

Suspension & exclusion

Reviewed: July 2020 (JRR)

Next review date: July 2021

Approved by: JRR

This Policy should be read in conjunction with the [Behaviour Management policy](#)

Responsibilities of Staff

The Headteacher has overall responsibility for the behaviour of pupils in the School. The Senior Deputy and Junior School Heads are responsible to the Headteacher for ensuring high standards of behaviour in the School. All other teaching staff, and in particular those with specific pastoral posts, are responsible for ensuring that pupils abide by the School Rules and should take action when they do not.

Responsibility of Parents

The School asks all parents to ensure that they have read through the School Rules with their children and expects them to work with the School in the interests of all pupils to encourage strict adherence to these rules.

School Rules:

The School Rules are drawn up to assist in making the School an orderly and safe environment, to give a sense of security to each individual in the School, to ensure respect for others and the property of others, and to make clear the distinction between acceptable and unacceptable behaviour.

From time to time, pupils will break the rules, either deliberately or unintentionally.

Action must be taken in every case when a breach of rules is detected by a member of staff. The purpose of any action taken should be:

- To make a pupil aware of what is and is not acceptable;
- To ensure, as far as possible, that there is no recurrence of the breach of rules;
- To set an example to other pupils.

Action may not in all cases mean the application of the School's system of sanctions but in many cases will do so. In the case of any serious breach of rules, appropriate punishment must be applied.

Judgement will apply in all cases as to the precise 'level' of misbehaviour, based on the intention behind it, the frequency with which it has occurred and the effect which it has on others. Incidents of serious misbehaviour can include, but are not restricted to the following:

- Persistent failure to do homework.
- Persistent disruption of other pupils' learning, particularly when failing to heed warnings.
- One-off, major disruption of other pupils' learning.
- Swearing at a member of staff or using unacceptable language.
- Single occurrence of truancy, unauthorised absence or going off the premises without permission in the school day (other than lunchtime if allowed)
- Persistently missing assemblies and other commitments
- Smoking, including vaping.
- Possession and use of alcohol and or drugs including on a trip or in uniform (See Drugs policy and Medical Policy).
- Cheating or plagiarism.
- Hacking and/or wilful damage to the computer network.
- The taking of images/recording of material with the intention of using them to harm an individual's/the school's reputation. the dissemination of such images.
- The use of text messages or the internet to make abusive or offensive remarks to or about another individual in School.
- Contacting the press without permission.
- Gambling.
- Visiting licensed premises in the school day, including at lunchtimes.
- Making malicious accusations against staff (where school policies have been followed and the accusations have been found to be malicious).
- Defiance and refusal to cooperate; persistent or malicious refusal to follow staff instructions. Refusal to accept the authority of staff including on trips and at sports events.
- Persistent or malicious refusal to follow the School Rules or the dress codes; refusal to remain within the spirit and provision of school policies.
- Bringing the school into disrepute (including during a sports fixture, in town or on public transport, distribution of information and via comments made in public or on-line).
- Repeated unsafe or disruptive behaviour.
- Vandalism and damage to property, including cars parked on the School site.
- Defacement or deliberate damage to School books belonging to another pupil.
- Thefts of school/other pupils' or staff property.
- Acts of or incitement to intimidation, harassment, violence or bullying (See Anti-bullying policy).
- Arson.
- Deliberate racist, sexist and/or homophobic insults or acts.
- Persistent rudeness to other pupils.

- Bringing illegal or certain legal drugs (tobacco, alcohol, solvents, prescribed or over the counter medicine in contravention of the Medical Policy) into school or evidence of drug misuse.
- Bringing weapons, banned or offensive substances or materials into school.
- Violent attacks including on another pupil or member of staff.

Investigation of facts

Any serious breach of the School Rules must be investigated fairly and thoroughly before any punishment is applied. Pupils and staff will be given a fair opportunity to state their case.

Whenever possible, written statements will be required from all those involved before pupils are interviewed.

Interviews with pupils, if carried out by the Headteacher or a member of the Senior Management Team, will usually take place with the pupil's Form or House Tutor present.

In the case of any investigation which may result in the suspension or expulsion of a pupil, the Headteacher, or a member of the Senior/ Junior Management Team, will talk to the parent(s) about the facts of the case as revealed by any investigation and the punishment that has been decided. The pupil will then have the decision communicated to him or her in the presence of his or her parent(s). Full details of this procedure are also to be found in the Terms & Conditions.

