

POLICY ON PROMOTING POSITIVE BEHAVIOUR AND RELATIONSHIPS

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide!

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

St Edmund's College and Prep School ('St Edmund's') aims to ensure that the students' experience of relationships in their daily lives promotes the Gospel maxim 'love thy neighbour as thyself'.

St Edmund's recognises:

- the importance of self-respect and respect for others and the environment;
- that good discipline promotes purposeful learning;
- that it has a duty of care and protection for the whole community;
- that in order for students to develop respect, responsibility and self-discipline they must be within a well-ordered environment.

Whilst sanctions are necessary to good discipline, it is the intention of St Edmund's to use positive reinforcement and rewards wherever possible; sanctions should only be employed after due consideration and when alternatives have been explored. There are no circumstances in which corporal punishment may be used or threatened. Teachers are expected to promote positive patterns of behaviour through their own example and their recognition and praise of good behaviour and achievement. Simple measures such as praise in class from peers or staff, phone calls and/or personalised letters or emails to parents and recognition in School and House assemblies can go a long way to promote good behaviour among all. Ultimately we all react to praise more effectively than criticism and adolescents in particular will always respond to rewards rather than consequences.

None of the above principles, however, must be seen by staff or students as an excuse for poor behaviour and St Edmund's sets out general rules for behaviour that are published to students and to parents. These are set out in a number of documents listed below and in staff expectations and other documents or protocols relating to behaviour as created by the school from time to time:

- The College Rules
- This policy
- Uniform Rules
- Acceptable Use Policy
- Complaints Policy
- Mobile Device Policy
- Pastoral Care Policy
- PSHE policy
- Prevention of Bullying Policy
- Prevention of Cyber Bullying Policy
- Safeguarding and Child Protection Policy
- Sex & Relationships Policy
- Substance Abuse Policy

- **Bus Rules**

In recognition of the importance of good discipline to learning there is a special code of conduct for students in lessons. All the above information can be found, or is referred to, in the Student Handbook.

Bullying

The College does not tolerate any form of bullying and full details are laid out in the Prevention of Bullying Policy referred to above. It also actively seeks to combat bullying through assemblies, the Anti Bullying Council, PSHE and student surveys. Measures are also in place to reduce exposure to cyber bullying and St Edmund's marks Anti Bullying Week each year. In addition to the documents above, staff should also consult for further guidance staff should be conversant with *Preventing & Tackling Bullying: Advice for Head Teachers, Staff & Governing Bodies* (DFE Jul 2011), copies of which are in the Staff Common Room.

Restraint

Full guidance on the use of control and physical intervention is contained within the Restraints Policy; in essence physical intervention should only be used to:

- prevent serious injury to the child, other children or an adult;
- prevent serious damage to property;
- to prevent disorder in what would reasonably be seen as exceptional circumstances The safety and dignity of all concerned is paramount. For further guidance staff should consult *Use of Reasonable Force: Advice for Head Teachers, Staff & Governing Bodies* (DFE Feb 2014)

Exclusions

In cases of serious misconduct or when the student has exhausted the disciplinary system, the Headmaster may temporarily or permanently exclude a student. Please see section on exclusions for further information.

Screening, Searching and Confiscation: Key Points

- School staff can search a pupil for any item banned under the school rules, if the pupil agrees.
- Staff authorised by The Headmaster have a statutory power to search pupils or their possessions, without consent, where they suspect the pupil has certain prohibited items. The items that can be searched for under this power are:
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

School staff can seize any banned or prohibited item found as a result of a search or any item, however found, which they consider harmful or detrimental to school discipline.

