

The Technical School at Broadstairs College Student Disciplinary Policy & Procedure

As governors, staff, students and parents of The Technical School at Broadstairs College we believe that it is our responsibility to ensure that all people have:

- The right to learn.
- The right to teach.
- The right to feel secure.
- The right to dignity.

We ensure this by providing an appropriate curriculum, support to access this and by maintaining a calm environment.

Our pastoral care and behaviour management are based on the belief that a positive culture of praise, encouragement and support of students is likely to ensure the most effective environment in which to promote good relationships and enhance student motivation and achievement.

An ordered and calm atmosphere is essential to the wellbeing, security and achievement of all students.

Students will learn acceptable and appropriate behaviour through:

- Circle Time
- Encouraging appropriate behaviour in and out of the classroom
- The SRE, RE and Citizenship programme
- Enrichment activities and social events
- Modelling appropriate behaviour and attitudes
- Encouraging high peer expectations
- Consistently recognising and celebrating high standards of behaviour and applying sanctions in a fair and consistent manner
- Adherence to classroom routine and frequent reference to the Code of Conduct
- Challenging and redirecting inappropriate actions, behaviour, attitudes and language
- The imposing of sanctions as necessary to deal with unacceptable behaviour

Code of Conduct

All students must:

- Ensure that you treat others as you would like to be treated yourself;
- Ensure that you listen when the teacher is talking or when others are contributing to the lesson;
- Put up your hand first when wishing to contribute to a discussion and try not to talk over others;
- Ensure that you allow others to get on with their learning;

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 1 of 17

- Aim for 100% attendance and be punctual to all lessons which are essential in your life as a learner and as an employee in any workplace;
- Ensure that you complete both class work and homework to the best of your ability taking pride in your work;
- Arrive at classes with the correct equipment and dress code;
- Respect all members of the College community, follow instructions from all staff and always show regard for all other students;
- Move around the School/College in an orderly way;
- Keep the School/College clean and tidy;
- Respect other people's values and strive to maintain positive relationships;
- Only bring allowed items into the School and use mobile devices according to the Mobile Phone Code of Conduct;
- Consume all food and drink (except for bottled water) in the Common room at break times;
- Remain on the College site during school hours and keep to permitted areas.

Mobile Phone Code of Conduct

- Mobile phones must not be switched on or visible during lessons.
- If a mobile phone is seen or used in the School during a lesson, and not authorised by a member of staff, it will always be confiscated and held securely until the end of the day when the student can collect it.
- The Disciplinary Policy identifies an escalating level of sanctions for those students who do not comply with the rules and these will be applied to the unauthorised use of mobile phones.
- Section 2 of the 2011 Education Act sets out new provisions about mobile phones and other electronic devices. Data and files from these items may be examined if there are reasonable grounds to suspect misuse. Malicious or inappropriate material may be erased or downloaded and saved as evidence.

ICT Code of Practice

The use of the College system is a privilege awarded to all responsible users.

Users must:

- keep user account details and passwords private and confidential and not allow others to use their account;
- not use other accounts or access other student's files;
- use computers for educational purposes only (use for chat rooms, games, and text messaging is prohibited);
- use all computers safely and with common sense;
- use acceptable language in all documents produced;
- access only information on the internet that would be acceptable in the School written form;
- only email known people or those approved by a member of staff;
- send messages that are polite and responsible;

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 2 of 17

- not give out home addresses, telephone numbers, or arrange to meet someone through internet contact;
- report any concerning or offensive messages sent to them;
- not engage in cyber bullying through any area of the internet such as e-mails and chat rooms;
- report to any member of staff he/she is happy talking to if he/she thinks they are a victim of cyber bullying;
- have a member of staff's permission to bring in data files from outside the School;
- accept that the College may check computer files, monitor internet site use, and record computer activity;
- accept that hand held devices brought into the College may be monitored for acceptable content.

Searching Students

Members of the College security and site staff can search students with their consent for any item which is banned by the College.

