



WOODBIDGE HIGH SCHOOL

Internal Suspension Policy

Principles

1. Internal suspensions are at the discretion of the school and do not qualify as legal or formal suspensions. The Department for Education's statutory guidance on suspensions does not apply to internal suspensions, because they do not impact on a student's education by removing them from school premises. The internal suspension facility at Woodbridge High School is called the Focus Room.
2. Internal suspension serves as a serious sanction directly below a Fixed Term Suspension but above less serious sanctions such as detentions. Internal suspension is used to prevent students from engaging with the school community but without this impacting on their academic learning.
3. Internal suspensions are imposed for serious and/or persistent breaches of the code of conduct. Patterns of behaviour may also be considered. The decision to internally suspend a student will depend on the individual circumstances and is at the discretion of the Headteacher. Please see the school's behaviour policy and student code of conduct for further information on the expected standard of behaviour. Where a student has failed to meet the expected standard of behaviour, an appropriate sanction will follow.
4. There is no statutory maximum period for internal suspension.
 - a. In most cases a period of internal suspension will last no longer than five school days, and will often be imposed for one or two days.
 - b. There is no maximum period as, in some cases, parents/carers may be unable to provide proper supervision if their child was externally suspended.
 - c. When a longer period of internal suspension is required, the student may be moved to another local school or a Pupil Referral Unit with appropriate provision.
5. Woodbridge High School never puts internally suspended students into isolation. Internally suspended students are supervised at all times and are based in a purpose-designed facility. The aim is to continue learning, prevent a reoccurrence of the offending behaviour and to ensure reintegration when the period of internal suspension is over.

Routines and Procedures

6. Parents/carers will be informed about the length of, and reasons for, an internal suspension. They will be contacted by a member of staff on the day that a decision to internally suspend is made; and will receive a letter via email along with a copy of this policy. Parents/carers may also be invited into school for a meeting with a senior member of staff to discuss the reasons for the internal suspension. It is expected that parents/carers attend this meeting. Where parents/carers have failed to attend the meeting, it is possible that the period of internal suspension may be extended until the parent/carer is able to attend.
7. Students on internal suspension should report to reception at 8:15am. A designated member of staff will collect them and escort them to the school's Focus Room.
8. Students on internal suspension will be asked to hand over their mobile phone, which will be stored securely until the end of the day.
9. Students on internal suspension will not be entitled to go to the canteen during the day but may bring a packed lunch or order food from the school's canteen, which will be delivered to them.
10. Students on internal suspension will be provided with appropriate work to complete. This work has been developed in collaboration with Heads of Departments to ensure it is fit for purpose. Qualifying students may also access a range of ASDAN vocational courses whilst in the Focus Room.
11. Students on internal suspension may be visited by a number of key staff during the day. This may include the Headteacher, other members of the school's leadership team, Heads of Year, a member of the wellbeing team and the school's SENCOs. Each visit will be an opportunity to support the student in reflecting on their behaviour and working with them to avoid a reoccurrence.

12. The Focus Room day will end at 3:30pm. Any student who is late for the Focus Room will need to make up this time after 3:30pm. At the end of the Focus Room day, the pastoral manager will review the work they have completed, their behaviour throughout the day and make a judgement as to whether the student has sufficiently reflected on their actions and is able to make a commitment to avoiding such behaviour in future. Any reconciliation sessions with other students or staff may also be carried out at this time.
13. Any student who has not made sufficient progress with the above criteria may have to repeat time in the Focus Room the following day. Where a student's behaviour has fallen significantly short of the expected standard or a student refuses to attend the Focus Room, the school will consider escalating the sanction to off-site respite at another school or PRU for a longer period of time and/or escalate to a Fixed Term Suspension.

Complaints/Concerns Regarding Internal Suspension

14. In accordance with DfE guidance, there is no right of formal appeal for internal suspensions. This is because they do not result in missed education or the removal of a student from school premises.
15. If a parent/carer wishes to raise a concern about the internal suspension, they should follow the procedure detailed in the school's Complaints Policy (a copy of which can be provided to you upon contacting the school).

Policy Reviewer: Caroline Moore, Assistant Headteacher

Approval: Approved by Pupil Discipline Committee on 1st November 2023 and C&S Committee on 7th November 2023

Date of Next Review: Autumn 2024