



Reviewed: January 2026

Next review date: August 2027

Reviewed by: Deputy Head Student Engagement and Welfare and Headmistress

Introduction

This policy should be read in conjunction with the School's Positive Behaviour Policy, Junior School Positive Behaviour Policy, Anti-Bullying Policy, Drugs Education Policy, E-Safety Policy and Complaints Procedure.

This policy is available on the school website and available on request from the school office.

Bedford Girls School seeks to reward and reinforce positive behaviour as its primary method of promoting school values. The school's Positive Behaviour Policy sets out in more detail our expectations with regards to standards of behaviour at Bedford Girls School and how high standards of behaviour are promoted.

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Parents warrant that the Pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School policy about the wearing of uniform and general appearance. The Parents also warrant that the Pupil, if selected for a team, will represent the School in sporting or other activities.

At Bedford Girls School, we are fully committed to meeting the School's responsibilities under the Equality Act 2010, and we ensure that all disciplinary decisions, including suspensions and exclusions, are made with due regard to a pupil's individual needs and circumstances.

This policy reflects our wider commitment to a pastorally rich, inclusive environment where pupils feel understood, supported and empowered to learn from their experiences. At all times, our approach to discipline is rooted in compassion, fairness, and the belief that girls thrive best when their voices are heard and their individual journeys respected.

Use of Sanctions at BGS

The school's Positive Behaviour Policy (Junior and Senior) outlines the range of disciplinary measures that are utilised to maintain high standards of behaviour. These include verbal reminders, conduct marks, short detentions to complete work and detentions of up to one hour with Heads of Year or Heads of Department or with a member of SLT depending on their severity. The Pupil's tutor or Head of Year or a member of SLT will communicate with parents where there are concerns about behaviour and work together to promote high expectations. Interventions may include, but are not limited to, behaviour plans, reflective work and restorative interventions.

Where the School has serious concerns about a pupil's behaviour it will consider appropriate interventions, including but not limited to, whether an assessment of a pupil's SEND is appropriate; where a pupil has an Education, Care and Health Plan, whether an emergency review is appropriate and / or whether a multi-agency assessment is appropriate.

A one day internal suspension may also be given by one of the Deputy Heads, in consultation with the Headmistress. This will involve a day in school completing work in a location supervised by a member of the SLT. This will be given following the process outlined in Appendix One though the process of support and

reintegration may vary depending on circumstances.

The Governing Body make available to the Headmistress two major sanctions:

- Fixed term temporary exclusion (sometimes referred to as suspension)
- Permanent exclusion (sometimes referred to as expulsion)

Only the Headmistress, or, in her absence, the Deputy Heads, may decide that a fixed term temporary exclusion is required. If the Pupil is of Junior School age, the Head of Junior School will liaise closely with the Headmistress or Deputy Head.

Sanctions imposed will be fair and proportionate to the breach (or repeated breaches) of the Positive Behaviour Policy.

The processes involved in the Headmistress' decision to suspend or expel a pupil are outlined in Appendices One and Two.

Additional Needs

In respect of a pupil with a disability as defined by the Equality Act 2010, the School will make such adjustments to this policy and its implementation as it is reasonable to have to make to avoid substantial disadvantage to the Pupil. In making such adjustments and considering the action to be taken under this policy (as adjusted), the School will have regard to the following:

- whether reasonable steps have been taken to understand and address the Pupil's educational and or other needs or vulnerabilities;
- whether all reasonable adjustments have been made to try to manage the behaviour(s) which are under consideration;
- whether in the light of conclusions reached in respect of decisions to exclude a pupil the action to be taken under this policy is a proportionate means of achieving one or more of the School's legitimate aims, which include:
- ensuring that education, benefits, facilities and services are targeted at those who most need them;
- the fair exercise of powers;
- ensuring the health and safety of pupils and staff, in light of clearly identified risks (with due attention to the potential need to refer concerns arising externally as required under the School's safeguarding and child protection policy and procedures);
- maintaining academic and behaviour standards; and ensuring the well-being and dignity of pupils.

If there is a concern that a pupil's behaviour is as a result of unmet educational or other needs, advice should be sought from the Headmistress or Director of SEND and further action in accordance with the School's policy on special educational needs and learning difficulties will be considered.

Circumstances that may merit exclusion

The school's positive behaviour policy outlines examples of behaviour that are seen as 'serious' or 'very serious'. This is a non-exhaustive list showing behaviour that may lead to exclusion. Those that are 'very serious' may merit permanent exclusion from the school.

