



## **Suspension and Termination of Enrolment Policy**

### **The Purpose of this document**

Scotch College believes in transparency and fairness in its dealings with its students and parents. The following policy sets out our principles with regards to suspension or termination of a student's enrolment, should that rare event ever occur. Naturally, such a document will be of little relevance to the vast majority of our community, but it is only fair to be clear about our actions and reasons should an untoward event come about.

This is a document for current parents, students, and staff, is not for wider dissemination. This policy will be reviewed periodically by Senior Staff and Council. However, any questions on this policy can be addressed to the Principal at any time. We value feedback; our culture is to be open and self-critical. Well argued and justified comment will be taken very seriously.

We aim to be a well ordered school and to honour our legal and educational responsibilities.

Dr John H Newton

Principal

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## 1. **General principles**

- 1.1 The decision to suspend or terminate an enrolment must be taken when the safety and security of the members of a school – pupils principally, but also staff and parents – are put at risk, or for the benefit of the individual or individuals concerned. Such a decision should never be taken lightly, but after thorough investigation, or after all reasonable measures have been considered.
- 1.2 The following examples of when the suspension or termination of an enrolment should be considered are not exclusive, but cover the vast majority of cases when this may occur.
- 1.3 Please note that this policy does not apply to the ELC which has its own suite of policies to cover these matters.

## 2. **A student may be suspended, or may be subject to the termination of their enrolment in the following disciplinary circumstances and while on College grounds, attending College events, representing the College, wearing College uniform or in the presence of College staff, students or parents:**

- 2.1 Serious contravention of the College's Anti-bullying and Harassment Policy. For details, please see the relevant document.
- 2.2 Serious contravention of the College's Substance Abuse policy. For details, please see the relevant document.
- 2.3 Serious contravention of the Academic Honesty section of the Assessment Policy. For details, please see the relevant document.
- 2.4 Serious contravention of the Scotch College Junior School's disciplinary policies. Please see for details
- 2.5 Being convicted of criminal conduct. It does not include behaviour that is still subject to legal process or remains an allegation.
- 2.6 Any conduct which in the reasonable opinion of the Principal is detrimental to the College, its students, its other members or its reputation.

Where it is considered that such an occurrence may have occurred, the College will enact its investigation procedures. Please refer to the document: 'Disciplinary and Investigation Procedures' for more detail.

### 3. **Non-payment of fees**

- 3.1 A parent or guardian, or any person who has so committed, is responsible for the payment of the fees for the education of their child or charge.
- 3.2 The College will reasonably support all arrangements to ensure this is carried out to the full.
- 3.3 However, when all measures for payment of fees have been exhausted, the College reserves the right to terminate an enrolment of a child or charge for non-payment of fees.
- 3.4 Please see the College Enrolment agreement for more details.