



MAGDALEN COLLEGE SCHOOL

DISCIPLINE AND EXCLUSION POLICY



FOUNDED BY WILLIAM OF WAYNFLETE, 1480

MAGDALEN COLLEGE SCHOOL

Discipline and Exclusion Policy

The school publishes a Discipline and Behaviour Policy that details sanctions for misbehaviour. The following specifically deals with major disciplinary issues. Terminations of the Parent/School Contract for other reasons are dealt with elsewhere.

Reasonable adjustments will be made to this policy for pupils with disabilities.

The Master and Governing Body will at all times act reasonably in reaching their decisions.

The Governing Body make available to the Master three sanctions. These are:

- Master's Detention*, which takes place on a Saturday morning;
- Suspension from School (also known as Temporary Exclusion);
- Expulsion (also known as Permanent Exclusion).

*In the Junior School Detention with the Head of the Junior School, taken in situ, takes the place of Master's Detention

In some cases, these sanctions will be evoked sequentially. However, a single breach of school discipline of a major kind may justify permanent exclusion without any previous Master's sanction having been invoked.

The Master does not generally award Master's Detention more than twice in a single academic year, and will nearly always impose suspension or expulsion on any occasion when a third Master's Detention is merited.

Suspension (Temporary Exclusion)

Only the Master (including in her absence the Usher) can suspend a pupil. Before deciding to suspend a pupil the Master will:

- Ensure that an appropriate investigation has been conducted;
- Ensure that all the relevant evidence has been considered;
- Give the pupil an opportunity to be heard;
- Consult other relevant people if the Master considers this appropriate.

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.

The Master or Usher will inform parents without delay by telephone, followed up by a letter stating the length of suspension, and the reasons.

Suspension constitutes a clear warning that continued membership of the school is at risk and this warning should be regarded as final. The Master is in all cases reluctant to suspend more than twice and pupils and parents must understand that a second suspension may, at the Master's discretion, be converted into an expulsion.

It is usual for the Master to inform the Chairman of Governors in the event of a pupil receiving a suspension.

Expulsion (Permanent Exclusion)

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

Temporary or permanent exclusion can follow from a range of offences including any matter pertaining to a serious breach of the school rules. Such reasons may include (but are not limited to) the possession, use or distribution of alcohol, tobacco, illegal substances and recreational drugs (including "legal highs"); failure to undergo a drugs test when requested; anti-social behaviour (including cyber bullying); bringing the school into disrepute (including verbally, in print or online); gambling; stealing.

Repeat offences are particularly likely to give rise to a temporary or permanent exclusion.

In making decisions about exclusion the Master will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case.

The Master will inform the Chairman of Governors before any pupil receives an expulsion.

Review of Expulsion Decision

A decision to expel a pupil is not taken lightly and before it is reached the Master will have given careful consideration to any representations by the parents and may consult with others if he thinks fit.

If the decision is confirmed, the parents will be informed immediately and they may, if they wish, seek a Governor review of the decision by letter addressed to The Clerk to the Governors at the School. If parents wish Governors to review the case, they should, within 14 days, set out in writing the reasons they see for review and for setting the decision aside. The decision remains effective unless and until Governors may decide otherwise.

Any review will be carried out by Governors who have up to that point had no involvement in the case. For the avoidance of doubt, a Governor Review relating to expulsion is not a complaint. This review will consider whether there was material on which it was reasonable for the Master to act, whether the pupil was given proper opportunity to answer the charges made, and whether overall the decision was fair and reasonable. Parents will be given an opportunity to present their case and to question the Master. The decision of the Governors will be communicated to the parents, and is final.