

SUSPENSIONS AND EXCLUSIONS POLICY

Our school is committed to dealing with negative behavior in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behavior will be tackled collectively between staff and children in High Elms Manor School. Such procedures are outlined in the Behaviour Management policy.

However, there are occasions when such strategies alone will not alter or prevent negative behavior. In such cases, further action will be necessary, including reviewing a child's place at High Elms Manor School, on either a temporary or permanent basis.

Persistent unacceptable behavior from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child why their behavior is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behavior, to explain their actions, and helped to develop strategies to avoid repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on High Elms Manor School's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, High Elms Manor School has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behavior.

Only in the event of an extremely serious or dangerous incident will a child be suspended from High Elms Manor School with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out. Children will not be allowed to leave the premises until a parent/carer arrives to collect them.

After an immediate suspension has taken place, the manager will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to High Elms Manor School. Suspensions and exclusions should be seen as consistent, fair and proportionate to the behavior concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Whenever possible, High Elms Manor School will give parents/carers time to make alternative arrangements for childcare during a period of suspension.

Staff should always keep parents/carers informed about behavior management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behavior.

No member of staff may impose a suspension from High Elms Manor School without prior discussion with the manager. Staff will consult the manager as early as possible if they believe that a child's behavior is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return to High Elms Manor School, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.