



HEREFORD CATHEDRAL SCHOOL

DISCIPLINE AND EXCLUSION POLICY

The school publishes a Behaviour and Sanctions Policy that details sanctions for misbehaviour. The following specifically deals with major disciplinary issues.

The Governing Body make available to the Headmaster three sanctions. These are:

- Headmaster's Detention, which takes place on a Saturday morning,
- Suspension from School (also known as Temporary Exclusion) and
- Expulsion (also known as Permanent Exclusion).

In some cases these sanctions will be evoked sequentially. However, a single breach of school discipline of a major kind may justify permanent exclusion without any previous Headmaster's sanction having been invoked.

The Headmaster does not generally award Headmaster's Detention more than twice, and will nearly always impose suspension or expulsion on any occasion when a third Headmaster's Detention is merited.

The Headmaster will use his best endeavours to ensure that the School does not interfere with the continuous education of a pupil beyond what is necessary to modify behaviour, and to ensure that exclusion is used appropriately within the framework of the School's behaviour and discipline policy.

Suspension (Temporary exclusion)

Only the Headmaster, or in his absence the Deputy Head or Academic Deputy, can suspend a pupil. Before deciding to suspend a pupil the Headmaster will:

- Ensure that an appropriate investigation has been conducted;
- Ensure that all the relevant evidence has been considered;
- Give the pupil an opportunity to be heard
- Consult other relevant people if necessary

Work will generally be set for a pupil to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended pupil and how they might be addressed in the interim together with reintegration post-suspension.

The Headmaster or Deputy Head will inform parents without delay by telephone, followed up by a letter stating the length of suspension, and the reasons.

Suspension constitutes a clear warning about continued membership of the School and this warning should be regarded as final. The Headmaster is in all cases reluctant to suspend more than twice. No pupil who is suspended for a second occasion may return to the School without the Headmaster having obtained the approval of the Chairman of the Governing Body or, in his absence, another member of the Governing Body.

Expulsion (Permanent exclusion)

Since suspension should always be regarded as a warning that permanent exclusion may follow next, the Headmaster considers that all pupils and their parents should clearly understand the consequences of expulsion. Some parents may prefer, after due consideration, to voluntarily withdraw their child rather than the School imposing expulsion. However, it must clearly be understood that the Headmaster reserves the right to insist on permanent exclusion.

Only the Headmaster can expel a pupil and before doing so the Headmaster will follow the same procedure as for suspension.

In making decisions about exclusion, the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion. Any decision to exclude in a drug-related case will be based on the criteria spelled out in the School's drug policy.

Appeal

A decision to expel a pupil is not taken lightly and before it is reached the Headmaster will have given careful consideration to any representations by the parents. In the process, he will consult the Chairman (or in his absence the Deputy Chairman) of Governors and an agreed list of issues relating to exclusion.

If the decision is confirmed, the parents will be informed immediately and they may, if they wish, communicate with the Governors, by letter. Any such letter should be addressed to The Clerk to the Governors at the School. If parents wish Governors to review the case, they should set out the nature of their complaint in writing, detailing the nature of their grievance and the reasons they see for review.

Governors who have up to that point had no involvement in the case will carry out any review. This review will follow the standard school complaints procedure. The decision of the Governors will be communicated to the parents, and is final.