Headmaster for discipline.
3. Bearing in mind that our options are limited, we need to make careful use of the options that we have. These are as follows:

## **In class Punishments:**

- a. Sit under the tree at break time (This is not a detention)
- b. Write a letter or report. Lines should be avoided as this opportunity for learning should be seized. This written work should be marked and redone as often as necessary. A parent should be asked to sign the work.
- c. Contacting the parents for help - informal.
- d. Removal of privileges



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- e. The child should be warned what the next levels will be if they do not comply and the consequences. Older children (and their parents) will understand the dangers of a poor record when applying for high schools.
  - f. Before sending a child to the TIC Discipline / Head of Academics, parents should be informed of the action and that the behaviour will then form part of the child's record. They must be sent with the Discipline form. [Discipline Form](#)
- 4. If the problem persists or is serious, it should be referred to the TIC Boys' / Girls' Discipline. The child should take the discipline form.
  - 5. No interview of a female child should be conducted by a male member of staff in a secluded place. The interview should be conducted in an open and visible space. The meeting should be recorded. Alternatively, a female member of staff should be present.
  - 6. If the problem persists, it will be referred to the Head of academics. At this point it becomes a part of the child's official disciplinary record.

## Involving the Head of Academics

- a. A written report must be sent to the Head of Academics outlining the problem and what has been done so far to rectify the problem. This can be handwritten or emailed. This report should be filed in the discipline file.
- b. The Head of Academics will interview the child and then contact the parent indicating what action will be taken and highlighting the fact that the behaviour is now a part of their disciplinary record. If the discipline issue is one in which the child could potentially be suspended, excluded or expelled, the parents or a guardian need to be present during the interview to protect the rights of the child and the meeting recorded.
- c. The Head of Academics will decide on a punishment and inform the teacher what action has been taken.
- d. If the behaviour continues the matter will be referred to the headmaster.
- e. Action that may taken is as follows:
  - i. Internal counselling
  - ii. External counselling requested
  - iii. Restorative circles instituted.
  - iv. Detention (The Head of Academics is the only person who may issue a detention.)
  - v. Manual Labour. (The Head of Academics is the only person who may issue manual labour.)
  - vi. Loss of the Privilege of representing the School in Teams etc.



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- vii. Loss of privilege of doing sports - home at lunch time.
7. If the problem persists or is serious, it should be referred to the Headmaster with the discipline form. [Discipline Form](#)

## Involving the Headmaster

- a. The master will ask the parents to come into the school for a discussion of the problems facing their child. Should the child not be present in this discussion? This is to be considered based on the individual situation of the child.
- b. An action plan will be decided in consultation with the parent and the Deputy Headmaster.
- c. Action that may taken is as follows:
  - i. External counselling requested
  - ii. Restorative circles instituted.
  - iii. Loss of the Privilege of representing the School in Teams.
  - iv. Loss of privilege of doing sports - home at lunch time
  - v. Loss of boarding privileges.
  - vi. Exclusion
  - vii. Expulsion

It is impossible to list every possible infraction that might be committed at school but serious issues that would require immediate referral to the Deputy Head might include, but not limited to the following:

- 1. Fighting.
- 2. Established bullying as defined in the Anti-Bullying Policy
- 3. Possession or use of cigarettes, vapes, alcohol or controlled substances.
- 4. Criminal offences.
- 5. Possession of pornography and inappropriate sexual conduct.

This policy is in force but will be reviewed in 2026 or as the need arises.