

## Suspension Policy

Melton Primary School aims to ensure a safe and inclusive school environment for everyone. The Schools Student Engagement Policy outlines these aims.

## Prevention

- Teach school-wide classroom expectations and consequences.
- Early identification of students with academic, social, behavioural difficulties.
- Establish classroom processes for collection and use of data.
- Provide a physical environment conducive to positive behaviours & effective learning.
- Provide engaging lessons, reward positive behaviours, ensure student voice.
- Intervention:
- Form a student support group including teacher/s, student, parents, other professionals (SSSOs). Should discuss possible suspension if likely.
- Develop and implement an Individual Learning Plan/Behaviour Management Plan/Behaviour Support Plan with strategies.
- Teach and / or build pro-social replacement behaviours.
- Refer to community agencies to work with student support group.

## Reasons for Suspension

1. Behaves in a way that threatens or endangers the health, safety or wellbeing of others **or**
2. Commits an act of significant violence or significant damage or theft of property **or**
3. Possesses, uses or deliberately assists others to use prohibited substances **or**
4. Fails to comply with reasonable and clearly communicated instructions from staff **or**
5. Consistently behaves in a manner that interferes with the wellbeing, safety or educational opportunities of any other student **or**
6. Consistently engages in behaviour that vilifies, defames, degrades or humiliates another person.

## Suspension Procedures

Prior to the suspension taking effect, or on the day of taking immediate action, the principal must complete all of the following:

- Identify the relevant person in accordance with part 2 of the Ministerial Order
- Notify the student (verbally) and the relevant person (via telephone or in person) of the reason/s for the suspension, the school days on which the suspension shall occur where the suspension will occur
- Provide contact details for additional support services to the student and the relevant person as appropriate

- Arrange for appropriate school work to be provided to the student for the period of the suspension as follows, where the student is suspended for:
  - three days or less, provide meaningful work
  - more than three days, develop a student absence learning plan and return to school plan
  - more than five days, in addition to the above requirements, a teacher should be designated as a key point of contact for the student and their family.
- Provide the student and the relevant person with a Notice of Suspension which must include:
  - the reasons for the suspension
  - the school days on which the suspension shall occur
  - and copies of the student absence learning plan and return to school plan (if required)
- Provide the student and their relevant person with a copy of the parent brochure - procedures following suspension. Consistent with the charter and discrimination legislation, documentation should be provided in alternative formats and community languages in order to meet the communication needs of the student and relevant person
- Record the suspension on CASES21 and Compass.
- If suspension is for 5 days, a post-suspension SSG must meet to develop a 'Return to School Plan'.
- Contact SSSO coordinator (Mob: 0400754785) - once 5 days suspension have been reached for any student.
- Notify the WMR Student Wellbeing Team, managed 9291 6500 if a student has been suspended for 8 days or has been suspended on 4 individual occasions in a school year.
- A student must not be suspended for more than 15 school days in a year without Regional Director approval.
- 15 days suspension is not automatic expulsion.
- With the exception of situations that require an immediate suspension, principals should ensure that a range of options consistent with a staged response, have been considered. (Following behaviour management plan/ rights and responsibilities etc)

## Immediate Suspension Procedures

- Immediate suspensions can be used if the student behaves in such a way that they are putting the health, safety and wellbeing of selves or others at significant risk.
- Principal must give immediate verbal notification of immediate suspension to students and parents.
- Provide parents with a 'Notice of Suspension' form and 'Procedures for Suspension' brochure on the day which the suspension commences. Schedule an SSG meeting within 48 hours of the suspension.

## Post Suspension Procedures (if suspended for 5 consecutive days)

When the child returns to school the child and parent/s must attend a post-suspension student group to:

- Review the school work that was completed during the suspension
- Develop a return to school plan
- Develop strategies within and outside of the school to meet the educational needs of the child's educational, social and emotional needs.
- Discuss the ongoing responsibilities of the child, parents, school and other professionals assisting the child.

Ratified at School Council Sep 16<sup>th</sup> 2020

## ADDITIONAL AVAILABLE SUPPORT

### Parentline Victoria

Phone: 13 22 89 - 8am to midnight 7 days a week

*Parentline provides a statewide telephone counselling service to parents and carers of children aged from birth to eighteen years.*

### Parents Victoria

Phone: (03) 9380 2158 or 1800 032 023 (rural callers only)

Website: [www.parentsvictoria.asn.au](http://www.parentsvictoria.asn.au)

### Victorian Aboriginal Education Association Inc.

Phone: (03) 9416 3833

Website: [www.vaeai.org.au](http://www.vaeai.org.au)

### Child and Adolescent Mental Health Services

Phone: 1300 767 299

Website: [www.health.vic.gov.au/mentalhealth/services/child/](http://www.health.vic.gov.au/mentalhealth/services/child/)

### Children's Protection Society

Phone: (03) 9450 0900

Website: [www.cps.org.au](http://www.cps.org.au)

### Australian Childhood Foundation

Phone: (03) 9874 3922

Website: [www.childhood.org.au/website/default.asp](http://www.childhood.org.au/website/default.asp)

### Association of School Councils in Victoria

Phone: (03) 9808 2499

Website: [www.asciv.org.au/ASCIV/Welcome.html](http://www.asciv.org.au/ASCIV/Welcome.html)

### Victorian Council of School Organisations

Phone: (03) 9429 5900

Website: [www.viccs.org.au/](http://www.viccs.org.au/)

### Victorian Multicultural Commission

Phone: (03) 9208 3184

Website: [www.multicultural.vic.gov.au/](http://www.multicultural.vic.gov.au/)

