

# Discipline, Exclusions and Required Removal Policy

Dover College



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## **Discipline, Exclusions and Required Removal Policy**

### **Introduction**

This policy should be read in conjunction with the College's Prep School and Senior School Behaviour Policies, Anti-Bullying Policy, Online Safety Policy, Substance Abuse Policy and Complaints Policy. These policies are available on the College's website or can be requested from Priory Lodge.

### **Sanctions for breaches of discipline that do not merit Exclusion or Require Removal**

When poor behaviour is identified, sanctions are implemented according to the relevant Behaviour Policy. We have a range of disciplinary measures, which include:

- a verbal reprimand from a member of College staff;
- reports to parents (which are always worded to be as constructive as possible);
- additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- the setting of written tasks as sanctions, for example, letters of apology or an essay relevant to the poor behaviour (e.g. the dangers of smoking);
- loss of privileges;
- detention including during lunch-time, after school and at weekends;
- regular reporting, including early morning reporting; scheduled homework and other behaviour checks; or being identified for behaviour monitoring.

### **Behaviour by pupils which may merit Exclusion or Required Removal**

In the College's Terms and Conditions (Parent Contract), the College may require the removal of a pupil in circumstances where the Headmaster considers in his discretion that the pupil's attendance or progress at the College is unsatisfactory and, in the reasonable opinion of the Headmaster, the removal of the pupil is in the College's best interests or those of the pupil or other children. Please note that the College may also impose Exclusion or Required Removal as a sanction for a series of minor misdemeanours.

A non-exhaustive list of the sorts of behaviour that could earn permanent exclusion (including behaviour or conduct outside of the College grounds) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including cyber-bullying, as described in the College's Anti-Bullying Policy;

- committing a criminal offence;
- fighting;
- abuse on the grounds of race, religion, belief, disability, SENs etc. or any form of unlawful discrimination;
- sexual harassment or misconduct, including youth-produced sexual imagery;
- drug and alcohol misuse, including supply, possession and use;
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the College, another pupil, or a staff member;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into College, such as drugs, weapons, firearms, pornographic material etc.;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the College community;
- misconduct which brings or is expected to bring the College into disrepute; and
- persistent disruptive behaviour or breaches of the College's Behaviour Policies.

### **Behaviour by parents which may merit Exclusion or Required Removal**

In the College's Terms and Conditions (Parent Contract), the College may require the removal of a pupil in circumstances where the Headmaster considers in his discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; or adversely affects (or is likely to affect adversely) their child's or other children's progress at the College or the wellbeing of College staff; or brings (or is expected to bring) the College into disrepute; or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit the required removal of a pupil on the grounds of unacceptable parental behaviour or conduct includes the following:

- treating a member of staff unreasonably;
- making a malicious allegation about a member of staff or the College;
- communicating with the College in person or in writing (directly or indirectly) in a manner which is deemed voluminous, relentless, confrontational, unreasonable, or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to affect adversely) the welfare of a member or members of the College community; and
- breaching the College's Terms and Conditions (Parent Contract).

The College reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to

College, College events, communications with the College or the imposition of a warning, up to and including a final written warning.

### **Investigation procedure**

The Headmaster, for his part, undertakes to apply any sanctions fairly and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Headmaster's nominee). Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

The College reserves the right to require the pupil to remain away from College as a neutral act during an investigation. Alternatively, the pupil may be placed under a segregated regime on College premises.

Before the Headmaster decides to exclude or require the pupil's removal, the Headmaster will meet with the pupil and their parents or, in the circumstances involving the possibility of the pupil's removal needed on the grounds of unreasonable parental behaviour, the parents.

If the Headmaster considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil and their parents.

Following the conclusion of the meeting, the Headmaster will reach his decision on the balance of probabilities. The Headmaster will communicate his decision in writing within five working days from the meeting.

### **Appeals against Exclusion or Required Removal**

The College will always offer the right of appeal to any pupil excluded or required to be removed from the College. Any appeal against Exclusion will be dealt with under Stage 3 of the College's Complaints Procedure and should be made in writing to the Headmaster within five working days of the pupil's Exclusion or Required Removal. The outcome of the appeal process is final, and there shall be no further right to appeal.

If the parents decide to withdraw the pupil, the parents will waive any right to an appeal.

For this policy, "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and a half term.