



# EXCLUSIONS- "A QUICK GUIDE FOR PARENTS"

## Lunch-time Exclusions

**Only the headteacher or teacher in charge of a PRU (Pupil Referral Unit) can exclude a pupil from school during lunch-times, or during school business.**

- Schools often find that a pupil's behaviour may be particularly difficult at break-times, especially during the lunch period. If your child's behaviour does give cause for concern at this time, the headteacher, in certain circumstances, may consider it necessary to exclude him/her for this period.
- It should only be for a short-term measure with a regular review by school staff as to whether it should continue. Such exclusions should normally last no longer than a week and will officially count as a quarter of a day for recording purposes. Should such exclusions add up to more than 5 whole days, you will be entitled to make representations to the school's Pupil Discipline Committee.

**Where your child is in receipt of free school meals, arrangements must be made for him/her to be provided with a meal prior to the exclusion taking effect.**

**As a parent, you should receive notification of the exclusion immediately by telephone, on the same day. Within one school day, you should be informed of the exclusion by letter. If your child is aged 11 years or above, at the time of the exclusion, she/he should also receive a copy of the letter.**

## Behaviour Outside School

- If your child misbehaves outside, for example, on school trips, sporting fixtures or on work based placements, then she/he could be excluded as if the incident took place in school.
- If your child misbehaves outside school, but not on school business, for example on the way to and from school, or in the vicinity of the school grounds, the headteacher may consider it appropriate to exclude, if it can be proved that there is a link between the behaviour and maintaining good behaviour and discipline in the school as a whole.

**If you have any concerns or questions on exclusions, or the exclusion process, please do not hesitate to contact Pupil Services Team, Ty Keir Hardie, Avenue de Clichy, Riverside Court, Merthyr Tydfil CF47 8XD  
Tel: 01685/724607  
Fax: 01685/721965**

