



Student Discipline Policy

Westbourne College is committed to creating a safe and inclusive environment and as such we have embedded every day practices and expectations within our whole college culture to support this.

We aim to provide engaging and effective learning environments in which students and staff feel respected and valued. Students and staff have the right and responsibility to engage in positive and respectful relationships embracing and valuing our diversity of interests and abilities. All students and staff have the right to be treated fairly and with dignity in an environment free from intimidation, harassment, victimisation, discrimination and continued disruption. All students and staff have a right not to be subjected to racism or discrimination, including that based on sex, race, religion, disability, sexual orientation or gender identity.

To enable staff to ensure inclusive, engaging and respectful environments, some circumstances exist where behavioural interventions are necessary. Supporting and enabling positive student behaviour is essential for quality learning, as well as the wellbeing and safety of all students and staff. Procedural fairness will be afforded to all students and staff in implementing the following procedures.

Student Discipline Procedures

- a) In dealing with any instances of misbehaviour, the use of corporal punishment is expressly prohibited by any persons involved in the behaviour management process both in and out of College.
- b) All teachers will expressly have high expectations of student behaviour in their classrooms. Discussions about classroom behaviour management and expectations will be take place regularly.
- c) When a student behaves inappropriately, we advise the use of the following step by step process. Note that at every step appropriate and accurate records should be kept and placed on a student's file.

Step 1:

The teacher will give a verbal warning explaining the inappropriate behaviour and reiterating the positive classroom expectations.



Step 2:

A classroom consequence will be explained and given. For example, a student will be required to move the seating and/or lose certain privileges at break or lunch time, for example.

At this point, if inappropriate behaviour persists and it is clear that the student has no intention to change then move to the next step.

Step 3:

Option 1: An after-school detention is given for continual refusal to follow a reasonable request OR

Option 2: The student will be sent out of the class under supervision for the remainder of the lesson or for time out as determined by the class teacher. The teacher is required to provide adequate and appropriate work and resources for the remainder of the lesson.

Teachers who need to use this action in order to manage student behaviour will be required to inform the student's parents by email, informing them of the matter.

Step 4:

When a student behaves in a manner that seriously threatens the safety and welfare of students or teachers, he/she may be sent immediately to the staff room where he/she will remain until the year tutor, other senior member of staff or the Principal can be contacted. The appropriate course of action can then be advised to the subject teacher for the next course of action.

Following the use of steps 3/4, the subject teacher (with a senior member of staff) will work through consequences for uncooperative classroom behaviour with the student. This must involve communication with parent/carers.

Step 5:

If a student persists in unacceptable behaviour, they will be put on internal reporting procedures. Each lesson, the student's behaviour is recorded on a report form and is checked by a senior member of staff at the end of the day.

Step 6:



Finally, if a student fails to meet expectations under the internal reporting procedure, the behaviour report form is checked by the Principal and is counter-signed by parents each evening.

Internal / External Suspension - principles

- a) The processes of suspension and expulsion are regarded as serious sanctions that can be applied by the Principal to support the safety and good order of the school community for which they are responsible.
- b) Every sanction applied under this policy requires an appropriate level of discernment and reflection, with careful consideration of the facts and circumstances of the situation.
- c) Decisions regarding suspension and expulsion require the acknowledgement and consideration of the health and safety of all members of the school community, as well as their educational, physical and emotional needs.
- d) The procedures under suspension and expulsion will pay due attention to the principles of procedural fairness. Students and parents have an entitlement to be heard and are entitled to a reasonable decision, made without bias, and having regard to the facts and circumstances and including a right of appeal.
- e) The Principal will ensure that all legal requirements are met and that mandated notifications are made.
- f) All disciplinary matters and investigations will be thoroughly documented and kept by the Principal.

Procedures - Suspension

- a) Prior to consideration of a suspension the Principal or the IBDP Coordinator should:
 - ensure that there is clarity regarding behaviour expectations for the student, to assist the student to develop appropriate behaviour(s);
 - clearly record and document all prior actions taken;
 - ensure that discussion has occurred with the student and parents regarding the specific behaviour(s) which may lead to suspension.



- b) If a student refuses to moderate unacceptable behaviour or there is evidence of any form of bullying or harassment, following steps 1-5, they may be suspended internally.
- c) In some circumstances, the Principal or the IBDP Coordinator may determine that a student should be suspended immediately, particularly where there may be concerns of risk of harm to self or others, and for the health, safety and wellbeing of staff or students.

