



Formal student behaviour sanctions procedures

Purpose

These procedures describe the formal student behaviour sanctions that can be applied in Toowoomba Catholic schools and the roles and responsibilities associated with the application of these sanctions.

To whom it applies

All schools and the Toowoomba Catholic Schools Office are to follow these procedures.

Related policies and plans

Student behaviour support policy

School Behaviour Support Plans

Definitions

Detention: A detention is any period when a student is required to remain at school or in a particular location or in an activity, in 'non-class' time, such as recess, lunchtime, recreation time, after school, or non-school days.

External suspension: External suspension is the temporary, full-time or part-time withdrawal of a student's right to attend school and/or school related functions for a defined period of time.

Internal suspension: Internal suspension is the temporary, full-time or part-time withdrawal of a student's right to participate in classes and/or school related functions for a defined period of time. The student is supervised at school during the school day during an internal suspension. The principal decides if it is appropriate to use an internal suspension as a consequence. Factors that could be considered include relative seriousness of the incident(s), the negative incident history of the student and other family contextual factors such as the ability of the parents/legal guardians to supervise the student while on an external suspension.

Exclusion: Exclusion is the full-time withdrawal of a student's right to attend a particular school and school related functions, on the authority of the Executive Director: Catholic Schools. Exclusion from one school does not prohibit the enrolment of the student in another Toowoomba Catholic school unless the Executive Director: Catholic Schools have specifically prohibited the student from attending all Toowoomba Catholic schools.

Procedures

1. Sentral procedure

- The Wellbeing module in Sentral is to be the repository for all wellbeing incidents records and documentation.
- Follow Up Actions to incidents may include consequences such as detention, suspension, recommendation for exclusion or negotiated change of school.
- Any letters or correspondence that relate to the incident are to be generated and recorded in Sentral using the templates provided.
- Other documentation that relates to the incident(s) is to be attached to the incident(s) in Sentral.

2. Detention procedure

- a. The use of detention as a method of managing student behaviour is at the discretion of each school, however, if detention is to be used, 2b-j must be applied.
- b. The school's Student Behaviour Support Plan is to describe the school rationale for using detention and the school procedure for managing detentions.
- c. The principal of a school, if satisfied that a student has behaved in an inappropriate manner, may impose a detention on that student.
- d. This authority may also be delegated to teaching staff in accordance with each school's Student Behaviour Support Plan.
- e. The student's safety and wellbeing needs must be addressed, and the student must be given appropriate access to food, drink facilities and toileting facilities.
- f. If the detention is to occur after normal school hours, the parents/legal guardians of the student are to be given adequate notice and the school is to be informed of the arrangements in place for the student's travel from school to home. If detention will jeopardise a student's safe transport home, the detention should be postponed until alternative arrangements can be negotiated with the student's parents/legal guardians.
- g. The place in which the detention takes place is not to be so public that it makes an example of the student (such as outside the principal's office) and the student must be readily observable and supervised by an appropriate member of the school staff.
- h. Interaction between a student and the supervising staff member should be emotionally neutral.
- i. Detention takes a variety of forms and is known by various of names such as time-out, Responsible thinking centre, Ignatius room etc.
- j. Sentral will be used to record this as a consequence to an incident and to record attendance at the detention.

3. Suspension procedure

a. Purpose of suspension

The purpose of suspension (either external or internal) is to

- i. signal that the student's present behaviour is not acceptable
- ii. allow a cooling-off period and time to muster school and/or Toowoomba Catholic Schools resources, and also set in motion a plan for assisting the student to demonstrate appropriate behaviour
- iii. establish a negotiation process for the student's re-entry to the school or the school program, based on the student achieving explicit goals related to improved behaviour
- iv. ensure that the student's parents/legal guardians are aware of the seriousness of the student's behaviour and are involved in the process of negotiation for re-entry
- v. protect the right of staff and students to establish environments that promote a positive learning environment for all.

b. Delegations to suspend

- i. The principal of a Toowoomba Catholic Schools school may suspend, externally or internally, full-time or part-time, a student from a school for a period up to ten (10) school days or part thereof, if satisfied that the student has behaved in an inappropriate manner, or if the principal believes that the student's attendance and/or participation in the school program poses an inappropriate risk to members of the school community.
- ii. In the absence of the principal of the school, the principal may delegate this authority to other members of the school's leadership team.

c. Reasons for suspension

- i. Suspension may occur, if so decided by the school principal or delegate, after he/she has
 - ensured that other appropriate and available student behaviour support strategies and discipline options have been applied and documented