This policy also contains the school rules and the list of prohibited items for which a pupil's belongings may be searched in line with government guidance on searches.

The following non-exhaustive list shows examples of behaviour that may lead to a decision to permanently exclude a pupil:

Misconduct which adversely affects the welfare of a member or members of the school community. This includes repeated or harmful bullying
Behaviour which puts the safety of the student, or any other person, in jeopardy
Sexual harassment and abuse including illegal image sharing
Racist, homophobic or any other unlawful discrimination
Fighting or physical act intended to or causing harm
Having a prohibited item at school, as listed in the school rules
Seriously bringing the school into disrepute (in person or online)
Physical acts towards staff
Repeated Serious Behaviour (as outlined in the Positive Behaviour Policy)
Theft or any other criminal or illegal act.
Being under the influence of drugs, alcohol, tobacco or vaping (or any other intoxicating, harmful or illicit substance).
Breaching the school's acceptable use policy to cause harm or do something illegal

Fixed Term Temporary Exclusion (Suspension)

The processes for investigation, decision making and implementation of a suspension are outlined in Appendix One.

If an incident occurs that makes this course of action seem very likely and there is a risk of harm to the Pupil or others, they may be removed from lessons and supervised by a member of the SLT. Their parents will be contacted and informed and asked to collect them as soon as possible. If this cannot happen until the end of the day, then they will remain out of lessons and break times and be supervised until they can safely return home.

If the Pupil is out for more than half the lessons in a school day and is subsequently suspended, then this period will count as one half day towards their suspension.

Circumstances that may require removal

As described, in the parent contract, there are some circumstances that may require removal from the school. The Parents may be required to remove the Pupil permanently from the School if, after consultation with the Parents and if appropriate the Pupil, the Headmistress is of the opinion that:

- The Pupil has committed a breach or breaches of School rules or discipline for which removal is the appropriate sanction; or by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling

or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School; or

- The Pupil's presence at the School presents a risk to herself and/or to any other pupil and the Pupil's removal is considered necessary or proportionate; or
- The School is no longer able to provide adequately for the Pupil's special educational needs; or
- One or both of the Parents have behaved unreasonably, including but not limited to if they have treated the Trust, the School or members of its staff or any member of the School community unreasonably or acted in a way which could bring the Trust and/ or the School into disrepute.

In these circumstances, and as the sole discretion of the Headmistress, Withdrawal of the Pupil by the Parents may be permitted as an alternative to Removal being required.

The Headmistress shall act with procedural fairness in all such cases and shall have regard to the interests of the Pupil and the Parents as well as those of the School. A decision by the Headmistress to require the Removal of the Pupil shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the School pending the outcome of the Review. A withdrawal of the Pupil by the Parents under this clause is not subject to a Governor's Review.

Parental Contract

All parents with a pupil at Bedford Girls' School are contractually bound by the terms and conditions contained in the parental contract, which is available on the website. Section seven of that contract confirms under what circumstances the Headmistress may temporarily or permanently exclude a pupil.

Permanent Exclusion (Expulsion)

Only the Headmistress can permanently exclude a pupil and before doing so she will follow the procedure outlined in Appendix Two. The matter will be suitably investigated and a hearing conducted to consider all the evidence, the views of the Pupil and their parents and any other pertinent witnesses, for example the Director of SEND.

The Pupil may be permanently excluded from the School if they persistently fail to follow the school's behaviour expectations. Prior to this decision being made the Headmistress should be confident that all available approaches, including implementing sanctions, making reasonable adjustments (if relevant) and exploring available avenues of support have occurred. This may also occur where it is proved on the balance of probabilities that the Pupil has committed a very grave breach of discipline or a serious criminal offence. Permanent exclusion is reserved for the most serious breaches.

The Headmistress shall act with procedural fairness in all such cases. The Headmistress's decision to permanently exclude shall be subject to a Governors' Review if requested by the parents. The parents will be given a copy of the review procedure current at the time.

The process for expulsion, the review procedure and related fee queries are outlined in Appendices Two and Three.

Some parents may prefer, after due consideration, to voluntarily withdraw their child rather than the school imposing permanent exclusion. However, it must clearly be understood that the Headmistress reserves the right to insist on permanent exclusion.

Procedure

Parents will be informed as soon as reasonably practicable in the event there is a complaint, concern or allegation or circumstance that could result in the Pupil being excluded or removed. The process of investigation and decision making is outlined in the suspension procedure in Appendix One.

