



Policy and Procedures for Exclusions

EHS takes pride in an atmosphere of trust and mutual respect within its community. This is based on a firm understanding of moral principles of right and wrong and a knowledge of our widely published School Rules. Disciplinary measures are part of our contract with parents which is agreed when a pupil enters the school.

This is a Whole School policy but adjustments may be made depending upon the age of the pupil involved.

Where events have taken place which might result in temporary exclusion (suspension) or permanent exclusion (expulsion):

- a) A full investigation will take place in school, during which the pupil(s) involved will be interviewed by the Headmistress or another member of the Senior Management Team.
- b) The Headmistress will decide on the appropriate sanction and the Chairman of Council will be informed.
- c) Parents will be informed and requested to come into school to participate in discussion and/or to take the pupil home.
- d) The Headmistress's decision, which will be final, will be confirmed in writing to parents and a copy of the letter kept on the pupil's file.
- e) In the case of suspension, the pupil will return to school after the period of the sanction is completed, pastoral support will be put in place to allow a smooth transition into school.
- f) The school reserves the right to suspend a pupil during the investigation.
- g) At the discretion of the Senior Management Team, temporary exclusion could take place within the school.

NOTES:

1. Examples of misconduct which might result in temporary or permanent exclusion could include, inter alia:
 - Drug abuse, including use of/dealing on school premises or on expeditions or trips or in school uniform.
 - Alcohol abuse on school premises or on expeditions or trips or in school uniform.
 - Smoking on school premises or on expeditions or trips or in school uniform.
 - Significant or persistent bullying, including cyberbullying, of another/other pupil(s).
 - Physical or verbal abuse to staff or pupils.
 - Proven stealing of money or property belonging to other pupils, staff or to the school.
 - Cheating in examinations.
 - Unfounded allegations against staff.

- Persistent and defiant misbehaviour, including the persistent breaking of school rules.
- Any other activity likely to bring the school into disrepute.

2. Should parents disagree with the Headmistress's decision they may appeal using the School's Complaints Procedure.

Approved by Council: _____

Date: _____