



Policy Name: Suspension and Exclusion Policy

Policy number: DCSG-PM-ACAD-01	Version number: 07	
Developed by: Heads of School	Approved by: AEBM	Approval Date: 04 October 2023
Date last reviewed: 03 October 2023	Reviewed by: DUCKS/Junior School/Senior School Leadership Team	Date of next review: 03 October 2025
Policy Location: Staff: https://dcsg.fireflycloud.asia/college-policies/academic-1/suspension-and-exclusion-policy Parents: https://dcsg.fireflycloud.asia/school-information/college-policies-and-parent-code-of-conduct/whole-college-policies/suspension-and-exclusion-policy Public: https://dcsg.fireflycloud.asia/public-policies		

1. Purpose of Policy

This policy is designed to briefly outline the College's approach to exclusions for purposes of clarity in the day-to-day operation of the College.

2. Scope

This policy is underpinned by the College Guiding Statements of providing a safe, secure and stimulating environment and prepares children to live their lives honestly and with a spirit of respect for themselves and others.

Definitions

"School Leadership Team (SLT)": consist of respective Heads of School, Deputy Heads of School and Assistant Heads of School.

"Temporary Exclusion": a temporary cessation or a temporary deprivation of the right to attend class or school. In practice, suspension may lead to a student studying at home for a period of

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time, determined as a joint decision among administration, teachers, parents and the student. This may also represent an internal suspension, where a student is removed from class, and designated a place in the school to serve the suspension under supervision.

“Permanent Exclusion”: the turning out of a student from the school, and a deprivation of the privilege to attend the school with the intention of permanence.

3. Policy Details

It is the policy of Dulwich College (Singapore) to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion.

Each school deals with behavioural issues according to their own behaviour policy. The scope of this policy is for serious or recurring incidents that go beyond the scope of these policies.

The respective school leadership teams will review the policy on suspension and exclusion once every two academic years or as and when necessary for continual improvement.

4. Implementation Details

A. Dealing with Major Breaches of Discipline

Major breaches of discipline include but are not limited to physical assault, deliberate damage to property, stealing, bullying, violence, abuse of drugs, discrimination, leaving the College premises without permission, verbal abuse, repeated insolence, refusal to work, disruptive behaviour and breach of local laws and regulations.

A very serious problem may result in the below procedure being abandoned and a student being taken home straight away.

B. Specific Procedure for Temporary Exclusion

The following steps should be taken:

- If more than one student is involved, they must be separated and prevented from communicating.

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- Any physical injuries must be attended to and the physical well-being of the student(s) is paramount.
- The student(s) involved should be asked to make a written statement that is signed and dated.
- Any witnesses should also be asked to make statements that should also be signed and dated. The statements of witnesses will be kept as confidential documents.
- A Team will be convened to organise this process, conduct the interviews, and make a recommendation as to appropriate consequences.
- The Head of School will discuss the recommendation with the Head of College and obtain approval before proceeding further.
- Parents of the student(s) involved will be informed and invited to meet a member of the school's leadership team to discuss the issues involved.
- Copies of all documents must be placed in the file of the student(s) involved

C. Appeals

Should a parent wish to appeal against a Temporary Exclusion this should be made to the Head of School in the first place. Should the parent still be dissatisfied with the matter, they have the right to appeal to the Head of College in writing through the Head of School. The student will remain on temporary exclusion during this time.

Should the temporary exclusion be reversed by the Head of College, a letter will be placed in the student's file, with a copy sent to the parents, stating that the decision was reversed and the reasons for doing so.

D. Specific Procedure for Permanent Exclusion

The following steps should be taken:

- A formal report will be submitted to the Head of College from the school's leadership team. The case will be presented by the Head of School outlining the reasons for the Permanent Exclusion.
- The Head of College will review the evidence and may seek to question the student, teachers or any witnesses before making a finding for or against the Permanent Exclusion. Such discussion must be minuted, although parents will not be given access to such records. However, the general issues discussed may be communicated as necessary.
- Should the Head of College not support a Permanent Exclusion, the Head of School will communicate the decision and reasoning for the decision to the school's leadership team.

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- Following a discussion with the Global Director of Education, the Head of College will then direct the Head of School to communicate the decision to the parent(s) of the student(s) involved via direct phone contact or a face-to-face meeting. The communication must include the reasons for the Permanent Exclusion as well as the channels for appeal.

E. Appeals

An appeal may be made to the Board of Trustees (or in their absence, the Global Director of Education) in writing. The Head of College must consider any appeal and direct the Head of School to inform the parents of the outcome of the appeal.

F. Students Returning from a Temporary Exclusion

All students returning from a Temporary Exclusion are required to attend a reintegration meeting, accompanied by a parent or guardian. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent or guardian and the College.

G. Permanent Exclusions

The College will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which the Head of College may decide to permanently exclude a student because of ongoing issues or even for a 'one-off' incident.