The Headmistress for their part undertakes to make decisions in respect of exclusions or required removals fairly, and, where appropriate, after due investigative action has taken place (such investigation to be carried out by the Headmistress or her nominee). Any findings of fact will be made on the basis of the balance of probabilities. The nature and level of investigation carried out by the School will depend on the circumstances of the case. Parents will be provided (to the extent appropriate) with the information/evidence collated which is relevant to the allegation, concern or circumstance (which could result in the Pupil's exclusion or removal) and on which the School proposes to consider when reaching its decision.

In circumstances where the potential ground for removal or exclusion relates to the conduct of the Pupil or engages their safety or well-being, the School reserves the right to require the Pupil to remain away from School as a neutral act during an investigation procedure. Alternatively, the Pupil may be placed under a segregated regime if they remain on School premises.

Decision to exclude/require removal

Prior to any decision being taken by the Headmistress to exclude or require the removal of the pupil, the Headmistress will meet with the Pupil and their parents or (in circumstances involving the possibility of the Pupil's required removal on the grounds of parental unreasonable behaviour or ability to meet need) the parents. The procedures for conducting this meeting, called the 'Hearing' are outlined in Appendix Two.

Queries related to whether the school can meet a pupil's educational needs are dealt with in the parent contract with further guidance in the Special Educational needs Policy on our procedures for support.

If the Headmistress considers that further investigation/information is needed this will be explained at the point of adjournment at the Hearing.

Following conclusion of the Hearing the Headmistress will reach her decision having taken all the relevant circumstances into account. The Headmistress will communicate her decision in writing within three working days from the Hearing. If there is a reason this may be delayed, for example due to the need to deliberate further or seek further advice, the parents will be advised as soon as is practical of when to expect this information.

Appeals against exclusion or a required removal

The Parents may request a review by a panel of Governors (Governors' Review) of a decision to expel or require the Removal of the Pupil from the School (but not a decision to suspend the Pupil unless the suspension is for eleven School days or more or would prevent the Pupil taking a public examination). The Headmistress will advise the Parents of the Governors' Review procedure (current at that time) when she informs the Parents of her decision. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.

If the Parents request a Governors' Review, the Pupil will be suspended from School until the review procedure has been completed. While suspended, the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmistress.

For the purposes of this policy "working days" refers to weekdays (Monday to Friday) during term time, excluding bank holidays and half term.

Recording and monitoring

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The School will establish and maintain a strong and effective system for data recording including all parts of behaviour culture that is collected from a range of sources and that is regularly objectively analysed and monitored by appropriate skilled staff.

The School will keep a separate record for allegations and concerns reported in respect of:

- Sexual harassment or sexual violence
- Bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic/biphobic/transphobic bullying, use of derogatory language and racist incidents
- Exclusions and Suspensions, pupils taken off roll, incidents of poor behaviour, use of internal isolation and sanctions imposed for serious misbehaviour.

The record will include:

- The name and year group of the pupil concerned;
- The nature and date of the offence;
- The sanction imposed and reason for it;
- The name of the person imposing the sanction; and

The School will keep a record of any search by a member of staff for a 'prohibited item' and all searches conducted by police officers. This will be recorded in the School's safeguarding reporting system.

This record is reviewed regularly by the Deputy Head – Student Engagement and Welfare so that patterns in behaviour can be identified and managed appropriately. This will also help if/when responding to any complaints about the way a case has been handled by the School.

The records created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published on its website privacy notices which explain how the School will use personal data.

Suspensions and permanent exclusions are reviewed by the school's governors.

Corporal Punishment

In accordance with Section 131 of the School Standards and Framework Act 1998, corporal punishment is strictly prohibited in all independent and maintained schools. This prohibition applies in all circumstances — including during any activity on or off school premises — and covers all adults acting in a supervisory or authoritative role, including volunteers. Any member of staff found to have used or attempted to use corporal punishment will be subject to disciplinary procedures, which may include dismissal.

However, in line with Section 93 of the Education and Inspections Act 2006, all school staff have the legal power to use reasonable force to prevent a pupil:

- from hurting themselves or others,
- from damaging property, or
- from causing serious disruption.

The use of physical intervention must be proportionate, in the pupil's best interests, and used only when absolutely necessary to prevent immediate harm. Any such intervention must be recorded and reported in line with the school's safeguarding procedures.

See also the school's current Positive Behaviour Policy, available on the website and description of rewards and consequences.

