

COLLINGHAM

KENSINGTON

EXCLUSIONS POLICY

Collingham College sets out to establish a framework of good behaviour and academic achievement. Its ethos is to emphasise encouragement and confidence building wherever possible; but within this we establish firm boundaries. The Collingham Behaviour Management Policy is posted on the Portal and the Code of Conduct (“Be The Best That You Can Be”) is clearly displayed around the college.

Collingham College:

- requires all staff to use positive strategies for handling any unacceptable behaviour by helping students find solutions in ways that are appropriate for their ages and stages of development;
- acknowledges that such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable, and supporting students to gain control of their feelings so that they can learn a more appropriate response;
- supports each student in developing self-esteem, confidence and feelings of competence;
- explains the effect of unacceptable behaviour, making it clear to the student that it is the behaviour that is unacceptable, and not the person.

When students behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for students to learn how to interpret and cope with feelings, listening to them and offering the necessary support to enable them to verbalise their own frustrations, hurts and disappointments. We do not use techniques intended to single out and humiliate individual students. Corporal punishment, which is strictly forbidden at Collingham College, is a criminal offence.

Serious Offences and Exclusions

Serious offences are those that may have a significant impact on the individual student or others in the college. Examples include:

- severe or persistent bullying, racism or harassment;
- stealing;
- extreme or persistent violence both physical or verbal, actual or threatened, against a student or member of staff;
- sexual abuse, assault or activity;
- illegal drugs (possession and/or use) or alcohol (consumption or possession)
- significant vandalism;
- persistent misbehaviour when normal disciplinary measures have failed;
- carrying an offensive weapon.

However, these examples are not intended to be exhaustive. The Principal has discretion in determining whether an offence is judged to be serious and may take into account, for example, the impact or potential impact upon the reputation of the college.

Procedure to be followed

- Parents must be informed of the incident immediately by phone and in a follow up letter or email.
- The student will be suspended from college.
- Where possible, work will be provided for the student to do at home.
- The college will investigate the circumstances and reach a decision regarding exclusion within 5 days of the initial notification.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- If the Principal decides that the student will be excluded, the Board of Directors will then be notified.
- Parents will be notified of this decision in writing and of their right to appeal.
- In cases in which the Principal decides that a fixed-term suspension is an appropriate sanction, arrangements will be made for a return-to-college interview that includes the parents/carers and a re-integration plan will be put in place which may include restrictions, re-education and/or support.

All cases of exclusion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the college.

Drugs and Substance Abuse

Collingham's policy in this area is uncompromising: anyone found in possession of an illegal substance will be excluded. Monitoring of students' behaviour takes place continuously, both inside and in the area immediately outside the building. Anyone suspected of using, selling or buying any illegal substance will be interviewed by the Principal and may be suspended immediately

A student who raises concerns about their own drug taking to a member of staff will not be subject to disciplinary action. Likewise any concerns brought forward by a parent on behalf of their son or daughter will also be dealt with in this manner. Any student who comes forward with a drug problem to a member of staff will be offered support in working to reform his or her lifestyle; this will involve agreeing to take part in an individualised drugs testing programme. This also applies if the request for help follows disclosure by his or her parent

However, where there is evidence that a student in these circumstances is continuing to take drugs or that they have brought drugs onto the premises, disciplinary sanctions including expulsion will be considered.

Fees

In the event of a pupil being suspended or permanently excluded from the college, fees will not be refunded and there will be no remission of fees. However, in such circumstances, fees in lieu of notice will not become payable and any prepaid fees will be refunded.

Appeal

In the case of permanent exclusion, the parent or guardian has a right to state their case to the Principal, as well as to the Board, in writing and within one week of the letter notifying the parents or guardians of the exclusion. The Board will establish an Appeal Panel to consider the appeal. The contact details for the Panel Convenor will be the Chair of Board. His contact details are: Robert Marsden, 23 Collingham Gardens, London SW5 0HL. The Panel will consist of at least three people who were not directly involved in the matters relating to the exclusion. One Panel member will be independent of the management and running of the college and from outside of its workforce.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may be accompanied but may not be represented. All letters and documents relied on by the Principal shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Principal or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or anyone accompanying them, or in the absence of the Principal. At the conclusion of the hearing, the Panel shall retire to consider their decision. The Panel's decision may be:

- The permanent exclusion is confirmed
- The permanent exclusion is rescinded
- The permanent exclusion be rescinded and replaced with an alternative sanction.

The Panel's decision shall be communicated within reasonable time to the parents or guardian and the Principal.

Legal Status:

- Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3)a of the Education (Independent School Standards) (England) Regulations 2010

Applies to:

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the college.

Relevant Documents:

- Anti-bullying
- Safeguarding Children - Child Protection Policy
- Behaviour Management including Discipline and Sanctions Policy

Availability

- This policy is made available to parents, staff and students in the following ways: on the All Staff Team, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Reviewed: May 2024

James Alder
Principal

Robert Marsden and Edward Browne
Board of Directors