



Highfield Priory
Independent Day School
and Nursery

Highfield Priory School Disciplinary Procedure

1. In the event of general misbehaviour by a pupil then this will be dealt with by the pupil's classroom teacher. In the case of more serious or persistent misbehaviour the class teacher may refer the matter to the Deputy Head teacher
2. Where however there has been a serious or persistent breach of the School Rules and Regulations then the Class Teacher shall refer the matter to the Head teacher (or the Deputy Head in the event that the Head teacher is not available) who shall carry out an investigation of the circumstances appertaining to the breach and determine the appropriate sanction to be applied to the breach or breaches.
3. In the event that the Head teacher (or the Deputy Head Teacher in his/her absence) determines that the breach(es) warrant the possibility of exclusion then the Head Teacher shall contact the parents and inform them of his decision stating the reasons and duration of the exclusion. He shall confirm all details in writing to the parents with 24 hours. The Chair or Vice Chair shall be informed of his decision stating the reasons.
4. In the case of expulsion the Head shall inform the Chair or Vice Chair stating the reasons. The Chair (or his Vice) shall review the facts and circumstances and determine that the breach(es) warrant expulsion. The Chair has to agree with the decision before parents are informed. The Head shall communicate his decision and reasons for the expulsion and confirm his decision in writing within 24 hours.

The Head shall also advise the pupil's parents in writing of their rights to appeal against the decision to the Board of Governors within 7 days and their rights to be represented at such meeting and to make representations to the Board.

In the event that an appeal is lodged a Board meeting shall be convened at the earliest opportunity and the parents advised of the place and time of such meeting.

At such meeting the Governors present shall consider the facts and circumstances presented to them by the Head teacher and the Representations of the parents and they shall thereafter reach a decision and advise the parents of their decision and determination in writing within 48 hours.

The Finance and General Purposes Committee is responsible for this policy.

Date Last Reviewed: September 2018.

Next Review Date: September 2019.

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Finance and General Purposes, Health and Safety, Education, Education and Marketing.