



PURPOSE

1. Pembroke School has the expectation that students will behave in a way consistent with the School Aims, Values Student Charters and policies including, but not limited to
 - [General Expectations of Students](#)
 - [Behaviour Expectation](#)
 - [Harassment and Bullying](#)
 - [Student ICT Use](#)
 - [Mobile Telephones Acceptable Use by Students](#)
 - [Students and Alcohol](#)
 - [Substance Use - Students](#)
 - [Sports Performance Enhancing Substances and Practices.](#)
2. Pembroke is responsible for seeking to ensure a safe learning environment for all students, staff and others and where the behaviour of a student or students jeopardises this, it may be necessary to exclude students.
3. This policy aims to outline the processes involved should it be necessary to suspend or expel a student.
4. For the purposes of this policy the term *parent* applies to parents, guardians and caregivers.

POLICY AND PROCEDURE DETAIL

5. The School aims to support students in making good choices in their behaviours and will show understanding and tolerance when on some occasions there is deviation from what are considered acceptable behaviours. However, where there is evidence of serious or prolonged breaches of the School's expectations there may be the requirement to suspend or expel a student.
6. Suspension and expulsion are serious outcomes of student behavioural breaches and wherever possible the School will consider alternative responses to breaches as outlined in the [Behaviour Expectation](#) policy.
7. Suspension or expulsion may apply to breach of school policies and expectations while the student is:
 - on school owned or leased grounds
 - representing the School
 - participating in school events or activities
 - wearing school uniform
 - involved in an online activity..

Date Issued:	December 2022	Reviewed:	
Reviewed:		Author/Reviewer:	Principal
Reviewed:		Next Review Due:	December 2024

8. It is intended that the processes followed when considering and actioning a student suspension or expulsion are consistent across the School and will be guided by natural justice and procedural fairness.

9. **Types of Suspension**

- 9.1 Suspension may take a variety of forms, including withdrawal from school activities, withdrawal of privileges, internal suspension (the student attends school but does not participate in usual classes) or external suspension (where the student does not attend).
- 9.2 The length of suspension will be determined by the seriousness of the breach of behaviour.

10. **Suspension Process**

- 10.1 The matter is investigated by the Head of Sub-School and all information collated, with reflection sheets obtained from the students.
- 10.2 The student's parents may be notified of the investigation and provided with the opportunity to respond.
- 10.3 Should the investigation indicate that suspension would be an appropriate outcome, the Principal is consulted before any suspension is given (internal or external) for guidance and to ensure consistency with the School's expectations and consequences across all three sub-schools. The Principal's office is privy to past situations that could enhance the information available when investigating the breach. This extra level of checking is critical to allow a fair review before sanctions are given.
- 10.4 A decision is made as to who will advise of the suspension and the duration of the suspension. The Principal, Head of Sub-School or Assistant Head of Sub-School is responsible for this communication.
- 10.5 A letter from the Principal or Head of Sub-School is sent to parents on the day of the suspension with the Head of Sub-School or Principal, Assistant Head of Sub-School, Head of House and the Year Level Coordinator (for Senior School students) receiving a copy of the letter. The letter must state the grounds for the suspension, duration, alternative arrangements (eg accommodation for Boarding students) and that the student has a right of appeal. The letter should detail a re-entry meeting, which must be coordinated with the Executive Assistant to the Principal prior to the letter being sent. The re-entry meeting will be held with the Principal or their delegate and Head of Sub-School (or Assistant if appropriate).
- 10.6 An email from the Head of Sub-School is sent to the student's tutors and teachers to confirm the length of suspension and that they are expected to continue self-directed learning whilst suspended. The nature of the suspension should not be disclosed more widely to all teachers, but that the student has made a poor choice and is having a 1/2/3 day suspension as a consequence. The Head of House must be included in this email, along with the sub-school reception for absence purposes.
- 10.7 All information and communications in relation to the incident, is placed on docman (Student Confidential) the same day of the incident. Heads of Sub-Schools are to ensure their Personal Assistant has completed the docman requirement promptly.
- 10.8 Following the re-entry meeting, the Head of Sub-School is to send a second letter to the parents to confirm that the meeting has occurred and if the pattern was to

continue, the student will have a longer suspension and may in extreme circumstances be expelled from the School. The Principal, Assistant/s Head of Sub-School and the Head of House must receive a copy of the letter.

- 10.9 A Synergetic report is available to restricted staff to provide a summary of suspension incidences. Entry of data which is used to populate the report is limited to the Principal, Deputy Principal, Heads of Sub-Schools and their EA/PAs for administrative purposes.

11. Expulsion/Termination

- 11.1 Expulsion or termination of a student's enrolment contract may only be carried out by the Principal.
- 11.2 The Principal will meet with the student and their parents and provide notice in writing:
- that the student's enrolment has been terminated
 - the grounds of the termination
 - that the student has a right of appeal.
- 11.3 Special circumstances will be taken into account including but not limited to:
- the student being a boarder
 - the student having a disability or learning difficulty
 - the student's mental or physical illness
 - the student's safety.
- 11.4 Relevant Finance Office and Admissions staff should be notified of the expulsion to facilitate any actions required as a consequence of the expulsion.

12. Appeals

- 12.1 Parents who wish to appeal a decision by the Principal to terminate or suspend a student's enrolment are encouraged to refer to Pembroke's [Managing Parent Complaints](#) policy.
- 12.2 An appeal against a decision made by the Principal should be lodged with the Chair of the Pembroke School Board. The Chair will investigate the circumstances leading to the decision, guided by the School's policies and commitment to student safety and wellbeing.
- 12.3 In responding to the appeal every reasonable effort shall be made to ensure that natural justice and procedural fairness are observed.
- 12.4 Each appeal is to be dealt with considering its particular circumstances and determinations made through the appeal process will not necessarily constitute any binding precedent for future or similar cases.

RELATED

Acceptance of Offer of Admission (contract of enrolment)

[General Expectations of Students](#)

[Behaviour Expectation](#)

[Harassment and Bullying](#)

[Student ICT Use](#)

[Mobile Telephones Acceptable Use by Students](#)

[Students and Alcohol](#)

[Substance Use - Students](#)

[Sports Performance Enhancing Substances and Practices.](#)

[FFPOS Deferment, Suspension and Cancellation](#)

Template Suspension/Expulsion letters.

INTENDED AUDIENCE

Staff

Parents

Students