- ensured that other appropriate support personnel available, both within the school system and externally, have been involved
 - taken reasonable steps to ensure that discussion appropriate to the circumstances has occurred with the student and/or parents/legal guardians regarding specific misbehaviour that the school finds inappropriate and which may lead to suspension.
- ii. Principals or their delegate may suspend, consistent with these procedures, where behaviour includes the following
 - persistent non-compliance: students, who in their relationships with staff, are persistently disobedient, insolent or engage in verbal harassment and abuse
 - persistent disruption: students who persistently disrupt and prevent the learning and teaching of others
 - breach of school's Student Behaviour Support Plan: students who seriously breach the school's published rules and regulations.
 - iii. Suspension is not to be used as response to poor attendance (see the Toowoomba Catholic Schools Managing student attendance procedure via the TCS intranet).

d. Immediate suspension

- i. Principals may suspend immediately any student whose behaviour includes the following.
 - possession of alcohol or a suspected illegal drug; the matter should also be reported to the police
 - violence or threat of serious physical violence against another student or member of the school community, or themselves; this should also be reported in accordance with Student Protection processes and guidelines
 - concerning or serious sexual behaviour; this should also be reported in accordance with Student Protection processes and guidelines
 - possession of a weapon or knife; the matter should also be reported to the police
 - verbal abuse; principals should take developmentally appropriate expectations into account in relation to verbal abuse by a student
- ii. If an immediate suspension is determined, the principal must notify the parents/legal guardians following 3f of the Suspension procedure and maintain records as described in 3g of the Suspension procedure.

e. Length of suspension

- i. Suspension can be part-time; in which event the student is not permitted to attend school for certain times of the day or certain days of the school week. Part-time suspension should not span more than ten (10) school days in total.
- ii. Any single suspension cannot exceed ten (10) school days without being referred to the Director: Education Services.
- iii. Indefinite suspension, where the student is continually re-suspended is not acceptable.

f. Communicating with parents/legal guardians re suspension

- i. Initial notification can take place by phone; this must be followed by a written notification within two working days. The written notification is to be generated in the Sentral Wellbeing module.
- ii. In all cases, Sentral letter templates in the Wellbeing module are to be used so the notification includes
 - the reasons for the suspension
 - the conditions of the suspension; external or internal, full-time or part-time
 - advice re the length of the suspension, the expected return date and the conditions to be met to enable return

- an outline of the responsibility of parents/legal guardians for the care and safety of the student who is under suspension
 - an indication of the importance of parents/legal guardians working cooperatively with the school in resolving the matter
 - a request for a parental/legal guardian conference at the school
 - reference to the school's published Student Behaviour Support Plan
 - any additional information that the principal determines to provide.
- iii. Letter templates are to be used to communicate suspensions (see Appendices for details) and are to be accessed via the Sentral Wellbeing module.
- Appendix 1: Notice of short external suspension (1-3 days)
 - Appendix 2: Notice of short internal suspension (1-3 days)
 - Appendix 3: Notice of long external suspension (4-10 days)
 - Appendix 4: Notice of long internal suspension (4-10 days)
 - Appendix 5: Notice of short external suspension independent student (1-3 days)
 - Appendix 6: Notice of short internal suspension independent student (1-3 days)
 - Appendix 7: Notice of long external suspension independent student (4-10 days)
 - Appendix 8: Notice of long internal suspension independent student (4-10 days)
 - Appendix 9: Notice of immediate long external suspension (4-10 days)
 - Appendix 10: Notice of immediate long external suspension independent student (4-10 days)
- iv. A student may not be sent out of school before the end of the school day without a parent/legal guardian being notified, and, if necessary, agreement reached about arrangements for collecting the student from school.
- v. The student and parents/legal guardians are to be given the opportunity to respond.
- vi. In discussing the conditions relating to the suspension with the parents/legal guardians, their responses are to be taken into consideration.
- vii. Some situations may require discussions about continued access for the suspended student to attend school-based activities, such as school based apprenticeships or traineeships. Students attending special programs, such as school based apprenticeships or training, are not automatically precluded from attending their program if they are suspended. This will be determined by the school, parents/legal guardians and the training provider. The determination should occur before the student is next due to attend the program.
- viii. A school is not obliged to provide a student with school work during suspension; however, principals may provide such work if they consider it appropriate to do so.
- ix. Principals are to reinforce with parents/legal guardians that during an external suspension they have responsibility for their children and are required to provide appropriate supervision. Therefore, their child may not attend school or school-related functions. While internally suspended, students may not attend school-related functions.
- x. In a situation where parents/legal guardians refuse to accept responsibility for their child during suspension (for example, by continuing to send the child to school), the principal should inform the Senior Education Leader.
- xi. During the suspension, a re-entry conference to determine the re-entry procedure for the student is to take place in the school and is to be facilitated by the principal.
- xii. The principal is to discuss re-entry procedures with the class teacher/s.
- xiii. In instances where there has been a problematic relationship between a parent/legal guardian and the school, the principal may find it beneficial to call upon a third party such as the Senior Education Leader or school counsellor, to facilitate the meeting.
- xiv. If, despite the school's requests, parents/legal guardians are unwilling to attend a re-entry meeting, the principal should refer the matter to the Senior Education Leader. Alternative options are then to be considered to facilitate the student's return to school or the Senior

