



# **BEHAVIOUR POLICY**

## **(SECONDARY)**

### **August 2022 onwards**

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## Behaviour Policy

At GES we attach great importance to the way in which we behave towards each other. We promote an atmosphere of mutual respect and courtesy between all members of the school community: students, staff and parents. A well-ordered and disciplined environment allows everyone to enjoy, benefit from and make a full contribution to the life of the School. We therefore expect high standards of behaviour at all times.

## Introduction and Aims

So as to enable effective teaching and learning, excellent behaviour is expected by all students. We want to create a learning environment in which all students are able to learn and to fulfill their academic potential. We want to encourage positive and respectful attitudes towards others and to encourage excellent, supportive relationships between students and staff. We expect poor behaviour to be challenged and managed consistently and this policy empowers all staff at GES to do this. We aim to create firm discipline and to establish clear boundaries within a caring and positive atmosphere, as students need and appreciate the security of clear boundaries and expectations. It is important that our rules, procedures and expectations are clearly understood and modelled by all members of the GES community.

Our policy is based on the premise that:

- Each student has the right to learn
- Each teacher has the right to teach without interruption
- Every parent has the right to information about their child's behaviour and to work in partnership with GES to encourage high standards
- Parents will be fully supportive of GES in applying the behaviour policy consistently and fairly
- Every student is equal and should be treated as such at all time

## Student code of conduct

This student code of conduct sets out the expectations of students in relation to:

- conduct and behaviour;
- attendance;
- dress and appearance;
- self-respect and respect for others;
- respect for property and the environment.

Parents are expected to read the Code with their children before the start of their first term at the School and from time to time thereafter. Students are expected to know, understand and comply with the Code, which may be amended from time to time. Expectations of behaviour will be discussed and reinforced periodically in Tutor time, in the classroom and in assemblies.

### **Conduct**

Your behaviour should be a credit to you and to the School – at all times and wherever you are. Always consider the consequences of your words and actions, and remember the Golden Rule: treat other people as you would like to be treated yourself. If you are kind and thoughtful, and remember the values of our school, you will not go far wrong.

### **Commitment**

Show commitment towards your academic studies and extracurricular activities. You also have a duty to attend school when you are fit and well, and to arrive punctually for school, for lessons and for appointments with others.

### **Honesty**

Be honest and truthful. If you make a mistake, as we all do at times, it is always better to own up and not to lie. If you find money or property that does not belong to you, please give it back or hand it to a member of staff as soon as possible. You must not plagiarise the work of others or infringe copyright.

### **Courtesy, helpfulness and participation**

Please be polite and show good manners. Look for opportunities to be helpful. Participate fully in the classroom by listening, making contributions, cooperating with others and helping to create a positive atmosphere in which everyone can learn.

### **Bad language**

Please do not use bad language. It is unnecessary, may be insulting to others, and reflects poorly on the person who uses it.

### **Diversity and Understanding**

We are fortunate to live and work in a diverse, international community in which we can learn from the different experiences, cultures and backgrounds of other people. We expect you to be accepting, understanding and sensitive to differences between members of our community. We value every member of the community as an individual and will not tolerate any prejudicial or discriminatory comments or behaviour towards others on the basis of: race, religion and belief, disability, special educational need or learning difficulty, age, marriage and civil partnership, pregnancy and maternity, sex, sexual orientation or gender reassignment.

### **Bullying**

Our position on bullying is unequivocal: it is unacceptable and will always be treated as a serious offence. Bullying is behaviour, usually sustained over a period of time, which is intended to hurt or humiliate. Bullying may involve threats, insults, physical violence, name-calling, mocking, harassment, racist, homophobic or other prejudicial comments, hiding, taking or damaging belongings, excluding others from conversations, activities or friendship groups, spreading rumours, or other forms of victimization – and it may take place in person or online. Be very careful not to be drawn in to any behaviour that might cause hurt to another person. If others bully you, or you realise that someone else is being bullied, you should inform a member of staff straightaway. This takes courage but it is always the right thing to do. If the bullying behaviour is not reported, it will not be dealt with and is likely to continue. It is always better for things to be out in the open so that they can be discussed and resolved. See also our Anti-Bullying Policy.

### **Dress and appearance**

GES does not have a school uniform but we do expect you to take pride in your appearance and to dress in a way that is sensible and appropriate for a school environment and studying.

