

In the event of a serious incident, what happens next?....

The teacher gives a pink card to a student in the class and asks them to take the card to the Main Office. The Main Office informs the Deputy Principal / Principal that a serious incident has taken place. One of the Year Tutors may be sought if management are not available to deal with the incident.

The Principal / Deputy Principal / Teacher in Charge goes to the class and student is removed from the classroom.

The Principal / Deputy Principal contacts Parents / Guardians and then the parents / Guardians are asked to collect the student from school as soon as possible.

From that point, the student does not return to any class until meeting with parent and teacher has taken place.

While the student is waiting for their parent to collect them, the student is presented with a visual of the school rules and completes a sheet asking them:

- Describe what they did
- What rules have they broken?
- What do they need to do next to make things better?

When the parent / guardian collects their son / daughter from school that day, if it is possible, the meeting with the teacher, student and Deputy Principal / Principal may take place. If this is not possible, the meeting will be timetabled to take place the following day.

If the parent / guardian is not contactable that day, the HSCL teacher will be asked to visit the home and give the letter directly to the parent. If the parent is still not contactable, the student may attend school the following day. The student will not be allowed to attend classes and will remain with Deputy Principal / Principal / Year Tutors. If at the end of the second school day, the parent is still not contactable, the student will be asked to stay at home until the meeting can take place.