



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Policy on Expulsion, Removal and Review	
Extent of policy	Sedbergh International Summer School
Policy owner	Gemma Newton
Frequency	Annual
Publication	Staff training Website

Introduction

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be removed from the International Summer School. The policy applies to all students at the Summer School but **does not** cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her parents.

Interpretation:

- References to the “COO” include the Course Director, if authorised to act on their behalf.
- “Parent” includes one or both parents, a legal guardian or education guardian. In some cases, it may also include the agent who speaks to the Summer School on the parents’ behalf.
- “Expulsion”: A student may be formally expelled from the Summer School if they have committed a grave breach of discipline or a criminal offence.
- “Removal”: Parents may be required to remove a student permanently from the Summer School if, after consultation with parents and if appropriately the pupil, the COO is of the opinion that:
 - (a) as shown by the pupil’s behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational and cultural opportunities offered by the Summer School;
 - (b) if the parents or pupil have treated the Summer School, members of its staff or any member of the Summer School community unreasonably; or
 - (c) if the pupil has a damaging effect on the Summer School environment which has a detrimental effect on the other students’ wellbeing or experience within the Summer School.

This policy is based on a high level of co-operation between the Summer School in the form of COO, Course Directors, House Parents as appropriate, and parents, in all disciplinary matters. This will be the background for the management of serious misconduct.

Policy Aims

Aims: The aims of this policy are

- To support the School's behaviour and discipline code (as referred to in student handbooks and the Behaviour, Rewards and Sanctions Policy)
- To ensure procedural fairness
- To promote co-operation between the Summer School and parents when it is necessary for the Summer School to require a pupil to leave earlier than expected.

Reasons for Expulsion/Removal

Misconduct: The main categories of misconduct which may result in expulsion or removal include but are not limited to:

- Supply/possession/use of certain drugs or solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco (including e-cigarettes/vapes).
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying.
- Misconduct of a sexual nature; supply of possession of pornography.
- Possession of use of firearms or other weapons.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the Summer School's ethos.
- Other serious misconduct which affects the welfare of a member or members of the Summer School community or which brings the Summer School into disrepute (single or repeated episodes) on or off the Summer School premises.

Other Circumstances: A pupil may be required to leave if, after all appropriate consultation, the COO is satisfied that it is not in the best interests of the pupil, or the Summer School, that he/she remains at the Summer School.

Equality: The Summer School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need and/or disability. Where expulsion needs to be considered, the Summer School will ensure that a pupil with a disability or special educational needs and/or his/her parents are able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered. Reference is made to the Summer School's Equal Opportunity Policy, available on the Summer School's website.

Procedure

The procedure followed by the Summer School in cases where a sanction of expulsion or removal may be imposed by the COO are summarised in the flowchart of Appendix 1 to this Policy. The three stages of this procedure are as follows:

- **Investigation procedure**
- **Disciplinary meeting with the COO**
- **Decision by the COO**

Investigation Procedure

An investigation and any subsequent meetings will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.

Complaints: A complaint or rumour about serious misconduct or cases in which the COO considers that a pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the Summer School or parents have treated the Summer School, members of its staff or any member of the Summer School community unreasonably will be investigated. This investigation will normally be co-ordinated by the Course Directors, and its outcome will be reported to the COO. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or removed from the Summer School.

Search: The Summer School may decide to search a pupil's space and belongings and ask him/her to turn out the contents of pockets or a bag, if it considers there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. Only outer clothing will be searched. If necessary, the police would be called.

Interview: A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is interviewed formally about a complaint or rumour, arrangements will be made for him/her to be accompanied by a member of staff of his/her choice and/or by a parent (if available at the relevant time). A minute of the interview will be recorded in writing by the interviewing member of staff. Where possible, a staff member who speaks the same language as the pupil's first language will be in attendance.

Suspension of an investigation: It may be necessary to suspend an investigation, for example where external agencies such as the police or Children's Services are involved and have advised that this is necessary. A decision to suspend an investigation will consider advice from an appropriate external agency and will be subject to periodic review.