Appendix One

Procedure for Decision making and supporting a pupil during and after a suspension:

<p>1. Allegation of behaviour that meets the criteria for Serious or Very Serious Behaviour in the school's Positive Behaviour Policy which could lead to a temporary or permanent exclusion.</p>	<p>This may come from pupils, staff or members of the wider community. Staff are trained in the application of the Positive Behaviour Policy and pupils are regularly reminded of the expectations and processes in the policy.</p>
<p>2. Investigation undertaken, usually directed by the Deputy Head – Student Engagement and Welfare.</p>	<p>This will include interviews and statements. Records of these will be signed and dated by those giving and collecting the information. These are stored in an investigation file.</p> <p>Where a search of a pupil's belongings is required with or without their permission, in line with government guidance, there will always be someone of the same sex as the pupil present and every effort will be made to protect their dignity and rights. Wherever possible parents will be informed as soon as practicably possible that this has occurred. This may be part of informing them of disciplinary procedures.</p> <p>The Pupil may be given the opportunity to provide a biological sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school rules or policy. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.</p> <p>Where it is required for the Deputy Head or another member of the SLT to interview a pupil as part of this process, a member of staff from the pastoral team, usually their Head of Year or Form tutor, will be present to provide support during and after the meeting.</p>
<p>3. Informing of possible outcomes</p>	<p>If the investigation will be given to the Headmistress for a decision on whether a pupil will be suspended or not then the Pupil will be informed, usually by the Deputy Head. This meeting will include ensuring that the Pupil's voice about the matter is heard and documented. This meeting will include a member of pastoral staff for support as outlined above.</p> <p>Following this, their parents will be informed of the behaviour and that the Headmistress is considering the investigation along with the possible disciplinary outcomes. Where possible, this will happen in a phone call with the Deputy Head on the same day but it may also happen by email. This contact will occur within 24 hours.</p>
<p>4. Decision of suspension</p>	<p>If a decision is made to suspend a pupil, then the Headmistress will inform the parents in writing. Where possible a phone call will</p>

	<p>be made to the parents by the Deputy Head or a Head of Year to inform them of this decision to support families to make arrangements.</p> <p>To enable a suspension and subsequent reintegration to happen without unnecessary delay and to limit unnecessary disruption for the Pupil, this communication may happen outside of school hours in an evening. In most cases, a suspension will begin on the school day following the decision being made.</p> <p>Where a decision is made for a one day internal suspension, the Deputy Head will write to the parents.</p> <p>This communication will include:</p> <ul style="list-style-type: none"> • The reason for the suspension • Any factors considered, for example any special educational needs or disabilities or mitigating/exacerbating factors • The length of the suspension • The date of the reintegration meeting (for external exclusions only) • For external exclusions only, links to the complaints procedure and supportive guidance for parents and families. This will include the local authority's Early Help procedures.
<p>5. Support whilst suspended</p>	<p>Whilst suspended, every reasonable effort will be made for work to be shared with the Pupil, either through Google Classroom or by email. The Pupil should complete all the work set and any homework that they can. They may email staff at school with queries about their work if necessary. Not all lessons will be able to provide resources in this way at short notice and so there may be a need for a pupil to catch up on some missed work with their teacher following a suspension. Support will be given to the Pupil for this, as it would for any other absence, and adjustments made as reasonable for those pupils with a disability.</p> <p>A reflective task will also be set where the Pupil should consider the reasons for the suspension, the factors for its occurrence and how they will make amends for this. This task should be sent to the Headmistress by the end of the final school day of the suspension.</p> <p>For a one day internal suspension, the Deputy Head will review the reflective work with the Pupil at the end of the day and discuss any support needed for their reintegration the following school day.</p> <p>If concerns arise during the time when a pupil is suspended then they or their parents should contact the relevant person at school as normal. If the concern is related to the reason for their suspension, this should be directed to the Deputy Head – Student Engagement and Welfare in the first instance.</p>
<p>6. Reintegration</p>	<p>All external suspensions, except in exceptional circumstances, will</p>

	<p>be concluded with a reintegration meeting.</p> <p>Prior to the reintegration meeting any required documentation, such as a risk assessment or a pastoral support plan, will be shared with the Pupil and their parents. This will include input from pastoral support staff and other staff, such as the Director of SEND, as necessary.</p> <p>At the meeting this documentation will be discussed, alongside the Pupil's reflective work. The Pupil and their parent or supporting adult will also have the opportunity for their views to be heard.</p> <p>A plan for reintegration will be made. This will generally include a pastoral support plan with a review date agreed between the Pupil, their parents and relevant staff at school.</p> <p>Following this meeting, any additions made to the plans agreed will be amended and shared with the Pupil and their parents in line with normal school procedures.</p>
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Appendix Two:
Process for Permanent Exclusion (Expulsion)

