



HIGH CROSS
COLLEGE

Suspension Policy

The Board of Management of High Cross College, Tuam formally delegated the authority to suspend for up to three consecutive days to the Principal.

This policy and its procedures are approved by the Board of Management having been developed in consultation with all the educational partners i.e. parents, students, staff and CEIST. The policy has been developed in line with the NEWB Guidelines.

What does suspension mean in High Cross College

“Suspension is defined as requiring the student to absent himself/herself from the school for a specified period of school days.”

The grounds for Suspension

In High Cross College, Tuam we recognise suspension as a proportionate response to the behaviour that is causing concern.

Normally a range of other interventions will have been tried before a decision to suspend is made.

- The student’s behaviour has had a seriously detrimental effect on the education of other students.
- The student’s continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.
- Any serious incident of misconduct such as smoking, alcohol or the use or possession of illicit drugs.
- The student has used unacceptable foul language to a member of staff in the school or on a school related activity.

The reasons for suspension are clearly defined.

A suspension will give the student time to reflect on the link between their actions and its consequences. A period of suspension will also give staff time to plan ways of helping the student to change unacceptable behaviour. Therefore, suspension may form part of a



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Behaviour Management Plan, thus enabling the school to set goals with the student and their parents, allow staff an opportunity to plan other interventions and to impress on the student and their parents the seriousness of the behaviour.

Forms of Suspensions

Suspensions can be in one of two forms:-

- (1) a suspension which is imposed as an ultimate sanction after a series of interventions involving student, parents and staff and
- (2) immediate suspension as a result of serious misbehaviour.

Procedures in Respect of Suspension

(1) Immediate suspension

A preliminary investigation must be conducted to establish the case for the imposition of the suspension. The formal investigation should immediately follow the imposition of the suspension. Having due regard for our duty of care, once parents have been notified the student may be sent home from school.

Suspension can only take place after consultation with the Principal, Deputy Principal or Assistant Principal with responsibility for the specific year group.

Parents must be informed in writing of the reason for the suspension and the period of the suspension. Under section 29 of the Act, parents may appeal the suspension.

(2) While it is possible for the Principal or his/her representative to suspend immediately in some exceptional cases, normally suspension will be linked to the Code of Behaviour and sanction of the Board of Management.

Copies of the Code of Behaviour will be given to and explained to each student and their parent(s)/guardian(s) on enrollment.

Suspension normally occurs only after (a) all disciplinary options under the code of behaviour have been applied and documented and (b) when all appropriate support services within the school have been either offered or involved. (c) When discussion with the parent(s)/guardian(s) relating to specific misbehaviours has taken place.



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The following procedures will be followed.

Suspension will take place after consultation with and under the authority of the Principal with the Deputy Principal or Assistant Principal with responsibility for the specific year group.

Parents must be informed in writing of the reason for the suspension and the length of the suspension must be made clear. Parents have a right to appeal a suspension under Section 29 of the Education Act 1998.

A record of all actions taken and correspondence must be kept.

Immediate Suspension

A student may be suspended immediately in some circumstances. Fighting or aggressive behaviour, or threatening physical or verbal behaviour towards any member of staff.

Fighting between students will result in immediate suspension. Reasons for the suspension of a pupil must be linked with the code of behaviour, of which the student and the Parents/Guardian must have copies, be familiar with its contents, and preferably have signed that they have read and understand the code.

In accordance with the National Educational Welfare Board, a student will not be suspended for poor academic performance, poor attendance, lateness or an isolated incidence of a minor breach of the code of behaviour.

The period of Suspension

A student may be suspended from school for a period of one day, two days or three days depending on the severity of the misbehaviour.

In exceptional circumstances the Principal may choose to extend the period of suspension to five days with the approval of the Chairperson of the Board of Management. The Board of Management shall formally review any proposal to suspend a student where the suspension would bring the number of days for which the student has been suspended in the current year to twenty days or more.

If a student during the course of any one academic year reaches an accumulated total of six days suspension the Principal will notify the Education and Welfare office of this in writing.

After the Suspension ends

A period of suspension ends on the date given in the letter of notification to the parents



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about the suspension. The student will be given the opportunity and support of a fresh start and the same standard of behaviour will be expected from the returning student as all the others. Support should be offered to the student in the re-integration process.

The Board will formally review any proposal to suspend a student where the suspension would bring the number of days to twenty days or more in the current school year. Any such suspension is subject to an appeal; under Section 29 of the Education Act 1998.

The Principal will report all suspensions to the Board of Management with the reason for and the duration of each suspension.

Review of Suspension Policy.

To ensure that the suspension policy is consistent with other school policies, natural justice and changes in education, this policy will be reviewed on a two-yearly basis.