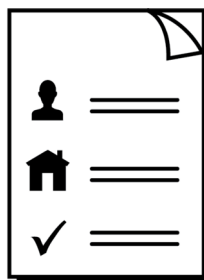


Suspension and expulsion procedures



Easy Read

About this booklet



This booklet is from the NSW Government,
Department of Education.

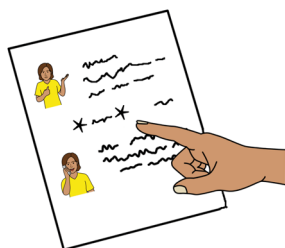


This booklet is written in a way that is easy
to understand.



You can read more about this on our [suspension
and expulsion procedures web page](https://education.nsw.gov.au/policy-library/policyprocedures/pd-2006-0316/pd-2006-0316-06)

[https://education.nsw.gov.au/policy-library/
policyprocedures/pd-2006-0316/pd-2006-0316-06](https://education.nsw.gov.au/policy-library/policyprocedures/pd-2006-0316/pd-2006-0316-06)



We add a star before and after ***hard words***.
Then we explain what the words mean.

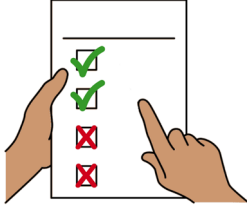


You can ask someone to help you read and
understand this booklet.



Contact information is at the end of this booklet.

Suspension and expulsion procedures



Our ***suspension*** and ***expulsion*** procedures help principals to make decisions about students who use ***behaviours of concern***.



Suspension means the student is removed from school for a short time.



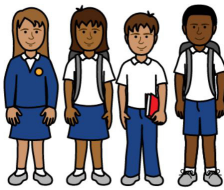
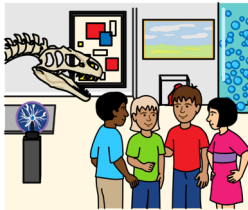
Expulsion means the student **cannot** return to the same school.



Behaviours of concern can affect

- teaching and learning
- how safe a person feels.





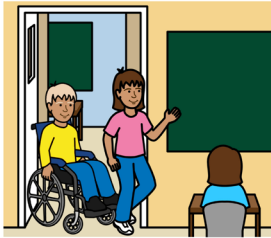
Student behaviour includes all behaviours when you are

- at school
- on the way to and from school
- on school activities
- outside of school and in school uniform
- using social media or other technology that involves students or school staff.

About the procedures



Schools support students to follow the rules in the ***Behaviour code for students***.



The Behaviour code for students shows how students should behave to make sure schools are safe and inclusive.



All students have a right to

- be safe at school
- take part in their learning
- be treated with respect
- say what they need and want.



Schools should be calm and safe places.

Decision to give a *formal caution*



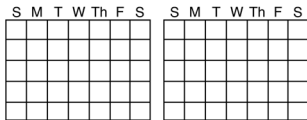
A formal caution means the school tells a student that their behaviour is **not** ok.



The school will send an email or letter to the student's family.



Schools will give a student a formal caution to help the student and their parents or carers to understand how the behaviours affect others.



A formal caution lasts for up to 50 school days.



The formal caution will

- say what behaviours of concern the student has used at school



- tell the student what behaviours are expected at school.



The formal caution will ask parents or carers to

- help manage the student's behaviour



- meet with school staff

- a support person can come to the meeting.



The formal caution will tell parents or carers about positive behaviour support for the student.



The school will keep a copy of the letter.

This letter will be saved in the student's school record.

Suspension



If a student's behaviour does **not** get better or is serious the school might decide to suspend the student.



Suspension gives the school time to plan how to support the student's behaviour.

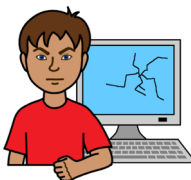


Principals get information to make this decision. This includes information about the student and their behaviour.