Disciplinary Meeting

Preparation: The COO may choose to involve one or more of the Board of Governors (e.g. Safeguarding Governor), if they are available. Documents available at the disciplinary meeting before the COO may include some or all of:

- A statement setting out the points of complaint against the pupil or, where applicable, the parents.
- Written statements and notes of the evidence supporting the complaint, and any relevant correspondence.
- The Course Directors' Investigation Report.
- The pupil's Summer School file and (if separate/applicable) any correspondence or records from House Parents, Teachers and other members of Summer School staff.
- The relevant School policies and procedures.

Attendance: The meeting will usually be conducted by phone, as the parents are likely to be overseas. Where a parent is staying locally, every effort will be made to accommodate meeting them in person. The Course Director will explain the circumstances of the complaint and his/her investigation. The pupil may also be accompanied by a member of staff of his/her choice. Where the complaint concerns the behaviour of the parents, the pupil will not generally be expected to attend the meeting and this procedure then applies to the parents only.

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 COO or Course Directors so that appropriate arrangements can be made.

Proceedings:

- *The complaints:* the COO will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil or, where applicable, the parents. Unless the COO considers that further investigation is needed, he will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, ie the *balance of probabilities*. Appropriate reliance may be placed on hearsay evidence but the COO will not normally refer to the pupil's disciplinary record at this stage.
- *The sanction* - if the complaint has been proved, the COO will outline the range of disciplinary sanctions which he considers are open to him. He will consider any further statement which the pupil and/or others present on his behalf wish to make. The pupil's disciplinary record will be considered where the complaint concerns the conduct of the pupil. Then, or at some later time, normally within 24 hours, the COO will give his decision, with reasons.

Delayed Effect: A decision to expel or remove a pupil shall take effect as soon as it is physically possible for the parent to remove the pupil. The pupil will be suspended and may be removed from Summer School lessons and activities. If necessary, arrangements will be made to have the pupil stay with a guardian until the time when parents can collect the pupil. If the parents have made a written application for a Review of the decision by the Executive Principle, the pupil shall remain suspended until the Review has taken place and either the sanction is upheld or a reconsidered decision made.

Other Considerations

Additional points to consider include:

- Arrangements for transfer of any course and project work to the pupil, his/her parents or another school.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- The conditions under which the pupil may re-enter School premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

Decision & Review

The outcome of the investigation will be decided by the COO and this will be enacted immediately. A pupil or his/her parents may request a Review by the Executive Principle. The application must be made to the COO in writing.

Grounds for Review: In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek. A mere disagreement with the decision of the COO will not of itself be grounds sufficient for a Review.

Review: The Executive consider the documentation provided by all parties and decide whether to uphold the COO's decision or refer the decision back to him with recommendations so that he may consider the matter further.

