

Madeley Academy



Behaviour & Exclusions Policy

Prepared by:	David Reaney
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**This Policy should be read in conjunction with the
Control & Restraint of Students Policy, Anti-Bullying Policy, and the Child
Protection & Safeguarding Policy**

Positive Behaviour for Effective Learning

It is the responsibility of the whole Academy community – students, parents/carers, teachers and teaching assistants – to work to achieve good behaviour.

The points below provide an overview of the expectations of Madeley Academy and guidance on how best to achieve the ideal environment for teaching and learning.

Aims

The aims of our behaviour policy are:

- To provide a safe, calm and positive environment for learning and teaching to take place
- To develop an environment of mutual respect based on positive relationships
- To enable students to develop and manage their behaviours inside the Academy and in the wider community

These aims are part of the Academy's goals to:

- Value the individual student
- Promote the students' academic, moral and social development
- Encourage students' understanding of others
- Prepare students for their part in society

Behaviour for Learning – Where do you fit in?

Students need to know:

- What is expected of them and why
- What rewards are available to celebrate their achievement
- What sanctions will be applied if standards are not met

Teachers need to:

- Know the structure of rewards and sanctions
- Apply them consistently and fairly
- Accept responsibility for behaviour in the classroom and in the Academy environment as a whole

Parents/Carers need to:

- Know what is expected of their children
- Ensure their children arrive at the Academy in uniform and with the correct equipment
- Know the rewards and sanctions Policy of the Academy and support the Academy in applying it

Managing Student Behaviour

In many situations planning preventative action and positive intervention can avoid the need for sanctions. However there will be occasions when a student's behaviour, conduct or work does not meet the standard expected by the Academy. Sanctions may then have to be applied. In general, sanctions must:

- Be aimed at the individual(s) concerned, not whole groups
- Be in proportion to the offence
- Be fair and consistently applied
- Not be humiliating or degrading
- Be in line with Academy policy

Our Positive behaviour for learning system encourages a stepped approach to dealing with inappropriate student behaviour in and out of the classroom. Such a formal stepped approach means that the student has the opportunity to correct any pattern of poor behaviour before escalated sanctions are reached.

Harmful Sexual Behaviour

Harmful sexual behaviour can include young people using sexually explicit words or phrases, inappropriate touching, using sexual violence or threats, penetrative sex with other children/young people. Children and young people can be exposed to harmful sexual behaviour both in person and online.

For further guidance refer to the Academy's Child Protection and Safeguarding Policy.

The Use of Reasonable Force

All members of Academy staff have a legal power to use reasonable force. This power applies to any member of staff at the Academy. It can also apply to people whom the Headteacher has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a school organised visit.

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder. In a school, force is used for two main purposes – to control students or to restrain them. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

If restraint is used, the appropriate form should be completed as soon as possible after the event and forwarded to the Headteacher.

Schools/Academies can use reasonable force to:

- Remove disruptive children from the classroom where they have refused to follow an instruction to do so
- Prevent a student behaving in a way that disrupts a school event or a school trip or visit
- Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- Prevent a student from attacking a member of staff or another student, or to stop a fight
- Restrain a student at risk of harming themselves through physical outbursts

For further guidance refer to the Academy's Control & Restraint of Students Policy and Use of Reasonable Force – Advise for Headteachers, Staff and Governing Bodies (Department for Education).

Banned Items, Searching and Confiscation

Academy staff can search a student for any item if the student agrees. The Headteacher and staff authorised by her, have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

Prohibited items include:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)

This list may be added to at any time during the academic year.

Confiscated items will be disposed of or handed to the Police depending on the items. If a member of staff finds a pornographic image or suspects they may find an indecent image, the member of staff should never intentionally view the image, copy, print, share or store the image. They may dispose of the image unless its possession constitutes a specified offence (ie it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the Police.

The Headteacher and authorised staff can also search for any item banned by the Academy rules which has been identified in the rules as an item which may be searched for.

