



# The Lawrence School,

## Sanawar

### Withdrawal Warning List (WWL)

#### Policy



## THE LAWRENCE SCHOOL, SANAWAR

### Withdrawal Warning List (WWL) – Disciplinary Procedure

#### **Purpose.**

The Withdrawal Warning List (WWL) procedure exists to maintain discipline while ensuring fairness, transparency, and opportunities for corrective action. It aims to:

- (a) Reinforce school values and community expectations.
- (b) Provide structured corrective support (counselling, mentoring, parental involvement).
- (c) Take firm action in cases of repeated or severe indiscipline.

#### **Disciplinary Procedure.**

##### **Step 1: First Warning**

Initial act of indiscipline (e.g., use of abusive language, stealing, possession of mobile phone, etc.).

##### **Procedure:**

- (a) A *First Warning Letter* is issued to the student.
- (b) The incident is documented in the student's CR file.
- (c) The student is referred for counselling.
- (d) The student meets with their Housemaster/ Tutor to discuss corrective behaviour.
- (e) Parents are informed in writing (email/letter).
- (f) The student signs a *Behaviour Contract* acknowledging the consequences of future misconduct.
- (g) Counsellor intervenes and undertakes steps to modify behaviour and improve the student's conduct.

##### **Step 2: Second Warning & WWL Placement**

Repetition or continuation of indiscipline after Step 1.

##### **Procedure:**

- (a) A *Second Warning Letter* is issued.
- (b) The incident is documented in the student's CR file.
- (c) The student is referred again for counselling.
- (d) The student is placed on the Withdrawal Warning List (WWL).
- (e) Parents are called for a meeting with the DHM/Sr. Master/Housemaster.

- (f) Parents and student must sign an Undertaking acknowledging WWL placement and the consequences of further misconduct. (to make student take onus of his/her mistakes).
- (g) Counsellor intervenes and undertakes steps to modify behaviour and improve the student's conduct.

### **Step 3: Withdrawal Recommendation**

Further act(s) of indiscipline after being placed on WWL.

#### **Procedure:**

- (a) The student is recommended to be placed under Parental Care.
- (b) The Withdrawal Process is initiated by the school.
- (c) A Disciplinary Review Meeting is convened with the Headmaster/DHM, Sr. Master /Sr. Mistress, Housemaster, School Counsellor, Tutor, parents, and student.
- (d) A Formal Withdrawal Notice is issued to the parents after an Exit Meeting with the Headmaster/DHM.
- (e) Where appropriate, the school may provide a *Transfer Certificate* to facilitate a smooth transition.

### **Immediate WWL Placement (Severe Indiscipline)**

Acts of Absolute Indiscipline, such as:

- (a) Physical assault resulting in a life threatening injuries or severe bullying.
- (b) Possession, consumption, or distribution of banned substances such as alcohol, drugs etc.
- (c) Any act that poses a serious threat to the safety or reputation of the school community.

#### **Procedure:**

- (a) Such cases are referred immediately to the School Disciplinary Committee.
- (b) Based on the committee's recommendation, the student is directly placed on the WWL.
- (c) Immediate Withdrawal from School is recommended.
- (d) Parents are informed the same day and are called for an Exit Meeting with the Headmaster/DHM.
- (e) A Formal Withdrawal Letter is issued without prior warnings due to the severity of the act.
- (f) If the student is permitted to appear for examinations, he will do so off-campus and not reside in the boarding house.

### **Documentation & Records**

- (a) All incidents, letters, and undertakings must be recorded in the student's CR file and digital records.

(b) Confidentiality of disciplinary records must be maintained, accessible only to authorized staff.

The Policy may be reviewed after two years.

Made by:



Ravi Kumar,  
Deputy Headmaster.

Approved By:



Himmat Singh Dhillon,  
Headmaster.

Date: 23<sup>rd</sup> September, 2025.  
Review Date: 23<sup>rd</sup> September, 2027.

I.....Father/Mother of.....have read the WWL Policy and i completely understand it.

.....  
Signature of the Parents with date: