



WINCHESTER
COLLEGE

Suspensions, Exclusions and Required Removals

Next review date: December 2020

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The Headmaster may in his discretion suspend or, in serious or persistent cases, exclude a pupil from the school if he considers that the pupil's conduct or behaviour (including conduct or behaviour outside school) is unsatisfactory and the suspension or exclusion is in the school's best interests or those of the pupil or other pupils.

The contractual details of Suspensions, Exclusions and Required Removals may be found in Section 7 of the Parent Contract with School.

A non-exhaustive list of the sorts of behaviour that could lead to suspension or exclusion is set out in The Winchester Code and School Rules¹ and includes the following:

- Physical assault against pupils or adults;
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying, including through social media and other forms of cyber-bullying;
- Abuse on grounds of a protected characteristic;
- Sexual misconduct, including online;
- Breach of the School's Alcohol or Illegal Drugs and Harmful Substances Policies;
- Theft or damage to property;
- Serious breaches of the Pupil IT Acceptable Usage Agreement;
- Persistent disruptive behaviour; and
- Unreasonable or otherwise inappropriate parental behaviour.

N.B. Certain incidents are treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

Please note that both suspension and/or exclusion may be imposed by the School as a sanction for an individual or for a series of misdemeanours. Although the Headmaster may impose any of the sanctions below in accordance with what he considers appropriate (for example by imposing a higher sanction where there has been previous misbehaviour or where particular circumstances justify it), the School's sanction system generally works as an escalator, with warnings as to the next level of sanctions if behaviour is not adjusted. Preliminary sanctions are as follows:

Verbal Warning: The Second Master will record a Verbal Warning as a formal record of a conversation he has had with a pupil over any behavioural matter, which gives cause for concern.

¹ The Winchester Code and School Rules is provided to parents with the Parent Contract.

Second Master's Caution: The Second Master may speak to a pupil about his conduct and record a Caution, which will remain in force for a period of three months (not counting school holidays). Further need for a Caution during this period will normally lead to a Major Warning.

In cases of a more serious breach of the School Rules, the Headmaster will normally impose one of the following sanctions according to the offence and the circumstances. However, for younger pupils a code of conduct, which the pupil signs, may be drafted to provide a framework to help improve behaviour.

Major Warning: This lasts for one calendar year from the date of offence. It states that any further serious breach during that period may result in exclusion. A Major Warning may be extended at the discretion of the Headmaster.

Probation: The Headmaster may give notice that he is placing a pupil on Probation for a specified period, at the conclusion of which he will decide whether the Probation will be removed or extended or he may require the pupil's departure from the School. Probation may be for poor academic performance, for poor behaviour, or for both.

Final Warning: This lasts for the remainder of a pupil's time in the School. It states that any further serious breach will very probably result in exclusion. Pupils who have previously incurred a Major Warning, now lapsed, may incur this penalty on a second serious offence.

Suspension (Temporary Exclusion)

Only the Headmaster or in his absence the Second Master can suspend a pupil. Before deciding to suspend a pupil the Headmaster will so far as is possible:

- Ensure that an appropriate investigation has been conducted
- Give the pupil an opportunity to be heard
- Consult other relevant people if necessary

Work will generally be set for a pupil to do at home during the period when they are suspended. In addition, consideration will be given to any relevant problems of the suspended pupil and how they might be addressed in the interim together with reintegration post-suspension.

Suspension (as a neutral act)

Suspension may also be used, not as a disciplinary sanction, but as a neutral act pending consideration of a serious disciplinary case involving a pupil.

Expulsion (Permanent Exclusion)

The Headmaster considers that all pupils and their parents should clearly understand the consequences of expulsion. Some parents prefer, after due consideration, voluntarily to withdraw their child rather than school imposing expulsion. However, it must clearly be understood that the Headmaster reserves the right to insist on permanent exclusion.

Only the Headmaster can expel a pupil and before doing so the Headmaster will follow the same procedure as for suspension.

In making decisions about exclusion or any other disciplinary sanction, the Headmaster will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Appeal

A decision to expel a pupil is not taken lightly and before it is reached the Headmaster will have given careful consideration to any representations by the parents. In the process, he will consult the Warden (or in his absence the Sub-Warden), although it is the Headmaster who remains the decision taker.

In the event of a decision to expel a pupil, the parents will be informed immediately and they may, if they wish, appeal the Headmaster's decision to the Warden and Fellows by letter. Any such letter must be submitted within seven days of the date of the decision to expel was communicated to the parents and be addressed to the Secretary to the Governing Body, the Bursar. An appeal against exclusion will be dealt with under the final stage (Stage 3) of the Complaints Procedure (Parents).

The decision of the Warden and Fellows will be communicated to the parents, and is final.