### **Smoking, alcohol and drugs**

Students must not smoke or be in possession of cigarettes (including e-cigarettes) or tobacco at school, on their way to and from school, or on a school activity, visit or trip. Students must not bring alcoholic drinks to school or to any school activity. They must not consume alcoholic drinks on or near the school site. Students must not be in possession of drugs or be involved in the sale or purchase of any form of drug except as prescribed by a doctor, or sold to the public without prescription.

### **Appropriate use of mobile and other devices**

- Upon arriving at school, mobile phones should be turned off and stored in the student's locker until a student leaves school at the end of the day. Year groups entitled to go off-site at lunchtime unsupervised are permitted to take their mobile phones to use once beyond the

school premises.

- We aim to encourage an atmosphere and maintain an environment in which students, staff and parents have conversations.
- At the same time, there is a place for quieter or more independent activities, such as reading a book, studying, or using a school iPad/laptop to search for information on the Internet. In an age when online technology and mobile devices are so much a part of our lives, the aim, for both adults and students, is to try to find the right balance.
- When we are moving around the School, we should be ready to greet, acknowledge and be aware of other people, not using personal audio equipment or a mobile device. For clarity, headphones are not allowed to be worn around school. They may be used if a teacher gives permission but should be removed when entering school.
- The reason for your having a mobile phone at school, should your parents see fit, is to allow you to make contact with home/family when you are travelling to and from school, or need picking up early or late.
- If you wish to use your mobile phone for this purpose while you are within the bounds and immediate surroundings of the School, or engaged in a school activity, you must ask the permission of a member of staff and remain next to them while you use the device.
- Mobile phones must be on silent during the school day.
- Mobile phones must be put away in lockers (apart from Sixth form who are allowed to keep their phones on them but they should be on silent and not seen).
- At break time or lunchtime, you can only use iPads/laptops in the Grand Café or sixth form study areas only.
- Improper use of mobile devices will be regarded as a breach of this Code and may lead to appropriate sanctions.
- Make sure that all your online activities are age appropriate and legal.
- Be especially careful not to engage in viewing or sharing inappropriate images or material, sexting or cyberbullying. These will be treated as serious offences.
- You may be held to account for what is done in your name. Therefore, you must protect and not share passwords. Do not leave yourself logged on to computers and think carefully about the consequences of allowing others access to any mobile device.
- You are responsible for your iPad/laptop and any damage to it will be charged to your parents.

### **Respecting our environment and other people's property**

Vandalism and graffiti-writing on school premises and elsewhere are regarded as serious breaches of our Code of Conduct. Please take pride in our school environment and help keep it tidy. If you find litter, please pick it up and dispose of it properly.

You must not interfere with other people's property. Do not borrow anything that belongs to someone else without first asking their permission. You should report any damage you cause to property that is not your own. You or your parents may be asked to pay for the damage.

At break time or lunchtime, you should not be in the classrooms. If you would like to work in a classroom, you must ask permission from a teacher and be supervised by a teacher. Your belongings should be kept neatly in school.

Hang up your coat and keep your bag and personal belongings in your lockers. You must not leave the school premises without the express permission of a member of staff. If you need to leave during the school day, you must sign out at the School Reception before you go.

## Rules

At GES we pride ourselves on our pursuit of academic excellence and our warm and welcoming environment. We expect all of our students to work hard, behave well and be excellent members of society.

## Rewards and Praise

### Rewards and Praise

At GES we pride ourselves on our pursuit of academic excellence and our warm and welcoming environment. We expect all of our students to work hard, behave well and be excellent members of society. To help students achieve this we have 5 values that we expect our students to adhere to:

- Integrity
- Community
- Achievement
- Resilience
- Excellence

In the classroom and around school, staff will issue reward points under the five areas above, this will be through class charts and will be monitored centrally.

### GES Rewards

To visually show students that we believe that the 5 areas above are important to their learning and progress, students that collect a certain number of points every year will be awarded the following awards:

1. GES Bronze Award - 50 points in any GES value category  
Bronze Badge
2. GES Silver Award - 100 points in any GES value category  
Silver Badge
3. GES Gold Award - 150 points with at least 10 points in 3 of the GES value categories  
Gold Badge
4. GES Platinum Award - 200 points with at least 20 points in each of the 5 GES value categories  
Platinum badge

When students achieve the awards, they are invited to a Reward Lunch at the end of term.

### Headteacher Commendations

When a student does something exceptional then they will be nominated for a Headteacher Commendation.

## Behaviour management procedures

### Classroom Behaviour

Students are responsible for ensuring their behaviour meets our culture of excellence. Effective classroom behaviour management by GES teachers is underpinned by excellent teaching which has pace and challenge and meets the needs of all learners. Within this context, if a student is behaving in a way that falls short of our expectations and is disruptive, the following steps must be followed by the classroom teacher:

1. First formal warning
  2. Second formal warning
  3. Last warning and consequences:
    - a. Student is asked to leave the classroom temporarily
    - b. Teacher speaks to student outside of classroom
    - c. Student returns to classroom
    - d. Teacher decides on the appropriate punishment which may include detention
  4. Removal from class and sent to Grand Café - inform head of Key Stage
- Examples of behaviour that constitutes a warning: misuse of ipad, calling out, rudeness, not focussing on the task set, slamming door.
  - If a student reaches stage 3 more than once in a day their tutor will be informed to provide appropriate support and consequences to help the student to quickly improve their behaviour for learning.
  - A student may be immediately removed from the class for any serious incident that happens in the classroom such as swearing, aggression or discriminatory language or behaviour.

### Detentions

A part of our behaviour management system is the detention system. Detentions give our students time to reflect on their behaviour and to understand that they have not followed the rules. .

We operate three levels of detention at GES and these take priority over other school events including clubs and sports fixtures.

1. Teacher Detention - 10 minutes long (T10)
  - Takes place on the day it is issued either at breaktime, lunchtime or after school
2. Middle Leader Detention - 30 minutes long (ML30)
  - Friday 15:30 to 16.00
  - At least 24 hours notice
  - Class teacher calls home to inform parent
3. Leadership Team Detention - 45 minutes long (LT45)
  - Thursday 15:30 to 16:15
  - At least 24 hours notice
  - Head of Key Stage calls home to inform parents

If a student misses a detention then it escalates to the next level of the system

- The teacher who set the detention responsible for letting the student know
- Detention takes priority over clubs or interventions

Multiple LT Detentions

- Three LT45 detentions will result in a meeting with the Head and could lead to suspension.
- The Leadership Team will verify that detentions have been properly escalated before suspension.
- The Deputy Head has delegated responsibility to suspend students if the head is off site and a serious incident takes place.

Table showing escalation of detentions

Detention	How long	When	Who
Teacher (T10)	10 minutes	Breaktime, lunchtime or afterschool	Teacher
Middle Leader (ML30)	30 minutes	Friday	ML on rota
Leadership Team (LT45)	45 minutes	Thursday	LT on rota
Suspension	1, 2 or 3 days		Head/Deputy Head

### Report Systems

Where a student fails to meet expectations across a number of subjects, the student will be placed on a report to either their Tutor or Head of Key Stage for two weeks, to set targets, monitor behaviour and get the student back on track.

The student report card has a scoring system on it. Students will fail their report if they score less than the numerical target agreed with the staff member they are reporting to.

#### Tutor report

A student is placed on a Tutor report either when there are global concerns or following low effort grades showing that their behaviour in lessons is of concern.

- The Tutor will inform the student and their parents
- The Tutor and the student meet each afternoon to discuss the report card
- If a student fails a day then they will be required to stay for 10 minutes that afternoon
- If two days are failed across the two weeks then the student is placed on a Leadership report

For a report that was issued following a poor progress check:

1. The tutor or key stage lead will put the student on report for two weeks
2. Three weeks after this report has been completed, the student will be put on report for another week. This is to check they are continuing to improve their behaviour in class.

#### Leadership Team Report

A student is placed on a Leadership report if they have not met the expectations of their Tutor report

- The student reports to the Head of Key Stage 3, Head of Key Stage 4 or Head of Key Stage 5 depending on their year group
- A parental meeting will be held at the start. The same procedure as above applies.
- If the student fails their LT Report this will result in suspension

## Specific scenarios

### Homework for KS3

Consequences for incomplete or non completion of homework:

If a student has

- not completed homework
- partially completed homework
- completed homework to a standard that is not satisfactory

#### P1 - P4 lessons

Students will be expected to attend the lunchtime Homework Hub the same day. This will be recorded on Class Charts which generates a list of students who must attend. **Failure to attend results in a ML30 detention.**

#### P5 - P6 & 'forgotten homework'

Teachers will record non-submission on Class Charts. Homework / forgotten work will be submitted to tutors the following morning recorded on Class Charts. **Failure to submit results in a ML30 detention.**

### Homework for KS4/KS5

Homework is a key component to students being academically successful. We expect homework to be completed to a high standard and handed in on time.

