



Heath Mount School

Exclusion Policy

The school publishes several policies that, together, explain the school's overall values and approach as well as detailing sanctions for misbehaviour:

- *School Values Document;*
- *Anti-Bullying Policy Document;*
- *Rewards and Sanctions Policy;*
- *Restorative Practice Policy;*

The following policy specifically deals only with major disciplinary issues.

Nursery, Reception and the Pre-Prep School

For these age groups, exclusion would only take place once all other avenues have been explored and exhausted, including one-to-one intervention.

The Prep School

At Heath Mount School, suspension and exclusion are available to the Headmaster as tools to protect pupils from the risk of further harm (physical, emotional and social harm) or as a response to a serious breach or a sequence of significant breaches in the school's rules and/or expectations regarding behaviour.

Suspension from school might be used following a meeting with parents to explain the reason. Internal exclusions are also available, where the pupil is supervised at school, but is not in general circulation. Expulsion (also known as Permanent Exclusion) would take place following the Headmaster's report to the Chair of Governors.

Before a pupil is suspended the Senior Manager dealing with the incident will:

- Ensure that an appropriate investigation has been conducted by an 'investigating teacher';
- Ensure that all the relevant evidence has been considered by the 'adjudicating teacher', who for serious offences would be the Headmaster or Deputy Head;
- Consider how best to support ALL pupils involved during and following the suspension
- Convey the outcome to parents and other people as deemed appropriate.



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Excluding a Pupil

The following points regarding the exclusion of a pupil from Heath Mount School should be observed:

- Only the Headmaster can permanently exclude a child and, before doing so, the Headmaster will follow the same procedure as for temporary exclusion, acting as the 'adjudicating teacher';
- Since suspension should always be regarded as a warning that Permanent Exclusion may follow next, the Headmaster considers that all children and their parents should clearly understand the consequences of Permanent Exclusion;
- Some parents may prefer, after due consideration, to voluntarily withdraw their child rather than the school imposing Permanent Exclusion. However, it must clearly be understood that the Headmaster reserves the right to action Permanent Exclusion;
- 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.

Appeal

A decision to permanently exclude a child is not taken lightly and, before it is reached, the Headmaster will have given careful consideration to any representations by the parents. In respect of permanent exclusions, he will consult the Chairman (or in their absence the Deputy Chairman) of Governors. 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 of 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, using the school's complaints procedure (see [Complaints Procedure](#) policy).