The following protocol will apply:

- A written record will be made of all searches
- Two members of staff should be involved in all searching
- Searches will only be conducted by staff members of the same gender as the student being searched.
- Searches should be conducted with a view to maintaining the student's right to privacy and dignity as far as possible.
- Where possible searches will not be conducted in the presence of other students, although there may be occasions where this is not possible.

The Head of School and appropriate staff to whom they give delegated authority have the power to instruct members of the College site and security team to search students or their possessions, without consent, where they suspect the student has a prohibited item.

Prohibited items include:

- Knives and weapons
- Alcohol
- Illegal drugs/legal highs
- Stolen items
- Tobacco and other related smoking items
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to College property.
- Or any other article that is proscribed by the College rules

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 3 of 17

Police may be called to deal with any search if that is considered appropriate. Every effort would be made to contact parents. It is not necessary to inform Parents/Carers before or after a search takes place or to seek their consent to search their child. However, all efforts would be made to contact parents/carers, and also where objects are confiscated, Parents/Carers would be informed. Where any article is thought to be a weapon it must be passed to the Police.

Confiscation of Property

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider to be harmful or detrimental to School discipline.

Roles and Responsibilities

The College Governors delegate the responsibility for meeting the aims of this policy through appropriate behaviour strategies and procedures to the Principal, Deputy Principal (Broadstairs Campus) and Head of School.

Head of School

- Responsible for the implementation and day to day management of the policy and procedures.
- Training and Guidance for the implementation of the Discipline Policy will be a key component of staff induction.
- Continual Professional Development is provided when staff needs are identified as part of Appraisal.
- Set high standards in terms of behaviour and attitudes towards learning.
- Expect staff to uphold the high standards and support them in doing so.
- Recognise and celebrate good behaviour and encourage others to do so.
- Support all staff in the School in maintaining the highest standards of behaviour through high quality teaching and learning and consistent implementation of the Discipline policy.
- The Head of School may use short term isolation/ fixed term exclusion for students whose behaviour disrupts the learning environment or is considered dangerous or threatening to others.

In carrying out these responsibilities the Head of School will consult with and, where appropriate, involve staff, members of the College Executive Team, Deputy Principal (Broadstairs Campus), students and parents/carers in the consideration of specific aspects of the Disciplinary Policy.

Staff

All staff should:

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 4 of 17

- Implement classroom routines
- Ensure teaching and learning is appropriate and promotes positive behaviour and attitudes to learning
- Recognise and celebrate good behaviour
- Inform parents/carers of concerns regarding the behaviour and progress of students
- Monitor individual and group behaviour in teaching groups and take appropriate action to address any issues
- Liaise with the appropriate manager over serious concerns
- Impose sanctions as appropriate to deal with unacceptable behaviour

Parents and Carers

- Parents and Carers will take responsibility for the behaviour of their child both inside and outside of The Technical School at Broadstairs College.
- They will be encouraged to work in partnership with The Technical School in maintaining high standards of behaviour.
- Will have the opportunity to raise with The Technical School at Broadstairs College any issues arising from the operation of the policy.

Students

- Students will be expected to take responsibility for their own behaviour and will be made fully aware of the School policy, procedures and expectations.
- Students also have a responsibility to ensure that any incidents of disruption, bullying and any form of harassment are reported.

Deputy Principal (Broadstairs Campus)

Should:

- Monitor the application of the policy with particular emphasis on exclusion analysis
- Highlight trends and expect these to be addressed
- Seek to uphold high standards
- Meet with student/parent/carer and Head of School to discuss discipline issues when necessary
- Review the Head of School's exclusion decisions

The use of restraint and reasonable force

Parent(s)/Carer(s) need to be aware that under section 93 of the Education and Inspections Act 2006, the law allows adults authorised by the Head of School of The Technical School to use such force as is reasonable to prevent a student:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property.

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 5 of 17

- Engaging in any behaviour prejudicial to maintaining good order and discipline.

Force may be used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or restraining a student to prevent violence or injury.

The decision on whether or not to physically intervene is down to the professional judgment of the staff member concerned and will always depend on the individual circumstances.

