



# Ackworth School

## Discipline and Exclusions Policy

1. Ackworth School (the School) has a clear set of pupil expectations and means of promoting good behaviour. These are widely communicated within the Behaviour, Sanctions and Rewards Policy, the School planner and within the staff handbook. Sanctions for minor breaches of School rules are outlined here and the importance of clear communication between teaching staff, pupils, form tutor and parents is reinforced.
2. Suspension or permanent exclusion is only imposed by the Head or the most senior member of staff in the Head's absence. In every case where suspension or permanent exclusion is contemplated following full investigation by the School, communication takes place with the Clerk to School Committee or in the event of his unavailability the Deputy Clerk. All evidence will have been reviewed by the Head, the pupil's file consulted and other opinions sought as appropriate. Any mitigating or aggravating factors may in addition be considered. In all cases of suspension or permanent exclusion the parents are invited in to the School to discuss the incident and to work with the School in ensuring that any sanction is fully understood by the pupil and where appropriate what additional supports or guidance are needed. All suspensions or permanent exclusions are followed up by a letter from the Head outlining the nature of the offence and detailing the suspension. A copy of all such letters is sent to the Clerk to School Committee.
3. In the case of permanent exclusion, it is common for a pupil to be suspended pending a final decision. This provides opportunity for reflection by the School and for the School to consider whether the ultimate sanction of permanent exclusion is warranted. If a decision is taken to exclude a pupil permanently, in the letter to parents the appeals process to School Committee is mentioned and a copy of the School's Complaints Policy enclosed.
4. In accordance with the School's policies on these issues pupils might expect to be suspended or permanently excluded for incidents relating to alcohol, drugs, vandalism, theft, bullying, acts of aggression, the endangerment of other pupils or staff or a persistent unwillingness to accept the expectations of the School. This list is not exhaustive and the School treats every individual and every incident on its own merits bringing to bear the widest possible context and an understanding of the pastoral and disciplinary needs of the School and the best interests of the pupil.