
Policy: Suspension and Permanent Exclusion Procedure

Scope:

Children learn best in an environment that is calm and well-understood. At West Buckland we encourage the development of a supportive culture through strong and honest relationships between pupils, staff and parents. When poor behaviour is identified sanctions are implemented in line with the behaviour policy and this may include exclusion.

It is the intention of this policy, which will be adapted as necessary, to explain the circumstances under which a pupil may be excluded on a temporary or permanent basis from West Buckland School, prep or senior, as a result of poor attitude or behaviour.

This policy can be made available in large print or other accessible format if required.

Headmaster: references to the Headmaster may include deputies and would be pertinent to the area of school for the child (prep or senior)

School: any action on School campus or a school trip will be subject to the school's rules and expectations. The school takes the conduct of its pupils outside of school grounds extremely seriously, a pupil's misbehaviour outside the school can be damaging to the reputation of the pupil and the school. Where an incident is reported, the school will investigate and decide its role in imposing a sanction on any incident outside School that is brought to their attention.

Parent: includes one or both of the parents, a legal guardian or education guardian.

1 **Aims:** The aims of this policy are:

- to support the School's behaviour and discipline code
- to ensure procedural fairness and natural justice
- to promote co-operation between the School and parents when it is necessary for the School that a pupil should leave earlier than expected.

2 **Reasons for exclusion**

The Headmaster reserves the right to require the withdrawal of any pupil from the school either for a temporary period or permanently. A non-exhaustive list of the sort of behaviour that could merit exclusion is:

- Physical assault against pupils or adults
- Verbal or threatening behaviour against pupils or adults
- Bullying, including cyber bullying
- Abuse based on race, religion, disability or special educational need
- Misuse of drugs or alcohol
- Sexual misconduct
- Vandalism or theft of property
- Persistent misconduct at a lower level but which indicates that the pupil is not prepared to accept the standards of behaviour accepted at this school or inconsistent with the School's ethos

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- Persistent misbehaviour which is adversely affecting other members of the school community or which brings the school into disrepute on or off the school premises
- Failure to meet the accepted standards of commitment to academic work, school rules or a disruptive combination of both
- Unreasonable or otherwise Inappropriate parental behaviour

3 The procedure:

The procedure which will normally be followed is set out below but does not have contractual effect. All procedures will be conducted fairly and in a way that is appropriate to the circumstances.

As with all disciplinary matters, the Headmaster will ensure that any allegations on matters of this nature are properly investigated according to the school's procedures, outlined in the Behaviour Policy.

- In serious cases, that might result in exclusion, the school will contact parents at the earliest opportunity and invite them to attend the meeting with the pupil at school. This meeting will normally involve another member of the pastoral team, either the Pastoral Deputy, a housemaster/mistress, the Head of Boarding or a houseparent. At this meeting, the Headmaster will explain the circumstances of the case, how the investigation was conducted and outline the reasons for his decision. Should the pupil and parents wish to restate their case, an opportunity will be given. Should no further evidence be presented, he will give his decision on the sanctions. The decision will be confirmed by the Headmaster in a letter to parents. All suspensions and exclusions are recorded internally but are not referred to on university references.
- The School will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Drugs and weapons will be confiscated and held as evidence. In the case of sexual offences, the alleged victim's parents will usually be informed as well.
- When a child is suspended or excluded, it is in the interests of the child and the rest of the school community for the child to leave the campus as soon as possible. This will normally be facilitated with the support of the housemaster/mistress or houseparent, who will help the child to take all belongings home and return any school property in his/her possession. Every effort will be made to provide support for both parents and children in what is often an emotional time.
- In the case of a temporary exclusion, efforts will be made to ensure that the child has academic work to carry out so that he/she is prepared to return to school and continue education. This may be provided subsequently by email, on-line or by telephone.
- In the case of a permanent exclusion, the Headmaster will provide support and advice if requested to find an alternative school. Records and references will be provided to a future



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school. The school will always follow its obligations with regard to safeguarding and provide objective information to any school which requires it.

- If parents are not satisfied with the decision to suspend or exclude their child, they should raise the matter as a complaint using the Complaints Procedure.

Author/Updated by: Mr PR Stapleton

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