Summary of Report Card System

Signatures in Journal (3 in a week or 7 in a month) for breaches of code of Behaviour
or
Complaint Form
to
Year Head

Having considered the complaints fully, Year Head decides on appropriate response

Refer to Pastoral Care Team

Year Head Report Card

Refer to Dean of Discipline

Satisfactory

Unsatisfactory

Student Records

Misbehaviour within 6 weeks

Dean of Discipline

Dean of Discipline Report Card

Satisfactory

Unsatisfactory

Student Records

Misbehaviour within 6 weeks

Principal

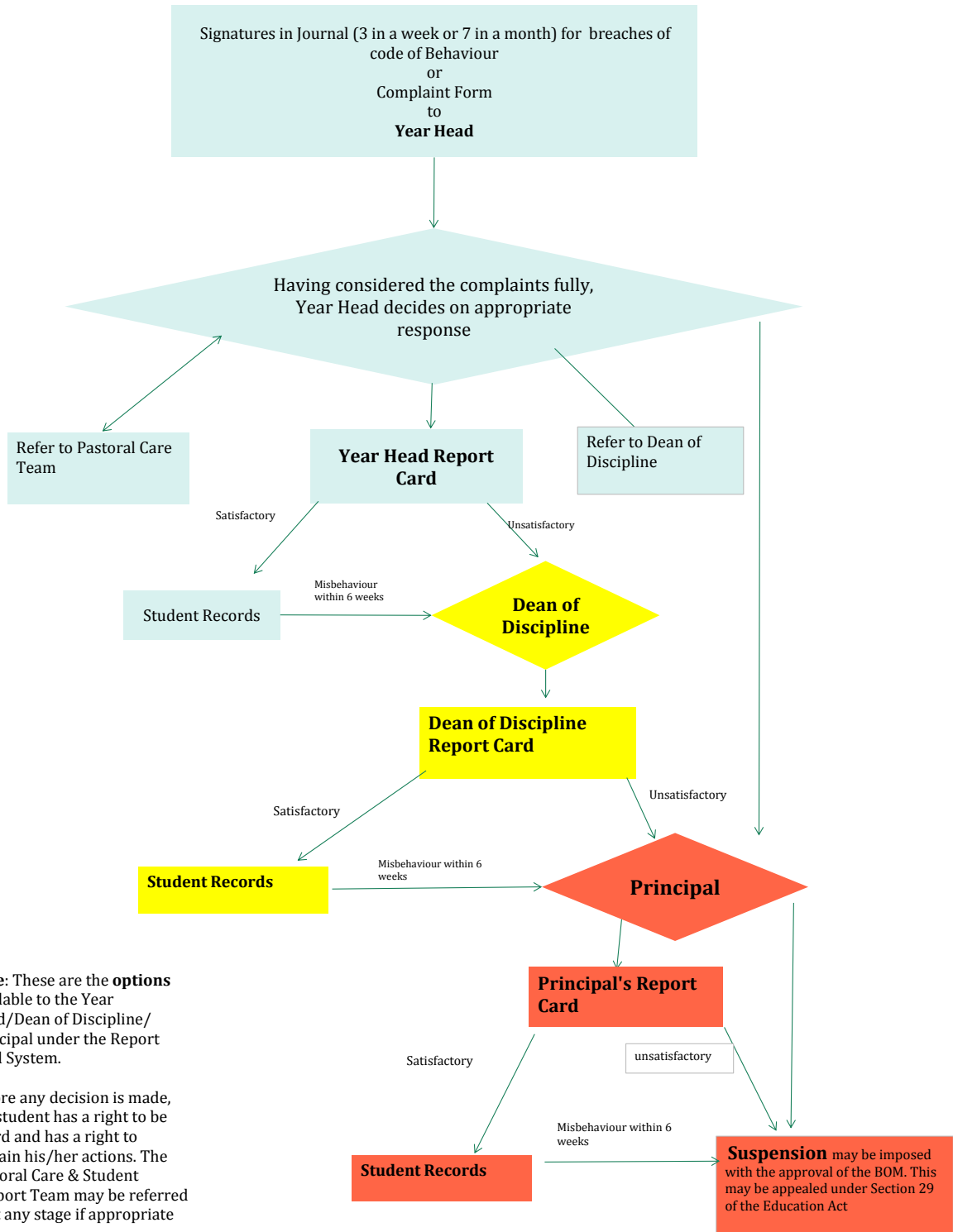**Note**: These are the **options** available to the Year Head/Dean of Discipline/ Principal under the Report Card System.

Before any decision is made, the student has a right to be heard and has a right to explain his/her actions. The Pastoral Care & Student Support Team may be referred to at any stage if appropriate

All relevant factors will be taken into account

Principal's Report Card

Satisfactory

unsatisfactory

Student Records

Misbehaviour within 6 weeks

Suspension may be imposed with the approval of the BOM. This may be appealed under Section 29 of the Education Act