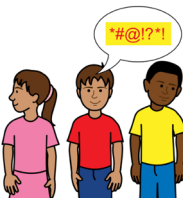


Reasons a student can be suspended can include

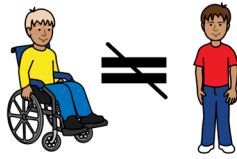
- behaviour that affects other students or their learning



- damage to school property or stealing



- abuse of students or teachers.



Other reasons for suspension can include

- ***discrimination*** of students or teachers
 - discrimination means a person does not treat another person fairly



- ***bullying*** and ***cyberbullying***

- bullying means someone hurts or threatens someone else on purpose, more than once

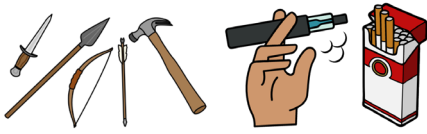


- cyberbullying is when someone uses the internet to be mean to someone else so they feel bad or upset.



Students who use serious behaviours that hurt students or staff can be suspended straight away.

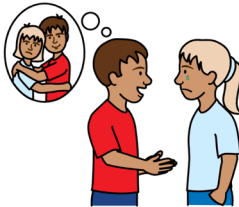
Serious behaviours can be



- bringing dangerous things to school
 - for example, weapons, drugs, vapes or cigarettes



- violence towards students or staff



- ***sexual harassment or assault*** at school.

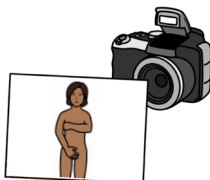


Sexual harassment or assault means someone tries to do or does sexual things to you that

- you do **not** want



- make you feel uncomfortable.



Sexual things can be sex or other things.

For example, someone might ask for naked photos of you.

What happens when a student is suspended?



The school principal will make the decision to suspend a student.



The principal will think about all information about the student and the behaviours of concern.



The student can tell the principal what happened.



If the principal decides to suspend the student, they must tell the student and parents or carers straight away.



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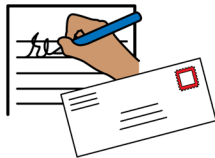
The principal must try to contact the student and parents or carers within 24 hours.



The student **cannot** be sent home before the end of the school day if the parent or carer has not been contacted.



Students who are suspended can talk to the school counsellor.



The principal will send a letter about the suspension to the parents or carers.

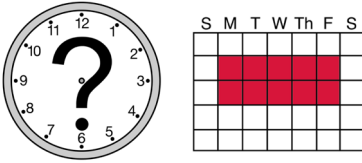


If the student goes to 2 schools, both principals will decide if the student is suspended in both schools.



The letter to parents or carers will say

- why the student has been suspended



- how long the suspension goes for



- what support services the student can use



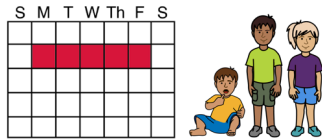
- who to contact at the school if there are questions about the suspension.



Parents or carers should work with the school to support the student to use positive behaviours.

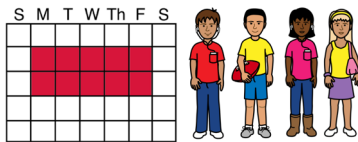


The principal will decide how long the suspension will be.



The rules say that a suspension can go for

- up to 5 school days for students in kindergarten to Year 2



- up to 10 school days for students in Year 3 to Year 12.



The principal can make the suspension longer if the school needs more time to give the right supports to the student.



The school will give support to other students and staff who need it.

Help to get back to school



The school will support the student to come back to school.



It is better for the student if they can get back to learning at school as soon as possible.



The school will meet with the student and their parents or carers to talk about their return to school.



At the meeting the school will talk about

- the Behaviour code for students
- positive behaviour outcomes for the student.

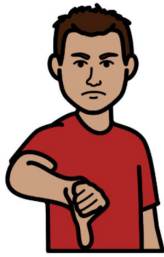


The school might ask the student to get more support from a school counsellor or learning and support team.

Expulsion



If serious behaviour continues after suspension the school might decide to expel the student.