Banned items which may be searched for include:-

- Chewing gum
- E-cigarettes, shisha pens etc
- Drug paraphernalia
- Prescription medicines (unless known to the Academy Nurse)
- 'Legal highs'
- Extremist material
- Laser Pen/Laser Pointer
- Any hardware device or software that is deemed likely to present a threat to the integrity, system availability, or performance of the Academy's IT network
- Electronic devices containing files or data (including images, videos, text, messages on any social media platform or similar) obtained on the Academy site or on a visit or trip where the recording of images is unauthorised
- Superglue (or similar strong adhesive)

This list may be added to at any time during the academic year.

Where a member of staff finds an item which is banned under the Academy rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.

Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the Academy rules.

If inappropriate material is found on the device it is up to the member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of Academy policy) or whether the material is of such seriousness that it requires the involvement of the police.

The sale or re-sale of any goods on the Academy grounds is prohibited unless permission is granted by the Headteacher. Any items brought onto the Academy grounds with the sole purpose of resale may be confiscated. Unless proof of legitimate purchase can be provided, the confiscated goods will not be returned.

Depending on the severity of the item discovered in any search for prohibited or banned items, disciplinary procedure may be followed.

Academies are not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search, but it is good practice to do so. The Academy will inform the individual student's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

NB: Complaints about searching should be dealt with through the Academy's normal complaints procedure.

Dealing with Malicious or False Allegations against Staff

All members of staff are expected to treat students with appropriate respect and any allegations made against a member of staff will be investigated and appropriate action taken. Any investigation will follow guidance from the Telford & Wrekin safeguarding teams where appropriate. Where an investigation concludes that the allegation was in the balance of probabilities malicious, a decision will be taken by the Headteacher about what further action may be appropriate. Exclusion (fixed term or permanent) may be considered where it is felt appropriate and the member of staff's reputation has been tarnished.

Dealing with Unacceptable Behaviour

Action may include the Headteacher issuing a Suspension, dependent upon the seriousness of the situation. In this instance the parent/carer will be requested to remove their child from the Academy and supervise them at home, with work. A formal letter outlining the details relating to the Suspension will be posted or given to the parent/carer. A re-integration meeting will be conducted by a member of the SLT and/or the relevant Year Manager with Parent/Carer and student and minutes can be taken.

Meeting with Parent/Carer

- Thank parent/carer for coming to the Academy
- Discuss any appropriate reports. Emphasise positive achievements as well as concerns
- Identify behaviour causing concern
- Agree future targets
- Devise support strategies which will likely include issuing a Student Report
- Set a review date
- Document action (minute the meeting when appropriate)

Action by Year Manager

- Devise support strategies which may include the Inclusion and mental health team or involvement of outside agencies
- Behaviour Review meeting via telephone or in person with parent/carer and student conducted by the Year Manager with relevant staff to attend the meeting if required
- If appropriate, draw up a behaviour contract
- Set a review date
- Document action

Action by Year Manager and the Headteacher

- If students do not respond to the actions they will be referred to a disciplinary meeting with the Headteacher
- The students and parent/carer will be asked to attend the disciplinary meeting
- The Year Manager and other appropriate staff will also attend the meeting

Procedure at Disciplinary Meetings

- The Year Manager of the student will present a full overview of the behaviour log on the student
- The students and parent/carer will be asked to comment
- The Headteacher will ask questions of the student, parents/carer and Year Manager
- The Headteacher will ensure that all levels of support have been secured for the student
- The Headteacher will decide on the next stage of action

Possible Outcomes

The student returns to the current programme of study with specific targets for good behaviour, monitored through a report over an agreed period of time. A second meeting may be agreed to review progress within an appropriate timescale.

The student returns to an alternative programme of study which is arranged to meet the needs of the student and to safeguard the learning of other students. Further meetings may be held to review student progress.

