



## DARAMALAN COLLEGE

# SUSPENSION AND EXCLUSION POLICY

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### Related Policies

Pastoral Care Framework

Student Anti Harassment and Bullying Policy

Respect 'Hands Off' Policy

### Rationale

In keeping with the philosophy of the College that each student is respected and valued, suspensions will only be used as an option when a student breaches a school policy. This relies on the use of pastoral structures and interventions that promote effective and regular communication between students, staff and parents, to avoid suspensions as much as possible. The exclusion of a student will only occur after appropriate consultation and if all other avenues of restorative measures are exhausted or the continued enrolment of the student places the safety of others at risk or puts in jeopardy the good order of the school.

### Policy

1. That in-school and out of school suspensions will be used as a behaviour management strategy in keeping with our Pastoral Care Framework documents and policies. These processes and procedures will be aligned to Section 105 of the Education Act 2004.
2. That communication with parents/carers and students is clear and open regarding the reason for the suspension and the nature and duration of the suspension.
3. That information regarding a suspension will be sent, as far as possible, only to those people for whom it is relevant.
4. That in the rare case of a student being excluded from the College, all steps in the process, as set out in the ACT Education Act will be followed, including notifying the Registrar (non-government schools) in writing in accordance with Section 105 (9).
5. That documentation covering suspensions and exclusions will be maintained securely.

### Procedures

- Suspensions can only be authorised by an Assistant Principal Pastoral Care, the Principal or Deputy Principal of the College. The staff member who issues the suspension will notify the Attendance Officer and the Student Office to update attendance records.

- Parent/carer contact regarding the suspension will occur in a timely manner with details regarding the offence and suspension being provided.
- Where possible, students should have ready access to information about schoolwork via Daranet to enable them to continue to participate in their education while they are on suspension. Pastoral Leaders will facilitate this through class teachers.
- Students returning from a suspension will meet with the relevant Assistant Principal Pastoral Care and parents/carers when requested, to have a re-entry meeting. At this meeting positive goals will be set for improved behaviour or actions by the student in the future.
- Restorative meetings with other students and/or staff impacted by the actions of the suspended student may also take place.
- Should the exclusion of a student be required the College will undertake all necessary steps prior to this taking place, including offering counselling and other support mechanisms to the student and informing parents of the College's concerns. The processes and procedures listed in the Education Act 2004, Sn 105 will be adhered to by the College in the situation.
- Documentation regarding suspensions and exclusions will be kept by the student's Pastoral Leader and the Assistant Principal Pastoral Care. The Pastoral Leader will enter the details onto the school information management system (Synergetic).

<b>Approved by:</b>	College Executive
<b>Contact Staff Member:</b>	Assistant Principals Pastoral Care
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