There is no legal definition of when it is reasonable to use force. That will always depend on the precise circumstances of individual cases. To be judged lawful, the force used needs to be in proportion to the consequences it is intended to prevent. The degree of force should be the minimum needed to achieve the desired result. Use of force is never justifiable to prevent trivial misbehaviour.

As a general principle staff will not make physical contact with students; the only exception being where it is essential to restrain a student to avoid injury to self or others. This applies on College premises, or where a member of staff has lawful control or charge of students, e.g. on educational visits.

Rewards/strategies to encourage and promote good behaviour

The Technical School will recognise and reward good behaviour, examples of good behaviour being:

- Consistent punctuality
- Consistently correct dress code
- Supporting others
- Showing positive initiative
- Completing tasks
- Consistent excellent work in lessons
- Clear improvement in work or attitude
- Consistently polite towards others

Rewards may include:

- Verbal approval/acknowledgement
- Letters to parents/carers
- Certificates
- Success highlighted in Circle Time
- Reward Events
- Praise from the Leadership Team and other staff as appropriate
- Annual Awards Ceremony

Sanctions

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 6 of 17

Sanctions should:

- Be immediate
- Seek to change behaviour
- Be fair, appropriate and commensurate with the cause
- Not be applied to whole groups of students
- Avoid the humiliation of students

In all education establishments there is the need to have **consistent** procedures to deal with persistent misbehaviour that threatens the learning or security of the other students and/or hinders the teacher's ability to teach effectively.

The Technical School believes that poor behaviour should never limit learning or prevent others from progressing. To achieve this goal, we reward desirable behaviour with praise and rewards and also by imposing consistent and clear sanctions for unacceptable behaviour.

MANAGING BEHAVIOUR WITHIN LESSONS

A clear Behaviour Ladder for managing behaviour within lessons places the key responsibility for ensuring good classroom behaviour with the teacher (or adult responsible), but also provides support from pastoral and senior leaders in cases of persistent or serious misbehaviour.

Behaviour Ladder

Verbal Warning

↓

Second Verbal Warning

↓

15 minute lunch-time detention

↓

Behaviour has not improved and alternative provision required for the rest of the lesson or break by duty member of staff.

Reasons for remove, for example:

1. Inappropriate language towards the adult(s) or other students.
2. Dangerous behaviour.
3. Confrontational or threatening behaviour.
4. Repeated refusal to comply with classroom rules – after 2 verbal warnings.
5. Repeatedly disrupting learning or teaching – after 2 verbal warnings.

One hour detention issued for the end of the next day.

↓

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 7 of 17

Internal Isolation

Failure to attend 1 hour College Detention

Informal Disciplinary Procedure

Before reaching the Formal Disciplinary stage, it would normally be expected that the Student Support Mentor would have attempted to resolve issues by placing the student on report.

The student's ILP status should be changed to Amber. Unacceptable standards of conduct and behaviour for which the student might be placed on report:

- Disruptive behaviour, (talking when a member of staff is talking or when a fellow student is speaking in class, distracting others, flicking paper, inappropriate use of mobile phones in class etc.)
- Unduly noisy or unruly behaviour, (shouting across the class or workshop, speaking unnecessarily loudly, constant banter and interrupting staff and others in their work etc)
- Smoking in non-smoking areas,
- Failure to comply with an instruction from a member of staff.
- Behaviour which could lead to damage of College property
- Behaviour which could lead to breaches of health and safety rules
- Repeated poor attendance and punctuality
- The missing of course work deadlines

On Report:

The Student Support Mentor will place the student on report for two weeks and all teachers will complete a monitoring form to record the student's progress against the agreed strategies.

Lecturers & Student Support Mentors should use their professional discretion and judgement in deciding the number of occasions in which a student's behaviour should be addressed through being placed on report; this may be dependent on the vulnerability of the student. If a student addresses their behaviour by the agreed target dates then the student should be taken off report and the student acknowledged for the effort made.

If there has been no improvement and when all strategies have been exhausted a meeting of relevant staff lead by the Head of school with the Student Support Mentor will be called to agree the next step for the student, this could result in **the Formal Disciplinary** process being instigated.

