



Westbourne
House School

CHICHESTER

EXCLUSION POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

It is our policy to promote high standards of behaviour from all pupils at all times.

Aims

As outlined in the Behaviour and Discipline policy, it is a primary aim of the school that every member of the community feels valued and respected. The school has a Code of Conduct that reinforces this message amongst the pupils and this is backed up by a system of rewards and sanctions.

Practice and Procedure

All pupils will discuss the Code of Conduct and our Westbourne Way in class. They will also be made aware of the system of rewards and sanctions. Issues such as antisocial behaviour, bullying and e-safety are also discussed during 'Learning 4 Life'.

The school aims to resolve any issues pupils may have through open communication with parents. Form teachers, personal tutors (in Y7&Y8) and Heads of Year are all available to parents and pupils should concerns be raised about behaviour of any kind. Escalating sanctions aim to deter pupils from behaving in a similar way again. Support is also given so that pupils have a proper understanding of the impact of their behaviour.

If the three levels of notes have been used, alongside detentions and meetings between parents, the Head of Year and the Deputy Head, it may be that the Head summons parents to further discuss behavioural issues.

In cases of extreme and persistent poor behaviour, suspension and expulsion may be considered as appropriate courses of action. Only the Head has the power to exclude a pupil from school. Examples of such behaviour include:

- Drug abuse (including supply, possession and use of)
- Alcohol abuse
- Smoking (including e-cigarettes and vaping)
- Theft
- Bullying (including e-bullying)
- Physical assault/threatening behaviour/fighting
- Sexual harassment

- Inappropriate and/or sexual misconduct
- Racist abuse
- Cheating in external exams
- Damage to property
- Persistent disruptive behaviour
- Swearing, verbal abuse or any malicious accusations against staff
- Parental or pupil behaviour, in the Head’s reasonable opinion, leads the Head to believe that removal of the pupil from the school is in the best interests of the school or the pupil
- Bringing the school into disrepute
- Truancy

NB: the above list is not an exhaustive list and there maybe other situations where the Head makes the judgement that exclusion is an appropriate sanction

If the Head excludes a pupil, he informs the parents immediately, giving reasons. At the same time, the Head makes it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The Head also informs the governing body about any fixed-term and/or permanent exclusions.

Appeals

As stated in our Behaviour and Discipline Policy, parents who do not agree with the Head’s decision can appeal, in writing, to the Chair of Governors within five working days, stating the grounds on which they are asking for a review and the outcome that they seek. Unless any new information has come to light, appeals against exclusions will be conducted in accordance with our Complaints Policy (Stage 3 – Panel Hearing):

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
January 2019	August 2019	Deputy Head