



READING BLUE COAT

Exclusion Policy

Policy Statement

All pupils must observe the rules, regulations and policies of the School. It is the parents' responsibility to ensure the regular and punctual attendance of their child. The School is a community and parents have an obligation to exercise their influence over pupils to ensure, so far as possible, that the School rules are complied with and that pupils derive the greatest possible benefit from membership of the School.

Good conduct and discipline in the School is the responsibility of the Headmaster and he is assisted in performing his duty by the teachers and other staff of the School. By accepting a place at the School, parents, on behalf of their son or daughter, confirm their acceptance of the Governors' and the School's policy on disciplinary matters as referred to in the School's Terms and Conditions.

Infringements of School rules and disciplinary matters generally will be dealt with on a day to day basis by the Headmaster and staff of the School, in accordance with the Policy on Rewards and Sanctions. In the case, however, of serious misconduct, the Headmaster has the right to exclude a pupil temporarily or permanently. The Governors have adopted a procedure to be followed in cases of serious misconduct. The objective is to deal appropriately with the case in question but also to afford to the pupil his or her rights in natural justice.

Procedure - Internal Suspension

If there have been repeated instances of poor behaviour or one case of particularly poor behaviour, the School may decide to place a pupil into internal suspension. The decision to place a pupil in internal suspension will be taken either by the Headmaster, the Second Master or Deputy Head (Pastoral), following discussion with senior staff. Parents will be notified of the decision to place a pupil in internal suspension, initially by phone or in person and ultimately in writing. The letter will state the following:

- The reasons for the internal suspension;
- The length of suspension;
- Any further conditions attached to the internal suspension.

A formal Governors' appeal is not part of the internal suspension procedure but parents do have the opportunity to write to the Chairman of the Governors, should they feel this to be appropriate.

A pupil in internal suspension will report initially to the Headmaster or the Second Master and then to the Deputy Heads, where he or she will work in isolation. He or she will be accompanied to lunch early and will not be permitted to join his or her friends during break.

Sufficient rest periods will be built into the course of the day. The Head of Year will liaise with the pupil's Tutor to ensure that sufficient work is set for the pupil to complete during the period of internal suspension.

Procedure - Temporary Exclusion

While Reading Blue Coat School recognises that temporary exclusion can be an unpleasant experience for the pupil and parents concerned, it nevertheless also recognises the importance of such a measure in upholding discipline within the School. Temporary exclusion is only used, however, where there has been a major breach of School rules and only after serious consideration by the Headmaster and senior staff.

When a temporary exclusion is being considered the School will endeavour to contact the parents as soon as possible. While the matter is being investigated the parents might be asked to collect the pupil concerned from school as soon as possible or will, at the very least, be required to give permission for the pupil to make his/her own way home. Parents will be telephoned to explain the circumstances of the incident, after which the Headmaster will decide whether or not to temporarily exclude.

In the event of temporary exclusion of a pupil at Reading Blue Coat School, the parents of the excluded pupil can expect the following:

- A letter from the Headmaster or a senior member of staff providing details of the temporary exclusion.
- The letter will clearly state the following:
 - the reasons for the temporary exclusion;
 - the length of the exclusion;
 - the date on which the excluded pupil is permitted to return to school;
 - the conditions attached to the temporary exclusion, which would include not being able to participate in any co-curricular activities.
 - details about the return and an appointment to see the Headmaster will be given.
- The Head of Year will liaise with the Tutor who will organise for work to be sent home as soon as possible. Work will continue to be sent home throughout the duration of the exclusion.

A formal Governors' appeal is not part of the temporary exclusion procedure but parents do have the opportunity to write to the Chairman of the Governors, should they feel this to be appropriate.

This is an internal School document and intended as a guide to the temporary exclusion procedure only. While the School will endeavour to follow the procedure as closely as possible, there may be occasions when a more flexible approach to a temporary exclusion is the appropriate course of action.

Procedure – Permanent Exclusion

The Headmaster may require the removal of any pupil:

- a) upon one full term's notice in writing;
- b) upon shorter notice in writing if, in the Headmaster's opinion, the pupil is unlikely to achieve a satisfactory overall standard in any examination for which he/she has been or would be prepared or if the School is unable to provide a course of studies or preparation for examinations or for the further education reasonably desired by the pupil or by the parents;

- c) without notice if the Headmaster considers that the pupil is not capable of profiting, or profiting further, from education at the School;
- d) without notice if the pupil or the parents are in breach of any of the policies, procedures, codes of conduct and rules referred to in the Terms and Conditions;
- e) without notice if the pupil or the parents are in serious or persistent breach of the School's disciplinary rules;
- f) without notice if the pupil's presence is adversely affecting other pupils;
- g) without notice if the behaviour of a parent, family member or guardian is detrimental to the wellbeing of any pupil, parent, guardian, School employee, Governor or member of public.

If the Headmaster is considering removal in any of the circumstances (b) to (g) above, he will do so in consultation with the parents so far as possible. If the Headmaster notifies the parents that he is considering removal on any of those grounds, parents agree that they will cooperate fully with him and, if necessary, arrange for their and their child's attendance at the School for consultations.

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 to 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.

Disciplinary Rules and Procedure

Appendix 1

1. The objective of this procedure is to establish fair methods of dealing with serious disciplinary matters within the School. Minor infringements of rules will be dealt with promptly by staff with the pupil with the positive aim of providing guidance or advice to correct the position. This may involve the imposition of minor disciplinary sanctions such as lunchtime, after-school and Saturday detentions.

2. Any case which appears likely to lead to serious disciplinary action such as temporary exclusion or removal from the School will be dealt with by the Headmaster, the Second Master or the Deputy Head (Pastoral) They will arrange to obtain the full facts which will be put to the pupil. They will also endeavour to notify the parents of the pupil so that they may be involved in the disciplinary procedure. The pupil will be asked to comment and to explain his or her view of the situation. Consideration will be given to the matters raised by the pupil and account will be taken of representations by, or on behalf of, the pupil concerned.

3. Depending on the seriousness of the facts revealed by the investigation, the Headmaster, or in his absence, the Second Master, may deal with the case in one of the following ways:

- i. case closed – no further action;
- ii. oral advice – not recorded;
- iii. oral warning – recorded;
- iv. formal written warning;

or, where the facts appear to warrant more serious steps, the following action may be taken:

- v. internal suspension

- vi. temporary exclusion from the School for a period not exceeding ten working days;
- vii. removal from the School with or without notice.

4. In implementing the procedure, the following provisions will normally apply:

- i. the complaint will be fully explained to the pupil concerned;
- ii. the pupil will have the right to make representations and to be accompanied by a parent or friend at any disciplinary hearing (legal representation will not be permitted);
- iii. appropriate account will always be taken of the pupil's record and other relevant factors;
- iv. written warnings will normally indicate the likely consequence of further misconduct or unsatisfactory performance and in the latter case will also specify the period over which the improvement is required;
- v. warnings are to be disregarded for disciplinary purposes in the absence of further misconduct or unsatisfactory performance after the period specified by them, which is normally one year for a written warning;
- vi. except for instances of gross misconduct, a pupil will not normally be removed from the School for a first act of disciplinary misconduct;
- vii. in instances which appear to be particularly serious, or where further investigation or consideration is desirable, a pupil may be suspended from the School temporarily, pending consideration of the case by the Headmaster. Any precautionary suspension of this kind will be reviewed as soon as possible and will not normally exceed three days;
- viii. the provisions of the School's disciplinary and appeals procedure are not contractually binding upon the School. They are intended merely as guidelines which may be helpful in particular circumstances. The School reserves the right to leave out any or all of the stages of the disciplinary and appeals procedure where it considers it appropriate. The School reserves the right to change any of the provisions of the disciplinary /appeals procedure (or a substituted procedure) by amendment, addition or deletion or by substitution of new rules or procedures from time to time at its discretion;
- ix. the pupil, or his/her parents, will have the right to appeal against removal. The wish to appeal should be indicated in writing to the Headmaster within seven days from the date on which the pupil was notified of the decision with which he or she is dissatisfied. The appeal will be heard by a Sub-Committee of the Governors nominated by the Chairman of the Governors. Further details of a Governors' Review are outlined in the School's 'Terms & Conditions', sections 8.16 and 8.17.

Gross Disciplinary Misconduct

Appendix 2

Examples of gross misconduct for which a pupil could be summarily removed from the School (i.e. without notice) are set out below. The list is not exhaustive and other very serious misconduct will also lead to summary removal:

1. theft or unauthorised possession of property belonging to the School or to another pupil, a member of staff or the wider community;

2. conviction of a criminal offence relevant to the attendance at the School;
3. conduct, whether inside or outside the School, which may adversely affect the School's reputation or which reflects on the pupil's suitability to remain as a pupil of the School;
4. drunkenness or disorderly conduct (including being under the influence of alcohol or unauthorised substances, or misusing substances) whilst in the School, engaged in co-curricular activities or whilst identifiable as a member of the School;
5. violent behaviour or fighting in the School;
6. serious or persistent neglect of the pupil's duties, in particular, refusal or failure to obey the lawful instructions of a member of staff or follow the School's rules or code of conduct;
7. verbal, physical, emotional, written or electronic bullying;
8. disregard of the School's Drugs & Drug Testing Policy;
9. vandalism.

Author(s):	The Headmaster
Date:	April 2019
Review Frequency:	Annually
Next Review Date:	April 2020
Linked Policies:	<ul style="list-style-type: none"> • Drugs & Drug Testing Policy • Terms & Conditions • Behaviour Rewards & Sanctions Policy
Governor:	Peter Bertram
Date of Governor Agreement:	April 2019