However, a student may be moved to an appropriate stage of the Formal Disciplinary procedure, without having being placed on report, if they break any of the expectations or breaches listed in the Formal Disciplinary Procedure.

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 8 of 17

Formal **Disciplinary Procedure**

If the informal action to encourage a student to improve their behaviour and/or performance does not achieve the desired outcome appropriate disciplinary action may be necessary.

Stage 1

Verbal warning

Consequences may include: Loss of privileges (e.g. no football or computers)

Behaviour leading to above:

Arguing

Persistent non-compliance with dress code

Regular non-completion of homework

Failure to respond to being on report during the informal stage

Stage 2

One hour detention

Consequences may include: Letter home

Behaviour leading to above:

Unauthorised absence from work placement/lesson

Smoking

Damage to Academy property

Persistent Stage 1 behaviour

Stage 3

Internal isolation

Consequences may include: Letter home

Behaviour leading to above:

Failure to attend 1 hour College Detention

Bringing the College into disrepute

Abusive behaviour

Fighting Bullying Theft

Persistent Stage 2 behaviour

Stage 4

Fixed term exclusion

Consequences may include: Letter home/referral to Associate Principal Pre-16

Behaviour leading to above: Intimidating a member of staff

Consumption/possession of alcohol Assault

Racist or Homophobic abuse

Persistent Stage 3 behaviour

Stage 5

Permanent exclusion

Consequences may include: Letter home and Local Authority informed

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 9 of 17

Behaviour leading to above:

Assaulting a member of staff or other learner

Possession of illegal substances Possession of offensive weapons Arson

Sexual abuse

Any criminal offence

Persistent Stage 4 behaviour

The above list is non-exhaustive for each Stage.

Exclusion

1. A decision to exclude a student, either for a fixed period or permanently is seen as a last resort. No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

2. Reasons for Exclusion:

- Serious breach of the School's rules or policies
- Risk of harm to the education or welfare of students or others in the
- School or College

3. Temporary Fixed Term Exclusion:

A temporary exclusion should be for the shortest time necessary. Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

The Head of School may exclude a student for up to 45 term days (9 term weeks) in an academic year. For the first 5 days of any exclusion it is the Parent(s)/Carer(s) responsibility to provide care and supervision for their child. After the fifth day the School must make provision for the student.

Students on fixed term exclusion will receive work to complete and return to The Technical School for review.

4. Persistent or Cumulative Problems:

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the School had already offered and implemented a range of support and management strategies. These could include:

- Discussion with the learner
- Mentoring
- Monitoring Report
- Discussions with parents/carers
- Target setting
- Checking on any possible provocation
- Detention

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 10 of 17

- Mediation
- Counselling
- Internal exclusion

Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness or poor academic performance).

5. Single Incident:

Temporary exclusion may be used in response to a serious breach of rules and policies or a disciplinary offence. In such cases, the Head of School, or in the Head's absence, the Deputy Principal (Broadstairs Campus), will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the School's policies. The student will be encouraged to give his/her version of events and the Head of School will check whether the incident may have been provoked, for example by bullying or racial harassment.

The decision to temporarily exclude a student rests solely with the Head of School, or in the Head's absence, the Deputy Principal (Broadstairs Campus).

6. Permanent Exclusion:

A permanent exclusion is a very serious decision. Only the Principal has the right to permanently exclude a student from The Technical School at Broadstairs College. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of School rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another student or a member of staff
- Possession or use of an illegal drug on the premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

The Technical School at Broadstairs College will endeavour to work with other agencies to avoid permanent exclusions. Where in accordance with the policy this is impossible, the Head of School will immediately notify the Local Authority of its decision to permanently exclude a student.

7. The Decision to Exclude:

If the Head of School, Deputy Principal (Broadstairs Campus) or Principal decides to exclude a student, he/she will:

- ensure that the approved exclusion procedure is followed

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 11 of 17

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the student
- contact the parents/carers, explain the decision and ask that their child or young person be collected
- send a letter to the parents/carers confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the student's return
- in cases of more than a day's exclusion, ensure that appropriate work is set and
- that arrangements are in place for it to be marked
- plan how to address the student's needs on his/her return
- plan a meeting with parents/carers and student on his/her return

An exclusion should not be enforced if doing so may put the safety of the student at risk. In cases where parents/carers will not comply, for example, refusing to collect their child or young person, the student's welfare is the priority.

