

Discipline Policy and Procedure

– Grammar School

1. Scope

This Policy and Procedure applies to all students and staff of Holmes Grammar School.

2. Purpose

This Policy and Procedure is in place to ensure that Holmes Grammar School takes a consistent and fair approach toward managing student behaviour.

3. Policy Principles

Holmes Grammar School is committed to managing student behaviour and ensure that:

- 3.1 Students who transgress the rights of others at Holmes should be disciplined.
- 3.2 Students should have a clear understanding of the consequences of depriving others of their rights at Holmes.
- 3.3 Measures are in place to ensure that any racist or prejudicial behaviour is identified, confronted and not tolerated with appropriate consequences applied.
- 3.4 Penalties for transgressing the rights of others will be decided in accordance with the principle of procedural fairness.
- 3.5 Under no circumstances will corporal punishment be used by staff on our students.
- 3.6 All matters pertaining to a breach of the school rules associated with this Discipline Policy will be recorded as a permanent record in BECAS, the school's student data base.
- 3.7 The School is committed to promoting positive student behaviour. This includes:
 - a. Students who transgress the rights of others at Holmes should be disciplined.
 - b. Students should have a clear understanding of the consequences of depriving others of their rights at Holmes.
 - c. Penalties for transgressing the rights of others will be decided in accordance with the principle of procedural fairness.
 - d. Under no circumstances will corporal punishment be used by staff on our students.
 - e. All matters pertaining to a breach of the school rules associated with this Discipline Policy will be recorded as a permanent record in BECAS, the school's student data base.

4. Procedure Principles

Positive Student Behaviour

- 4.1 The school looks to educate its student with regard to its expectations of their behaviour in nurturing a culture of positivity. Its approaches and practices extend to the following strategies:
 - a. Behavioural expectation at Course Orientations

- b. Information provided through Student Study Planners/Information Booklet pertaining to:
 - i. Student Rights & Responsibilities
 - ii. Safe & Secure Environment
 - iii. School Rules
 - iv. Equal Opportunity
- c. Homeroom – open discussion in context of individual pastoral programme

Behaviour Management

- 4.2 The school's approach to behaviour management is underpinned by the principle of procedural fairness extended to students in all circumstances.
- 4.3 The Principal has overall responsibility for the disciplining of students. Some aspects of this responsibility may be delegated to the Head of School.
- 4.4 Procedural Fairness is a central principle
- 4.3 Any behaviour or discipline problem is to be reported to the appropriate teacher, who handles the matter or refers it to the appropriate Head of School who, in turn, handles it or refers it to the Principal.
- 4.5 The staff member handling the matter must ensure that the student, against whom the allegation is made:
 - a. Knows that the allegation relates to a specific matter;
 - b. Knows any other information that will be taken into account;
 - c. Knows the process by which the matter will be considered;
 - d. Has the opportunity to respond to the allegations;
 - e. Understands how to seek a review of the decision made;
 - f. A student, against whom an allegation is made, is entitled to impartial investigation and decision-making processes.
- 4.6 An orientation program is to be conducted for new students. Students are given a handbook detailing their rights, responsibilities and related disciplinary action for breaches of those responsibilities. Details are explained to students.
- 4.7 For minor transgressions of others' rights, the student will be counselled on the matter. Repeated occurrences will require stronger action, such as a letter to the student's parents.

Detention

- 4.8 One approach in order to modify a student's behaviour that has breached any aspect of the Behavioural Code is the issuing of a School Detention. Each staff member should use their individual discretion both in and outside of the class as to determine whether a school detention should be issued to any student or students. Detentions should be issued for more serious transgressions including the following:
 - a. Unexcused absence from class
 - b. Inappropriate classroom behaviour
 - c. Offensive Language
 - d. Persistent lateness to class

- e. Persistently uncompleted work
- f. Vandalism
- g. Theft
- h. Smoking
- i. Misuse of Computer Facilities/Services
- j. Use of Mobile Phones/
- k. Harassment/Bullying Issues
- l. Racist behaviour

4.9 Detentions will be held three times a week and used as a work session for student at the end of the school day; these detentions will be supervised by staff. The length of detention will not exceed more than 90 mins.

4.10 All students issued with detentions will receive a detention slip issued by the teacher indicating both time and duration. The Heads of School is then informed and has the responsibility of coordinating the Detention programme including its supervision.

4.11 All detentions are recorded on student's individual file.

Suspension & Expulsion

4.12 In determining whether a student's misbehaviour is serious enough to warrant suspension or expulsion, the Principal will consider the safety, care and welfare of the student, staff and other students in the class. In most cases other than those a range of appropriate student welfare and discipline strategies will have been implemented and documented before a suspension or expulsion is imposed.

4.13 In serious circumstance of misbehaviour the Principal may expel a student of any age from the school. The Principal may also expel a student of post compulsory school age for unsatisfactory participation in learning.