Any and all searches will be conducted in such a manner as to minimise embarrassment

or distress. For further guidance staff should consult *Screening, Searching & Confiscation: Advice for Head Teachers, Staff & Governing Bodies* (DfE Feb 2014)

Malicious accusations against staff

We want our students to feel able to disclose any concerns they may have about the way they are treated by the College staff, but students must also be aware that any malicious accusations, not brought forward in good faith, will be dealt with under the school's disciplinary procedures. For further guidance consult *Dealing With Allegations Of Abuse Against Teachers and Other Staff: Guidance For Local Authorities, Head Teachers, School Staff, Governing Bodies And Proprietors Of Independent Schools* (DfE April 2014)

Frequency of review: Annual
Policy last reviewed: Lent 2019
Next review date: Lent 2020

Procedures

St Edmund's Rules

Our rules grow from the need to respect ourselves, to respect others and to respect the environment in which we live and work. They reflect the demands of the Gospel teaching about the dignity of the individual, made in the image and likeness of God. Rules do not remove the need for students to use their common sense and to obey the law.

St Edmund's College

Members of the College must at all times behave in a polite and considerate manner. They must take particular care of guests and visitors.

Relations between the sexes must uphold the teaching of the Catholic Church, not causing any offence or embarrassment.

Punctual attendance is required at registration, Chapel services, lessons, study sessions, assembly, roll calls and activities.

Students must not chew gum, drop litter or damage plants or College property. They should act positively in picking up litter and reporting damage or any problems.

The buying and selling of any items between students, with the exception of authorised charity sales, is forbidden on the College premises or when travelling to and from the College

For your safety observe the rules concerning bounds and restricted areas of the College (see page 47 of the Student Handbook).

If you are late you must report to reception before going on to class. If you have been absent, you must bring a signed parental note on the day of your return.

It is expected that if a student is selected for a sports team, music performance, the College production or other similar commitments that they will participate. On the rare occasions where attendance is not possible, permission must be sought from the College in advance.

Any illness or accident must be reported to a member of staff. During lesson time, no student may go to the Infirmary without permission. Boarders must not remain in their rooms without the permission of the Infirmary and/or Head of Boarding.

Regulation uniform must be correctly worn during the school day; when travelling on school coaches; at High Mass and on formal occasions. Neatness of dress and appearance are required at all times (see pages 41 - 46 of the Student Handbook).

Drugs, including tobacco, Shisha pens, electronic cigarettes or hookah pipes, alcohol and weapons or any other potentially harmful or illegal substances or objects must not be brought into the College. All Students are subject to the published regulations concerning involvement with drugs, tobacco and alcohol (see pages 23 - 24 of the Student Handbook for Substance Abuse Policy).

It is expected that you will do your very best in your studies. To help in this you should carry your planner at all times and use it properly. It should be signed weekly by your parents and by your



tutor (see page 50 of the Student Handbook).



St Edmund's College - The Student Code of Conduct for the Classroom

If you are to do your best in your studies it is important that you know the rules that govern the way that you work in the classroom. This allows all students to get on with their work.

"I shall conduct myself in lessons in the following ways:

1. *I shall arrive promptly and properly dressed for all lessons. If I am late, I shall apologise politely and explain the reason at the end of the lesson.*
2. *I shall enter the room quietly and in an orderly manner and shall place all of my books and equipment on the desk.*
4. *I shall stand respectfully while the class prayer is being spoken.*
5. *I shall bring all of my books, equipment and prep to each lesson.*
6. *I shall work quietly and without fuss in all lessons, not talking while the teacher is talking and obeying instructions immediately and without argument.*
7. *I shall listen to the teacher at all times and will put my hand up before speaking or asking a question.*
8. *I shall record the details of my prep in my planner.*
9. *I shall always endeavour that any work missed through absence is completed as soon as possible.*
10. *I shall not distract other students and I shall not call out or lose my temper in any lesson.*
11. *I shall make every effort to keep the teaching and learning environment pleasant for everyone.*

"If I feel unfairly treated in any way I will speak to my teacher at an appropriate time."

St Edmund's College - The Student Code of Conduct for the Playing Field

"I shall conduct myself on the playing field in the following ways:

1. Know and abide to the laws, rules and spirit of the game.
2. Display and promote high standards of behaviour; set a positive example for others.
3. Speak to my team-mates, the opposition, referee and my coach with respect.
4. Be punctual and correctly dressed for all sporting occasions.
5. Win or lose with dignity; shake hands with the opposition and the referee at the end of every game.
6. Always remember that on and off the field/court/astroturf you are representing your school. Be proud to represent St Edmund's.
7. Strive to win but remember that skill development, fun and enjoyment are the most important aspect of any game.

