



SECAT



THORPEDENE PRIMARY SCHOOL

EXCLUSIONS APPENDIX

Updated November 2021

Internal Reflection (Isolation/Exclusions)

A pupil can be internally excluded for a range of reasons: the Senior Leadership Team will make final decisions on Internal Reflection (Isolation/Exclusions) in line with the school's behaviour policy following a meeting with the pupil.

Leaders will communicate this to all staff as soon as possible to ensure that the lines of communication are kept open at all times.

Leaders will phone parents/carers with details and arrangement according to the behaviour policy and the point of contact.

The Internal Reflection Day will start at 9.15am. This will ensure the pupil does not mix or influence other son the way to school or at school. The Learning Mentor assigned to that day's Internal Reflection will ensure that the class teacher knows that the pupil has arrived and what their lunch option is so that the register may be completed accordingly. Class teachers will provide work for the pupil to complete during their reflection time. Pupils in Internal Reflection will not be allowed out at play times or at lunch times but will be given time in the day to have a morning snack, lunch and toilet breaks. These will be supervised by the Learning Mentor assigned to that day's Internal Reflection. The Internal Reflection Day will finish at 3.45pm to ensure that the pupil does not mix or influence others.

At the end of the Internal Reflection period, the Learning Mentor will report on progress which will be put on the student's file and copied to parents/carers and the class teacher. Included in this should be details of strategies that have worked well. The sanction will also be recorded on SIMS and on Safeguard if the pupil is on the school's Vulnerable List.

Fixed Term External Exclusions

Before making the decision to exclude, the school will ensure that a thorough investigation has been carried out, which includes allowing the pupil to give his/her version of the events seeking any witness statements and considering any evidence of provocation (racial, sexual, aggression etc). Any record of previous incidents will be taken into consideration and referred to in the correspondence to parent(s)/carer(s). The decision to sanction a Fixed Term Exclusion will only be made by the Headteacher.

At the point of exclusion, a meeting will be held with the parent(s)/carer(s) and a member of the Senior Leadership Team and subsequently, a letter will be sent home with the parent stating the reason for the exclusion. In the event that a face to face meeting is not possible, telephone contact will be made with the parent(s)/carer(s), informing them of the exclusion. The pupil should also have work to take home with them to complete until further work can be organised.

All exclusions will be recorded in the Exclusion Record held by the Learning Mentor Teams/Administration Team and on the student's file. The class teacher will be kept fully informed at all times of the exclusion and the reasoning behind it. Upon the pupil's return to school, a Return to School meeting will be held with the pupil, parent(s)/carer(s) and a member of the Senior Leadership Team. During this meeting a document will be completed (Home/School Agreement) to record the actions agreed by the pupil, parent (s)/carer(s) and the senior leader. A copy will be given to the parent(s)/carer(s) and another placed on the pupil's file.

The Chair of Governors will be informed promptly of all Fixed Term Exclusions.