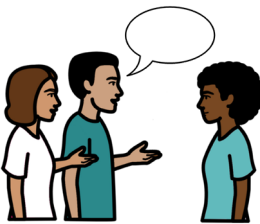
A student can also be expelled if they are aged over 17 and have not taken part in learning 2 or more subjects.



The principal has to make a big decision.



The student will be suspended while the decision is being made.



The school will talk to the school counsellor who has worked with the student.



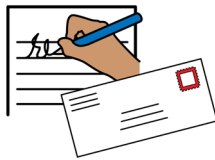
The principal and Director of Educational Leadership will make decisions about expulsion together.



The principal must speak to the student and parents or carers about the expulsion straight away.



The student **cannot** be sent home before the end of the school day if the parent or carer has not been contacted.



The principal will send a letter to the parents or carers to say they might expel the student.



The letter will say

- why the school wants to expel the student



- that parents or carers can meet with the principal to discuss the behaviour



- what support services the student can use



- who to contact at the school if there are questions about the expulsion.



The principal will also meet with the parents or carers within 7 school days.

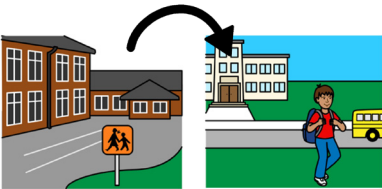


At the meeting the principal will talk about

- the reasons for wanting to expel the student
- what will happen if the student is expelled.



You can take a support person to the meeting.



If a student under the age of 17 is expelled for serious behaviour the principal will find a new school for the student.

What happens after a student is expelled for serious behaviour?



The Executive Director of School Performance decides if a student can go back to their school.



They will think about

- the student's behaviour



- the student's safety



- support for the student.



If the student's behaviour is too serious or dangerous they might **not** be able to go to school in NSW.



Sometimes a student who goes to school might also need to go to

- a suspension centre where they keep learning



- a tutorial centre where students get help to manage their behaviour



- a behaviour school where students can learn and get extra support.

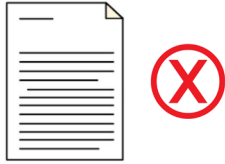
What to do if you do not agree with suspension or expulsion



If you do **not** agree with the school's decision to suspend or expel a student you can ***appeal***.



Appeal means you ask for a decision to be reviewed.



You can appeal if you think

- the school did not follow the right process



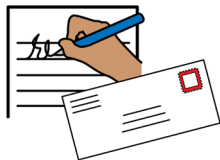
- the decision was unfair.



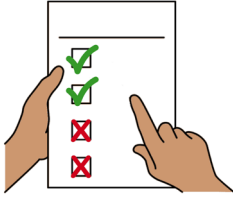
You must appeal in writing and say why you want the decision to be reviewed.



You can get help from the school or department to make an appeal.

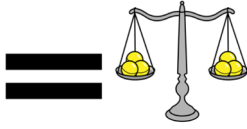


When you make an appeal you will get a letter to say your appeal is being reviewed.

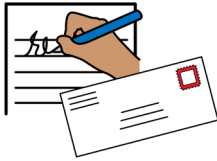


The appeal decision maker will

- check if the rules were followed



- check if the decision was fair



- tell you their decision about the review in writing.

School records of behaviour



Schools must keep information about students and their behaviours of concern.



Schools use the information to find out which students need behaviour support.



More information



For more information contact your school.



You can also contact the Director of Behaviour and Student Participation at the Department of Education.



Call 02 7814 3809



Email studentbehaviour@det.nsw.edu.au



If you need help to speak or listen, the National Relay Service can help you make a call.

Call 1800 555 660

Website [NRS Helpdesk](https://www.accesshub.gov.au/about-the-nrs/nrs-helpdesk)

<https://www.accesshub.gov.au/about-the-nrs/nrs-helpdesk>



If you need help with other languages, contact the Translating and Interpreting Service.

Call 131 450

Website [TIS National](https://www.tisnational.gov.au)

<https://www.tisnational.gov.au>

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