Education Leader, in consultation with the Director: Education Services, may consider commencing proceedings for exclusion.

g. Record keeping

- i. The principal's letter to the parents/legal guardians is to be generated and recorded in Sentral.
- ii. A record of the conversation between the principal and the parents/legal guardians should be attached to the incident in Sentral.
- iii. Any other documentation relating to the suspension is to be attached to the incident in Sentral.
- iv. Letter templates are to be used and accessed via Sentral (see Appendices for details).
- v. For a suspension of up to and including three days, reporting remains in the school.
- vi. For a suspension of longer than three days, automatic notification of the Senior Education Leader will occur via Sentral.

Please note: The Senior Education Leader can access all records and documentation relating to the suspension in Sentral.

4. Exclusion procedure

Please note: Most students will be on suspension pending the outcome of a request to exclude. Therefore this section should be read together with the Suspension procedure.

a. Purpose of exclusion

The purpose of exclusion is to

- i. signal that the student's behaviour is not accepted in a particular school because it seriously interferes with the safety and wellbeing of other students or staff
- ii. remove the student from an established environment in which inappropriate behaviour patterns have become entrenched
- iii. provide the student with an opportunity for a fresh start in another school, which may prove to be better suited to the student's needs
- iv. give an opportunity for respite and relief to a school that has done everything in its power to support the student.

b. Delegation to exclude

- i. A principal may, in consultation with the Senior Education Leader make a recommendation for exclusion to the Director: Education Services (see 4c for further details).
- ii. The Director: Education Services has delegation to endorse the recommendation of the principal and Senior Education Leader to the Executive Director: Catholic Schools.
- iii. The Executive Director: Catholic Schools makes the final decision in relation to exclusion of a student.

c. Reasons for exclusion

- i. The Executive Director: Catholic Schools may approve a recommendation for exclusion where there is evidence that the school has, over an extended period, consistently applied and reviewed appropriate individual behaviour support and/or intervention plans.
- ii. The exception is when the student's behaviour has been so extreme, such as the committing of a serious illegal act, that immediate exclusion may be judged to be necessary.

d. Communication and decision making

- i. When considering the exclusion of a student, firstly, the principal must
 - consult with the Senior Education Leader
 - place the student on suspension for the maximum period of ten (10) school days pending the outcome of the decision to exclude

Please note: This action should be taken irrespective of any action by another agency, including the Queensland Police Service.

- record the suspension as a consequence to the incident record in Sentral
 - notify the student and the parents/legal guardians that the initial period of suspension will be for ten (10) school days, but that exclusion from the school is being considered, giving reasons for the proposed action and allowing seven (7) school days for the student, parents/legal guardians to respond; this can initially be via phone, then must be provided in writing within two working days
 - provide the parents/legal guardians, or student (if the student is living independently) with a copy of all the documentation on which the proposal to exclude is based (while mindful of protecting the anonymity and privacy of possible complainants and/or witnesses)
 - exercise discretion to remove the names or other identifying information of complainants or witnesses, provided it does not affect the ability of the student or parents/legal guardians to respond to the proposal to exclude; this consideration will be unique in each case and guidance should be sought from the Senior Education Leader
 - consider any response from the student and parents/legal guardians before completing the 'Recommendation for exclusion – briefing note' (see Appendix 11).
- ii. The principal is to forward via email the completed 'Recommendation for exclusion – briefing note' and associated documentation to the Director: Education Services for consideration. The Senior Education Leader is copied into this email.
 - iii. The Director: Education Services is to consult with the principal and Senior Education Leader and make a further recommendation that is to be forwarded via email to the Executive Director: Catholic Schools.
 - iv. The Executive Director: Catholic Schools is to consider the recommendation for exclusion and
 - may further consult with the principal, Senior Education Leader and Director: Education Services
 - make the final decision in relation to exclusion.
 - v. The Executive Director: Catholic Schools completes the briefing note and forwards the completed document via email to Director: Education Services, the Senior Education Leader and the principal.
 - vi. If consent is given to exclude the student, the principal completes the Notice of decision to exclude via Sentral (see Appendix 12).
 - vii. If consent to exclude is not given the Senior Education Leader will assist the principal in drafting a response to the parents/legal guardians.
 - viii. All documentation is to be attached to the suspension record in Sentral.
 - ix. This procedure may, in extenuating circumstances, lengthen the suspension period beyond 10 days.

