

HOLY EUCHARIST SCHOOL

Checklist for Suspension of Students



Holy Eucharist School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This checklist is designed as a prompt and tool to support compliance and best practice. It is not designed as a substitute for the Suspension of Students Policy or the procedures set down within.

School: _____

Student: _____

Date: _____

Policy/ Procedure Reference	Action	Y/N	Date	Comment
Procedure				
1.1	Relevant personal and social circumstances of the student have been taken into account, including the student’s cultural or linguistic background.			
1.2	If the student is identified as part of a vulnerable cohort, the MACS Regional General Manager has been informed.			
1.3	<ul style="list-style-type: none"> Student has been provided with the allegations or reasons why the particular decision is under consideration. Provision has been made for the student and their parent/guardian/carer/relevant person to be heard. Relevant documentation has been considered. Other measures to address student behaviour have been considered. 			
1.4	Communication: <ul style="list-style-type: none"> Verbal notification has been provided to the student and parent/guardian/carer/relevant person, followed by notification in writing or email within 24 hours. <i>Notice of Suspension</i> has been provided. Planning: <ul style="list-style-type: none"> Meaningful work has been provided. <i>Student Absence Learning Plan</i> and <i>Return to School Plan – Suspension</i> have been 			

Policy/ Procedure Reference	Action	Y/N	Date	Comment
	prepared for an absence greater than three days.			
1.7	Appropriate duty of care and supervision arrangements are in place, if suspension is to take place with immediate effect.			
2.1	Approval has been gained from the MACS Regional General Manager for a period of suspension longer than five consecutive days.			
2.3	Approval has been gained from the MACS Regional General Manager for a cumulative period of suspension exceeding 15 days.			
Policy				
2.0	Sufficient grounds for suspension have been determined.			
1.0	The Principal or delegate has authorised suspension.			