St Edmund's Prep School

–Expectations in the Classroom:

All children to raise their hand when wishing to talk to an adult.

All children to listen to each other and the adults.

Children to be well mannered showing respect and politeness at all times.

There should be no unnecessary moving around the classroom.

When visitors enter the room students in Form 3 to Form 6 are expected to stand and greet them.

Children to show respect for their work and other children's property.

Children and adults to follow the values and promises.

Around school:

When lining up: Single file, Silent, Still and Sensible

No running and quiet in the corridors and stairwells.

Children to let adults pass first.

Children to greet other adults politely.

In the playground:

Children to show respect to each other.

Children to play together in a way that does not hurt or endanger any other children.

On the buses:

All children to remain seated until they reach their stop.

Children to show respect for the driver and other passengers.



10 Promises: All classrooms and specialist rooms should display the agreed 10 promises to reinforce positive behaviour management. These should include and have reference to the values and promises of the Prep.

A School Commitment

In this school we show respect for:

Each other
Ourselves
Our environment
Our community
Property
Privacy

10 Promises

We treat others as we would have them treat us.
We are peacemakers.
We believe in forgiving others.
We are truthful and honest, especially with ourselves.
We share.
We do not gossip, judge or criticise others.
We are patient and tolerant.
We are kind and helpful.
We listen carefully to each other.
We do our best to be our best.

St Edmund's Prep School - The Student Code of Conduct

All members of staff, teaching and non-teaching are responsible for maintaining good standards of behaviour within the school.

Pupils are expected to respond appropriately to all instructions concerning either their general conduct or learning behaviours, and all pupils are made fully aware of what is expected of them.

Children are expected to abide by the **Home-School Agreement** as listed below.

As a student, I will always behave with regard and respect for others. I will:

- *Attend regularly and arrive on time. (If a child is absent, please telephone and leave a message with the School Secretary and then bring in a letter explaining the absence when they return to school);*
- *Wear the correct school uniform and bring the correct equipment each day;*
- *Work hard to achieve targets set with my teachers;*
- *Help other students by allowing every teacher to teach and every learner to learn;*
- *Behave well on the journey to and from school;*
- *Behave well in and out of the class, follow the 10 promises and meet the school's expectations;*
- *Respect and care for others and their property (including school property);*
- *Care for my Planner and record all homework details;*
- *Give my best efforts on all tasks;*
- *Meet all deadlines for handing in homework;*
- *Find out what opportunities are available to me and participate where possible;*
- *Pass all letters, notes and reports to parents on the day they are issued;*
- *Talk with parents and teachers about any concerns in school.*

Children are also expected to:

- *Remain on the school playgrounds during break times. (They must be in sight of a duty member of staff)*
- *Students must not chew gum, drop litter, damage plants or College property. They should act positively in picking up litter and reporting damage or any problems.*
- *Go outside at break times.*
- *Refrain from borrowing clothing or equipment from others unless specific permission has been given;*
- *Leave expensive games, toys, or large amounts of money at home*
- *Only have a mobile telephone in school if they travel on school transport. The mobile phone is to be handed to the form tutor during the day for safekeeping. The school does not accept any responsibility for the loss or misuse of mobile phones.*
- *Take responsibility for their own property and tell their Tutor immediately if they lose something.*
- *Wear appropriate protective clothing and equipment when playing games.*
- *Obey rules for working in the Specialist Rooms.*
- *Use the outdoor play equipment in a sensible manner.*
- *To respond immediately to the fire alarm.*

St Edmund's Prep

Levels of Rewards and Sanctions

All classroom teachers use a range of rewards to positively reinforce children's behaviour and achievements. These include:

Level	Reward	Punishment/Sanction
1a	Verbal praise	Frown
1b	Showing work to class	Voice disapproval
2a	House Points/Stars/Stickers	Talking to, reasoning, reminder of 10 promises/Golden rules
2b	Showing work to another member of staff	Time out from the situation or activity within the classroom. Thinking chair, 5 minutes from playtime etc.
2c	Privilege time/choice	Firm verbal warning of consequences
2d	Incentives/House points	Notes kept in Teacher/Tutors planner.
2e	House Points/Reward children by being star status in classroom	3 warnings' before Level 3. Every warning is recorded on ISAMS and in the daily planner to be sent home and signed. 1 st Warning —sent to Assistant Head in charge of discipline. Forms 4, 5 and 6 to Prep detention. 2 nd Warning —Call home by tutor. Detention, possible withdrawal of privileges eg. trips, visits, fixtures. 3 rd Warning - the parents are called in by the tutor and member of the SMT. All warnings are reported at the staff meeting. Headmaster's sanctions apply.



3a	Class certificates/rewards	After all other strategies have been exhausted the pupil, in conjunction with Head, parents and Form Tutor will discuss the issues arisen. Appropriate disciplinary measures will be taken (Community service/missing activities, Head's sanctions considered)
3b	Visit to Assistant Head/ Deputy Head/Head for Commendation and praise	After 4 recorded incidents in one term or a 3 month period a \$tripe is issued and placed on the child's record. The child is sent to the Head who, together with the class teacher and parents, place the child on report.
3c	Newsletter picture and story/Parents informed.	Child placed on Behaviour Report Card (usually 3 days)
4a	Certificate from Assistant Head/Deputy Head/Head	Interview with Head. Head's sanctions to apply e.g. community service (pencil sharpening, clean waterproofs, litter collection, card stamping, pumping up balls for sport, tidying), work during an activity period, sports event missed or suspension. Parent always in informed/involved.

St Edmund's College - Rewards

Rewards may be in the form of verbal praise, acknowledgement of achievement, constructive comments on written work, displays on classroom walls and in the College, celebrations of success in the Newsletter and the Edmundian. House Colours, Sports Colours, College Colours and Ties are awarded for contributions to College life. Students who have achieved something special in work or another aspect of College life are asked to sign the Headmaster's Book. The St Edmund's Award recognises the service of students to the Community and is given at Bronze, Silver and Gold levels. Students carry a card with them on which their service can be recorded. The Headmaster's Medal is awarded for an exceptional contribution to College life.

The College Merit System

1. The system has 3 stages: credit, merit, and commendation. It is designed for use in the classes of Poetry and below.
2. 'Credit', 'Merit' and 'Commendation'.

Academic Credits and Merits

A 'credit' can be awarded for academic work and effort (e.g. particularly good prep. or test, better than average work, much improvement, excellent conduct in class etc). The credit is written on your work by the teacher when marking, or an entry could be made in your planner. (Exceptional work/effort could be rewarded by more than one credit).

When you have accumulated 3 credits for a particular project, you should make the teacher aware of this fact. The teacher then awards you a 'merit' and this is recorded. It is up to you to obtain the 'merit' from the teacher.

When you have acquired 10 merits, you draw this to the attention of the Head of House. A 'Certificate of Commendation' will be awarded at a College Assembly or in the House Assembly.

Tutor Credits and Merits

Non-academic work can be rewarded in the same way (e.g. helpfulness around the College, good conduct out of class etc.) by individual teachers. When you have acquired 3 credits, you apply to your House tutor for a merit, which is recorded as for academic merits, but with some note to show that it is awarded as a tutor merit.

Award of Academic Plate

This plate is awarded to the House which gains the highest average number of merits in a session. It is awarded at the end of every term.

House Colours

House Colours are available to you at four levels: bounds, quarter, half and full. They are an outward recognition of the fact that the student has proved to be a credit to the House and the College and as such should be worn with pride.

It is assumed that a candidate for colours will be an example, to the rest of the House and the College, of a hard-working, reliable, co-operative and smartly dressed student. He or she can contribute to the House through effort and attainment.

As a general guide, a candidate for House colours can demonstrate that he or she is a worthy candidate by meeting one or more of the following criteria:

- by showing committed participation in inter-house events and other House and College activities;
- by contributing to a cheerful and industrious atmosphere in the community;
- by demonstrating excellence in sport or work or behaviour;
- by making a significant improvement in sport, work or behaviour;
- by being a leader of students;
- by taking responsibility for the organisation of House activities and inter-House teams.