5. Negotiated change of school procedure

a. Purpose of a negotiated change

- i. In some circumstances, a change of school to another Catholic school, to a school in another sector, or to an alternative educational setting, may be agreed to be the most appropriate means to responsibly support a student's wellbeing and/or learning needs.
- ii. Negotiated change of school for a student may also be an appropriate method to protect the wellbeing of a school community (for example, when a student's continuing presence poses a danger to that community's safety).

b. Communication and decision making

- i. The following matters should be considered.
 - the environment that would best provide for the student's learning, personal, social, emotional and spiritual needs

- which school would provide an educational program suitable to the student's needs, abilities, and aspirations
 - the process by which the change is to be negotiated
 - the support required by the student and parents to make the transition
- ii. Schools are to document any discussions in relation to a negotiated change of school. These documents are to be attached to the incident record in Sentral.
 - iii. The principal should provide the parents/legal guardians with an opportunity to discuss the implications of the negotiated change of school and provide the parents/legal guardians with information about why the change is being proposed.
 - iv. If a negotiated change of school cannot be achieved, the student should remain enrolled at their current school, unless the circumstances require a recommendation to the Executive Director: Catholic Schools for exclusion.
 - v. All documentation related to the negotiated change of school is to be recorded in Sentral Wellbeing module as attachments to the original incident record(s).

6. Appeals procedure – suspension and exclusion only

a. Appeals against suspension

- i. Appeals by parents/legal guardians, or students living independently, are to be made to the principal of the school in relation to a decision to suspend a student for up to and including three (3) days.
- ii. Appeals against suspensions of more than three (3) days are to be made to the Senior Education Leader through the principal.
Please note: An appeal does not suspend the operation of the suspension.
- iii. The principal of the school is to request the appeal in writing and ask that it include the grounds on which the appeal is being made.
- iv. A parent/legal guardian or independent student is to be given assistance, if required, to help with the appeal. A support person may be offered to or requested by parents/legal guardians to understand their right to and procedure for lodging an appeal. Consideration should be given to who would be appropriate to provide this support.
- v. The school should ensure that parents/legal guardians and students have access to appropriate paperwork and assistance to complete the paperwork, if necessary.
- vi. Alternative options to respond must be considered where parents/legal guardians are unable to provide a written response.
- vii. For suspensions and exclusions, the principal or Senior Education Leader is to
 - ensure, if possible, that the appeal is determined within two (2) school weeks of it being lodged
 - ensure that communication lines are maintained with the person or persons making the appeal and that they are informed of progress
 - review all relevant material
 - ensure that appropriate material and information is made available to the parent/legal guardian or student
 - discuss relevant issues with the person or persons making the appeal and any other parties, as appropriate
 - advise in writing all the parties of the decision and the specific reasons for the decision
 - where an appeal against a suspension is upheld, decide an appropriate resolution.
- viii. All documentation relating to the appeal is to be attached to the incident record in Sentral.

b. Appeals against exclusion

- i. Appeals by parents/legal guardians, or students living independently, against an exclusion are to be made to the Executive Director: Catholic Schools.
- ii. The Executive Director: Catholic Schools is to appoint a suitable person or persons to review the decision.
- iii. The person or persons is to
 - ensure, if possible, that the appeal is determined within four (4) weeks of it being lodged
 - ensure that communication lines are maintained with the person or persons making the appeal and that they are informed of progress
 - review all relevant material
 - ensure that appropriate material and information is made available to the parent/carer or student
 - advise in writing all the parties of the decision and the specific reasons for the decision.
- iv. If the appeal is successful, the Executive Director: Catholic Schools gives consideration to re-instating the student's enrolment and the conditions of this enrolment; this is to be done in discussion with the parents/legal guardians, student and principal.
- v. All documentation relating to the appeal is to be attached to the incident record in Sentral.

Authority

The Formal student behaviour sanctions procedure is the responsibility of the Director: Education Services. Any changes to this procedure can only be made with approval of the Director: Education Services or the Executive Director: Catholic Schools.

