

Martec Training

Discipline and Exclusions Policy (also known as Required Withdrawal);

Martec Handbook explains the School's expectations for pupils/student behavior and details sanctions for misbehavior (learner code of conduct policy). The following policy specifically deals only with major disciplinary issues.

Policy Statement

A pupil may be excluded for a fixed period of time (temporary exclusion / suspension) or excluded permanently (expelled) from Martec Independent School, or parents/guardians may be asked to remove a pupil, or a pupil may be required to leave permanently for reasons of misconduct.

The main areas of misconduct across the whole of Martec School which may result in exclusion, expulsion or removal are:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol.
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
- Misconduct of a sexual nature; supply and possession of pornography.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism and computer hacking.
- Persistent attitudes or behaviors which are inconsistent with the ethos of Martec School.
- Other serious misconduct towards a member of the school staff team or which brings Martec School into disrepute (single or repeated episodes) on or off school premises.

Action will be taken following a single offence where that offence is deemed to be sufficiently grave. In most cases, temporary exclusion will be the result of a first offence, although the Principal may at her discretion permanently exclude any pupil for a first offence which is considered to serious offence.

In other instances, permanent exclusion may be the result of a series of less serious offences, where repetition of these offences indicates the pupil's unwillingness to conform to an acceptable pattern of behavior. In such cases parents/guardians/keyworkers will have been consulted before such a stage is reached in an attempt to correct the behavior.

A pupil may also be required to leave if, after all appropriate consultation, the Principal is satisfied that it is not in the best interests of the pupil, or of the school, that he/she remains at Martec School.

The aim of this policy is:

- To ensure fairness and natural justice.
- To promote co-operation between Martec School and parents/guardians/keyworkers when it is necessary for a pupil to leave earlier than expected.

Martec School seeks to implement this policy through adherence to the procedures set out in the rest of this document and in conjunction with the school's Behaviour and Discipline, and Anti-Bullying policies and procedures.

The policy applies to all pupils at Martec training (independent school), but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by their parents. This policy is available to parents and prospective parents on request from the administration team or from the website www.martectraining.co.uk.

Policy Procedure

In the case of Martec School the Martec School Behavior Policy explains the School's expectations for behavior and details sanctions for misbehavior in the Code of conduct policy.

Martec School Behavior Policy explains the school's expectations for behavior and the with the procedures for encouraging such standards of behavior.

The following procedures specifically deal only with major disciplinary issues.

Prep School and Senior School

Senior Operations Team of Martec School make available to the Directors three sanctions for serious disciplinary matters.

- Suspension from School (also known as Temporary Exclusion)
- Removal at the Request of the School (also known as Required Withdrawal)
- Expulsion (also known as Permanent Exclusion).

Suspension (Temporary Exclusion)

Only the Principal, the Vice Principal, can suspend a child. The Vice Principal, will always consult the Principal and Directors prior to suspension. Before deciding to suspend a child the Principal, Vice Principal, Faculty Manager and Welfare Advisor and (PRU SENCO Emma Trench) will:

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

In addition, consideration will be given to any relevant problems of the suspended child and how they might be addressed in the interim, together with reintegration post-exclusion.

The Principal, Vice Principal, Faculty Manager, or Welfare Advisor will inform parents without delay, in person (whenever possible) or by telephone. The Principal, Vice Principal will also write to confirm the exclusion, stating the length and the reasons.

Temporary exclusion constitutes a clear warning about continued place of the School and this warning should be regarded as final. The Principal is in all cases reluctant to exclude temporarily more than twice. No child who is excluded for a second occasion may return to the School without the Principal having obtained the approval of the Chairman (Director) of Martec or, in his absence, another member of the Directors.

Removal at the Request of the School (Required Withdrawal)

Parents/guardians may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent/guardian, the Principal is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgment of the Principal, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted.

Only the Principal can require parents/guardians to remove a pupil and before doing so he will follow the same procedure as for temporary exclusion.

In making decisions about exclusion the Principal 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.

Expulsion (Permanent Exclusion)

A pupil may be expelled at any time if the Principal is reasonably satisfied that the pupil's conduct (whether on or off School premises) has been prejudicial to good order or School discipline or to the reputation of the School. The School and the Principal will act fairly and will not expel a pupil other than in grave circumstances.

Some parents/guardians prefer, after due consideration, voluntarily to withdraw their child rather than the School imposing Permanent Exclusion. However, it must clearly be understood that the Principal reserves the right to insist on Permanent Exclusion.

Only the Principal can permanently exclude a child and before doing so he will follow the same procedure as for temporary exclusion.

In making decisions about exclusion the Principal 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 permanently exclude, or require removal, of a child is not taken lightly and before it is reached the Principal will have given careful consideration to any representations by the parents/guardians. In the process, she will consult the Chairman (or in his absence the Deputy Chairman) and agree the issues relating to exclusion.

Parents/guardians may, if they wish, communicate with the directors, by letter. Any such letter should be addressed to Tracey Mason (CEO/ Director) at the School. If parents/guardians wish chair(director) to review the case, they should set out the nature of their complaint in writing, detailing the nature of their grievance and the reasons they see for review. Further details can be found in the School's Complaints Procedure.

Discretion

The decision to exclude, suspend, require removal or expel a pupil and the manner and form of any announcement shall be in the sole discretion of the School, acting on the recommendation of the

Principal. In no circumstances shall the School or its staff be required to divulge to parents/guardians or others any confidential information or the identities of pupils or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Principal has acquired during an investigation.

Access

A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises, be on School grounds or attend School trips without the permission of the Principal.