<p>1. Allegation, investigation and informing of possible outcomes</p>	<p>This will happen in line with steps one to three in the process above.</p>
<p>2. Informing of the Hearing meeting</p>	<p>If there is a possibility that a pupil may be expelled from the school then the parents will be informed in writing by the Headmistress. This may be pre-empted by a phone call as outlined in communicating a suspension in step four of Appendix One.</p> <p>The parents will be informed in writing of the Hearing meeting and the date it is occurring. Every effort will be made for this to happen swiftly, in the interests of the Pupil.</p> <p>The Pupil will be unable to attend school until the date of the Hearing. If, following the Hearing, a decision is made for the Pupil to be suspended and not expelled or removed, any days missed from school will be counted towards the suspension. If this may result in more than five days away from school, then an academic support plan will be made to ensure that the Pupil is not unduly impacted by time away from their lessons. A supportive adult will also be identified with the Pupil that will give them the opportunity for a pastoral check in daily whilst away from school awaiting the Hearing outcomes.</p> <p>The initial written notification of the Hearing will include:</p> <ul style="list-style-type: none"> • The reason for the Hearing being required • Any factors considered, for example any special educational needs or disabilities or mitigating/exacerbating factors • An outline of the Hearing process • Copies of the relevant school policies • Neutral sources of support and advice for parents, including their local authority's Early Help Procedures
<p>3. The Hearing process</p>	<p>The Hearing will usually be heard by the Headmistress and attended by the Pupil, parents/guardians and a note-taker. Witnesses may be required to attend, if appropriate and necessary. The Investigating Officer may attend the Hearing in order to present the case against the Pupil. The Head of Year, other Pastoral Support or the Director of SEND, if applicable, may also attend at the invitation of the Headmistress.</p> <p>The information outlined in this policy will be provided for parents prior to the Hearing alongside the letter setting out the allegations and details about the Hearing.</p> <p>Parents/guardians and the Pupil are required to submit any other evidence relating to their case to the Headmistress at least three</p>

	<p>working days before the Hearing. Parents/guardians are not normally permitted to bring legal representatives to the Hearing but are allowed to bring a non-legally qualified supporter. This supporter will not be able to make representations and should be named at least two working days in advance of the Hearing. At the Hearing, the Headmistress will explain how the Hearing will be conducted and the role of everyone present. The School will present its case, allowing parents/guardians and the Pupil the opportunity to ask questions. The parents/guardians will then present their case and the Headmistress will ask questions if necessary.</p> <p>Save in exceptional circumstances, the Pupil should be present at the Hearing and will be allowed to speak on their own behalf.</p> <p>The Hearing will then be adjourned to allow time for the Headmistress to reflect before reaching a decision. Before adjournment, the Headmistress will explain what will happen next and when.</p>
<p>4. Adjournment and decision made of the case for expulsion or removal</p>	<p>The Headmistress will consider whether the burden of proof has been discharged and, in all cases, a balance of probabilities test will apply as to whether or not misconduct has occurred. Unless the Headmistress considers further investigation is needed, she will close the meeting and inform the Pupil and the parents that they will be notified of the decision in writing and any intention to verbally inform them.</p> <p>Notification in writing will follow an oral notification. The notification should state clearly:</p> <ul style="list-style-type: none"> • The decision in relation to the behaviour investigated • The resulting disciplinary sanction or the requirement of removal and when it takes effect • The reasons for the decision • To whom the parents/guardians may appeal, the deadline and process for doing so • Neutral sources of support and advice for the parents, including their local authority's Early Help procedures • The support available from school in the event of an expulsion, required removal, parent withdrawal <p>If the Headmistress decides that a suspension is the correct sanction to be applied, then this will be implemented in line with the process in Appendix One.</p> <p>Where the required number of days suspension have already been completed whilst awaiting the Hearing, a reintegration meeting for the Pupil with pastoral support will be offered. Their parents may attend this meeting or supply any information pertaining to concerns for their daughter to the Deputy Head – Student Engagement and Welfare. The reintegration process will continue in line with Appendix One.</p>
<p>5. Process of Governors' Review</p>	<p>The review process is outlined below in Appendix Two (a).</p>