This includes, but is not limited to:

- physical and/or threatened violence, where a student and/or member of staff is/are injured, or where there is threatened action that is assessed as a credible threat to the safety and wellbeing of students, staff and others;
 - possession of a prohibited weapon;
 - use or possession of illegal substances, or where a substance is reasonably suspected of being an illegal substance, for the period required to test and confirm the status of the substance;
 - acute or extreme anti-social behaviour, such as: harassment, offensive language, or persistent disruption of other students' learning.
- d) In the case of serious misconduct, written statements as to the facts and circumstances should be taken. These documents should be signed and dated by those providing the information.
- e) In the case of serious misconduct that leads to, or may potentially lead to, criminal charges, the Principal or authorised representative should contact their local Police contact to ensure that investigations are conducted in a coordinated and appropriate manner.
- f) A Principal or Principal's delegate will generally suspend students for a period of up to five days, but may suspend for up to ten days under their own authority.
- g) Communication will take place between the College, student and parents in relation to the decision. The student and parents should be provided with explicit information regarding the nature of the allegation (whether a single specific issue, or a behaviour that forms part of a previously discussed pattern) and given sufficient time to consider and respond to the matters raised.



- h) In making arrangements for the student to leave the school, the Principal or the Principal's delegate should consider all aspects of the school's duty of care to the student.
- i) If contact and notification have been made, parents are requested to make the necessary arrangements for the departure of the student from the school site. When no contact can be made with the parents/caregivers, the student will remain on internal suspension until the end of the school day.

Notification of suspension

- a) In the first instance, notification of suspension of a child to parents/caregivers may be given verbally. However, this must be followed in a timely manner by a written notification. This notification must include:
 - notice of the suspension
 - date and duration of the suspension
 - category and reason for the suspension
 - expectations regarding study whilst on suspension
 - advice to parents that responsibility for the student whilst on suspension is theirs
 - information concerning the requests for review process.
- b) Extension of a suspension may be applied by the Principal. On rare occasions, due to delays in investigations or due to appeal processes, the period of suspension may need to be extended, but efforts will be made to resolve matters expeditiously in all circumstances.
- c) Prior to convening a re-entry meeting at the end of a suspension period, the Principal or the Principal's delegate should consider the need to conduct, and/or implement a Risk Assessment, and to formulate a basis for re-entry of the student.
- d) At the conclusion of the period of suspension, the Principal or the Principal's delegate must convene a meeting with the student and the parents. Where a parent is not available within a reasonable period of time, the Principal may make a decision to meet with students and parents separately.

Procedures - Expulsion



- a) The gravity of the circumstances that exist when consideration is being given to an expulsion are such that particular emphasis will be given to providing opportunity for the student and parent to respond to the proposed action.
- b) Consideration for expulsion will generally only be given after the procedures for suspension have been exhausted.
- c) A student who is 17 years and older, who is failing to meet education requirements, may be formally expelled. This will only be done after all efforts to re-engage the student with the course have been exhausted. The student and their parents must be provided with documented evidence of these efforts, including warnings.
- d) When considering an expulsion, the Principal must:
 - notify the parents that exclusion from the College is being considered, giving reasons for the possible course of action, and including sufficient documentation for a clear understanding of the issues;
 - provide an opportunity for parents to meet with the Principal to discuss the issue/s and respond. Generally up to five working days should be allowed for parents to attend this meeting, or to respond in writing, to the proposed expulsion;
 - consider the response of the parents and the student (where applicable) as part of the decision-making process;
 - provide an opportunity for a further meeting between the parties, if requested;
 - if proceeding, advise in writing of the appropriate procedures for submitting a formal review of the decision to the College Chairman.

Review of Decisions

Decisions about suspension and expulsion may be reviewed by the College Chairman if parents/caregivers consider that correct procedure has not been followed, or that an unreasonable decision has been reached.

- a) A Request for Review is to be made in writing to the Chairman and is to state the grounds on which the review is being based.
- b) Any Request for Review should be submitted to the Chairman within ten days of receipt of formal communication of a decision from the school.



- c) Every effort will be made to deal with reviews promptly, so as to ensure that periods of absence from school are not unnecessarily prolonged.
- d) The outcome of a review will be advised in writing to the parties, including the specific reasons for reaching the decision. This decision is final.

Unacceptable behaviour management

- a) For the sake of **absolute clarity**, the following are examples of unacceptable behaviour by teachers when managing student behaviour:
 - The use of **any form** of corporal punishment
 - Sending a student outside the classroom without adequate supervision.
 - Sending a student who has misbehaved during a class to another teacher, unaccompanied.
 - Using any object to gain a child's attention in a hostile or an inappropriate physical manner.
 - Restraining a student for any purpose other than a student's actions likely to cause imminent harm to self or others.
 - Hitting or kicking a student.
 - Holding a student, except to lead them by placing a hand on the shoulder to a place of safety.
 - Pushing, pulling, shoving, grabbing, pinching or poking a student.
 - Shaking or throwing a student.
 - Intimidating a student either physically or verbally.
 - Swearing at or using aggressive language to a student.
 - Using sarcasm or personal comments in order to humiliate a student.
 - Locking a student in a confined space.
 - Refusing biological needs as a means of punishment.
 - Engaging in any practice that instil fear or using fear as a means of controlling a student.
 - Practices which cause a student to feel alienated or to leave them feeling that they have not been treated fairly.



This list is for illustrative purposes and is not an exhaustive list. Staff should use professional judgement and appropriate behaviour whenever dealing with a student. A teacher should seek the advice of the Principal if there is any uncertainty about these procedures or about teacher and pupil conduct.