This list is by no means exhaustive or in any order of priority. One would expect that a candidate for Full Colours would have met most, if not all of the above criteria.

Bounds Colours are not normally awarded before the summer term in Rudiments.

Quarter Colours are not normally awarded before the summer term in Syntax.

Half Colours are normally awarded in Rhetoric.

Full Colours are awarded to exceptional students in Rhetoric 2.

Sports Colours

Half and full colours are awarded for commitment, performance and setting the highest example in sportsmanlike conduct. These are awarded at two levels, Junior Colours (Elements to Grammar), Senior Colours (Syntax to Rhetoric).

Arts Colours

Colours are awarded to reward those who have contributed to the College life in areas such as Arts, Drama, Music etc. The Colours will be award in a way similar to Sports Colours.

Schola Cantorum

Colours are awarded to those who have participated regularly in the College choir.



Sanctions

If you show lack of respect for yourself, others or the environment then sanctions will be imposed. These sanctions are graduated ranging from reprimand, through detentions to temporary or permanent exclusion. It is important for you to be aware that no physical punishment is allowed.

The Personal Planner is a simple means of communication between yourself, your class teacher, Tutor, Head of House and your home. You must carry your planner with you at all times. If you arrive at the College without a planner, you must report this to your Head of House/Tutor at the morning registration to receive a temporary planner form. If you are found without a planner during the day you will be sent to College detention.