The Headteacher

Following the Disciplinary meeting and the introduction of the additional support strategies agreed with parent/carer, there are two possible outcomes:

- The student meets the standards of behaviour required at the Academy and completes their programme of study
- The student does not meet the standards of behaviour required at the Academy and the Headteacher or their representative explores other options including permanently excluding the student

At any time

- Through the stages, Suspensions may be issued by the Headteacher or their representative in accordance with the Exclusion Policy
- In exceptional circumstances, the parents/carers in consultation with the Academy have the right to withdraw the student and seek alternative education
- In cases, when an incident is of a most serious nature, the Headteacher or their representative may make a decision to immediately suspend a student. Suspensions can be either for a fixed period or permanent

This list may be added to at any time during the academic year.

Conclusion

The level of intervention to adopt depends on the nature of the behaviour and the circumstances. Intervention can occur at any level. The 'common sense' rule applies and teachers are encouraged to seek advice when they are unsure of appropriate action. For further advice refer to the Academy's Managing Student Behaviour Guidance to Staff.

The Scope of the Behaviour and Exclusion Policy

This Behaviour and Exclusion Policy covers all times when students are in the Academy or taking part in any Academy-organised or Academy-related activity; e.g. trips or sports fixtures etc. Students may be disciplined for their misbehaviour while travelling to or from the Academy, whilst wearing school uniform or in some other way identifiable as a student of the Academy.

Misbehaviour that could have repercussions for the orderly running of the Academy, poses a threat to another student or member of the public or could adversely affect the reputation of Madeley Academy is also covered by this Behaviour and Exclusion Policy.

Suspension Policy

Action to be taken by Senior Staff in Serious Disciplinary Matters

Please take note of the principles of quality care, guidance and fairness implicit within the Home School Agreement.

Over serious matters, students must be interviewed by a senior member of staff, ie Deputy Head, Assistant Head or Behaviour Managers. If the nature of the incident is most serious then at least two senior staff members should be present to conduct the interview. The student should be encouraged to provide a written statement of what happened and offered the opportunity to sign this as an authoritative record of events. At this stage this report will help to enable the Academy to decide on what further action should be undertaken.

For incidents that occur outside of the Academy gates, information from third parties (such as the Police or Community Support Officer) should be gathered and assessed for its likely impact on the orderly running of the Academy and any adverse effect on its reputation.

In discharging their duties the Headteacher and Governors of the Academy will give due regard where appropriate to the DfE Statutory Guidance: "Exclusion from Maintained Schools, Academies and Pupil Referral Units in England".

Collecting evidence

Any recorded telephone or video images (CCTV) or photographic evidence collected as part of investigations will be processed fairly and lawfully in accordance with General Data Protection Regulation 2018 (GDPR) insofar as it will be:

- Adequate, relevant and not excessive
- Used for the purposes(s) stated in this policy only and not used for any other purposes
- Accessible only by the senior member of staff conducting the investigation and after securing permission from the Headteacher
- Treated confidentially
- Stored securely

Data collected by use of CCTV may be used for prevention and detection of crime, staff disciplinary and student behaviour, including sanctions when required.

Data may be stored and viewed from the CCTV provider, or downloaded onto other digital platforms that may include, but are not exclusively, portable storage devices, laptops, school servers. It may be shared with Academy staff, used as evidence in tribunal or exclusion proceedings and may be shared with third party agencies such as the Police, the LA or Social Care, subject to internal Data Protections processes.

Factors to consider before making a decision to exclude

Before deciding whether to exclude a student, either permanently or for a fixed period suspension, the Headteacher or her representative should:

- Ensure that actions are lawful, reasonable and fair
- Ensure actions do not discriminate against students on basis of protected characteristics such as disability or race
- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available to support the allegations
- Allow the student to give his / her or their version of events
- Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment
- If necessary consult others, but not anyone who may later have a role in reviewing the Head teacher's decision

If satisfied that, on the balance of probabilities, the student did what he/she is alleged to have done, the Headteacher or their representative may exclude the student.

