

Behaviour Policy: Exclusions, Expulsion, Removal and Review

Policy Author:

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Exclusions, Expulsion, Removal and Review

Principles

At Caterham we try to ensure that our insistence on high standards is based on the following principles:

- It is built on the foundation of mutual respect
- It focuses on commending good behaviour rather than merely drawing attention to the bad
- It is consistent and fair
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- It builds rather than crushes
- It encourages and takes into consideration individuality rather than mere conformity

These aims are backed up by a system of rewards and, where necessary, appropriate sanctions, the most serious of which are laid out below. This policy should be read in conjunction with the Behaviour Policy, which sets out the levels of sanctions, and our Searching a Pupil Policy. The sanctions below constitute Level 5 sanctions – the highest level.

It is worth underlining the scope of this policy: it applies to all pupils in the school, both day pupils and boarders.

Level 5 Sanctions

The Trustees make available to the Headmaster three sanctions for the most serious disciplinary matters.

- Suspension (also known as Temporary Exclusion)
- Removal at the Request of the School (also known as Required Withdrawal)
- Expulsion (also known as Permanent Exclusion)

The main categories of misconduct across the whole of Caterham School which may result in one of the above sanctions are as follows:

- Supply, possession or use of certain drugs, solvents or psychoactive substances (or substances intended to resemble them) and their paraphernalia; and alcohol, tobacco, and vaping devices and their paraphernalia
- Theft and possession of stolen items

Removal at the Request of the School (Required Withdrawal)

Parents may be required, during or at the end of a term, to remove the pupil, without

representations by the parents. In the process, he will consult the Chair (or in their

There are potentially three distinct stages of a disciplinary meeting

The complaint -

- **The conditions under which the pupil may re-enter school premises in the future**
- **Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees**

The Trustees' Review

A pupil or their parents, aggrieved at the Headmaster's decision, may make a written

Trustees within five working days of the decision being notified to a parent. In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

The Review will be undertaken by a three member sub-committee of the trustees, nominated by the Chair of Trustees. The panel members will have no detailed

The Review Panel will consider each of the questions raised by the pupil or their parents inasmuch as they relate to the following:

- **Whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof - the balance of probability - will apply**
- **Whether the sanction was warranted - that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the school's policy in that resr c**

Access

A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School trips without the permission of the Headmaster.