



Highfield Priory  
Independent Day School  
and Nursery

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## 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 Head shall communicate his decision and reasons for the expulsion and confirm his decision in writing within 24 hours.

If parents wish to appeal against an expulsion they should use Stage 3 of the Complaints Procedure.

This policy should be read in conjunction with:  
Behaviour Management Policy  
Rewards and Sanctions Policy

The Full Board of Governors are responsible for this policy.

Date Last Reviewed: June 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, Safeguarding, Education and Marketing.