Suspension

The regulations allow a Suspension for a student of up to 45 school days in an academic year. However Suspension should be as short as possible and should not exceed five days in any one period.

Having decided to suspend a student for a fixed period, a telephone call will be made to the parent/carer to inform them of the decision (**Annex A**). When appropriate, the parent/carer may be asked to come to the Academy to collect the child. A letter will be handed or posted to the parent/carer confirming the suspension, defining the length of the suspension and the reason for the suspension. It will also state the time and date on which the student should return to the Academy, accompanied by

parent/carer to be reintegrated into the Academy. It will also outline the responsibilities of the parent during the fixed period.

Parents have the right to appeal against a Suspension and are informed how to make representations to the Governing Board in the letter.

For periods of Suspension students will be provided with work to carry out under the guidance of parent/carer. On the reinstatement of the child into the Academy, it may be necessary to provide the student with support. This could be in the form of:

- Monitoring Report
- School Nurse
- Student Support Officer
- Learning Support
- Outside Agencies
- Mental health team
- ISLC/Nurture provision

Permanent Exclusion

If the Headteacher or their representative in their absence, decides to permanently exclude a student the following procedure should be followed. A telephone call will be made to the parent/carer to inform them of the decision. If the student is in attendance at the Academy the parent/carer may be asked to collect their child immediately. This will be followed by a letter within one school day which will state:

- The reason for the permanent exclusion.
- The parent/carer rights to make representation about the exclusion to the Discipline Committee.
- The name and contact details of the person whom the parent/carer should contact if they wish to make representation who will be the Clerk to the Discipline Committee.
- The letter will also provide information on the timescale within which the Discipline Committee must meet and the arrangements for enabling the student to continue their education at home under the guidance of parent/carer.

In addition parent/carer will also be informed of the LA contact who can provide advice and the contact details of where to gain additional advice and support. The model letter is available in **Annex B/A.1**.

Informing the Discipline Committee and the LA

The Headteacher, or their representative will immediately inform the Chair of the Governing Board and the Clerk to the Discipline Committee. In addition, the Exclusion Officer at Telford & Wrekin Children's Services will be notified.

Responsibilities of the Discipline Committee

Three members of the Governing Board will serve as the Discipline Committee ("Committee") and will be determined by the Chair of Governors to achieve an appropriate balance of representation. The Committee will, therefore, be a panel of Governors who have with the most relevant experience to consider the exclusion. Such examples include, but are not limited to, expertise in special educational needs, HR and legal matters and also gender and ethnicity.

The Committee must meet within 15 school days after the date of the permanent exclusion. The parent/carer, Headteacher and a LA officer will be invited to a meeting by the Clerk to the Discipline Committee. All written statements will be circulated in advance of the meeting. The student and/or a friend or legal representative may accompany the parent/carer at their request.

Procedure at the Discipline Committee Meeting

The Clerk to the Discipline Committee will oversee the proceedings. The Committee will consider:

- Any representation made by the parent/carer, the student and the LA officer
- Whether the Headteacher has complied with the exclusion procedure and has had due regard to the Behaviour Policy and the DfE guidance before deciding to exclude the student

Following the Meeting

The Discipline Committee, via the Clerk to the Discipline Committee, will inform the parent/carer, the Headteacher and the LA of their decision in writing within one day of the meeting, stating the reasons.

In the event of the Committee deciding not to reinstate the student they should also inform the parent/carer of their right to appeal to an Independent Review Panel and provide the contact details of the Clerk to the Independent Review Panel. The appeal must be received in writing within 15 school days of the date of the letter from the Clerk to the Discipline Committee of the outcome of the meeting.

Independent Review Panel

The Independent Review Panel will consist of three members:

- One serving or recently retired Headteacher
- One serving or recently serving Governor
- One lay member who will be the Chair of the Panel

The Independent Review Panel must meet within 15 school days from the receipt of the Appeal. The panel will consider all aspects of the case. The decision of the Independent Review Panel will be one of three outcomes:-

- Uphold the exclusion decision
- Recommend that the Governing Board reconsider the decision
- Quash the decision and direct the Governing Board to reconsider the decision

The decision of the Governing Board following reconsideration will be final.