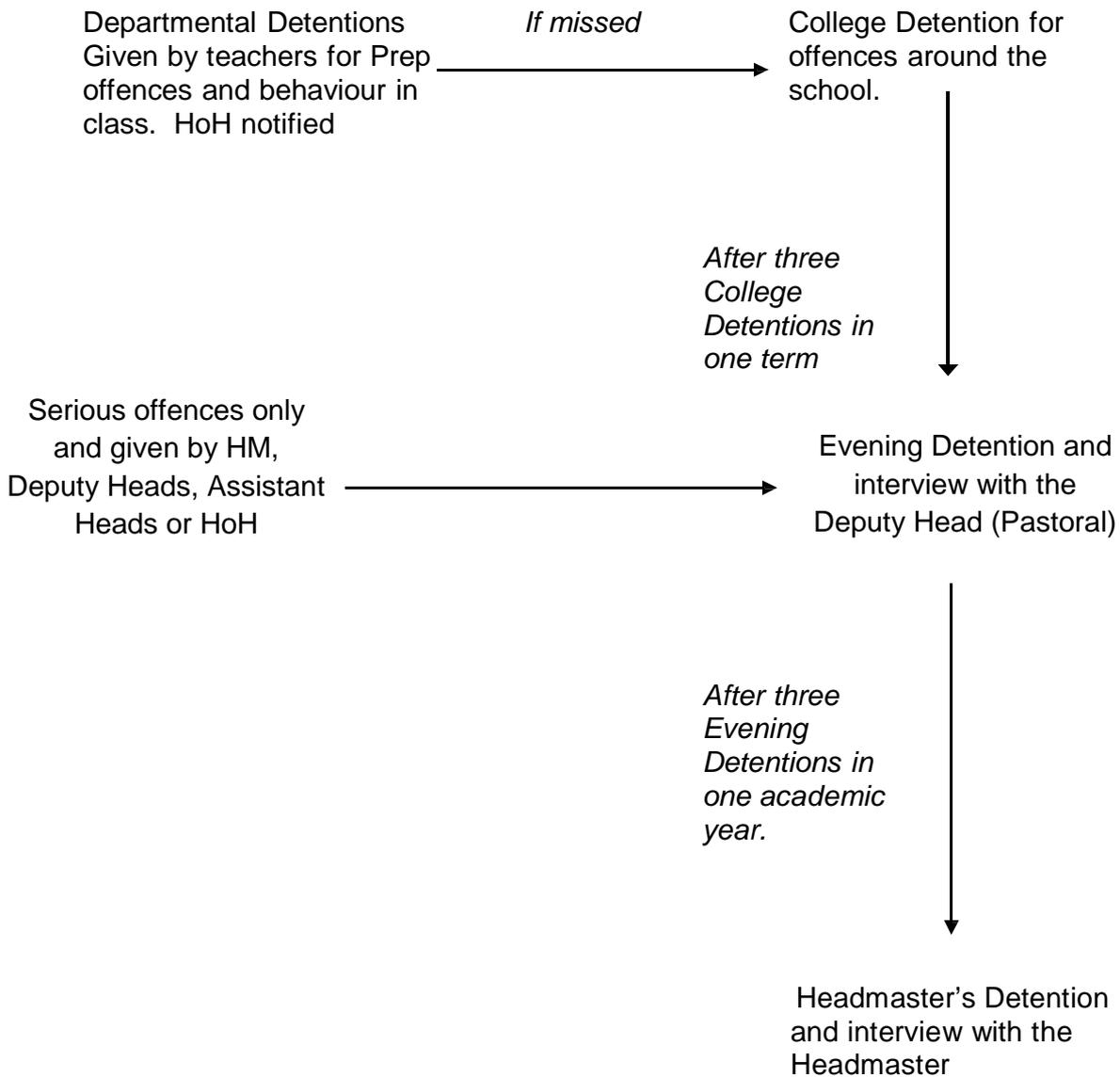
1. If you break the College rules perhaps chewing gum or wearing incorrect uniform you will be sent to a lunchtime College detention. If you fail to complete satisfactory preps you will receive a departmental detention. Minor infringements are noted by a comment in your planner, three such comments will result in a College Detention.
2. For repetitive failure to complete work, three College detentions or a serious breach of the rules you will be put in Evening detention from 4.30 to 6.30. Only the Head of House, Head of Year and the Head or his Deputies will issue an evening detention and parents will always be informed when such a detention is given.
3. Headmaster's detention (Saturday morning). This sanction will be issued by the Head or SLT, HoB, HoY, HoH for any grave breaches of discipline, and for receiving three Evening detentions in one academic year.
4. A regular review of the number of detentions that have been awarded is carried out by the Deputy Head (Pastoral) and appropriate action is taken which can include a meeting with the Deputy Head (Pastoral) or the Headmaster with appropriate targets for improvement set. In more extreme cases persistent poor behavior may lead to a fixed term exclusion.
5. If work or behaviour is unsatisfactory you will be issued, by your Head of House, with a report card or report book. Contact with the home to inform parents and enlist their help is very important.
6. The Head may temporarily or permanently exclude a student for serious misconduct or when he/she has exhausted the disciplinary system.

RIGHT OF APPEAL

Parents have a right of appeal as outlined in the 'Complaints Policy & Procedure' and the policy on Exclusions.



St Edmund's College Detentions – Summary Diagram



ST EDMUND'S EXCLUSIONS

Introduction

The Governors accept that on occasion the Head's power to exclude from school can be essential for the purposes of establishing and maintaining good order and discipline. They believe that its use should be reasonable and proportionate. Within these limits they support the Head in using his/her discretion in the exercise of these powers.

This document is intended to give a clear indication to staff, parents and students of the kinds of circumstances within which the Head will use his/her powers to exclude and the procedures that will be followed in exercising them. Governors will rely on this in reviewing the actions of the Head in excluding pupils.

PROCESS

Investigation

- The investigation will **not be undertaken** by the person who will decide on exclusion unless circumstances make this unavoidable.
- Witness account/records, if taken, will be recorded, signed and dated.
- Interview notes, if taken without the presence of a witness, will be recorded, signed and dated by the student and member of staff.
- Anonymity will not be promised unless this is the only way to obtain a witness account/record. The statement will be signed and dated in the normal way but the name will be withheld. All parties must recognise that less reliance can be placed on anonymous statements.
- The person accused of any offence will be given the opportunity to give his/her own version of events and respond to statements made by others. It is not necessary and often not helpful that there is direct discussion between the parties.
- Parents or Guardians of the person liable to be excluded will be given the chance to comment before any final decision is made.

