BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Student Exclusion Policy
Updated August 2026

Introduction

Britannica International School has high expectations for student behaviour and dress at school. These expectations are regularly reinforced to the students and are written in school diaries and parent handbooks for easy reference.

High standards of behaviour are important in helping children feel safe at school and in helping them to learn well and achieve their potential. The school prides itself on maintaining a positive educational environment where learning and achievement are valued and students want to be successful. The school aims to build self-discipline and respect for others, but also has sanctions to deter students from misbehaving and disrupting the educational experience for others.

Rationale for Exclusion

Exclusion from school is the most extreme sanction and will only be used sparingly. However, a decision to exclude a student will be taken in the following circumstances:

- When there is a risk to the safety and well-being of members of the school community
- When the continued attendance of a student at school has an adverse effect on the school's positive educational environment
- Where the student and parents fail to show a commitment to making good progress in attainment and behaviour over an extended period of time or persistently infringes the academic honesty policy.

A decision to exclude a child from school can only be taken by the Principal and may be used in cases of serious misbehaviour in school or on any school related activity. The school also reserves the right to discipline students for incidents which occur during non-school related activities, but which adversely affect the reputation of the school.

Communication with Parents

As a school we strive to ensure that all students are clearly aware of our behavioural expectations and that positive behaviour by students will be well noted and commended accordingly. (See Student Behaviour Management Policy)

Where persistent negative behaviours are demonstrated by a student, the school will ensure that parents are kept clearly informed. In order to try and prevent persistent, low level negative behaviours escalating to the point of exclusion, the school will meet with parents, document and present an account of events and agree actions to be taken by various parties. Minutes of these meetings will be kept on file and shared with parents.

If negative behaviours continue to persist, despite attempts to meet and resolve this, a letter will be sent to parents stating the concerns. Attached to the letter will be a copy of this Exclusion Policy, to warn parents of the procedures and options in place if the school identifies the need.

Types of Exclusion

There are three types of exclusion. In order of severity and seriousness. These are:

Internal Exclusion – this means a student will be allowed into school, but will be excluded from normal lessons. The student will work in isolation under the direct supervision of a senior member of staff

Fixed Term Exclusion – this means a student is excluded from school for a specified number of days

Permanent Exclusion – this means that a student will not be allowed back into school again

Reasons for Exclusion

Exclusion may be used for any of the following, all of which constitute examples of unacceptable behaviour:

- Persistent or cumulative unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying
- Persistent or cumulative lack of commitment to making the best of the opportunities to succeed in school which have previously been reported and for which school intervention and support has not been successful in modifying.
- Verbal abuse to any member of the school community
- Physical abuse or threat of physical abuse or attack on any member of the school community
- Bullying including cyber-bullying
- Indecent behaviour
- Damage to property
- Misuse or supplying of illegal drugs or other substances
- Theft
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson

This is not an exhaustive list and there may be other situations where the school makes the judgment that exclusion is an appropriate sanction.

Considerations and Procedures for Fixed Term Exclusion

- Each case will be determined on its merit and the particular circumstances will be carefully investigated and considered. The degree of severity of the offence, the frequency of occurrence and the likelihood of re-occurrence will be taken into account, as will the student's previous record.

- If a student is to be excluded for the first time, the length of the fixed-term exclusion will normally be 1-5 school days. Longer periods may be used for a more serious offence or for a reoccurrence of misbehaviour following an earlier fixed term exclusion.

- Fixed-term exclusion may be used for a single occurrence of serious misconduct or for persistent misbehaviour or lack of effort or commitment, or for serious and persistent infringements of the academic honesty policy.

- When, the Principal, or in the absence of the Principal, another senior member of staff, has decided that there are adequate grounds for excluding a student for a fixed period, the parents will be informed as soon as possible, by telephone if this is available. Every effort should be made for the parent to come into

school to discuss the incident and to collect the student. An email will be sent or a letter will be given to parents on the day of the exclusion and copied to Ariston Education. This email or letter will set out:

- The reasons for the exclusion
- The length of the exclusion
- Notification to parents of their responsibility to ensure the child is adequately supervised during school hours
- Notification that the child is not allowed on or near to school premises

- If a student arrives in school despite this process, the student will be asked to remain out of class and the parents will be contacted immediately to remove the student from school.

- The Principal has discretionary power to determine if it is appropriate for the school to set work for the student during a period of exclusion.

- Before the student returns to school, the Principal or a senior member of staff will normally meet with the parents to discuss the incident and future conduct. The Principal or senior member of staff may decide to impose conditions on the return or to draw up a home-school contract concerning the student's future conduct.

Considerations and Procedures for Permanent Exclusion

- The Principal alone may decide if a student is to be permanently. This will be done in consultation with Ariston Education. If the Principal is temporarily absent from school and an incident occurs in which the appropriate Head of Primary/Secondary feels that permanent exclusion may be the appropriate response, they may exclude the student concerned for a fixed-term long enough to allow the Principal to consider the case on his return. During this time it is advised that they will keep in close communication with the Principal through appropriate means.

- Permanent exclusion is seen as a very serious matter and will only be used as a *last resort*. It is likely to be applied only after all other sanctions, including fixed-term exclusion, have failed to produce the desired response in the student. It may, however, be an appropriate response to a single incident of extreme misconduct, for example, extreme violence towards a fellow student or an assault upon a member of staff.

- Before taking the decision to permanently exclude a student, the Principal must inform Ariston Education of the incidents which have led to permanent exclusion being considered.

- Once a decision has been made, the Principal will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents the opportunity and procedures to appeal formally against the permanent exclusion. The letter will state:

  - That the student has been permanently excluded
  - The reasons for the permanent exclusion
  - That parents have a right of appeal and give details of what should be done and by when
  - That a copy of this Exclusion Policy can be requested

- If requested, the Principal will make arrangements for an appeal committee to meet within fifteen days of the date of the exclusion. The appeal committee will be composed of three members who will hear the case. These will be:

The Head of Primary/Secondary of the school
Representative from Ariston Education
Representative from another Ariston owned school *[not for policy inclusion but this will probably be using Skype]*

- At least 7 days before the appeal parents should be provided with written copies of the recorded evidence which supports the decision.

- The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below:

  a. The Appeal Committee will meet jointly with the Principal, parents and the student.
  b. The Appeal Committee will invite the Principal to give reasons for recommending permanent exclusion.
  c. The parents will be invited to ask questions.
  d. The parents will be given the opportunity to explain why they think permanent exclusion is inappropriate.
  e. The Appeal Committee will have an opportunity to ask questions of the parents.
  f. Both the Principal and the parents will be given an opportunity to sum up.
  g. The Appeal Committee may wish to ask further questions of either the Principal or the parents.
  h. The Principal, the parents and student will then withdraw from the meeting and allow the Appeal Committee to consider the case on their own.

- The appeal committee will decide to:

  a. Confirm the permanent exclusion
  b. Order the immediate reinstatement of the student
  c. Order a fixed term exclusion

- The decision of the appeal committee will be communicated to the parents by email and letter on the same day. This decision is final.

School Fees

There will be no refund of school fees following a fixed term or permanent exclusion.
All outstanding fees will remain payable in full.