The Academy's Code of Conduct

1. Have respect for others – threatening words or behaviour will not be tolerated
2. Work sensibly and in a focused manner in all lessons and allow others to do the same
3. Be dressed appropriately and have the correct equipment at all times
4. Always be on time
5. Complete all work to the best of your ability and within the deadline given
6. Move sensibly, quietly and calmly around the building
7. Respect the Academy environment – chewing gum, eating or drinking in classrooms are not allowed

Remember: Teachers are employed to teach, and students come to the Academy to learn. This code is designed to make the Academy a safe, caring and productive environment for all who work in it.

Academy Guidelines

Students must behave in an orderly and respectful manner at all times in the Academy and travelling to and from the Academy. This means:



Showing courtesy to others



Walking on the left



Not using Main Entrance



Not using rude and abusive language



No smoking or vaping



Not wearing coats/hoodies/caps in the classroom and corridors



No chewing gum



No eating or drinking inside the Academy building



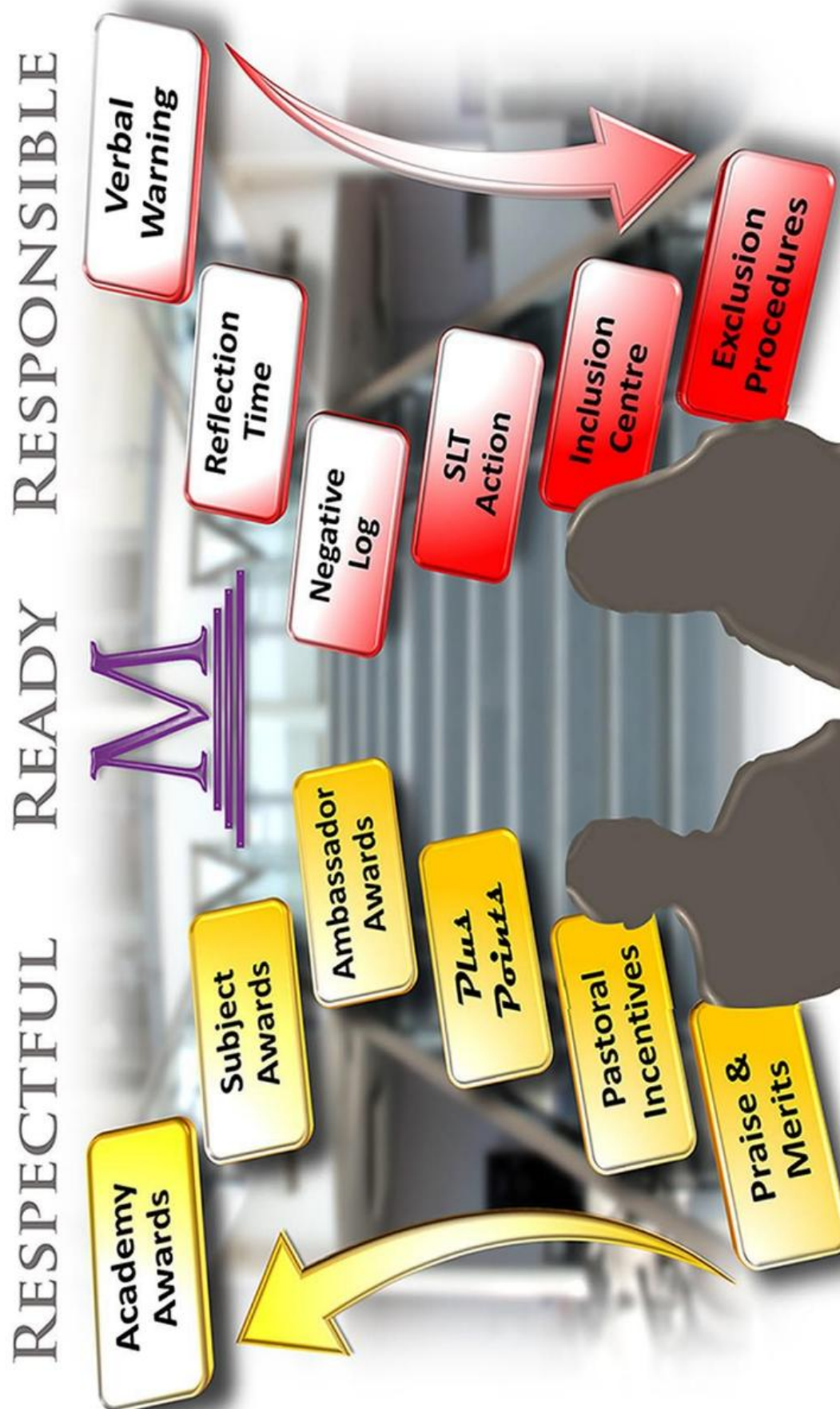
No visible headphones, mobile phones, ipods or MP3 players used or ringing during lessons



