



## 6:5 PROCEDURES FOR SUSPENSION AND EXPULSION

### Procedures for Suspension of a pupil:

- Parents will be informed verbally of the situation by the Principal and be asked to come and see the Principal and collect the child from the school.
  - The parent(s) will be invited to bring a support person when coming to talk with the Principal and the Principal should also have a support person present.
  - At this meeting:
    - a) the length of the suspension will be outlined, and reasons and time frame given in writing
    - b) the expected behaviours on which the student's return to school depends will be clearly set out, and
    - c) counselling/support, as and where appropriate and not already undertaken, will be discussed.
- 2 The Principal will
- a) ensure correct records are kept, and
  - b) if a three day suspension has been applied, notify the local Ministry of Education using the appropriate proforma, and
  - c) ensure that written notes are kept of all matters leading up to the suspension.

### Procedures for Expulsion of a pupil:

- Throughout the process of attempting to improve the student's particular behaviour(s) the parents will have been:
  - a) kept informed and involved, and
  - b) advised in writing that if the student continues to cause concern, then the Parents/guardians will be asked to find an alternative school.
  - c) The Principal and staff will have kept full records of all concerns and steps taken.
- When the Principal reaches a decision that a student should be indefinitely removed from the School, he will:
  - a) consult with the Executive of the Board, and obtain their approval, (the Executive having the power to act for the Board in this instance) and to report to the full Board, and
  - b) contact the student's parents/guardians to inform them of the decision
  - c) meet with the parents, and follow up with the decision and reasons in writing.
- As in the case of suspension, parents will be entitled to have a support person present, and the Principal should also have a support person.