



BEHAVIOUR AND EXCLUSION POLICY

This Policy relates to the Junior School and Senior School

Links to other policies:

Building Better Behaviour Policy

Introduction

1. *Scope:* This policy contains guidelines (which will be adapted as necessary) to explain the circumstances under which a pupil may be suspended from the School, or required to leave permanently for misconduct, or other reasons. The policy applies to all pupils at the School, but does not cover cases when a pupil has to leave because of ill health, non-payment of fees, or withdrawal by his/her parents.
2. *Interpretation:* References to the **Headteacher** include Deputy or Assistant Headteachers. **Parent** means one or both of the parents, a legal guardian or education guardian. **Expulsion** means a dismissal from the School in disgrace, formally recorded. **Removal** means that a pupil has been required to leave, but without the stigma of expulsion. Subheadings are for ease of reading and not part of the policy.

Policy Statement

3. *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 the parents when it is necessary for the School that a pupil leaves earlier than expected.
4. *Misconduct:* The main categories of misconduct which may result in expulsion or removal are:
 - supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco,
 - theft, blackmail, physical violence, intimidation, racism and persistence bullying,
 - misconduct of a sexual nature; supply and possession of pornography,
 - possession or use of firearms or other weapons,
 - vandalism and computer hacking,
 - persistent attitudes or behaviour which are inconsistent with the School's ethos'
 - other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.
5. *Other Circumstances:* A pupil may be required to leave if, after all the appropriate consultation the Headteacher is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School.

6. **SUSPENSION:** For serious indiscipline, such as a breach of a significant school rule, a pupil is liable to be suspended. This sanction can only be imposed by, and recorded by, the Headteacher after discussion with Boarding or Teaching staff. The parents would be informed and, unless they lived abroad, would be invited to see the Headteacher, who would explain the situation to them. The period of suspension would normally be for a minimum of three days to a maximum of two weeks spent at the pupil's home, or the home of the pupil's guardian in the case of a pupil living abroad. A pupil who has been suspended might well receive a warning that a further serious breach of discipline would lead to a permanent exclusion. Before returning to school the pupil and parents meet with the Headteacher.
7. **INTERNAL SUSPENSION:** There may be occasions when the Headteacher feels that internal suspension is the most appropriate punishment. When a pupil is on Internal Suspension they will work in a designated area, supervised by staff. They will not be around the School area at Breaktime, Lunchtime or other free times. They may not be allowed to attend trips or represent their House or School in team events.
8. **PERMANENT EXCLUSION:** The ultimate sanction is permanent exclusion from the school. This might be after several serious breaches of discipline or after only one if it were deemed to be extremely serious. This sanction can only be imposed, and recorded, by the Headteacher, in consultation the Executive Headteacher. In the event that a pupil makes a malicious allegation or is violent towards a member of staff this is likely to result in exclusion.

Should a parent wish to make an appeal against a permanent exclusion, they should follow the same process as the complaints procedure, a copy of which may be found on the school's website.

Reviewed and Updated by Deborah Frost, September 2022