Students should not leave the site without following the appropriate procedure



Only Academy bags are to be allowed in classrooms



General Guidance

It is the role of the class teacher to establish a positive learning environment in the classroom that is based on the lower steps of the reward/sanctions ladder.

These steps are based on the understanding that everyone in the class has the right to learn, to feel safe and to be treated with respect, and these standards should be applied consistently by all teachers. The Academy's expectations should be made clear to all students in class and can be discussed and agreed with students before being implemented.

The Academy's aim is to support persistent offenders in a non-confrontational manner but when it is necessary, staff can refer students to SLT who may remove them from lessons. Students who have known emotional and behavioural difficulties, and appear on the SEND Register may be supported in class by teaching assistants and may be taken to the Nurture room to work on a short-term basis if this is deemed appropriate. This can be negotiated with the SENDCo-ordinator or the teaching assistants who support in the classroom. There are some instances where a teacher should immediately notify SLT who are on duty:

- Threatening language or behaviour to a student or a member of staff, including race, gender identity and sexuality
- Physical aggression or fighting in class
- Refusal to remove headphones or give up mobile phones

It is desirable that staff build up a positive working relationship with their students and SLT calls should be kept to a minimum; however, no member of staff should lower the standards and expectations of the Academy by accepting lack of respect or rudeness in class.

Staff should always follow up poor behaviour or disrespect by logging the incident on Bromcom. It is also important that however challenging students may be, the teacher is seen to maintain a controlled manner and follow the necessary disciplinary procedure.

Colleagues who support others with behavioural issues should do this in a supportive and non-judgemental fashion to enable any poor behaviour to be dealt with consistently and collaboratively.

Any behaviour that impacts negatively on learning during lessons is impartially logged on Bromcom so that it is brought to the attention of the personal tutor who will decide when and if it is appropriate to contact parents. Positive logs should be recorded in a similar manner. These logs may be referred to and used as supporting evidence during parental and professional meetings.

For further guidance see Annex C.

Sanctions Procedures

Sanctions should be delivered swiftly, consistently and firmly if students do not respond to positive encouragement.

Issue/Incident	Possible Sanctions
Incorrect Academy uniform including jewellery	Referred to tutor/Year Manager. Parents will be contacted in the case of persistent offenders (see below). Either the Headteacher (or someone authorised by the Headteacher) can ask students to go home to remedy the uniform breach following a conversation with the parent/carer.
Wearing non-black footwear	Year Managers may issue black plimsoles. Parents/carers of persistent offenders will be contacted. Either the Headteacher (or someone authorised by the Headteacher) can ask students to go home to remedy the uniform breach following a conversation with the parent/carer.
Smoking/Vaping	'Smoking/Vaping letter' sent home – incident recorded on Conduct Log
Misuse of mobile phones	After two warnings students will hand the phone to their teacher who will return the phone at the end of the lesson. Refusal to hand over the phone results in SLT referral
Students out of lessons	Any student out of lesson must have a pass issued by a member of staff – any student without a pass to be sent back to class by any member of staff
Internal truanting/leaving site without permission	Refer to SLT Students may be placed in ISLC
Late to lessons	To be dealt with by class teacher eg catch up Refer to tutor – Parents of persistent offenders will be contacted Persistent offenders identified to subject leader and referred to Student Services After 8.45am a late slip is issued and a phone call home made

