

Queenswood



DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY

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DISCIPLINE, EXCLUSIONS AND REQUIRED REMOVAL POLICY

Introduction

This policy should be read in conjunction with the School's Pupil Behaviour Policy, Anti-Bullying Policy, School Rules and Queenswood Code, Smoking, Alcohol and Drugs Policy, Online Safety Policy and Complaints Procedure.

This policy is available on the School's website and also on request from the School office.

Queenswood is committed to a culture of praise to encourage each pupil to fulfil her potential. We have high expectations of behaviour which are based on respect, consideration, courtesy, encouragement and positive reinforcement. We recognise and celebrate effort and progress as well as attainment and achievement. We believe that rewards and recognition contribute to a pupil's personal development and fulfilment (see Pupil Behaviour Policy for more detail).

Sanctions for Breaches of Discipline that do not merit Exclusion/Required Removal

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School.

When poor behaviour is identified sanctions are implemented in line with the Queenswood's Pupil Behaviour Policy.

School staff can issue sanctions any time pupils are in school via Isams or elsewhere under the charge of a member of staff, including on school visits. This also applies in certain circumstances when a pupil's misbehaviour occurs outside of School.

We have a range of disciplinary measures which are detailed in the School Behaviour Policy, these are designed to be proportionate and relevant and include internal and external suspensions.

Breaches of Discipline Outside of the School Grounds

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil/s' poor behaviour outside of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour.

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. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the

School believes a pupil may have taken drugs then the School will seek immediate medical advice and may involve the police.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Circumstances which may Merit Required Removal

A non-exhaustive list of the sorts of circumstances that could merit required removal (including behaviour or conduct outside of School) includes the following:

- Conduct or behaviour (including conduct or behaviour outside of School) which is unsatisfactory and/or in the reasonable opinion of the Principal, the removal is in the School's best interests, and/or those of the pupil in question and/or other children;
- Where attendance is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Where progress is unsatisfactory and/or, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of the pupil in question and/or of other children;
- Circumstances where the School is unable to meet the pupil's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required.

As set out in the School's Parent Contract, the School may also require the removal of a pupil in circumstances where the Principal considers in their discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the Parent Contract.

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of more minor misdemeanours (whether that be pupil or parental related) and/or repeated short-term absence in the case of the pupil (as well as long term absence).

Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation that could result in the pupil being excluded or removed.

The Principal for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Principal or their nominee). Any findings of fact will be made on the basis of the balance of probabilities.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime if they remain on School premises.

Decision to Exclude/Require Removal

Prior to any decision being taken by the Principal to exclude or require the removal of the pupil, the Principal will meet with the pupil and their parents or (in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour) the parents.

If the Principal considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Principal will reach their decision. The Principal will communicate their decision in writing within five working days from the meeting.

Appeals Against Exclusion/Required Removal

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with under Stage 3 of the School's Complaints Procedure. It should be noted that the timescales for a complaint about Exclusion and Required Removal are different. The appeal should be made in writing to the Chair of Governors, c/o bursar@queenswood.org within 3 working days of the pupil's exclusion / required removal and the school will then seek to resolve this process as soon as possible and typically within 10 working days. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and Monitoring

Where the School imposes exclusion, required removal or suspension as a sanction, the written report on the investigation will be placed on the pupil's file.

Details of the exclusion, required removal or suspension will be recorded on the School's Sanctions Record.

Other related school policies and procedures

- Queenswood Parent Contract
- Behaviour Policy
- Searching, Screening, and Confiscation Policy
- Smoking, Alcohol and Drugs Policy
- Restraints Policy
- School Rules