- **The first time** that a student fails to hand in homework a T10 detention will be set and the work is to be completed by 8:30 the next morning. The teacher calls the parents so that they are aware.
- If the homework is not completed by 8:30 the following morning, the student is given a ML30 (having already completed the T10 detention). Students must do their homework at home and not during detention. The teacher calls the parents so that they are aware.
- If the homework is still not completed by 8:30 two days after the deadline, the student is given a LT45 (having already completed the T10 detention and the ML30 detention). Students must do their homework at home and not during detention. The Head of KS calls the parents so that they are aware.
- **The second time** that the homework is not handed in during that half term/term results in a ML30 detention. Teacher calls the parents.
- If the homework is not completed by 8:30 the following morning, the student is given a LT45 (having already completed the ML30 detention). Students must do their homework at home and not during detention. The Head of KS calls the parents so that they are aware.
- **The third time** that the homework is not handed in that half term/term results in a LT45. The teacher has a meeting with the parents.

This resets each half term and each term after Christmas.

### Forgetting equipment

1. The first time that the student forgets any equipment for a lesson, they will receive a warning from their teacher.
2. The second time that the student forgets any equipment for a lesson, they are given a T10 detention.



3. The third time that the student forgets any equipment for a lesson, they are given a ML30 detention.
4. The fourth time that the student forgets any equipment for a lesson, they are given a LT45 detention.

This resets each half term and each term after Christmas.

### Late to school

1. The first time that the student is late, the tutor will speak to the student.
2. The second time that the student is late, the tutor will call the parent.
3. The third time that the student is late, the student will be given a ML30 detention.
4. The fourth time that the student is late, the student will be given a LT45 detention.

This resets each half term before Christmas and each term after Christmas.

### Social Time

Students are expected to manage their own behaviour during social times. This means they should be doing something quiet and productive or socialising with their friends. They should not be running around or playing non-educational games on iPads/devices around the school. Staff on duty may place students in the Grande Cafe if their behaviour is not good enough.

## Serious Disciplinary Sanctions - Suspension, Requirement to leave and Expulsion

The student Code of Conduct sets out our expectations of conduct and behaviour by students at GES Secondary. Exceptionally, there may be cases where a student's misconduct is so serious or so persistent that it could lead to suspension, or the student being expelled or required to leave the School.

### Suspension

A student may be suspended for a serious breach of school discipline for a period of between one day and one week (5 days) as defined by the Head. For serious misconduct, different lengths of sanctions may be used.

Students will also be suspended for accumulating more than three leadership detentions in a calendar year or for failing a leadership report, as detailed above. Students will move through the hierarchy of the behaviour management procedures and suspensions throughout the school year, and the number of suspensions will be reset at the start of each new academic year.

The process is as follows:

First Suspension - failing LT report or being issued with three LT detentions in a year:

- 1 day suspension
- Meeting with Deputy Head following student's return to school

Second Suspension

- 2 days
- Meeting with the Head on student's return to school

### Third Suspension

- 3 days
- Meeting with Head and governor on student's return to school
- Final warning contract

### Fourth Suspension

- Requirement to leave school due to failure of the final warning contract.

## Requirement to Leave

For a serious breach of school discipline, falling short of one for which expulsion is necessary but such that a student cannot expect to remain a member of the school community, the student may be required to leave the school permanently.

This may include situations in which, following repeated warnings and the application of sanctions, a student has persisted in breaching the student Code of Conduct or has been through the three layers of suspension. Such behavioural situations may include the below and these may take place on site or off site when the student is coming to school or on a trip or visit or online where they can be identified as a GES student:

- persistent and seriously disruptive behaviour
- confrontational behaviour/obscene language towards students or staff including obscenity, offensive language, racist, sexist or homophobic language
- behaviour causing a health and safety risk
- direct defiance of a member of staff
- serious vandalism
- disruption in the local community
- theft
- repeated incidence of smoking
- fighting/assault
- carrying a potentially dangerous weapon/implement on the journey to or from school
- bringing a potentially dangerous weapon/implement onto school premises
- behaviour likely to bring GES into disrepute

Subject to payment of all outstanding fees (the deposit being returned) the student may be given reasonable assistance in making a fresh start at another school.

