
Keira High School Suspension Flowchart

Student Incident



Statements gathered for internal investigation: Teacher (sentral) student witnesses. Review sentral. Check if current monitoring card



Senior Executive decision: based on consultation with Department of Education criteria for Behaviours of Concern suspension category and days required. Use suspension checklist – NSW DoE



Notification to student (hard copy & email), family/carer's and documentation (with policy and appeal provided. Meeting organised between family and Senior Executive. Learning from home package if longer than 3 days



Restorative Practice: Return from Suspension meeting with Senior Executive, student and family representative, re-admission agreement contract and letter, Grey category card issued with Mentor organized *(150 points, if good – letter/call to parents. Update Sentral Category level. If zeros/major issue – call parents. Options: re-set card to Zero points, Formal Caution of Suspension – red card)*



Restorative Practice:

- Let's Talk About Program catered to suspension category
- Mediation session held for conflict resolution (if required)
- Counsellor or Student Support Officer session (if required)
- Risk Management or Behaviour Support Plan created (if required)
- Team around the school contact (if required)
- Learning & Engagement support meeting – ILP created (if required)

Return from Suspension Options (if required)

1. Part Day exemption – Principal or DoE approved plan
2. After school detention
3. Restoration fix/clean-up/payment of equipment/property
4. Police Liaison Officer meeting
5. Restrictions (playground/contact with others)