



## **PROCEDURE:** Managing Suspensions in the Deputy Office

**UPDATED:** 2022

**REVIEWED BY:** Senior Executive

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### **STATEMENT OF INTENT:**

To ensure consistency in suspending students

### **APPLICABILITY:**

Deputy Principals and Relieving Deputy Principals

### **DoE POLICY/PROCEDURE REFERENCE:**

[https://policies.education.nsw.gov.au/policy-library/associated-documents/leaflet\\_1.pdf](https://policies.education.nsw.gov.au/policy-library/associated-documents/leaflet_1.pdf)

### **RATIONALE:**

This policy is intended to:

- Provide consistency in the Deputy Principal's office
- Facilitate communication about student suspensions

### **PROCEDURES:**

- Student misbehaviour identified
- Statements collected from involved students and staff
- Interviews conducted as appropriate
- Consultation with Principal around decision of suspension- Including referencing suspension policy.
- Parent informed of suspension decision – phone record sheet completed
- Purple folder created with yellow cover sheet that contains 'Flow Chart'
- School Security notified and notes recorded (if applicable)
- WH&S notifications made and recorded (if applicable)
- Interventions during suspension made and recorded
- Counsellor interview organised and report placed in purple folder
- Return from Suspension meeting organised, notes recorded and placed in purple folder
- Purple folder provided to SASS staff and placed in student file for archiving