

STUDENT DISCIPLINARY POLICY

1.

INTRODUCTION

Cardiff Academy prides itself on the quality of teaching and pastoral care provided to its students. In almost all cases over the last 10+ years, matters of student discipline have hardly ever moved beyond Stage 1 of the Procedure outlined below. However, for the sake of clarity, the Procedure to be followed is given below.

2.

PROCEDURE

Stage 1 – Informal Resolution

Matters such as poor academic progress and/or attendance are to be reported to Dr. Wilson & Mrs. Davies **immediately** irrespective of efforts, successful or otherwise, to resolve these with the student concerned. Depending upon their nature, Dr. Wilson & Mrs. Davies will decide whether it is appropriate to involve the parents at this stage.

Matters such as any form of bullying whatsoever, including such things as name-calling, social exclusion, alleged theft etc. must be reported **immediately** to Dr. Wilson, Mrs. Davies or any member of the teaching staff. Very often, these matters can be resolved quickly and informally by means of investigation and discussion. A written record of all concerns and complaints will be prepared. Immediate action to resolve the problem will be taken and strategies developed to prevent repetition. This may include involving other staff and co-ordinating a joint approach to the problem. It may also involve the participation of parents and students. Should the problem not be resolved to the satisfaction of all parties within a reasonable time by this informal approach, then, Stage 2 of this procedure will be invoked.

Stage 2 – Formal Resolution

If the complaint cannot be resolved on an informal basis, then the student (s) concerned and their parents will be contacted formally and in writing by the Principal.

Step 1

In most cases, the Principal will meet the parents and student(s) concerned, normally within three days of failure to resolve by informal means, to discuss the matter further. If possible, a resolution will be reached at this stage. This may include a “cooling off” period of a few days. The student(s) will be warned verbally that, should the problem persist, Stage 2 of this procedure will be invoked.

Step 2

A written warning will be sent to the parents and to the student, detailing the nature of the problem and demanding it cease forthwith. Three days will pass before any further action is taken.

Step 3

Once the Principal is satisfied that, so far as is reasonably practicable, all of the relevant facts have been established, all reasonable steps have been taken to make the student(s) conform to the rules of reasonable conduct but the problem still persists, then the student concerned will be Formally Suspended for a period of time at the discretion of the Principal.

Step 4

Following the period of Suspension, the student will be allowed to return to College on the condition that no repetition of this matter occurs.

Step 5

Following return from Suspension, any repetition of this matter by the student will result in **immediate** Permanent Exclusion.

Stage 3 – Appeal Against Permanent Exclusion

Following a decision to Permanently Exclude a student, parents may seek to invoke Stage 3 of this Procedure [Appeal]. This involves referring the decision to exclude, made by the Principal, to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matter. The Panel will be Chaired by the Company Secretary, Mr. Roger Howells. Mr. Howells will appoint The Panel, acknowledge the Parental Appeal in writing and schedule a hearing to take place as soon as practicable and normally within five working days following receipt of the Appeal in writing. If the Panel deems it necessary, it may require that further particulars or any related matter be supplied in advance of the hearing. Copies of such particulars should be supplied to all Parties not later than 24 hours prior to the hearing. The parents or student may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts it considers relevant, the Panel will reach a decision and may make recommendations, which it will normally complete within five working days of the Hearing. The Panel will write to the parents or student informing them of its decision and the reasons for it. The Panel's findings and, if any, recommendations will be sent in writing to the parents or student by the Principal. In this matter, the decision of The Panel shall be final.

Parents and students can be assured that all concerns will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6 (2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the School's inspection; or where any other legal obligation prevails.