## Expulsion

A student is liable to expulsion for a grave breach of the student Code of Conduct, for example, a serious criminal offence, or some wilful act intended to cause serious damage to the School, its community or any of its members. Formal expulsion means that the student's name will be removed from the School roll, and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion will be payable and any tuition deposit will be retained by the School. The Head, or Deputy, is required to act fairly and in accordance with the principles of natural justice, and not to expel a student other than in grave circumstances. For clarity such circumstances include:

- failing a final warning contract
- physical assault upon a member of staff
- serious physical assault upon another student
- use or possession of illegal substances (including so called 'legal highs') either at school, to or

- from school or on a school trip or visit
- possession of knives, or other weapons including BB guns and other instruments that can be used as weapons, either on site, to or from school or on a school trip or visit
- actual, intended or threatened use of a potentially dangerous weapon/implement on school site, to or from the school, or representing the school
- posing a serious and/or repeated health and safety risk or being repeatedly out of the care and control of staff
- repeated incidents of serious misbehaviour, bullying or repeated disruption to the learning of others.
- sexual misconduct - including distribution and production of inappropriate images.
- criminal offences committed on the school site, whilst representing the school or whilst on the way to or from the school premises
- other serious reasons at the Head's discretion

Also in line with the behaviour policy, the school will not tolerate persistent and defiant behaviours over time where sanctions and interventions have failed to bring about positive improvement. In these circumstances a student's behaviour would be deemed to be seriously harming the education and welfare of the student or others in the school, thus placing the student at high risk of exclusion.

## Procedures for disciplinary Sanctions

### Suspension (up to 10 days per academic year)

- The Head, or Deputy Head in consultation with the Head, will make the decision.
- Students are suspended by the Head for serious breaches of the Code of Conduct and for accumulating more than three LT45 detentions or failing leadership team reports.
- Telephone contact is made with the student's parents immediately, normally by the Head of Key Stage for that year group
- A letter is sent to the parents by the secondary office within 24 hours and this is also placed on the student's file.
- Teaching staff must provide work for the student
- Following the exclusion, the parents and student must attend a formal reintegration meeting. This meeting must take place before the child can return to school and the reintegration form must be signed by all parties for the child to return. If this does not happen then the child remains at home until the reintegration form is signed. Refusal to do this may result in the child being asked to leave the school.
- There will be no fee refund for the period of time that the student is suspended.

### Requirement to leave

- The Head and Deputy Head will meet with the parents and explain why the child needs to leave the school. This will normally be for repeated instances of failing to comply with the behaviour policy, for breaching the targets on a reintegration contract or for failing a final warning contract.
- In some cases, offers for post 16 places may have a clause about meeting academic standards. Failure to meet these may require a child to leave the school or not graduate to the next year group.

### Expulsion

- The Head makes the decision with the Chair of the Governing board (or Deputy Chair in the Chair's absence).
- A letter is sent to parents with an explanation of the process of expulsion, including an invitation to a disciplinary meeting.
- Teaching staff must provide work for the excluded student for the first 5 days of exclusion until any appeals have been heard and a final decision is reached.

A student is liable to expulsion for a grave breach of the student Code of Conduct, for example, a serious criminal offence, or some wilful act intended to cause serious damage to the School, its community or any of its members. Formal expulsion means that the student's name will be removed from the School roll, and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion will be payable and any tuition deposit will be retained by the School. The Head, or Deputy, is required to act fairly and in accordance with the principles of natural justice, and not to expel a student other than in grave circumstances. For clarity such circumstances include:

- failing a final warning contract
- physical assault upon a member of staff
- serious physical assault upon another student
- use or possession of illegal substances (including so called 'legal highs') either at school, to or from school or on a school trip or visit
- possession of knives, or other weapons including BB guns and other instruments that can be used as weapons, either on site, to or from school or on a school trip or visit
- actual, intended or threatened use of a potentially dangerous weapon/implement on school site, to or from the school, or representing the school
- posing a serious and/or repeated health and safety risk or being repeatedly out of the care and control of staff
- repeated incidents of serious misbehaviour, bullying or repeated disruption to the learning of others.
- sexual misconduct - including distribution and production of inappropriate images.
- criminal offences committed on the school site, whilst representing the school or whilst on the way to or from the school premises
- other serious reasons at the Head's discretion

Also in line with the behaviour policy, the school will not tolerate persistent and defiant behaviours over time where sanctions and interventions have failed to bring about positive improvement. In these circumstances a student's behaviour would be deemed to be seriously harming the education and welfare of the student or others in the school, thus placing the student at high risk of exclusion.

