

EXCLUSION POLICY

STATEMENT OF INTENT

Good discipline is essential to ensure that all Students benefit from the opportunities provided by Studio One (DCPA) Ltd.

It is underpinned by the shared commitment of all Students & their families to achieving two important aims:

The first is to ensure the Safety & Wellbeing of everyone in our community and to maintain an appropriate environment in which all can learn & succeed.

The second is to realise the aim of reducing the need to use exclusion as a sanction

Exclusion is an extreme sanction and is only administered by The Principal or in her absence, the Senior Teacher.

Exclusion whether fixed-term or permanent, may be used for any of the following:-

1. Harm with intent e.g. violent or threatening behaviour towards Staff Members, Students or members
2. Racism, homophobia or other discriminatory behaviour
3. Persistent disruption, defiance or any other behaviour which compromises the safety & welfare of themselves others
4. Verbal abuse directed at Staff, Students, Members
5. Serious actual or threatened violence against another Student, Member or Staff Member
6. Sexual abuse or Assault
7. Possession of inappropriate substances e.g. Drugs or Alcohol
8. Being in possession of an offensive weapon
9. Misuse of the Internet or inappropriate on-line behaviour
10. Arson
11. Theft
12. Damage to property
13. A Student making malicious or unfounded accusations against a Staff member
14. Any other serious offence considered to be detrimental to the good order and safe running of the School.

General factors to be considered before making a decision to Exclude

1. Ensure appropriate investigations have been carried out
2. Consider all the evidence available to support the allegations; taking into account the Student behaviour
3. Check whether the incident may have been provoked
4. If the Principal is satisfied that on the balance of probabilities, the Student undoubtedly did what he/she is alleged to have done, Exclusion will be the outcome.

Exclusion Procedure

A meeting will be arranged between the Principal and parents of the Student to be Excluded.

Following which an official **Letter of Exclusion** will be issued to the family from Studio One (DCPA) Ltd.

Course Fees, Exam Fees, Any other Fees will not be refunded if a Student is Excluded.