	<p>Whilst awaiting a Governor Review, the Pupil will be suspended from school until the review procedure has been completed. While suspended, the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmistress.</p> <p>The process of academic and pastoral support outlined in stage two of this process will remain in place for the Pupil and be coordinated by the Deputy Head – Student Engagement and Welfare.</p>
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Appendix Two (a) The Right of Appeal

The Chair of the School Committee (Chair of Governors) must be informed of the decision to expel or require removal of a pupil. In the event of an expulsion of a pupil, the pupil's parents/ guardians or recognised guardian may appeal the decision. Application for an appeal must be made in writing to the Clerk to the Governors at the School address. The application must be received within 14 days of the Headmistress' notification to parents/guardians of the permanent exclusion and the right to an appeal will lapse if it is not. In making the application the parents/guardians should:

- State the decision appealed against and the date of the expulsion
- Give the grounds for the appeal
- Provide any new evidence not available to the Headmistress at the time of her decision (However, the Chair of the Appeal Committee (see below) must be satisfied that the fresh evidence is relevant and that there is good reason why it was not brought forward in the first instance).

On receipt of the application, the Chair of the School Committee will appoint a committee to consider the application. The Chair of the School Committee will appoint a Chair of the Appeal Committee who shall be a Governor. The committee shall consist of two Governors and an independent member (appointed by the Chair of Governors). If reasonably possible, no Governor who has been directly involved in the matter at hand should hear the appeal.

The Chair of the School Committee will confirm receipt of the application and will then request the Chair of the Appeal Committee to convene a meeting of the Appeal Committee to consider the application.

The committee members shall be provided in advance of the appeal hearing with a copy of the application together with a report from the Headmistress and copies of any papers referred to in the application or the Headmistress' report. The Chair of the Appeal Committee may request additional information from the parents/guardians or the Headmistress prior to the hearing. The Headmistress' report, together with any additional information, will be sent to the parents/guardians before the hearing and the Committee will take into account any response from the parents/guardians.

Having considered the papers, the Chair of the Appeal Committee may request the attendance at the hearing of any person referred to in the application, the Headmistress' report or any of the papers presented to the committee or any other person. The Chair of the Appeal Committee will decide whether the hearing may be attended throughout by the parents/guardians and the pupil. The Headmistress and the parents/guardians shall have the opportunity to present their case to the committee. Parents/guardians may be allowed to appoint another person to represent their interest to the committee but must obtain prior consent from the School. The appeal hearing will be recorded by a notetaker.

When all the evidence has been submitted, the committee will retire to make their decision. Such decision shall be final and shall be communicated to the parents/guardians by the Clerk to the Governors, if reasonably possible, within five working days of the appeal hearing. The Clerk to the Governors shall attend the appeal hearing and shall be responsible for communicating the decision to the parents/guardians.

Appendix Three

Table of fee related outcomes and review possibilities for parents

Type of removal from BGS	Available Review	Fees payable
Permanently Excluded (Expelled)	Governors' Review may be requested	<p>No refund of acceptance deposit or fees for current and past terms.</p> <p>Additional Deposit (if paid) will be refunded less any sums owed to the trust.</p> <p>No fees in lieu are payable (save any contrary provisions in agreements between parents and the Trust) but all other arrears and other sums to the Trust are payable.</p>
Required Removal	Governors' Review may be requested	<p>No refund on fees for current or past terms</p> <p>Acceptance deposit and Additional Deposit (if paid) refunded without interest, less any sums owing to the Trust.</p> <p>No fees in lieu are payable (save any contrary provisions in agreements between parents and the trust) but all other arrears and other sums to the Trust are payable.</p>
Withdrawal by parents	Governors' Review not available	<p>No refund on fees for current or past terms</p> <p>Acceptance deposit and Additional Deposit (if paid) refunded without interest, less any sums owing to the Trust.</p> <p>No fees in lieu are payable (save any contrary provisions in agreements between parents and the trust) but all other arrears and other sums to the Trust are payable.</p>

Any complaint that does not involve an expulsion or removal of a pupil should be made in line with the school's complaints procedure.

Appendix Four

Sources of neutral advice for parents

- Every local area has a SENDIAS service who provide information, advice and support to children and young people with SEND, including exclusions. Every exclusion letter should include details of the local service which can be found here:
<https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network/find-your-local-ias-service#:~:text=SENDIAS%20services%20can%20support%20children,authority%3B%20representation%20at%20SEND%20tribunals.>
- Coram's Child Law Advice service can be found through their website-
<https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 10am- 4pm.
- Independent Provider of Special Education Advice (known as IPSEA- www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.