READ SCHOOL
EXCLUSIONS AND REQUIRED REMOVAL POLICY

Introduction

This policy should be read in conjunction with the Read School Behaviour Policy, Anti-Bullying Policy, Drugs and Harmful Substances Policy, Acceptable Use Policy and Complaints Procedure Policy.

This policy is available on the School's website and on request from the School Office.

At Read School, we encourage the establishment of good teacher/ pupil relationships and support for the School's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- verbal praise and written praise for good work;
- academic merits for both effort and achievement, which are celebrated both in the classroom, within individual forms and within the boarding house;
- annual achievement and effort prizes presented at Commemoration Day;
- posting examples of excellent work in art/design, sports, and drama and concert achievements in the School's weekly newsletter and via our social media, so that the community can celebrate success;
- reports to parents; and
- recognition of achievements inside and outside school in whole school and key stage assemblies.

Sanctions for breaches of discipline that do not merit exclusion / required removal

When poor behaviour is identified, sanctions are implemented in line with Read School's Behaviour Policy. We have a range of disciplinary measures which include:

- a verbal reprimand from a member of School staff;
- reports to parents (which are always worded to be as constructive as possible);
- additional school work or repeating unsatisfactory work until it meets the required standard;
- the setting of written tasks as sanctions, for example, letters of apology or an essay relevant to the poor behaviour (e.g., the dangers of smoking);
- loss of privileges;
- missing break time;
- detention including during lunch-time;
- School-based service or imposition of a task – such as removing chewing gum or picking up litter under the supervision of a member of the pastoral team; and
- regular reporting; scheduled uniform and other behaviour checks; or being identified for behaviour monitoring.

Teachers are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. They may impose any of the sanctions

above, such as the setting of additional work or the pupil may be required to re-do unsatisfactory work.

Repetition of this behaviour will be reported to the Head of Key Stage and to the pupil's Form Tutor and may lead to a break- or lunchtime detention.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's Tutor.

More serious misdemeanours are reported to the pupil's Form Tutor and may lead to the withdrawal of privileges for a designated period, such as permission to bring a mobile phone into school or, for Year 12-13, use of the Sixth Form Common Room and permission to leave the site at lunchtime etc.

Persistent lateness to lessons will be reported to the pupil's Form Tutor and may lead to a supervised detention at break-or lunchtime.

.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the pupil's Form Tutor/ Head of Key Stage and may lead to a supervised detention.

Persistently poor academic performance may result in the Form Tutor/ Head of Key Stage requiring a pupil's teachers to make written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks.

The Head may suspend a pupil, for a fixed period of between 48 hours and two weeks for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective.

Breaches of discipline outside of the School grounds:

The School takes the conduct of its pupils outside of school grounds extremely seriously. A pupil's misbehaviour outside of School can be damaging to the reputation of both the pupil and the School. Where an incident is reported to the School of a pupil's or pupils' poor behaviour outside of the School grounds and the incident has not been witnessed by School staff, the School will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behaviour. The School will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Suspected drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the School believes a pupil may have taken drugs, then the School will seek immediate medical advice and may involve the police. Alleged sexual offences will generally be reported to the police immediately.

Other agencies, for example Children's Social Care, may also be notified where necessary and appropriate to the facts of the case.

Breaches of School Rules by pupils which merit exclusion:

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- physical assault against pupils or adults;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour against pupils or adults;
- bullying, including (cyber-bullying) [in accordance with the School's Anti-Bullying Policy];
- committing a criminal offence;
- fighting;

- abuse on the grounds of race, religion/belief, disability, SENs (etc.) or any form of unlawful discrimination;
- sexual harassment or misconduct, including youth-produced sexual imagery;
- drug and alcohol misuse (including supply/possession/use);
- damage to property;
- vandalism or computer hacking;
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- wilful damage to property;
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, pornographic material etc;
- misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- misconduct which brings or is likely to bring the School into disrepute; and
- persistent disruptive behaviour or breaches of the School's [Behaviour Policy] or School Rules.

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in her discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with their obligations under the Parent Contract. A non-exhaustive list of the sorts of behaviour that could merit required removal of a pupil on the grounds unacceptable parental behaviour or conduct includes the following:

- treating the School or a member of staff unreasonably;
- making a malicious allegation about a member of staff or the School;
- communicating with the School in person or in writing (directly or indirectly), in a manner which is deemed voluminous, and/or relentless, and/or confrontational, and/or unreasonable, and/or overly aggressive;
- behaving in a manner which adversely affects (or in a manner which is likely to adversely affect) the welfare of a member or members of the School community; and
- breaching the School's Terms and Conditions (Parent Contract).

The School reserves the right to impose sanctions for parental behaviour falling short of required removal, including but not limited to placing restrictions on a parent's access to School / School events, communications with the School and/or the imposition of a warning (up to and including a final written warning).

As set out in the School's Terms and Conditions (Parent Contract), the School may require the removal of a pupil in circumstances where the Head considers in her discretion that the pupil's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Head, the removal of the pupil is in the School's best interests and/or those of the pupil or other children.

Please note that exclusion / required removal may also be imposed by the School as a sanction for a series of minor misdemeanours.

Investigation Procedure

The Head for her part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Head's nominee, usually the Deputy Head). Parents will be informed as soon as reasonably practicable if a complaint or allegation under investigation is of a nature that could result in the pupil being excluded.

The School reserves the right to require the pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the pupil may be placed under a segregated regime on School premises.

Prior to any decision being taken by the Head to exclude or require the removal of the pupil, the Head will meet with the pupil and their parents or in circumstances involving the possibility of the pupil's required removal on the grounds of parental unreasonable behaviour, the parents.

If the Head considers that further investigation is needed, the meeting may be adjourned, and the reason for the adjournment will be explained to the pupil / their parents.

Following the conclusion of the meeting the Head will reach her decision on the balance of probabilities. The Head will communicate her decision in writing within five working days from the meeting.

Appeals against exclusion / required removal

The School will always offer the right of appeal to any pupil excluded or required to be removed from the School. Any appeal against exclusion will be dealt with under Stage 3 of the School's Complaints Procedure and should be made in writing to the Head within five working days of the pupil's exclusion / required removal. The outcome of the appeal process is final and there shall be no further right to appeal.

If a decision is taken by the parents to withdraw the pupil, the parents will waive any right to an appeal.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

Where the sanction imposed is exclusion, required removal or suspension, the written report on the investigation will be placed on the pupil's file.

Details of the exclusion, required removal or suspension will be recorded on the School's Pupil's Sanctions Record.

Ruth Ainley (Head)
August 2025

Review: August 2026