



The College welcomes students from a variety of backgrounds and cultures. It is an important part of the College ethos that we show mutual respect and treat others how we would like to be treated ourselves. We want everyone to feel comfortable and happy in the College environment, which means behaving in an acceptable manner. We are all expected to behave sensibly and responsibly at all times. Acceptable/Unacceptable behaviour is listed in the good behaviour and sanctions policy but this is not exhaustive and includes communication via text and internet, as well as in person. Students are generally polite and well-behaved, but there may be times when it is necessary to deal with more serious breaches of behaviour. As a result it may be necessary for the student to be sent home for a period of time as decided by the College Principal. This would be a fixed-term exclusion. The length of time will vary depending on the nature of the matter and the circumstances but in general would not be longer than one week. Parents/Guardians will be advised that a fixed-term exclusion is being made and will be asked to collect the student from College premises, or make arrangements for their collection or journey home. A student returning to College following a suspension will receive a written warning.

The decision to permanently exclude a student is not taken lightly. It usually follows a number of disciplinary offences and parents/guardians and student will have been warned that this may occur. Depending on the seriousness of the offence it may, however, be appropriate to move directly to permanent exclusion. The most serious infringements include, but are not limited to, the following:

- vandalism
- possession and/or use of an offensive weapon
- possession and/or supply of drugs
- possession and supply of alcohol
- sexual abuse or assault
- violence (actual or threatened) against a student or member of staff
- bullying
- theft
- persistent attitude and/or misbehaviour that is not in keeping with College ethos
- any other issue of misconduct with brings College into disrepute

The principal may also require parents/guardians to remove or may suspend, ask to leave or permanently exclude from the College a student whose attendance or progress is considered to be seriously unsatisfactory.

A boarder may also be asked to leave the boarding house but still be allowed to attend the College as a day student.

Once parents/guardians are advised that a permanent exclusion is being made they will be asked to collect the student from College premises, or make arrangements for their collection or journey home. The parents will receive an exit letter detailing the circumstances and reason for the exclusion. The student's name will be removed from the school roll. In certain circumstances reasonable assistance will be given to help a student make a fresh start elsewhere. Any reference given will refer to the circumstances and facts of the exclusion. The principal will inform the governors of all fixed-term and permanent exclusions.

Those who wish to appeal against the outcome of a serious disciplinary matter or exclusion may do so by contacting the College's safeguarding governor directly. His name is Tim Fish and his email address is [tim.fish@dukeseducation.com](mailto:tim.fish@dukeseducation.com) . The College complaints procedure is also available on our website.

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