Version control and change history

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29/03/2025

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18/4/2018

Appendix 1: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of short external suspension (1-3 days)

(Date)

(parent/legal guardian name)
(parent/legal guardian address)

Dear (parent/legal guardian name)

Re: Notice of short external suspension

I have decided to externally suspend your child, (firstname) from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive. (firstname) must not attend school or any school activity for the length of the suspension. While (firstname) is on suspension, you are responsible for {firstname}'s supervision, care and safety.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

(firstname) is suspended under the Toowoomba Catholic Schools (TCS) Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that (firstname) has engaged in behaviour that meets the following ground(s) for suspension. (delete grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan.

The material facts and the reasons for this suspension are as follows.

- (add detail)

The school is not obliged to provide (firstname) with school work during this suspension. The school expects that (firstname) will continue with studies while suspended.

I remind you of the importance of having parents/legal guardians working cooperatively with the school to resolve these matters.

You and (firstname) are required to attend a re-entry meeting on (date) at (the location) with (school staff member name) to discuss support options and to address the behaviour that resulted in (firstname)'s suspension. (School staff member name) can be contacted on (schoolphone). Please ensure that (firstname) is aware that (heorsheorthey) is/are not to enter onto school grounds without my permission, except to attend the re-entry meeting.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to me in accordance with the TCS Formal student behaviour sanctions procedures.

(firstname) can return to school on (day month year).

Yours sincerely

(schoolprincipal)
(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedure

Appendix 2: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of short internal suspension (1-3 days)

(Date)

(parent/legal guardian name)
(parent/legal guardian address)

Dear (parent/legal guardian name)

Re: Notice of short internal suspension

I have decided to internally suspend your child, (firstname) from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive. (firstname) will report to the school office each morning and will be supervised at the school during the school day. (firstname) will not be participating in any school activity for the length of the suspension including attending classes.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

(firstname) is suspended under the Toowoomba Catholic Schools (TCS) Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that (firstname) has engaged in behaviour that meets the following ground(s) for suspension. (delete grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan.

The material facts and the reasons for this suspension are as follows.

- (add detail)

I remind you of the importance of having parents/legal guardians working cooperatively with the school to resolve these matters.

You and (firstname) are required to attend a re-entry meeting on (date) at (the location) with (school staff member name) to discuss support options and to address the behaviour that resulted in (firstname)'s suspension. (School staff member name) can be contacted on (schoolphone).

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to me in accordance with the TCS Formal student behaviour sanctions procedures.

(firstname) can return to classes and participation in other school activities on (day month year).

Yours sincerely

(schoolprincipal)
(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedure

Appendix 3: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of long external suspension (4-10 days)

(Date)

(parent/legal guardian name)
(parent/legal guardian address)

Dear (parent/legal guardian name)

Re: Notice of long external suspension

I have decided to externally suspend your child, (firstname) from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive. (firstname) must not attend school or any school activity for the length of the suspension. While (firstname) is on suspension, you are responsible for {firstname}'s supervision, care and safety.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

(firstname) is suspended under the Toowoomba Catholic Schools (TCS) Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that (firstname) has engaged in behaviour that meets the following ground(s) for suspension. (delete grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan.

The material facts and the reasons for this suspension are as follows.

- (add detail)

The school is not obliged to provide (firstname) with school work during this suspension. The school expects that (firstname) will continue with studies while suspended.

I remind you of the importance of having parents/legal guardians working cooperatively with the school to resolve these matters.

You and (firstname) are required to attend a re-entry meeting on (date) at (the location) with (school staff member name) to discuss support options and to address the behaviour that resulted in (firstname)'s suspension. (School staff member name) can be contacted on (schoolphone). Please ensure that (firstname) is aware that (heorsheorthey) is/are not to enter onto school grounds without my permission, except to attend the re-entry meeting.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to the school's Senior Education Leader at the Toowoomba Catholic Schools Office through me in accordance with the TCS Formal student behaviour sanctions procedures.

(firstname) can return to school on (day month year).

Yours sincerely

(schoolprincipal)
(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 4: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of long internal suspension (4-10 days)

(Date)

(parent/legal guardian name)
(parent/legal guardian address)

Dear (parent/legal guardian name)

Re: Notice of long internal suspension

I have decided to internally suspend your child, (firstname) from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive. (firstname) will report to the school office each morning and will be supervised at the school during the school day. (firstname) will not be participating in any school activity for the length of the suspension including attending classes.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

(firstname) is suspended under the Toowoomba Catholic Schools (TCS) Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that (firstname) has engaged in behaviour that meets the following ground(s) for suspension. (delete grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan.

