

## ESTABLISHING THE GROUNDS FOR SUSPENSION

- The principal must first establish whether a suspension is an available option:
  - ☐ Did the behaviour occur whilst at school, travelling to or from school or at a school approved activity?
  - ☐ Does the behaviour meet one or more of the grounds for suspension?
- The principal must take into account whether a suspension is appropriate to the behaviour, the student's education needs and any other relevant circumstances.
- Before implementing a suspension, the principal must ensure that:
  - ☐ The student has had the opportunity to be heard
  - ☐ That any information or documentation provided by the student or their relevant person has been taken into account in making the decision regarding the suspension
  - ☐ Other forms of action to address the behaviour for which the student is being suspended have been considered and implemented.
- The principal must decide on the duration of the suspension bearing in mind that:
  - ☐ A student cannot be suspended for more than five consecutive school days and written approval from the Regional Director is required if the total number of days the student has been suspended in the year is more than 15 days
  - ☐ If the period of the suspension is longer than the days left in the term, the principal should consider the likely disruption to the student's learning before imposing a suspension that will continue into the following term.

## SUSPENSION WITH AN IMMEDIATE EFFECT

- In some instances, the principal may consider that due to the severity of the situation and the possibility of immediate threat to another person, they may need to implement immediate action.
- Under these circumstances, the school must provide supervision until the student can be collected or until the end of the school day.
- When a suspension with an immediate effect is implemented on school camp or excursion and the student is unable to be collected, then they will need to be supervised until the end of the activity.

## NOTIFICATION

- As soon as is practical, the principal must:
  - ☐ Give verbal notification to the student and their relevant person of the intention to suspend the student, the reason/s for the suspension, the schools days on which it will occur and where it will occur
  - ☐ Provide the student and their relevant person with the *Notice of Suspension* and the *Procedures for Suspension* brochure prior to the day on which the suspension occurs (or on the day a suspension is implemented, if it is a suspension with immediate effect)
  - ☐ Provide contact details for additional support services to the student and their relevant person.
- Where appropriate, or if requested, a Student Support Group or another meeting with the student and their relevant person can be convened.

## DURING SUSPENSION

- Prior to the day on which the suspension occurs, or on the day a suspension is implemented with immediate effect:
  - ☐ If the student is suspended for three days or less, the school must arrange for appropriate school work to be supplied
  - ☐ If a student is being suspended for more than three days, a *Student Absence Learning Plan* and a *Return to School Plan* must be developed and provided to the student and their relevant person.

## SUPPORT AND FOLLOW-UP

- Following the suspension, it may be appropriate to convene a meeting with the student and their relevant person to discuss the behaviour that led to the suspension. A relevant person can also request a meeting at any time during the suspension process.
- For students that have been suspended for five days or where they have received three or more suspensions in a year, then it is recommended that the school convene a Student Support Group meeting with the student, their relevant person and other personnel to discuss the behaviour that led to the suspension/s and the range of strategies to address the concerns.