8. Behaviour Outside School:

Students' behaviour outside the School on School business e.g. on trips, at sports fixtures, is subject to the School's Disciplinary Policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in the School.

For behaviour outside the School, not on School business, the Head of School may exclude a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the School body as a whole, or if it is deemed to be damaging to the reputation of the School.

9. Students with Special Educational Needs and Disabilities:

The School must take account of any special educational needs when considering whether or not to exclude a student. There is a legal duty under the Equality Act 2010 not to discriminate against disabled children and young people by excluding them from the School for behaviour related to their disability. The Head of School should ensure that reasonable steps have been taken by the School to respond to a student's disability so the student is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- differentiation in the School's behaviour policy
- developing strategies to prevent the student's behaviour
- requesting external help with the student
- staff training

Where reasonable adjustments to policies and practices have been made to accommodate a student's needs and to avoid the necessity for exclusion as far as

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 12 of 17

possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the School may be such a reason.

10. **Managed Move:**

In cases where the Head of school and parents/carers agree that the progress of the student has been unsatisfactory and the student is unwilling or unable to profit from the educational opportunities offered. This is not exclusion and in such cases, the Head of School will assist the parent/carer in placing the student in another school.

11. **Removal from The Technical School for Other Reasons:**

The Head of School may send a student home, after consultation with that student's parents/carers and a health professional as appropriate, if the student poses an immediate and serious risk to the health and safety of other students and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

Notification and Appeal Procedures in the case of Fixed Term or Permanent Exclusion

The Technical School at Broadstairs College will follow the guidance issued to parents/carers shown below:

Fixed Period Exclusion from The Technical School at Broadstairs College

- Fixed period exclusions are either a set number of days or during lunch time. During this time the child must not return to The Technical School or enter the College premises. Only the Head of School or Deputy Principal (Broadstairs Campus) has the right to exclude a student from The Technical School for a fixed period.
- Parents/carers will be notified immediately of an exclusion (usually by phone) and a letter will be sent within one working day of the decision. The letter will inform parents/carers of the reasons for the exclusion (it should explain clearly what has happened), the length of the exclusion, the right to appeal procedures if over 5 days and the date and time when the student must return to The Technical School. The student and their parents/carers will be invited to a readmission meeting at The Technical School; this is a good time to talk about parents'/carers' concerns and what can be done to help the student.
- A student cannot be excluded from The Technical School for a period of more than
- 45 days in any academic year (either as a single sanction or cumulative).

Long term fixed period exclusions:

If a student has been excluded for 15 days or more over a term (long term fixed period exclusion), then 3 members of The Technical School's Advisory Board must meet to review the exclusion between 6 and 15 School days after the exclusion. The Disciplinary Committee can decide to uphold the decision or allow a student back to The Technical School (called reinstatement). If the student would miss a public examination, the Committee will try to hold the meeting before the date of the examination. The Committee will have a Clerk to record what is said and to ensure that everybody can state their case fairly.

Short term fixed period exclusions:

- If a student has been excluded for between 5.5 - 15 days in a term (adding together all the exclusions that term), the Disciplinary Committee consisting of 3 members of the School's Advisory Board will meet between the 6th and the 50th School day, but only if the Parent/Carer requests to do so to review the student has returned to The Technical School, the Committee members can still say if they would have upheld the exclusion or not and place a statement of their views on the student's record. The Technical School will write to the

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 14 of 17

Parent/Carer with details and the arrangements for this meeting.