The material facts and the reasons for this suspension are as follows.

- (add detail)

I remind you of the importance of having parents/legal guardians working cooperatively with the school to resolve these matters.

You and (firstname) are required to attend a re-entry meeting on (date) at (the location) with (school staff member name) to discuss support options and to address the behaviour that resulted in (firstname)'s suspension. (School staff member name) can be contacted on (schoolphone).

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to the school's Senior Education Leader at the Toowoomba Catholic Schools Office through me in accordance with the TCS Formal student behaviour sanctions procedures.

(firstname) can return to classes and participation in other school activities on (day month year).

Yours sincerely

(schoolprincipal)
(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 5: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of short external suspension independent student (1-3 days)

(Date)

(studentname)

(studentaddress)

Dear (studentname)

Re: Notice of short external suspension independent student

I have decided to externally suspend you from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive.

You must not attend any school activity for the length of the suspension. While you are on suspension, you will be unable to attend the school.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

You are suspended under the Toowoomba Catholic Schools Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that you have engaged in behaviour that meets the following ground(s) for suspension. (delete those grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan

The material facts and the reasons for this suspension are as follows.

- (add detail)

The school is not obliged to provide you with school work during this suspension. The school expects that you will continue with studies while suspended. I remind you of the importance of you working cooperatively with the school to resolve these matters.

You are required to attend a re-entry meeting on (date) at (the location) with (School staff member name) to discuss support options and to address the behaviour that resulted in your suspension. (School staff member name) can be contacted on (schoolphone).

You are not to enter onto school grounds without my permission, except to attend the re-entry meeting.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to me in accordance with the TCS Formal student behaviour sanctions procedures.

You can return to school on (day month year).

Yours sincerely

(schoolprincipal)

(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 6: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of short internal suspension independent student (1-3 days)

(Date)

(studentname)

(studentaddress)

Dear (studentname)

Re: Notice of short internal suspension independent student

I have decided to internally suspend you from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive.

You will report to the school office each morning and will be supervised at the school during the school day. You will not be participating in any school activity for the length of the suspension including attending classes.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

You are suspended under the Toowoomba Catholic Schools Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that you have engaged in behaviour that meets the following ground(s) for suspension. (delete those grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan

The material facts and the reasons for this suspension are as follows.

- (add detail)

I remind you of the importance of working cooperatively with the school to resolve these matters.

You are required to attend a re-entry meeting on (date) at (the location) with (School staff member name) to discuss support options and to address the behaviour that resulted in your suspension. (School staff member name) can be contacted on (schoolphone).

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to me in accordance with the TCS Formal student behaviour sanctions procedures.

You can return to classes and participation in other school activities on (day month year).

Yours sincerely

(schoolprincipal)

(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 7: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of long external suspension independent student (4-10 days)

(Date)

(studentname)

(studentaddress)

Dear (studentname)

Re: Notice of long external suspension independent student

I have decided to externally suspend you from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive.

You must not attend any school activity for the length of the suspension. While you are on suspension, you will be unable to attend the school.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

You are suspended under the Toowoomba Catholic Schools Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that you have engaged in behaviour that meets the following ground(s) for suspension. (delete those grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan

The material facts and the reasons for this suspension are as follows.

- (add detail)

The school is not obliged to provide you with school work during this suspension. The school expects that you will continue with studies while suspended. I remind you of the importance of working cooperatively with the school to resolve these matters.

You are required to attend a re-entry meeting on (date) at (the location) with (School staff member name) to discuss support options and to address the behaviour that resulted in your suspension. (School staff member name) can be contacted on (schoolphone).

You are not to enter onto school grounds without my permission, except to attend the re-entry meeting.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to the school's Senior Education Leader at the Toowoomba Catholic Schools Office through me in accordance with the TCS Formal student behaviour sanctions procedures.

You can return to school on (day month year).

Yours sincerely

(schoolprincipal)

(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 8: Formal student behaviour sanctions procedure

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of long internal suspension independent student (4-10 days)

(Date)

(studentname)

(studentaddress)

Dear (studentname)

Re: Notice of long internal suspension independent student

I have decided to internally suspend you from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive.

You will report to the school office each morning and will be supervised at the school during the school day. You will not be participating in any school activity for the length of the suspension including attending classes.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

You are suspended under the Toowoomba Catholic Schools Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that you have engaged in behaviour that meets the following ground(s) for suspension. (delete those grounds that do not apply)

- persistent non-compliance
- persistent disruption
- serious breach of the school's Student Behaviour Support Plan

The material facts and the reasons for this suspension are as follows.