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5. Other related policies and procedures

Documents related to this policy	
Related policies	Anti-Bullying Policy Attendance Policy for DUCKS / Junior School/ Senior School School Behaviour Policy Safeguarding Policy
Forms or other organisational documents	DUCKS, Junior School and Senior School Parent Handbook Minutes on Students Behaviour Parent Code of Conduct

6. Review processes

Policy review frequency: Once every two academic years or as and when necessary for continual improvement	Responsibility for review: DUCKS/Junior/Senior Leadership Team
Review process: i) DUCKS/Junior/Senior Leadership Team to conduct review of policy. ii) Modification will be made where appropriate. iii) Submit for review and approval by the AEBM via the DBA.	

7. Approval Details

Approved by: Paola Morris

04 October 2023

Signature and Date

Signed only required in hardcopy

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8. Revision History

Revision Table:		
Date	Version	Review Description
30 July 2017	1	Initial Release
31 July 2017	2	Inclusion of 10. Review “as and when”
23 September 2018	3	<ol style="list-style-type: none"> 1. Policy Review 2. Change in Policy Number 3. Change in Policy Structure 4. Complete revision in the content of the policy
2 September 2019	4	<ol style="list-style-type: none"> 1. Added ‘The respective school leadership team will review the policy on suspension and exclusion annually or as and when necessary for continual improvement’ under Section 3. Policy Details 2. Added ‘See Behaviour and Sanctions Policy’ under Section 3. Policy Details
19 February 2021	5	<ol style="list-style-type: none"> 1. Revised manual template 2. Amended reviewed by section and policy no 3. Under section 2, changed ‘other Head of Years’ to ‘Assistant Head of School’. Added statement on internal suspension. 4. Under section 4A, added bullying, violence, drugs, repeated insolence, and breach of local laws and regulation as major breaches in discipline. Added bullet point on reference to Individual School’s Behavioural Policy. 5. Under Section 4B, amended SLT to SLT member. Added Head of School for reference of third suspension level case. 6. Under Section 4D and 4E, changed Director of Schools to Chief Education Officer.

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		7. Under section 5, amended Behaviour and Sanctions Policy to Behaviour Policy. Added Parent Code of Conduct in other organizational documents.
18 May 2022	6	<ol style="list-style-type: none"> 1. Amended "Suspension" to "Temporary Exclusion" and "Expulsion" to "Permanent Exclusion" 2. Under section 3 - Policy Details added "Each school deals with behavioural issues according to their own behaviour policy. The scope of this policy is for serious or recurring incidents that go beyond the scope of these policies." 3. Under section 4 - Implementation Details, A. Dealing with Major Breaches of discipline, added "abuse of" before drugs and removed: <ol style="list-style-type: none"> a. "A verbal warning by the Head of School or Deputy Head of School as to future conduct" b. Withdrawal from the classroom for the rest of the day c. A letter to parents informing them of the problem d. A meeting with parents, and either a warning given about the next stage unless there is an improvement in the student's behaviour e. If the problem is severe or recurring, then suspension or exclusion procedures are implemented " and changed "above" to "below" 4. Amended B. to "Specific Procedure for Temporary Exclusion" and replaced "The School Leadership Team (SLT) should meet and the Head of School will appoint one member as recorder. Minutes of such meetings will be kept and be available to parents and DCMI.", "The SLT member will question the student(s) involved and any witnesses as required. The minutes should provide a summary of the proceedings and salient points of the case." and "The SLT member will then make a recommendation as to the requisite action to be taken." to "A team will be convened to organize this process, conduct the interviews and make a recommendation as to appropriate consequences."

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		<ol style="list-style-type: none"> 5. Amended "Headmaster" to "Head of College" 6. Under Section B, removed "in writting" and "Should a student be involved in a third suspension level case in less than 12 calendar months, the case must be referred to the Head of School and Headmaster with a recommendation for Temporary or Permanent Exclusion." under "B. Specific Procedure for Temporary Exclusion" 7. Amended Section D from "Specific Procedure for Exclusion" to "Specific Procedure for Permanent Exclusion" and added "Permanent" to "Exclusion" 8. Under Section E Appeals, amended "Board of Trustees (or Cheif Education Officer) to "Head of College" 9. Amended policy review frequency to once every two academic years, or as and when required
03 October 2023	7	<ol style="list-style-type: none"> 1. Under Implementation Details A. Dealing with Major Breaches of Discipline, added "but are not limited to" and "discrimination". 2. Under Implementation Details B. Specific Procedure for Temporary Exclusion, amended "Head of School" to "a member of the school's leadership team". 3. Under Implementation Details D. Specific Procedure for Permanent Exclusion and E. Appeals, amended "Chief Education Officer" to "Global Director of Education". 4. Under Implementation Details F. Students Returning from a Temporary Exclusion, added "or guardian".