4.14 A student may be suspended or expelled immediately for the following reasons:

- a. **Continued Disobedience.** This includes, but is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; minor criminal behaviour related to the school; use of alcohol or persistent use of tobacco.
- b. **Aggressive Behaviour.** This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text messages.
- c. **Physically violent.** Any student who is physically violent, resulting in pain or injury, or who seriously interferes with the safety and wellbeing of other students, staff or other persons, is to be suspended immediately. The matter may need to be reported to the police.
- d. **In possession of a firearm, prohibited weapon, (as defined by Schedule One of the Weapons Prohibition Act), or knife (without reasonable cause):** Any student

in possession of a prohibited weapon, firearm or a knife (without reasonable cause), is to be suspended immediately. The matter will be reported to the police immediately.

e. **In possession of, a suspected illegal substance (not including alcohol or tobacco) or supplies a restricted substance.**

4.15 It is at the Principal's discretion as to whether the student will receive a suspension, and of what length, or face expulsion.

4.16 A formal disciplinary interview will be held with the student prior to making the decision to suspend or expel. The Principal must ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond to the allegation(s). The key features of the interview must be taken down in writing.

4.17 A student will not be sent out of the school before the end of the school day without notification being made to their parent(s) or carer(s) and, if necessary, agreement reached about arrangements for the collection of the child from school. The school must ensure that adequate supervision is provided at school until those arrangements are made.

4.18 Notification of suspension or expulsion must be made to the parent(s) or carer(s) in writing within 24 hours following immediate verbal notification. Reasonable steps must be taken to ensure that the notification is delivered, if necessary in an alternative form. This may apply when parents have difficulty reading or understanding English.

4.19 In all cases, the notification of suspension must include:

- a. Where suspension is initiated by Holmes Secondary College, students will receive a notice of Intent to Defer, Suspend or cancel Enrolment
- b. The importance of parent(s) or carer(s) assistance in resolving the matter
- c. This notice will clearly identify that a student will be given 20 working days to access the school's internal complaints and appeals process
- d. When the appeals process is initiated, Holmes will maintain the student's enrolment until the internal appeals process is complete.
- e. The category and specific reasons for the suspension
- f. Holmes reserves the right to not provide learning opportunities during this process should it be deemed appropriate.
- g. In the case of U18 students, a copy of the notice of Intent to Defer, Suspend or Cancel Enrolment will be forwarded to the parents or legal guardian. Holmes will liaise with the parents or legal guardian to achieve the best possible outcome.

4.20 Where expulsion is initiated by Holmes Grammar School, students will receive a notice of Intent to Defer, Suspend or cancel Enrolment.

4.21 In all cases, the notification of expulsion must include:

- a. The importance of parent(s) or carer(s) assistance in resolving the matter;

- b. That a student will be given 20 working days to access the school's internal complaints and appeals process;
 - c. When the appeals process is initiated, Holmes will maintain the student's enrolment until the internal appeals process is complete; and
 - d. The category and specific reasons for the expulsion
 - e. Holmes reserves the right to not provide learning opportunities during this process should it be deemed appropriate.
- 4.22 In the case of U18 students, a copy of the notice of Intent to Defer, Suspend or Cancel Enrolment will be forwarded to the parents or legal guardian. Holmes will liaise with the parents or legal guardian to achieve the best possible outcome.
- 4.23 Where Holmes intends to defer, suspend or cancel the enrolment of a student under 18, Holmes will continue to check the suitability of accommodation and welfare arrangements until:
- a. The student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
 - b. The student leaves Australia;
 - c. Other suitable arrangements are made that satisfy migration regulations; or
 - d. Holmes reports under Standard 5.1 that it can no longer approve of the arrangements for the student.

The Suspension and Expulsion Register

The Principal is responsible for maintaining a centralised and secure digital register of all suspension and expulsion actions taken within the school.

The register serves as the primary record for every incident and ensures that all mandatory information is captured comprehensively.

Register Content

For every incident that results in a suspension or expulsion, the following minimum data points must be recorded in the official school register:

- **Case Details:** Date of Incident, Dates and Duration of Action (Start/End).
- **Student Information:** Student Name, ID, and Year Level.
- **Incident Details:** Grounds for the action (breach type), a description of the incident, and names of the investigating staff and the decision-maker.
- **Communication Log:** Dates and times of all verbal and written communications with parents/guardians.
- **Support and Resolution:** Details of the learning plan provided, the outcome of any appeal process, and the date of the return-to-school meeting.

The Discipline Policy and Procedures is made available to the community via the school's website.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Principal					
Implementation Officers	All school staff					
Review Date	December 2028					
Approved by						
School Council						
Associated Documents						
Key Documents Development and Review Policy and Procedure Bullying & Harassment Policy and Procedure Safe Environment Policy and Procedure - Grammar School Holmes Grammar School Staff Manual Student Study Planner Student Code of Conduct						
Version	Brief Description of the Changes	Date Approved	Effective Date			
1	New Policy	01/01/2005	01/01/2005			
1	Desk Top Audit – Self Assessment Tool	08/04/2011	08/04/2011			
1	Desk Top Audit – Self Assessment Tool	17/04/2015	17/04/2015			
2	• Promoting Positive Student Behaviour	12/08/2021	12/08/2021			
3	• Insert new Policy Procedure related to zero tolerance of racism	18/03/2025	18/03/2025			
4	• 4.2 Statement surrounding Procedural Fairness as part of HGS Behavioural Management • Inclusion of the processes related to the maintenance of a register for suspensions and expulsions • Inclusion on how the policy and procedure is communicated	15/12/2025	15/12/2025			