- (add detail)

I remind you of the importance of working cooperatively with the school to resolve these matters.

You are required to attend a re-entry meeting on (date) at (the location) with (School staff member name) to discuss support options and to address the behaviour that resulted in your suspension. (School staff member name) can be contacted on (schoolphone).

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to the school's Senior Education Leader at the Toowoomba Catholic Schools Office through me in accordance with the TCS Formal student behaviour sanctions procedure.

You can return to classes and participation in other school activities on (day month year).

Yours sincerely

(schoolprincipal)

(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 9: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of immediate long external suspension (4-10 days)

(Date)

(parent/legal guardian name)
(parent/legal guardian address)

Dear (parent/legal guardian name)

Re: Notice of immediate long external suspension

I have decided to externally suspend your child, (firstname) immediately from {SchoolName} for {SuspensionDays} school days from {SuspensionStart} to {SuspensionEnd} inclusive.

(firstname) must not attend school or any school activity for the length of the suspension. While (firstname) is on suspension, you are responsible for {firstname}'s supervision, care and safety.

(firstname) is suspended under the Toowoomba Catholic Schools (TCS) Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that (firstname) has engaged in the following behaviour that meets the following ground(s) for suspension. (delete grounds that do not apply)

- possession of alcohol
- possession of a suspected illegal drug
- violence or threat of serious physical violence against another student or a member of the school community, or themselves
- concerning or serious sexual behaviour
- violence or threat of serious physical violence against another student or a member of the school community, or themselves
- possession of a weapon or knife
- verbal abuse

The material facts and the reasons for this suspension are as follows.

- (add detail)

The school is not obliged to provide (firstname) with school work during this suspension. The school expects that (firstname) will continue with studies while suspended.

I remind you of the importance of having parents/legal guardians working cooperatively with the school to resolve these matters.

You and (firstname) are required to attend a re-entry meeting at a date to be decided after all investigations into this matter have been finalised. (School staff member name) can be contacted on (schoolphone).

Please ensure that (firstname) is aware that (heorsheorthey) is/are not to enter onto school grounds without my permission, except to attend the re-entry meeting.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to the school's Senior Education Leader at the Toowoomba Catholic Schools Office through me in accordance with the TCS Formal student behaviour sanctions procedures.

Yours sincerely

(schoolprincipal)
(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 10: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of immediate long external suspension independent student (4-10 days)

(Date)

(studentname)

(studentaddress)

Dear (studentname)

Re: Notice of immediate long external suspension independent student

I have decided to externally suspend you from (schoolname) for (suspensiondays) school days from (suspensionstartdate) to (suspensionenddate) inclusive.

You must not attend any school activity for the length of the suspension. While you are on suspension, you will be unable to attend the school.

I have given you an opportunity to consider the relevant evidence, discuss the allegations and respond to them.

You are suspended under the Toowoomba Catholic Schools Formal student behaviour sanctions procedures (a copy of these procedures is attached) as I am satisfied that you have engaged in behaviour that meets the following ground(s) for suspension. (delete those grounds that do not apply)

- possession of alcohol
- possession of a suspected illegal drug
- violence or threat of serious physical violence against another student or a member of the school community, or themselves
- concerning or serious sexual behaviour
- violence or threat of serious physical violence against another student or a member of the school community, or themselves
- possession of a weapon or knife
- verbal abuse

The material facts and the reasons for this suspension are as follows.

- (add detail)

The school is not obliged to provide you with school work during this suspension. The school expects that you will continue with studies while suspended. I remind you of the importance of working cooperatively with the school to resolve these matters.

You are required to attend a re-entry meeting at a date to be decided after all investigations into this matter have been finalised. (School staff member name) can be contacted on (schoolphone).

You are not to enter onto school grounds without my permission, except to attend the re-entry meeting.

If you consider that correct procedures have not been followed in this case or that an unfair decision has been made, you may make an appeal to the school's Senior Education Leader at the Toowoomba Catholic Schools Office through me in accordance with the TCS Formal student behaviour sanctions procedures.

Yours sincerely

(schoolprincipal)
(schoolname)

Enc. Copy of Toowoomba Catholic Schools Formal student behaviour sanctions procedures

Appendix 11: Formal student behaviour sanctions procedures

Please note: This form is available on the TCS Intranet Policy and Procedure Register as a separate document for use by schools.

