

PROCEDURE FOR SUSPENSIONS AND EXPULSIONS

1. Where a disciplinary issue arises which may result in suspension or expulsion the school will investigate the circumstances surrounding the issue. The Head of School may direct the student not to attend school while the investigation takes place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.
2. If after receiving the results of the investigation and hearing representations from the student, the Head of School forms the view that the student should be suspended or expelled and will then advise the student and parents/carer that this recommendation has been made.
3. The parents/carer or student may appeal against that recommendation to the Head of School, setting out the reasons why the Head of School should not act on the recommendation. Any appeal must be provided to the Head of School no later than 7 days after the parents/carer have been advised of the recommendation.
4. If no appeal is made within the time specified, the Head of School will decide whether to accept the recommendation and advise the student and parents/carer of the decision.
5. If the student or parents/carer have lodged an appeal, the Head of School will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation. The Head of School will then advise the student and parents/carer of the decision.
6. The decision made by the Head of School will be final.