

# GREENWICH STEINER SCHOOL

## EXCLUSION PROCEDURE

**This procedure is part of the group on Behaviour/Discipline/Bullying etc**

**Punishment:** The school does not endorse any method of physical punishment of pupils. The hitting, smacking, shaking or physical and verbal intimidation of pupils by staff is regarded as a matter of serious concern by the Teachers' Meeting and Management Group and will be dealt with through the appropriate mandate channels. All disciplinary action should have a clear pedagogical purpose and value. In cases of persistently difficult behaviour, staff should follow the disciplinary procedures in the Discipline and Behaviour Policies and listed below or seek further professional advice from suitably qualified persons such as a clinical or educational psychologist.

At Greenwich Steiner School exclusion is the last resort in the discipline process. There are two types of exclusion:

1. **A fixed term exclusion** for a specific number of school days (formerly known as suspension). Under this option a pupil cannot be excluded for a period totalling more than 15 days in one term (i.e. max 45 per year).
2. **A permanent exclusion** (formerly known as expulsion).

**The school also reserves the right to exclude pupils on the grounds of non-payment of fees or for non-cooperation or defamation from parents**

The 1993 Act abolished the category of indefinite exclusion.

A representative of the Teacher's Meeting (kindergarten or class teacher) can also send a pupil home from school – because of the way he/she is dressed or because they are unwell. This is not the same as an exclusion.

**The fixed term exclusion procedure should be used only after an extremely serious breakdown in behaviour.**

The Class Teacher must:

- ❑ Confer with a full-time colleague and seek their agreement/support
- ❑ Inform the pupil's parents/guardians immediately giving reasons
- ❑ The pupil must be sent to wait in the Administrator's Office until arrangements are made for the pupil to leave the school grounds.
- ❑ Record the exclusion in the incident book.
- ❑ Confirm the exclusion and reasons in writing to the parents/guardians within a reasonable time frame.

The duration of the exclusion will be decided as soon as possible and the pupil may return only after a clear decision has been made by the school (i.e. at least the 2 teachers as above). This will be achieved through consultation with the Class Teacher and where appropriate the Teachers' Meeting and the pupil's parents/guardians. Conditions may be demanded of the pupil before re-entry into the school is allowed.

The School will always seek to consult with the parents and keep them informed of the procedures and situation regarding their child once difficulties or concerns have arisen.

**Related Policies::**

- ❑ **Exclusion Policy**
- ❑ **Inclusion Policy (draft)**
- ❑ **Behaviour Policy**
- ❑ **Discipline Policy**
- ❑ **Equal Opportunities Policy**
- ❑ **Fees policy**

Date reviewed 19 May 2007