A decision to exclude a child permanently for persistent misconduct will only be taken as a last resort when a range of strategies for dealing with disciplinary offences has been deployed to no avail. The School places great emphasis on the intervention and support of parents in this process and in cases of repeated misconduct, the parents will have been involved at earlier stages.

When investigating an allegation of serious misconduct, the School will always endeavour to act fairly in accordance with the principles of natural justice. Therefore:

- a fair and thorough investigation will take place;
- the student and his/her parents will be informed of the allegation and the evidence relied upon;
- students and parents will be given a fair opportunity to state the student's case;
- an appeal is offered.

#### Investigation procedures for Expulsion

- When an allegation comes to light the school will investigate thoroughly. The investigation will be conducted by a member of the leadership team and statements and other evidence will be collected.
- During the investigation period or before a final decision is made the student or students may be required to remain at home. Parents will be informed of this and work will be provided.
- The School will inform the parents as soon as is practicable that the student may face formal disciplinary action and the reason for it. If a criminal offence is suspected or there is an allegation

or suspicion of abuse, the school will consider whether or not the Police or Social Services need to be informed. In such cases, the school will not investigate until the Police and/or Social Services have discharged the matter.

## Searching Students

If the school believes that the student has a banned item on their person then they will be searched. This will involve two staff members, one of the same sex as the child, and will only involve looking through bags and lockers and asking the child to remove outer clothing ie jackets. Clothing will only be searched if the student removes it voluntarily. Only outer clothing will be searched. No intimate search will be undertaken. All reasonable care will be taken to protect the student's human rights and freedoms.

## Detailed procedures for Expulsion

- The Head and Deputy Head meet with the parents and explain the situation.
- The child remains at home whilst the investigation takes place and work is provided.
- The school will present their case for exclusions based on an investigation by a member of the leadership team.
- At this meeting, the Head will consider the findings of the investigation.
- The parents will be invited, as will the child if the parents consider him/her old enough to attend, but they shall not be entitled to be legally represented.
- The student and the parents will be given every opportunity to state the student's case.
- Notes of the meeting will be taken by the School and the student and parents will be provided with a copy after the meeting.
- If the student or parents have any special educational needs or disability which call for additional facilities or adjustments (e.g. the provision of documents in an accessible format) these requirements should be made known to the Deputy Head so that appropriate arrangements can be made.
- If the student or parents experience difficulty in attending due to a disability, the school will make reasonable alternative arrangements to accommodate this.
- If a parent is unable to attend because of, for example, travel and work commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved with the process. This may include conducting the hearing over Zoom or another video conferencing software.
- The exclusion process follows the civil process of proof and not the criminal standard. This means that the Head and governing board are making a decision based on the probability of something occurring, using evidence to support this decision.
- Following the meeting the Head will decide what action is necessary and will write to the parents to explain the decision following the meeting.
- If the Head decides that the student must leave the school then they will also include the following information:

## Leaving status

As part of the decision, the leaving status will be determined by the Head as 'Expelled', 'required to leave' or 'withdrawn by parents'. The Head will confirm such matters as:

- The form of reference that will be supplied for the student;
- The entry that will be made on the school record and the student's status as a leaver;
- Arrangements for the transfer of any course of project work to the student, his/her parents, or another school;
- Whether, if relevant, the student will be permitted to return to the school premises to sit public examinations;
- Whether, if relevant, the School can offer assistance in finding an alternative placement for the student;

- Whether the student will be eligible for membership of any future alumni association and if so, from what date;
- The conditions, if any, under which the student 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; any refund of prepaid fees.

## Appeals

A student or his/her parents may request a Governors' review of a decision to expel or require a student to leave, or in cases where the suspension would prevent the student from taking a public examination. A letter stating the grounds on which a review is sought and the outcome that is sought, should be sent to the Clerk of the Governing Body at the school. If the student or parents have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made. The letter will be acknowledged and a panel of Governors/independent members not previously involved in the process will consider an Appeal Hearing. Where practical this Hearing should take place within 14 days. The Governors' decision is final.