



Woolwich Polytechnic
School for Girls



Woolwich Polytechnic School for Girls Internal exclusion, Suspension and Exclusion Policy

Approved: December 2023
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Internal Exclusions and Fixed Term (External) Suspensions

Internal Exclusions (REFOCUS): This should be used when an offence is serious enough to merit external exclusion but the student's circumstances or record is such that an external exclusion would be unnecessarily harsh. Internal exclusions, like suspensions should be noted on the student's file and notified to their parents or carers.

Refocus runs at the same time as the school day, plus a 60-minute Reset after school if deemed appropriate. Time spent in Refocus is at the Head teacher's discretion.

During this time students are supervised by the Refocus manager. They will be provided with work to be completed in silence and will have toilet breaks and lunch separate to the rest of the student body. Students in Refocus will be given the opportunity and support to reflect on why they are in Refocus and to have a restorative conversation with the students or staff involved in any incident which led to it at the earliest opportunity.

The Refocus room may also be used for students who are in breach of uniform expectations.

Fixed Term (External) Suspensions: As a principle all first suspensions should be for one day, second suspensions for two days etc. The exact length of the suspension would reflect each student's individual circumstances and the seriousness of the misdemeanour they have committed.

Fixed term suspensions are made at the discretion of the Head teacher and can include, but are not limited to, the following:

- i. Persistent or extreme disruptive behaviour
- ii. Persistent or extreme behaviour inconsistent with the values and ethos of the school
- iii. Extreme defiance or rudeness
- iv. Sexual harassment
- v. Theft, blackmail, physical violence, threatening behaviour, possession of alcohol, tobacco or vapes/e-cigarette, intimidation, discriminatory behaviour, bullying, including cyber bullying or digital abuse
- vi. Misconduct of a sexual nature, including sexting, or supply and possession of pornography or indecent images
- vii. Damage to property, vandalism
- viii. Violence, fighting and/or physical assault

Loss of school time should provide a real punishment for the offence and deterrent against future wrongdoing. It should therefore be accompanied by a suitable amount of work to be done during the suspension period.

The suspension steps would trigger standard interventions as follows:

Suspension	Return Procedure	Intervention/support
1 day/1 st suspension	Interview with HoY/DHoY	Daily check in with tutor
2 day/2 nd suspension	Interview with HoY/DHoY/SLT	On report to form tutor/HOY team
3 day/3 rd suspension	Interview with HoY/DHoY/SLT	On report to form tutor/HOY team/SLT & investigate other interventions in school
4 day/4 th suspension	Interview with HoY & SLT	On report to SLT and consideration of Personal Support Plan (PSP) & Family

		and Adolescent Support Service (FAASS)
5 day/5 th suspension	Interview SLT + Head of School	On report to SLT Interventions in and outside of school investigated and referrals made

The Fair Access Panel. In ordinary circumstances the Academy would recommend a referral to the Local Authority Fair Access Panel either at the 5-day suspension point or as an alternative to Permanent Exclusion (see below).

Permanent Exclusion A decision to permanently exclude a pupil is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. There will be however, exceptional circumstances where, in the Head teacher's judgement, it is appropriate to permanently exclude a child for a first or 'one-off' offence. These include:

- serious actual or threatened violence against another pupil or a member of staff;
- sexual abuse or assault;
- supplying an illegal drug;
- carrying an offensive weapon.

Where appropriate the school will inform the Police and/or other agencies e.g. MASH/Children's Social Care.