



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 5 - Policy and Procedure

Stand-downs, Suspensions, Exclusions and Expulsions

Rationale

The Kamo Primary School Board of Trustees respects and recognises that the Ministry of Education has set legislation in relation to stand-downs, suspensions, exclusions and expulsions. Kamo Primary School and the Board of Trustees will abide by the legislation and guidelines.

Guidelines

These are:

- designed to assist school boards, principals, and teachers with their legal options and duties and meet their obligations under relevant statutory requirements
- for use in all state and state-integrated schools.

Please note: in the documents below the Education and Training Act 2020 has replaced the Education Act 1989.

The Guidelines comprise of:

- Part 1 – Legal options and duties
- Part 2 – Good practice

These guidelines replace those published by the Ministry of Education in June 2004 and the 2007 Supplement. The paragraphs have been numbered for ease of use and reference. Cross references to Part 2 – Good practice are given where relevant.

The school will follow the process and ensure it is a fair and equitable process. The following are the contents from the website <https://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>

Should the Principal and the Board of Trustees find themselves in a situation of stand-down, suspension and exclusion, the process will be followed and a report will be given to the Board of Trustees showing such evidence. The information contained on the website has the following which will guide the process fairly for all.

- About these guidelines
- Overview: Being fair and flexible
- Investigation
- Principal's role
- Role of the Board
- Re-enrolment of excluded or expelled student
- Appendices



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- At the suspension meeting
- Flowchart 4: Action by Board following decision to suspend
- When the suspension is lifted without conditions
- When the suspension is lifted with conditions
- When the suspension is extended with conditions
- Requesting a reconsideration
- Flowchart 5: Reconsideration of suspension
- When the student is excluded
- When the student is expelled
- Flowchart 6: Action by Principal when student is excluded and expelled
- Appendix 1: The Education and Training Act 2020
- Appendix 2: Education Rules 1999
- Appendix 3: Incident Report
- Appendix 4: Information for parents/ guardians
- Appendix 5: Stand-downs and suspensions process

The school will ensure they will follow this process and document accordingly.

Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 1, 2022

Review date: Term 1, 2025