



WIS/POL/ACHON0001	
Policy Title	Disciplinary Committee Policy <i>(For Serious Student Misconduct and Permanent Exclusion)</i>
Policy Number	WIS/POL/ACHON0001
Version	1.1
Effective Date	August 2025
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Approved by	Principal

1. Purpose

The purpose of this policy is to establish a clear, fair, and transparent process for reviewing cases of serious student misconduct that may result in permanent exclusion from **Westlink International School**.

The Disciplinary Committee ensures that decisions regarding severe breaches of school rules are made through a structured process that:

- Protects the safety and wellbeing of the school community
- Ensures fairness and due process for the student involved
- Considers all relevant information before a decision is made
- Aligns with the school's values and expectations for behaviour

Permanent exclusion is considered **a last resort** and will only be used when a student's behaviour seriously undermines the safety, learning environment, or reputation of the school.

2. Scope

This policy applies to all students enrolled at **Westlink International School**.

The Disciplinary Committee may be convened when a student is alleged to have committed a **serious breach of the school's behaviour expectations**, including but not limited to:

- Physical violence or assault
- Serious bullying or harassment
- Threats to the safety of others
- Possession or distribution of illegal substances
- Theft or serious property damage
- Repeated serious misconduct despite prior intervention
- Actions that bring the school into serious disrepute
- Sexual misconduct

- Significant breaches of safeguarding policies

3. Guiding Principles

All disciplinary proceedings will be guided by the following principles:

- **Fairness and impartiality**
- **Confidentiality**
- **Proportionality of response**
- **Respect for student rights**
- **Protection of the wider school community**

The school will ensure that the student has the opportunity to present their perspective before a final decision is made.

4. Composition of the Disciplinary Committee

The Disciplinary Committee will normally consist of:

- Head of School (Chair)
- Head of Secondary / Head of Section
- Safeguarding Lead or School Counsellor (if appropriate)
- A senior leadership team member not directly involved in the case
- A representative of ISP Regional team (optional)

No member who has had direct involvement in the incident investigation should act as the sole decision maker.

5. Process for Convening the Committee

Step 1: Initial Investigation

When a serious incident occurs:

- The relevant school leader conducts an **initial investigation**

- Statements may be collected from:
 - Students
 - Staff
 - Witnesses
- Evidence may include:
 - Written statements
 - CCTV footage
 - Digital records
 - Physical evidence

The student may be **temporarily suspended** while the investigation takes place.

Step 2: Parent Notification

Parents or guardians will be informed that:

- A serious disciplinary investigation is underway
- The student may be required to attend a disciplinary hearing
- Permanent exclusion is a possible outcome

Parents will receive written notification of the **date, time, and format of the hearing**.

Step 3: Disciplinary Hearing

The hearing will allow the committee to review the case fully.

During the hearing:

1. The school presents the findings of the investigation.
2. Evidence and statements are reviewed.

3. The student is given the opportunity to respond.
4. Parents/guardians may speak on behalf of the student.
5. Committee members may ask questions.

The aim of the hearing is to ensure **all perspectives are heard before a decision is made.**

6. Possible Outcomes

Following the hearing, the Disciplinary Committee may determine one of the following outcomes:

- No further action
- Behaviour contract
- Restorative actions
- Internal suspension
- Fixed-term suspension
- Final written warning
- **Permanent exclusion**

Permanent exclusion will only occur when the committee determines that:

- The student's behaviour represents a serious or ongoing risk to others; or
- The severity of the misconduct makes continued enrolment untenable.

7. Decision-Making

After the hearing:

- The committee will meet privately to deliberate.
- Decisions will normally be made by **majority agreement.**
- The Head of School retains final authority regarding exclusion.

Parents will receive written confirmation of the outcome **within 3 working days**.

8. Appeals Process

Parents may appeal a permanent exclusion decision by submitting a written appeal to the Head of School within **5 working days** of receiving the decision.

An Appeals Panel may include:

- A School Board representative
- A senior leader not involved in the original decision
- An independent advisor where appropriate

The Appeals Panel may:

- Uphold the decision
- Modify the decision
- Request further investigation

The decision of the Appeals Panel will be final.

9. Confidentiality

All disciplinary proceedings and documentation will be treated as confidential and shared only with individuals directly involved in the process.

10. Record Keeping

The school will maintain secure records of:

- Investigation notes
- Evidence and statements
- Committee decisions
- Correspondence with parents

These records will be stored in accordance with the school's safeguarding and data protection policies.

11. Policy Review

This policy will be reviewed periodically by the leadership team of **Westlink International School** to ensure alignment with best practice and local regulatory requirements.