



LEWESTON

P R E P

LEWESTON PREPARATORY SCHOOL

Exclusion and Suspension Policy

At Leweston Preparatory School, staff, parents and pupils work together to create a happy and caring learning environment which truly reflects the Christian beliefs and ethos of the Foundation.

The Exclusion and Suspension Policy herewith provides equality of access and opportunity to all pupils in a spirit of Christian love, with understanding and acceptance of individual differences and respect for all persons. The guiding principle for all aspects of school life is to treat others as we ourselves would wish to be treated. This embraces the understanding that everyone has responsibilities, rights and deserves respect.

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it has been explained to and is accessible to all parents. This is communicated to the EYFS parents during the Welcome Sessions.

Exclusion is considered the ultimate sanction imposed by the school. The Headteacher is responsible for any exclusion (subject to parental contract) and consults with the Deputy Head and the relevant Form Teacher prior to exclusion.

The Headteacher notifies the Chair of the Governing Body of any intention to exclude.

Parents or Guardians are notified immediately and asked to collect their daughter or son where appropriate.

A notice will be posted in the staff room regarding the action taken and details of the incident, if appropriate.

A file containing details of the offence and the action taken is produced and kept by the Headteacher. The involvement of the police, if appropriate, will be at the discretion of the Headteacher.

The process for suspension follows similar procedures.

Exclusion, temporary or otherwise, may be appropriate in the following cases:

- Assault of a fellow pupil or a member of staff
- Persistent bullying of another pupil or member of staff
- Inappropriate behaviour likely to endanger the health or well being of either the girl herself or others (e.g. alcohol/smoking)
- The misuse of illegal substances for sale within the school or the enticement of other pupils in the school to take such substances.

This is by no means an exhaustive list. The parental contract permits exclusion where, in the Headteacher's judgement, the exclusion is in the best interests of the pupil concerned or in the best interests of the school community.

Pupils and parents have the right of appeal against exclusion. They may refer the matter in writing to the Chair of the Governing Body. Such action initiates Stage 3 of the Parental Complaints Procedure