Recommendation for exclusion – briefing note

Attention	Executive Director: Catholic Schools
Action required	for decision
Decision for consideration	exclusion
Date	insert date of briefing note
Student	insert student's full name
Year level	insert year level
School	insert school name
Parent/carer names	insert parent/carer names

Subject	SEEKING DECISION TO EXCLUDE (INSERT STUDENT'S FULL NAME) AT (INSERT SCHOOL NAME)
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Reason(s) for seeking decision to exclude

- (Insert student's name)'s behaviour is not accepted at the school because it seriously interferes with the safety and wellbeing of other students or staff.
- To remove (Insert student's name) from an established environment in which inappropriate behaviour patterns have become entrenched.
- To provide (Insert student's name) with an opportunity for a fresh start in another school, which may prove to be better suited to the student's needs.
- To give an opportunity for respite and relief to a school that has done everything in its power to support (Insert student's name).
- Other – provide detail.

Key issues

1. (Insert a brief description of the event(s) which have resulted in this recommendation.)
2. The following information is provided to assist with the decision.
 - **Attachment 1** - copies of any incident notes relevant to the recommendation.
 - **Attachment 2** - Sentral Negative incidents report showing (insert student's name)'s negative incidents (insert date) up to (insert date). (Insert student's name)'s negative incidents data can also be viewed directly on Sentral by clicking here (insert hyperlink to student's Negative incidents data page on Sentral).
 - **Attachment 3** - Sentral Suspensions report showing (insert student's name)'s suspensions (insert date) up to (insert date). (Insert student's name)'s suspensions data can also be viewed directly on Sentral by clicking here (insert hyperlink to student's suspensions data page on Sentral).

3. (Insert student name) has been placed on suspension for 10 days pending the outcome of the decision to exclude.
4. (Insert parent/legal guardian name/s) has/have been informed of the suspension and recommendation for exclusion. He/She/They has/have also been informed of the reasons for the suspension and recommendation for exclusion. Copies of relevant documentation as appropriate have been provided to him/her/them.

Recommendation

That the Director: Education Services

- decide whether or not to recommend to exclude (insert student name) from (insert school name) by choosing
 - A. **Recommend** to exclude (insert student's name) from (insert school name) for serious unacceptable behaviour (see Attachments 1 – 3 for evidentiary purposes).
 - B. **Do not recommend** to exclude (insert student name) from (insert school name) (see reasons below).

Director: Education Services comments

Director: Education Services signatory

Name	
Signature	
Date	

Recommendation

That the Executive Director: Catholic Schools

- decide whether or not to exclude (insert student name) from (insert school name) by choosing
 - A. **Consent** to exclude (insert student's name) from (insert school name) for serious unacceptable behaviour (see Attachments 1 – 3 for evidentiary purposes).
 - B. **Do not consent** to exclude (insert student name) from (insert school name) (see reasons below).

Executive Director: Catholic Schools comments

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Executive Director: Catholic Schools signatory

Name	
Signature	
Date	

Appendix 12: Formal student behaviour sanctions procedures

Please note: This letter template is available on Sentral as a separate document for use by schools.

Notice of decision to exclude

(Date)

(parent/legal guardian name)
(parent/legal guardian address)

Dear (parent/legal guardian name)

(Student name) has been suspended since (insert date). As you know, the reasons for this suspension are (insert details).

A briefing note recommending exclusion was sent to the Toowoomba Catholic Schools Director: Education Services, (insert Director: Education Services name), on (insert date), along with details of the incident, communication with you, and (insert student name)'s negative incident and suspension records. On his/her recommendation Toowoomba Catholic Schools Executive Director: Catholic Schools, (insert Executive Director's name), was asked to consider this information and determine whether, under the circumstances, it was appropriate to exclude (insert student name) from (insert school name). Due to the significance of such a decision, it rests with the Executive Director: Catholic Schools, and it is only proposed in circumstances where the seriousness of the circumstances warrant it.

On (insert date) (insert Executive Director: Catholic School's name) made the decision to exclude (insert student name) effective from that date (or insert other appropriate date). The reasons given for making the decision are (insert reasons from signed briefing note from the Executive Director: Catholic Schools).

I ask that you please make arrangements to collect any of (insert student name)'s belongings that may still be at the school, and to return any school belongings to (insert school name).

I appreciate this decision may be upsetting to you and that you may not agree. Should you disagree with the decision in this matter please forward your response in writing, within 7 business days, to (insert Executive Director's name)

Executive Director: Catholic Schools
Diocese of Toowoomba
PO Box 318
Toowoomba Qld 4350

Whilst we deeply regret that this outcome has been necessary, we sincerely wish (insert student's name) all the best with (his/her/their) future endeavours.

(Principal's name)
(School details)