Rewards and Incentive Procedures

Details of these procedures are contained in the Academy's Rewards & Incentives Policy.

Inappropriate Uniform

Students wearing inappropriate uniform such as trainers or leggings will be dealt with by the following staff:

- On arrival by duty staff and referred to Year Manager
- During Breakfast in the Restaurant by the Student Support staff
- At any other time by referrals to members of SLT

The Role of the Parent/Carer

The Academy requires the support of all parents/carers in applying the sanctions laid out in this policy when necessary so that we can work together to create an environment based on mutual respect. Therefore a Home School Agreement is to be signed after reading the Behaviour Policy and returned to the Academy. Any queries regarding the role of the parent/carer or issues arising from the application of this policy should be addressed to Mr D.Reaney, Deputy Headteacher, who may consult with the Governor responsible for behaviour and exclusions. Any further information regarding suspensions, modified timetables and managed moves can be obtained from Mr D.Reaney at the Academy. Parents will be consulted over any decisions leading to a reduction or change in a student's classroom transition.

A copy of this Behaviour Policy can be found on the Academy website with a link to the Academy's Rewards Policy.

ANNEX A**Suspension Letter**

DATE

Dear (parent/carer),

I am writing to inform you of my decision to suspend NAME for a fixed period of X days. This means that HE/SHE will not be allowed in school for this period. The suspension starts on DATE and ends on DATE.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend NAME has not been taken lightly. NAME has been suspended for this fixed period because of RESAON.

You have a duty to ensure that your child is not present in a public place in school hours during the suspension on DATE unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for NAME during HIS/HER suspension. Please ensure that work set by the school is completed and returned to us promptly for marking. We will also call home to ensure that NAME is safe and well.

You have the right to make representations about this decision to the Governing Body. If you wish to make representations please contact Claire Baker on 01952 527700 as soon as possible. Whilst the Governing Body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, he may also attend the meeting to speak on HIS/HER own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate HIS/HER views by other means.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> by sending your claim to sendistqueries@hmcts.gsi.gov.uk Making a claim would not affect your right to make representations to the governing body/PRU management committee.

NAME suspension expires on DATE and we expect HIM/HER to be back in school on DATE. NAME should be in full school uniform and have the correct school equipment. I am sure it would be helpful for you to discuss NAME return to the Academy, therefore I have arranged a reinstatement meeting on DATE.

You also have the right to see a copy of NAME school record. Due to confidentiality restriction, you will need to notify me in writing if you wish to be supplied with a copy of NAME school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For your information the following sources of advice are available to you;

- Family Connect at Telford and Wrekin Council, Family Connect Contact Centre, Darby House, Telford, TF3 4JA on 01952 385385 or familyconnect@telford.gov.uk who can provide advice on what options are available to you.

- You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents in state schools. They offer information and support on state education in England and Wales, including on suspension from school. They can be contacted on 020 7704 9822 or at www.ace-ed.org.uk
- Statutory guidance on suspension can be found here:
<https://www.gov.uk/government/publications/school-suspension>

Yours sincerely
Lady Satchwell
Headteacher

ANNEX A.1**Suspension Letter**

DATE

Dear (parent/carer)

I am writing to inform you of my decision to suspend NAME for a fixed period of X days initially pending further investigations. This means that HE/SHE will not be allowed in school for this period. The initial suspension starts on DATE and ends on DATE.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend NAME has not been taken lightly. NAME has been suspended for this fixed period because of the wilful and repeated transgression of protective measures in place to protect public health. I must warn you that the investigations and my consideration of all available evidence is ongoing. In certain circumstances this may result in an additional fixed period suspension or even permanent exclusion.

