

Student Name		Student Age	
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STAGE 1 – Verbal Warning

Member of Staff	Meeting Date
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Reasons for Disciplinary	Evidence (please attach)
	<i>e.g. attendance records, cause for concern forms...</i>

Student's Comments

Action Plan	Review Date	Achieved

Student's Signature		Member of Staff's Signature	
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STAGE 2 – First Written Warning

Reasons for Disciplinary	Evidence (please attach)

Member of Staff	Meeting Date
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Staff Member's Comments

Student's Comments

Action Plan	Review Date	Achieved

Student's Signature	Member of Staff's Signature
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Letter Sent?	Date	To whom?	
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STAGE 3 – Second Written Warning

Reasons for Disciplinary		Evidence (please attach)	
Suspension	YES / NO	Letter sent	YES / NO

STAGE 3 – Disciplinary Meeting

Date & Time	
Present	
Staff's Comments	
Student's Comments	
Parent/Guardian/Sponsor's Comments	

Action Plan	Review Date	Achieved

Action Plan agreed by

Student's Name		Signature	
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Parent/Guardian/Sponsor's Name		Signature	
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Curriculum Director		Signature	
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Principal		Signature	
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STAGE 4 – Expulsion Proceedings

Stage 3 Action Plan Agreed?	YES / NO	Stage 3 Action Plan Met?	YES / NO
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Senior Management Team's Final Decision

Letter Sent?		Date		To whom?	
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