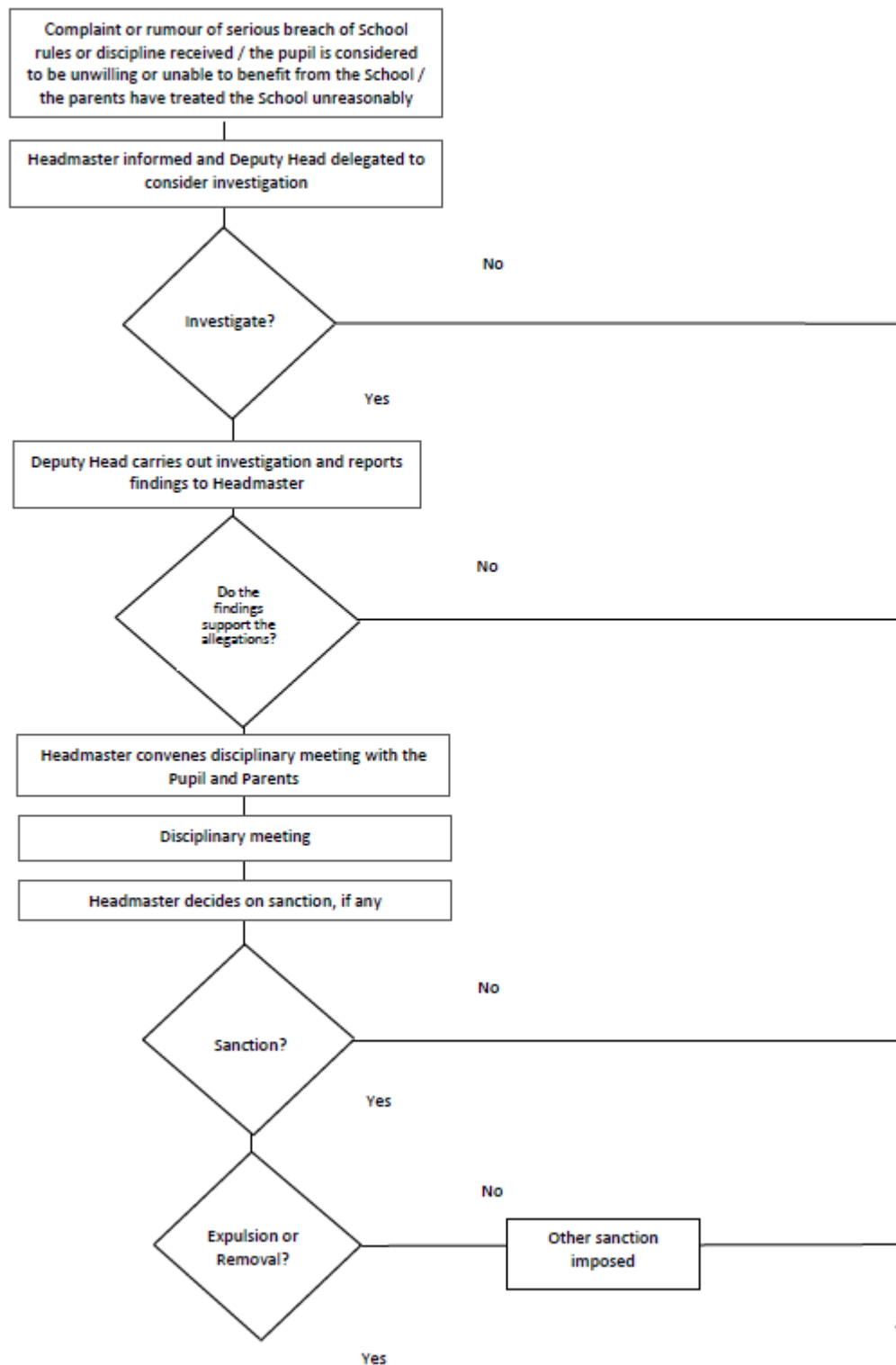
Decision: The Executive Principle's decision and any recommendations will be notified in writing, with reasons, to the COO and the parents. Any changes to the decision will then be communicated to the parents.