You have a duty to ensure that your child is not present in a public place in school hours during the suspension between DATE and DATE unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for NAME during HIS/HER suspension, Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the Governing Body. If you wish to make representations please contact Claire Baker on 01952 527700 as soon as possible. Whilst the Governing Body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, she may also attend the meeting to speak on HIS/HER own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate HIS/HER views by other means.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a

claim, to the First Tier Tribunal <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> by sending your claim to sendistqueries@hmcts.gsi.gov.uk Making a claim would not affect your right to make representations to the governing body/PRU management committee.

NAME suspension expires on DATE and we expect HIM/HER to be back in school on DATE. I am sure it would be helpful for you to meet and discuss NAME return to the Academy, therefore I have arranged for you to accompany HIM/HER for the reinstatement meeting on DATE at TIME. NAME should be in full school uniform and have the correct school equipment.

You also have the right to see a copy of NAME school record. Due to confidentiality restriction, you will need to notify me in writing if you wish to be supplied with a copy of NAME school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying,

For your information the following sources of advice are available to you;

- Family Connect at Telford and Wrekin Council, Family Connect Contact Centre, Darby House, Telford, TF3 4JA on 01952 385385 or familyconnect@telford.gov.uk who can provide advice on what options are available to you.
- You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents in state schools. They offer information and support on state education in England and Wales, including on suspension from school. They can be contacted on 020 7704 9822 or at www.ace-ed.org.uk
- Statutory guidance on suspension can be found here:
<https://www.gov.uk/government/publications/school-suspension>

Yours sincerely

Lady Satchwell
Headteacher

ANNEX B**Permanent Exclusion Letter****DATE**

Dear [Parent/carer's Name]

[child's name] [date of birth]

I regret to inform you of my decision to permanently exclude **[Child's Name]** with effect from **[date]**. This means that **[Child's Name]** will not be allowed in this Academy unless he/she is reinstated by the Governing Body.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, ie on **[specify the precise dates]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for **[Child's Name]**'s education to continue will be made. For the first five school days of the exclusion we will set work for **[Child's Name]** and would ask you to ensure this work is completed and returned promptly to the Academy for marking. From the sixth school day of the exclusion onwards — ie from **[specify the date]** the local education authority will provide suitable full-time education.

You should be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal: <http://www.justice.gov.uk/tribunals/send/appeals>. Making a claim would not affect your right to make representations to the Governing Body.

As this is a permanent exclusion the Governing Body must meet to consider it. At the review meeting you may make representations to the Governing Body if you wish and ask them to reinstate your child in the Academy. The Governing Body has the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to a Review Board. The latest date by which the Governing Body must meet is **[specify the date — the 15th school day after the date on which the Governing Body was notified of the exclusion]**.

If you wish to make representations to the Governing Body and wish to be accompanied by a friend or representative please contact Mrs Sally Davies, PA to the Headteacher, Madeley Academy, Castlefields Way, Madeley, Telford, TF7 5FB or 01952 527700, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Governing Body of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform Mrs Davies if it would be helpful for you to have an interpreter present at the meeting.

You have the right to see a copy of **[Name of Child]**'s Academy record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[Name of Child]**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may also find it useful to contact a source of impartial advice for parents such as Coram Children's Legal Centre www.childrenslegalcentre.com or ACE Education www.ace-ed.org.uk and their limited advice line service on 0300 115 142.

For your information, the following sources of advice are also available to you:

School Exclusion & Children Missing Education, Telford & Wrekin Council, Darby House, Lawn Central, Telford TF3 4JA or 01952 385220

Statutory guidance on exclusion can be found here:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

Yours sincerely

Lady Maria Satchwell
Headteacher

ANNEX C - Student Behaviour Intervention Flowchart

