

# **Behaviour Policy: Exclusions, Expulsion, Removal and Review**

**Policy Author:**

**Headmaster, Principal Deputy Head**

**Date Reviewed By Authors:**

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## **Exclusions, Expulsion, Removal and Review**

### **Principles**

At Caterham we try to ensure that our insistence on high standards is based on the following principles:

- It is built on the foundation of mutual respect
- It focuses on commending good behaviour rather than merely drawing attention to the bad
- It is consistent and fair
- It affirms the pupils' value whilst acknowledging inappropriate behaviour
- It builds rather than crushes
- It encourages and takes into consideration individuality rather than mere conformity

These aims are backed up by a system of rewards and, where necessary, appropriate sanctions, the most serious of which are laid out below. This policy should be read in conjunction with the Behaviour Policy, which sets out the levels of sanctions, and our Searching a Pupil Policy. The sanctions below constitute Level 5 sanctions – the highest level.

It is worth underlining the scope of this policy: it applies to all pupils in the school, both day pupils and boarders.

### **Level 5 Sanctions**



This policy is available to parents and prospective parents on request from the school office and can also be accessed on the website.

### **Policy Procedure**

The Behaviour Policies of the School and the Prep School establish the expectations for behaviour and the ways such standards are recognised, encouraged and celebrated. The Senior School policy also sets out the sanction levels for misbehaviour (Levels 1 – 5).

The following procedures specifically deal only with major disciplinary issues.

#### **Pre Preparatory (Nursery and Reception/Foundation Stage)**

For the Nursery and Reception exclusion may only take place once all other avenues have been explored and exhausted, including one to one intervention.

#### **Preparatory School and Senior School**

The Trustees of Caterham School make available to the Headmaster three sanctions for serious disciplinary matters.

- Suspension (also known as Temporary Exclusion)
- Removal at the R2.018(m)2(hoo)n.210201 -11T /R72 T-hll7



**representations by the parents. In the process, he will consult the Chair (or in their absence the Deputy Chair) of Trustees and agree the issues relating to exclusion.**

**Parents may, if they wish, communicate with the Trustees by letter. Any such letter should be addressed to the Clerk to the Trustees at the School. If parents wish**







The Review Panel will consider each of the questions raised by the pupil or their parents inasmuch as they relate to the following:

- Whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof - the balance of probability - will apply
- Whether the sanction was warranted - that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the school's policy in that respect

The requirements of natural justice will apply. If for any reason the pupil or their parents are dissatisfied with any aspect of the meeting they must inform the Chair of the Review Panel at the time and ask the scribe to note their dissatisfaction and the reasons for it.

Should the Headmaster consider it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chair of the Review Panel may require that the name of that person and the reasons for withholding it be written down and shown to the panel members. The Chair of the Review Panel at their discretion may direct that the person be identified or not, as the case may be. Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the school if they are willing to do so.

If, having heard all parties, the Panel is minded to confirm the Headmaster's earlier decision, it is open to the Panel, with agreement of the Headmaster, the pupil and their parents to discuss the pupil's leaving status with a view to reaching agreement.

When the Chair of the Review Panel decides that all issues have been sufficiently discussed and if by then there is no consensus, s/he may adjourn the meeting. Alternatively the Chair of the Review Panel may ask those present to withdraw while the Panel considers i.0052(ns)-.01e)6.027(na628(ns)027(s)4.9541(Heg07)-00105(olaD)-0105(olp moote)

## **Access**

**A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School trips without the permission of the Headmaster.**