

Appendix 3 Disciplinary meeting with the Head

1. Where the findings of the investigation into an allegation, complaint or rumour of a serious breach of discipline appears to support the allegation, complaint or rumour, a disciplinary meeting with the Head of the Senior or Junior School will take place.

2. Attendance

- 1.1 The pupil and their Parents (if available) will be asked to attend the disciplinary meeting with the Head. The pupil may also be accompanied by a member of staff of their choice. Where the complaint concerns the behaviour of the Parents, the pupil will not generally be expected to attend the meeting and this procedure applies to the Parents only.
- 2.2 The person who undertook the investigation will be in attendance to explain the circumstances of the complaint and their investigation and an additional member of staff may be present to minute the meeting.
- 2.3 If the Parents or the pupil have any special needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Head so that appropriate arrangements can be made.
- 2.4 The parent(s) may be accompanied but this is an internal proceeding, not legal proceedings, and legal representation is unnecessary.
- 2.5 If a Parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the Parent can be involved, remotely if necessary, with the disciplinary process and their child's education.

3. Meeting

- 3.1 Documents available at the disciplinary meeting with the Head may include:
 - 3.1.1 a statement setting out the allegations regarding the pupil or, where applicable, the Parents
 - 3.1.2 written statements and notes of the evidence supporting the allegations, and any relevant correspondence
 - 3.1.3 the investigation report
 - 3.1.4 the pupil's school file and (if separate) conduct record
 - 3.1.5 the relevant School policies and procedures.
- 3.2 The Head will consider the allegations and the evidence, including statements made by and / or on behalf of the pupil or, where applicable, the Parents.
- 3.3 The pupil and their Parents will have an opportunity to state their side of the case.
- 3.4 The Head will inform the pupil and their Parents of the range of disciplinary sanctions which the Head considers are open to the Head if the allegation, complaint or rumour is sufficiently proved.
- 3.5 Unless the Head considers that further investigation is needed, they will close the meeting and inform the pupil and the Parents that they will be notified of the decision in writing.

4. Decision

- 4.1 The Head will consider whether the allegation, complaint or rumour has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of probabilities. The pupil's disciplinary record will be taken into account where the complaint concerns the conduct of the pupil.
- 4.2 The Head may Expel or Remove a pupil or impose any other sanction they consider to be appropriate in accordance with this policy.
- 4.3 The Head will notify the Parents of the decision in writing, with reasons, within five working days of the disciplinary meeting.
- 4.4 A decision to Expel or Remove a pupil shall take effect five working days of the date of the Head's letter confirming the decision. Until then, the pupil shall remain suspended and away from School premises.

5. Review

- 5.1 The Parents or the pupil may request a Review of the Head's decision to Expel or Remove a pupil from the School, or where the pupil is suspended from the School for 11 working days or more or where a suspension would result in the pupil missing a public examination. The request must be made within five working days of the date of the Head's letter confirming his / her decision.
- 5.2 If such a request is made, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.
- 5.3 See the Exclusion and Expulsion Policy for further information about requesting a Review and the detail of the procedure.

6. Leaving status

- 6.1 If a pupil is Expelled or Removed, his / her leaving status will be one of the following: Expelled, Removed or, if the offer is made by the Head and accepted by the Parents, Withdrawn by Parents.
- 6.2 Additional points of leaving status may include:
 - 6.2.1 the form of letter which will be written to the Parents and the form of announcement in the School
 - 6.2.2 the form of reference which will be supplied for the pupil
 - 6.2.3 the entry which will be made on the School record and the pupil's status as a leaver
 - 6.2.4 arrangements for transfer of any course and project work to the pupil, their Parents or another school
 - 6.2.5 whether (if relevant) the pupil will be permitted to return to School premises to sit public examinations
 - 6.2.6 whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil
 - 6.2.7 whether the pupil will be entitled to leavers' privileges

- 6.2.8 the conditions under which the pupil may re-enter School premises in the future and
- 6.2.9 financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees.

