

GREENWICH STEINER SCHOOL

EXCLUSION POLICY

Greenwich Steiner School seeks to find ways to work with all children and their parents and hopes that by working together permanent exclusions can be avoided.

The Exclusion policy is related to the Behaviour/Discipline policies, to the Financial/fee policy and to the Parent-School contract.

The Decision to Exclude relative to Behaviour issues

The decision to exclude a pupil from the school is a very serious one and will not be taken lightly. Fixed period exclusions can be made only by a member of the Teachers' Meeting in consultation with another full-time class/kg teacher. Until there is a College of Teachers the decision to permanently exclude can only be made by the trustees in consultation with the pupil's class or kindergarten teacher and other members of the Teachers' Meeting and the Management Committee where appropriate. Such a decision will only be taken in response to a serious breach, or repeated breaches of school discipline. In most cases when a pupil is excluded there will have been earlier discussions and/or correspondence between parents and the school about the pupil's behaviour. When a pupil is excluded either the pupil's class or kindergarten teacher, a Trustee or a Management Committee member must inform the parents/guardians giving reasons as to why the school has decided to exclude the pupil. Notification should also be given in writing.

Financial/fee policy related exclusions are applicable when parents repeatedly do not honour their financial commitments to the school or refuse to discuss their financial difficulties in relation to the school fees or refuse to honour their debts. This type of exclusion is usually permanent and re-entry to the school would require sorting the financial issues and a new application

Parent Contract related exclusions are applicable when the parent refuses to cooperate with the school, will not meet to discuss their child's needs or concerns the school may have or repeatedly talks about the school in such a way as to bring it into disrepute and rendering it impossible for the child to feel comfortable and secure at the school due to the parents' (apparent) lack of trust or goodwill, as this attitude in parents makes the Steiner education, based on trust and respect, ineffective or inoperable. This type of exclusion is usually permanent and would require a re-application should the parents wish the child to return at a later date.

Types of Exclusion

There are two types of exclusion, fixed period (formerly known as suspension) and permanent (formerly known as expulsion). A pupil may be excluded for a specific length of time, e.g. 1 school day. Fixed period exclusions may not total more than 45 school days in a school year. For more serious incidents, or an accumulation of incidents, the school may decide on a permanent exclusion.

Fixed Period Exclusions

If a pupil is excluded for a fixed period, the school will inform the parents immediately of the exclusion, the reason for it, and the date when their child will return to school.

For all exclusions of over 5 school days in a term the kindergarten or class teacher must arrange a meeting to discuss the exclusion with the parents. There will be 2 members of staff or a teacher and a trustee at this meeting with the parents.

Permanent Exclusions

If a pupil is to be permanently excluded, the school will inform the parents at once of the exclusion and the specific reason for it in writing, this will usually be preceded by a telephone conversation or meeting.

Parents have the right to appeal the decision before the Exclusion Review Panel who will hear the case put forward by the parents and the school. The Exclusion Review Panel will be made up of two trustees who have not been involved in the original decision to exclude the pupil and the Education Manager or a trustee from the sponsor school Michael Hall. If trustees are seen to have a conflict of interest then one or both of them can be replaced by a person or persons recommended by the Steiner Waldorf Schools Fellowship. The school will provide parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken earlier. They must also be informed of their right to a copy of the child's school record/report.

The meeting will be chaired by one of the members of the Exclusion Review Panel. And will be as informal as possible. The school will give its view of the circumstances leading to the exclusion preferably by the person most involved in the process leading to the exclusion decision, if this is not possible it can be in writing. The parents of the pupil will be asked for their comments and will be asked to make their own statement. The Panel will ask and respond to questions.

When discussions have ended the Exclusion Review Panel will be left to make their decision, which they will confirm in writing within 3 school days giving their reasons.

If the Panel decides a pupil should return to school, parents will be given the date of return in writing.

Related Policies and Documents:

- GSS Exclusion Procedure**
- GSS Behaviour Policy**
- GSS Discipline Policy**
- GSS Equal Opportunities Policy**

Date policy and procedure last reviewed 19 May 2007