Investigation of the facts is the prerogative of the School. The Governors will not intervene except in circumstances where it is reasonably alleged that there has been a miscarriage of natural justice.

Consequences

Although punishments will relate primarily to the facts of the current offence, when a pupil has already received one or earlier punishments for breach of the School Rules, this history may be taken into account, particularly if a specific written warning was given along with an earlier punishment or if the earlier offence was of a similar nature to the current offence.

The decision as to what punishment is appropriate is that of the Headteacher. In all but the most serious cases, he will delegate the right of decision to the Senior Deputy, the Junior School Heads or to other senior pastoral staff. Decisions on punishment of lesser offences are at the discretion of individual teachers in line with advice given in the Behaviour Management Policy in the Staff Handbook. In the case of serious offences, the Headteacher will consult with other senior staff before deciding on a punishment.



The Headteacher has the sole right of decision on punishments up to and including expulsion. All record of all suspensions and expulsions is maintained by the Senior Deputy.

When the punishment considered is of suspension for more than two weeks or of expulsion, the Headteacher is obliged to inform the Chairman of Governors of the facts of the case.

Fees are not repayable in the event of suspension or expulsion. Parents are reminded that a term's notice is required of removal of a child from the School or else payment of a term's fees in lieu.

Certain offences, once proven, carry automatically the punishment of expulsion. (See Terms & Conditions). This fact is made clear to all pupils in the School Rules and in assemblies from time to time. Ignorance of the rules is no excuse. In particular, any offence which, in the view of the Headteacher, endangers the safety of other members of the School, which threatens the security of the School or of the possessions of individuals, or which damages in any way the good name of the school may lead to expulsion.

Record keeping

A record of all suspensions and expulsions is maintained by the Senior Deputy.

Appeals by Parents

The School offers the right of appeal to parents or guardians of any pupil that has been permanently excluded, or is otherwise required to leave the School other than where the pupil is withdrawn by the parents. Appeals will be dealt with by way of a Governors' review hearing. The right to appeal does not extend to suspensions (whether pending an investigation or as a sanction).

Pending such appeal, the pupil shall remain suspended from the School.

Request for review

Upon notification of the Head's decision to exclude or require a pupil to leave the School, a pupil or his/her parents, may make a written application for a hearing. The application must be received by the Headmaster within 72 hours of the decision being notified to the parents and must clearly set out the grounds on which they are asking for a review and the outcome that they seek.

Review Hearing

The review will be undertaken by at least two governors. They will have no detailed prior knowledge of the case, or of the pupil or parents.

The meeting will take place at the School unless notified otherwise, normally between 3 and 10 days after a request for appeal has been received, during term time. A review meeting is an internal procedure and all those involved, or who are concerned in the procedure, are required to keep its proceedings confidential. Those present at the hearing will usually be:

- members of the review hearing and the Bursar
- the Headmaster and any relevant members of staff whose presence the Head considers to be necessary to secure a fair outcome for the pupil; and
- the pupil together with his/her parents and, if they wish, the parents may be accompanied by a friend or relation who is not legally qualified.

Conduct of the review hearing

The review hearing will be chaired by one member. As with the disciplinary meeting, the hearing will be conducted in a manner appropriate to the age, understanding and maturity of the pupil involved, taking into account any additional needs of the pupil in all circumstances.

The Bursar will be asked to take minutes of the hearing , and a copy of the minutes will be provided to the parents after the meeting].

The Chair of the review hearing will ensure that all those present have the opportunity to ask questions and make appropriate comment.

The Chair may at his/her discretion adjourn or terminate the hearing. If the hearing is terminated without a conclusion being reached, the original decision of the disciplinary meeting will stand.

Decision

The Governors review will consider the grounds for the review and shall decide whether to either:

- uphold the decision of the Headmaster; or
- recommend the decision of the Headmaster to be reviewed and, if minded to do so, require the Head to review the decision including recommending an alternative sanction.
- The decision will be notified, together with the reasons for the decision, to the parents by the Chair of the review hearing in writing within 3 working days of the review meeting.

CONFIDENTIALITY



All those participating in the application of this policy including parents and pupils are required to keep all statements, correspondence, notes and documents confidential except where legally required to disclose them.

The decision of the panel is final.