



PRIORY SCHOOL

EDGBASTON

Internal and External Suspension Policy

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of students and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats where reasonably possible, such as different font sizes or styles, colour or alternative languages. The document is also available electronically to enable you to use your computers accessibility options. All reasonable requests will be considered. Please apply to the Headmaster at Priory School stating your requirements.
4. The Governing body understand that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

PRIORY SCHOOL

Internal and External Suspension Policy

Priory School prides itself on its high standards of behaviour and consideration for all members of the school community, whatever their cultural background or religion. In order to protect members of the community and to reinforce high standards, it may be necessary to consider the temporary suspension of a pupil.

For serious offences or repeated misdemeanors, as outlined in the Positive Behaviour Policy (Senior School) and the Behaviour Policy (Prep School), pupils may be suspended from classes for a period of time (internal suspension), or suspended from school for a period of time (external suspension).

The Head, or in his absence the Deputy Heads of Senior and Preparatory Schools have the full disciplinary power over pupils in the School and can temporarily exclude a pupil from the School if deemed necessary.

Pupils may be suspended for a fixed or indefinite period and in the most serious cases, exclusion will be permanent.

A pupil will be suspended from the School if, in the opinion of the Head (or one of the Deputy Heads), he/she reasonably believes that the pupil has:

- committed a grave breach of discipline;
- or
- the suspension is necessary for the protection of other pupils;
- or
- the suspension is in the best interest of the School as a whole.

The usual procedure in the case of external suspension will be for the Head or Deputy Heads to contact parents requesting that they come to the school in order to have a meeting with them and to collect their son or daughter as soon as possible. The reason for the suspension will be explained on the telephone and confirmed in a letter that the parents receive when collecting their child. In the letter the period of suspension will be indicated, and parents will be invited to a further meeting on the day the pupil returns to school. During the re-entry meeting, the pupil is required to sign a 'Code of Conduct' contract, which outlines the expectations of the school, and how the pupil must behave in the future. The pupil is given a copy of their contract and a further copy is kept in the pupil's file.

Fees paid or payable in respect of the pupil being suspended will not be refunded or remitted.

Please refer to paragraph 61 of the School's Terms and Conditions.

Monitoring and Review

The curriculum is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Deputy Heads, who will report to the Head on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council.

Policy Reviewed and Revised by JC/SMU – January 2019

Checked by the Chair of the Risk and Compliance Committee – Sister Monica Matthews

Appendix One: Terms and Conditions

- 1.1 The Parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Headmaster.

The Headmaster is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner when the status of the Pupil is at issue.

- 1.2 **Conduct and attendance:**

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others.

The Parents warrant that the Pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School rules about the wearing of uniform and general appearance.

- 1.3 **School rules:**

The School rules which apply are set out in the School website and other documents published from time to time. The Parents are requested to read these documents carefully with the Pupil before they accept the offer of a place.

- 1.4 **School discipline:**

The Parents accept the authority of the Headmaster and of other members of staff on the Headmaster's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the Pupil and the School community as a whole.

The School's disciplinary policy which is current at the time, and published on the School website applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School.

- 1.5 **Investigative action:**

A complaint or rumour of misconduct will be investigated. The Pupil may be questioned and his / her belongings may be searched in appropriate circumstances.

All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that the Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action, and also to make arrangements for the Pupil to be accompanied and assisted by the Parents, education guardian or a teacher of the Pupil's choice.

- 1.6 **Procedural fairness:**

Investigation of a complaint that could lead to Expulsion or Removal of the Pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner.

All reasonable efforts will be made to notify the Parents or education guardian so that they can

attend a meeting with the Head before a decision is taken in such a case. In the absence of the Parents or education guardian, the Pupil will be assisted by an adult (usually a teacher) of his / her choice.

1.7 Divulging information:

Except as required by law, the School and its staff shall not be required to divulge to the Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Headmaster has acquired during an investigation.

1.8 Drugs and alcohol:

The Pupil may be given the opportunity to provide a biological sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School rules or policy.

A sample or test in these circumstances will not form part of the Pupil's permanent medical record.

1.9 Sanctions:

The School's current policies on sanctions are available to the Parents on request before they accept the offer of a place.

Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity.

Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period, withdrawal of privileges, suspension, or alternatively being removed or expelled.

1.10 Definitions of sanctions: The definitions in this clause apply in these terms and conditions.

Expulsion: means that the Pupil is required to leave the School permanently in circumstances described in clause 1.11.

Removal: means that the permanent removal of the Pupil from the School is required in circumstances described in clause **1.13**.

Suspension: means that the Pupil is sent or released home for a limited period as either a disciplinary sanction or pending the outcome of an investigation or pending a Governors' Review.

Withdrawal: has the meaning set out in clause **Error! Reference source not found.**

1.11 Expulsion:

The Pupil may be formally expelled from the School if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of discipline or a serious criminal offence.

Expulsion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases

The Headmaster's decision to expel shall be subject to a Governors' Review if requested by the Parents.

The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the School pending the outcome of the Review. See clause 1.16 and clause 1.17.

1.12 Fees following Expulsion:

If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past Terms.

There will be no charge for Fees in lieu of Notice but, save for any contrary provisions in any other

agreement made between the Parents and the School, all arrears of Fees and any other sums due to the School will be payable.

1.13 Removal in other circumstances:

The Parents may be required to remove the Pupil permanently from the School if, after consultation with the Parents and, if appropriate, the Pupil, the Headmaster is of the opinion that:

1.13.1 by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School;

or

1.13.2 if the Parents have treated the School or members of its staff unreasonably;

In these circumstances, and at the sole discretion of the Head, Withdrawal of the Pupil by the Parents may be permitted as an alternative to Removal being required.

The Headmaster shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and the Parents as well as those of the School.

The Headmaster's decision to require the Removal of the Pupil shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the School pending the outcome of the Review. See clause 1.16 and clause 1.17.

1.14 Fees following Removal:

If the Pupil is removed or withdrawn in the circumstances described in clause 1.13, the provisions relating to Fees shall be as set out in clause 1.12 save that the Acceptance Deposit will be refunded without interest less any sums owing to the School.

1.15 Leaving status:

The School reserves the right to record the leaving status of the Pupil on the Pupil's file immediately after Expulsion or Removal or Withdrawal.

1.16 Governors' Review:

The Parents may request a review by Governors (**Governors' Review**) of a decision to expel or require the Removal of the Pupil from the School (but not a decision to suspend the Pupil unless the suspension is for 11 School days or more, or would prevent the Pupil taking a public examination).

The request shall be made as soon as possible and in any event within seven days of the Headmaster's decision being notified to the Parents.

The Parents will be entitled to know the names of the Governors who make up the review panel and may ask for the appointment of an independent panel member nominated by the Chair of Governors and approved by the Parents, such approval not to be unreasonably withheld.

1.17 Review procedure:

The Headmaster will advise the Parents of the procedure (current at that time) under which a Governors' Review shall be conducted by a panel of three Governors (or by a panel of two Governors and an independent member if requested).

If the Parents request a Governors' Review, the Pupil will be suspended from School until the review procedure has been completed.

While suspended, the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Head.

A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.

1.18 **Complaints procedure:**

A complaint about any matter of School policy or administration not involving an Expulsion or Removal of the Pupil must be made in accordance with the School's complaints procedure, a copy of which is available on request.

Every reasonable complaint shall receive fair and proper consideration and a timely response.