ST BEDE'S COLLEGE
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BOARDING HOUSE STAND-DOWNS, SUSPENSIONS AND EXCLUSIONS

St Bede's Boarding School may need to stand-down, suspend or exclude a student as part of the Board's responsibility to maintain a safe environment for students, staff and families residing at the boarding school.

This is done in a fair and flexible manner, considering all the circumstances and options available before making a decision. Our Board, Rector and Assistant Rector - Pastoral & Boarding consider the context and individual student needs as part of their decision-making as every situation is different and requires a different approach. The Rector, Assistant Rector - Pastoral & Boarding and Board seek advice when needed.

In the proceedings, we ensure everyone:

- understands the processes, practices, and procedures.
- respects each other, recognising the cultural diversity of all students and whanau.
- is listened to and treated in accordance with the principles of natural justice.

Roles

- The Rector is responsible for standing down or suspending a student. They may delegate this to the Assistant Rector - Pastoral & Boarding. They must have reasonable grounds that gross misconduct or continued disobedience is:
    - harmful to the student or others
    - a dangerous example to other students
    - likely to be seriously harmful to themselves or other students.
- The boarding school has a duty to students who have been stood down or suspended. The Assistant Rector - Pastoral & Boarding must take reasonable actions to make sure the student has guidance and counselling and work with the College to ensure an appropriate learning programme can continue should the student not be able to attend school.
- The Rector will ensure written records and details must be kept of all cases of stand-downs and suspensions (including the outcomes). These records are regarded as privileged information. The records are the property of the Board of Proprietors, and the rights of students, parents, staff and the Proprietor will be respected.

Stand-down

- The Rector or Assistant Rector - Pastoral & Boarding tells parents/caregivers of the student the reason for the stand-down and the stand-down period. This is followed up in writing.
- A stand down can be for more than one specific period and last up to 7 days. Students are still able to attend the Day School during this time.
- After a student is stood down, the Rector, Assistant Rector - Pastoral & Boarding, student, and/or their parents/caregivers may request a stand-down meeting. If the parent/caregiver requests the meeting, the Rector or Assistant Rector - Pastoral & Boarding arranges the meeting as soon as practical. The purpose of this meeting is to discuss the stand-down and share information about it. We may also use the meeting to decide next steps for the student.

Suspension

- After determining suspension is warranted, the Rector informs the board and parents/caregivers of the reason for the suspension. The Rector also provides the Board with a written report that includes all relevant information.
- The Discipline Subcommittee of the Board convenes a meeting to consider circumstances relevant to the suspension and each available option. Options available to the Board are:
- lifting the suspension early and choosing to include any reasonable conditions.
- extending the suspension for a reasonable period that must include conditions to help with the student's return to the boarding school.
- excluding the student from the boarding school.
- Should conditions be imposed, and the student does not comply with the conditions, the Board

may reverse or modify the previous decision at the request of the rector after holding a reconsideration meeting. The same rules apply to a reconsideration meeting as the first suspension meeting.

- Should a student be excluded or withdrawn during this process, the Terms and Conditions of the Boarding Agreement apply with regards to fees payable and enrolment.

Reviewed: June 2026

Signed:

Date of Next Review: Within three years as per schedule