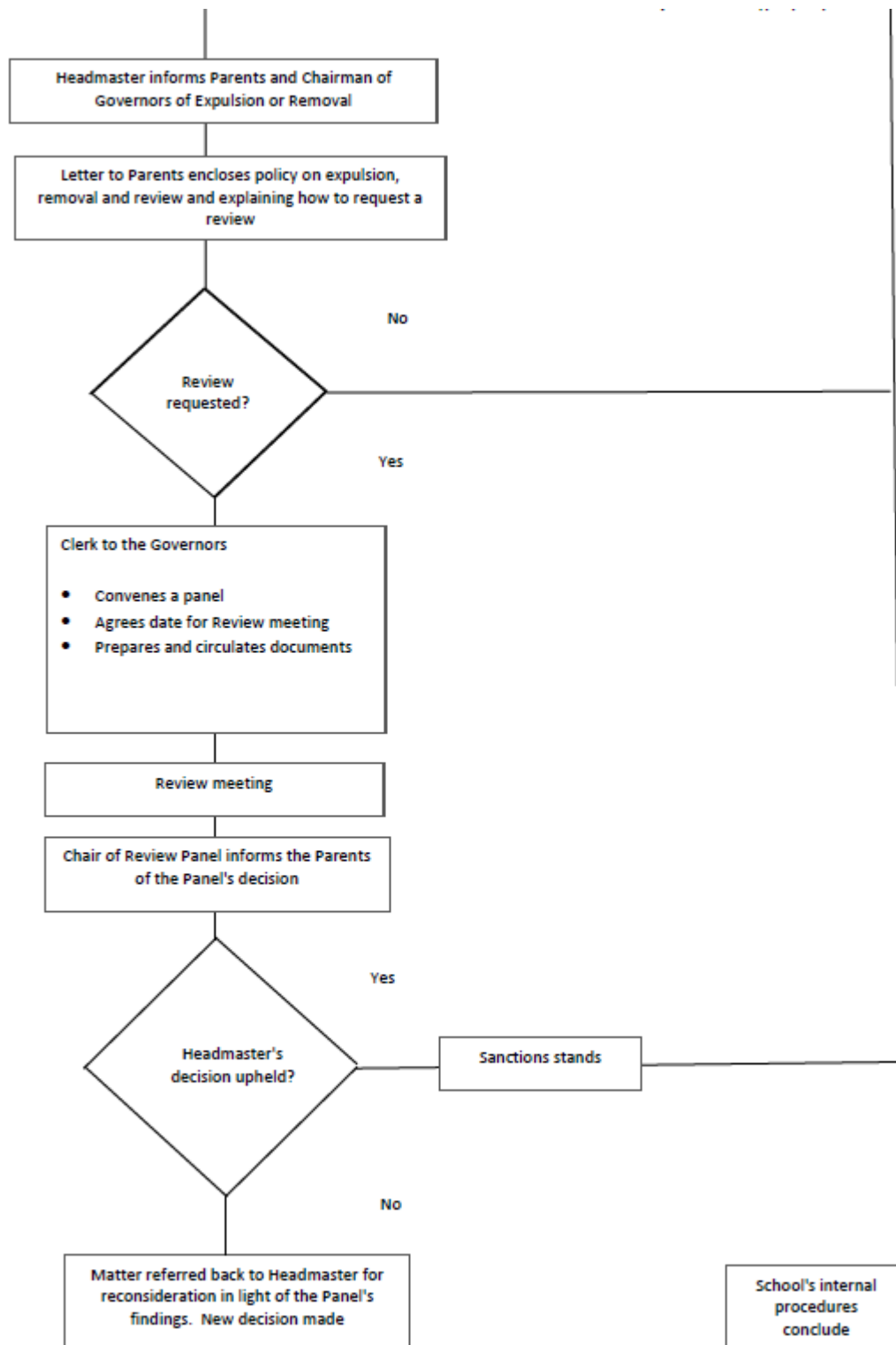
Appendix 1

Procedural flowchart ('Headmaster' here refers to 'COO')

Appendix 1

Procedural flowchart





Appendix 2

Sedbergh International Summer School

Request for a Governor's Review of a decision made by the COO to expel or require a pupil to leave.

To: The Clerk to the Governors of Sedbergh School, The Bursary, Malim Lodge, Sedbergh LA10 5RY

Name of Pupil:

I/WE REQUEST that a sub-committee ("Panel") of the Board of Governors carries out a review of the Headmaster's decision to expel or require removal of the above named pupil. I/we agree that the Review will be carried out in accordance with the Review Procedure supplied to us with this form and I/we agree to abide by the terms of that Procedure and in particular that the proceedings are and will remain confidential and that the Governors' Review will be final, subject to such (if any) legal rights as may exist.

I/WE CONFIRM that I/we have parental responsibility for the above named pupil and that I/we have consulted the pupil who wishes the Review to be undertaken.

I/WE UNDERSTAND that the Panel will be concerned with the fairness and proportionality of the Headmaster's decision in accordance with the School's existing policies (where applicable and relevant) on educational, pastoral care and administration matters.

I/WE UNDERSTAND that I/we may be accompanied at the Review Meeting by a friend or relation and that I/we may ask up to two members of the School staff to attend the meeting and speak on behalf of the pupil if they are willing to do so. If I/we wish to bring a friend or relation who is legally qualified I/we will provide [*5] working days' notice as required.

I/WE WILL INFORM the Clerk to the Governors if I/we have any special needs or disabilities requiring additional facilities or adjustments.

THE GROUNDS upon which we seek a Review and the matters which we wish to discuss at the Review and to ask the Panel to take into account are as set out in a statement attached to this sheet.

(Two signatures required where practicable)

First Signature..... Second Signature

Full Name Full Name.....

Relationship to Pupil..... Relationship to Pupil

Address:..... Address:.....

.....

Telephone Numbers Telephone Numbers

Daytime: Daytime:

Evening: Evening:

Date: Date: