

APPEALS PROCEDURE

Where parents have the right of appeal against the Headmaster's decision the procedure is as follows: -

1. Parents should contact the Chairman of Governors or the Secretary to the Board of Governors c/o the College, within seven days of receipt of written confirmation of the Headmaster's decision.
2. The Secretary to the Governors would then ask the Chairman of Governors to appoint an Appeals Panel consisting of five people, at least three of whom should be Governors who were not party to the Headmaster's decision, and including at least one independent person who is not concerned with the management or running of the College.
3. On a date convenient to all parties, the Governors' Appeals Panel would effectively rehear the case, listening to representations both from the College and from the parents.
4. Parents have the right to be accompanied by a friend, which would include a legal representative.
5. After hearing representations from both sides, the Appeals Panel would have the option of upholding the Headmaster's decision, modifying the decision or overturning it.