- The Technical School will make arrangements for off-site education from the 6th School day of a fixed period exclusion.
- If a student has been excluded for up to 5 School days then the Disciplinary Committee consisting of 3 members of the School's Advisory Board do not have to meet. However, a Parent/Carer can make written representations if they wish which must be considered within 6 – 50 days of the decision to exclude. The decision will be placed on the student's record. There is no right to an independent appeal for fixed period exclusions.
- Details of the student's exclusion will be entered on their School records
- Parents and Carers have a right to see their child's School record by contacting The Technical School directly.
- During the first 5 days of an exclusion Parents and Carers must ensure that their child is not in a public place during normal School hours without good reason (this applies whether or not the parent is with the child). A failure to comply with this is an offence and the Parent/Carer can be given a fixed penalty notice from the Local Authority.

Permanent Exclusion from The Technical School at Broadstairs College

- Permanent exclusion means that the student cannot return to The Technical School at Broadstairs College or enter The Technical School premises. Only the Principal has the right to permanently exclude a student from The Technical School at Broadstairs College.
- Parents/Carers will be notified immediately of an exclusion (usually by phone) and a letter must be sent within one School day informing Parents/Carers of the decision to permanently exclude the student from The Technical School and the reasons why this happened.
- The Disciplinary Committee made up of 3 members of the College Governing Body must meet within 15 School Days of the decision to permanently exclude a child. Parents/Carers will be invited to attend this meeting with a friend or legal representative as well as sending a written statement.
- The Technical School will write to Parents/Carers with details and the arrangements for this meeting.
- The Local Authority will receive a copy of the information sent to Parents/Carers by The Technical School.
- After the Disciplinary Committee's meeting, the Parents/Carers will receive a letter stating the decision reached by the Committee and the reasons why. If the right to appeal against this to an Independent Review Panel (IRP).
- The role of the Independent Review Panel is, as an impartial body, to consider whether the Principal was right to permanently exclude the student. The panel will look at all the evidence and whether the correct procedures were followed when excluding the student. The Technical School will write to the Parents/Carers to let them know the deadline by which they must lodge an appeal in writing (within 15 School days of being officially notified of the Disciplinary Committee's decision in writing).

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 15 of 17

- The IRP will relay its decision to the Parents/Carers within 2 working days of the hearing.
- A Panel can: i) uphold the original decision of the governing body; ii) recommend that the governing body reconsiders its original decision; or iii) quash the governing body's original decision and direct it to reconsider this decision. The governing body should then meet to reconsider its original decision within 10 school days of being so directed. The panel may only quash the governing body's decision if it considers that this decision was flawed.
- The governing body's decision would be considered to be flawed if it was judged (in the light of the principles applicable on an application for judicial review) to be: i) illegal; ii) irrational; iii) subject to procedural impropriety. Procedural impropriety means not simply a breach of minor points of procedure but something more substantive that has a significant impact on the quality of the decision-making process. As noted above, an Independent Review Panel may not direct that the pupil be reinstated but it may direct the governing body to place a note on the pupil's educational record.
- If the Parents/Carers do not appeal, the student will be taken off roll at The Technical School the day after the appeal period expires.
- If the Parents/Carers do decide to appeal against the decision, the student's name cannot be removed from The Technical School's roll until after the outcome of the appeal to an Independent Review Panel or the period within which the Parents/Carers have a right to appeal has elapsed (unless the right to appeal is formally waived at an earlier date).
- The Technical School has to provide education for the student for the first 5 School days of the exclusion. This is usually done by work being sent home to complete. The Local Authority will contact the Parents/Carers in order to arrange provision from the 6th day and to discuss the student's needs to continue his/her education.
- Parents/Carers have the right to see their child's school record by contacting The Technical School directly.

Consultation, Monitoring and Evaluation

Consultation of staff, students and parents inform our monitoring and evaluation of The Technical School's policies. The Technical School's behaviour procedures are shared with students, and parents/carers as well as staff to ensure consistency.

We firmly believe that consultation with parents is important. At regular intervals and by means of questionnaires, we seek the views of our parents/guardians on The Technical School's effectiveness.

The procedures will be monitored by the Head of School to ensure they are consistently and fairly applied.

This policy has been approved by the Governing Body of the College and will be reviewed annually.

Owner: Deputy Principal Broadstairs College

Approving Body: Full Governing Body

Stage of approval: Approved

Date of approval: November 2016

Page 16 of 17