POLICY

Exclusion Without Prejudice

An exclusion without prejudice may be used where:

- It is necessary to exclude the pupil in order to complete the investigation freely
- Extra time is needed to consider the final outcome of an investigation particularly but not exclusively if the police are to be involved
- The student needs to leave St Edmund's immediately to ensure the safety of themselves or others

Temporary Fixed Term Exclusions

While always having regard to the circumstances of a particular case the Head will be likely to use fixed term exclusions in the following kinds of cases. Not every offence for which fixed term exclusion may be used is listed here but this is an indication of the kinds of case where it will be used.



- Sustained challenge to the authority of a member of staff or serious rudeness to a member of staff
- Bullying, harassment or abuse (including on the grounds of gender, race, ethnicity, religion or sexual orientation)
- Persistent defiance of a school rule
- Consistent failure to follow rules leading to an accumulation of detentions
- Acts of vandalism or minor physical violence
- Conduct likely to bring the school into disrepute

The length of the exclusion will be proportionate to the gravity of the offence.

Longer Temporary Fixed Term Exclusions

Long fixed term exclusions (over 15 days) will generally be used to enable support to be obtained in assessing, moving, or reintegrating a pupil with severe problems where the alternative would be permanent exclusion.

Permanent Exclusion

Permanent Exclusion will be reserved for offences that will have a seriously damaging effect on the life of the school, the well-being of other pupils or of staff or seriously and persistently interfere with teaching and learning in the school. These can include but are not limited to:

- serious violence which creates fear and anxiety among staff or pupils;
- possession of an offensive weapon on the school site;
- dealing in drugs on the school site;
- use of alcohol or drugs on school site;
- persistent defiance of school authority or disruption of teaching and learning;
- persistent bullying, harassment or abuse (as above); and
- bringing the name of the school into serious disrepute.

PROCESS

Decision

- The decision will be taken on all the evidence available at the time.
- The decision will be taken on the balance of probability.
- The decision to exclude can only be taken by the Head or, in his absence, the Senior Deputy Head. The power to exclude cannot be delegated.
- The decision to permanently exclude can only be taken after the Head has consulted with the Chair of Governors or in his/her absence the Deputy Chair.

Informing

The following will be told without delay by letter, e-mail or telephone message as appropriate:

- The persons having parental responsibility for the pupil/student;
- The Clerk to Governors.

If exclusion will prevent a student from taking a public examination then the Chair of Governors will be informed immediately so that s/he can review the decision before the examination takes place.

Work for students excluded temporarily

Members of staff who teach excluded students will provide work for these pupils/students to complete at home and make it available as instructed by the Head of House/Head of St Edmund's Prep School.

Reintegration

- Pupils returning to school after exclusion will be subject to a reintegration meeting with the Headmaster.

Permanent Exclusion Appeal Panel

Panel Hearing

If parents/guardians seek to appeal the Head's decision to permanently exclude, they will be referred to the Clerk to the Governors who has been appointed by the Governing Body to call hearings of the Exclusion Appeal Panel. They must register that wish, in writing, to the Clerk to the Governors within five days of receiving the exclusion decision.

The matter will then be referred to the Exclusion Appeal Panel for consideration.

During the appeal process, members of staff who teach excluded students will provide work for these pupils/students to complete at home and make it available as instructed by the Head of House/Head of St Edmund's Prep School.

The Clerk to the Governors will convene a meeting of the Panel. The Clerk to the Governors, on behalf of the Panel, will then acknowledge the appeal; and schedule a hearing to take place as soon as practicable. This will normally be within twenty working days.

The Panel will consist of *at least three persons not directly involved in the matters detailed in the appeal*, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Governing Body.

If the Panel deems it necessary, it may require that further particulars of the exclusion or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than three working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will rule on the appeal of the exclusion immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all the facts they consider relevant, the Panel will reach a decision on the appeal and may make recommendations, including reinstatement, which it shall complete within five working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it.

The decision of the Panel will be final.

The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head and the Governors within five working days of the Appeal hearing.