DISCIPLINE POLICY

1. Students are required to abide by the School’s Rules and to follow the directions of teachers and other people with authority delegated by the School.

2. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, the students may be subject to disciplinary action.

3. The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged offence. When advised of the allegation the student and parents will be informed of the procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations with due process and regard to procedural fairness.

4. The penalties imposed will vary according to the behaviour and the prior record of the student. At the lower end of the scale, an admonition or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion. Corporal punishment is not permitted.

5. Where the offending behaviour is of such a nature that it may result in suspension or expulsion, the student and parents also will be:

   - informed of the alleged infringement;
   - informed as to who will make the decision on the penalty;
   - informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations; and
   - afforded a right of review or appeal.

6. In relation to Levels 5 and 6, the Prep School Executive will reach a preliminary decision in relation to the allegation and any penalty to be imposed and advise the student (and parent/s) of the view. The student (and parent/s) will be advised that if they wish this preliminary decision to be reviewed they may make application for a review to the Prep School Executive and submit any information they want to be considered during the review process. The Head of Prep School and the School Principal will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided.