



Queensland
Advocacy for
Inclusion

Suspensions from School



Easy Read

Suspensions



This information is for young people with disability who get **suspensions**.

A **suspension** is when you are asked to spend time away because of something that happened at school.



Queensland Advocacy for Inclusion made this information.

We say **QAI** for short.



Advocacy is when someone supports you to tell the school what you think.



There are things you and your support person can do if you get a suspension.

Doing these things will support you if you get a suspension.

Ask for a meeting



You and your support person can ask to have a meeting with someone at your school.



You can also go to a meeting if the school ask you come to one.



You can ask a support person to join you.



This could be someone you trust like

- Family
- Friend
- Support worker
- Advocate.

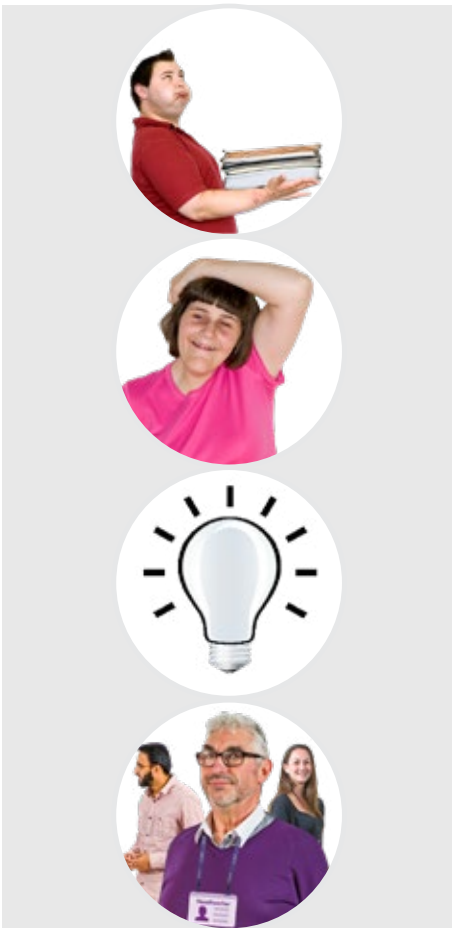
Make a plan for the meeting



You can make a plan for what you want to talk about in the meeting.



You might ask your support person to help you write your plan.

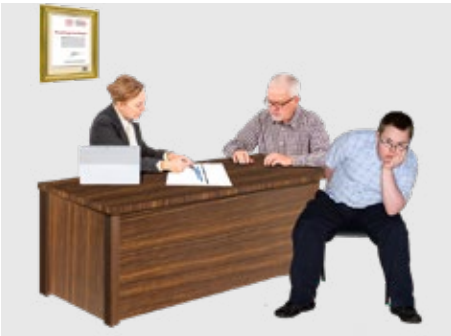


The plan might have things like talking about

- Information about your disability
- What you find hard at school
- Your ideas for how the school can support you better
- Ideas from your doctors and support people for the school.



You might also bring a letter from your doctor with a list of things you need to support you at school.



You and your support person can make a plan with everyone in the meeting.



The plan might have things like who will do what in the plan.



It might also say when they will do it by.

Ask for the plans you have already



You and your support person can ask the school to show you the plan they have for you already.



You can also ask to see any other documents they have.



This might be an **incident report**.

An **incident report** is a document that has information about when something went wrong at school.

In the meeting



In the meeting you or your support person can write things down.



This can help you if any other bad things happen.

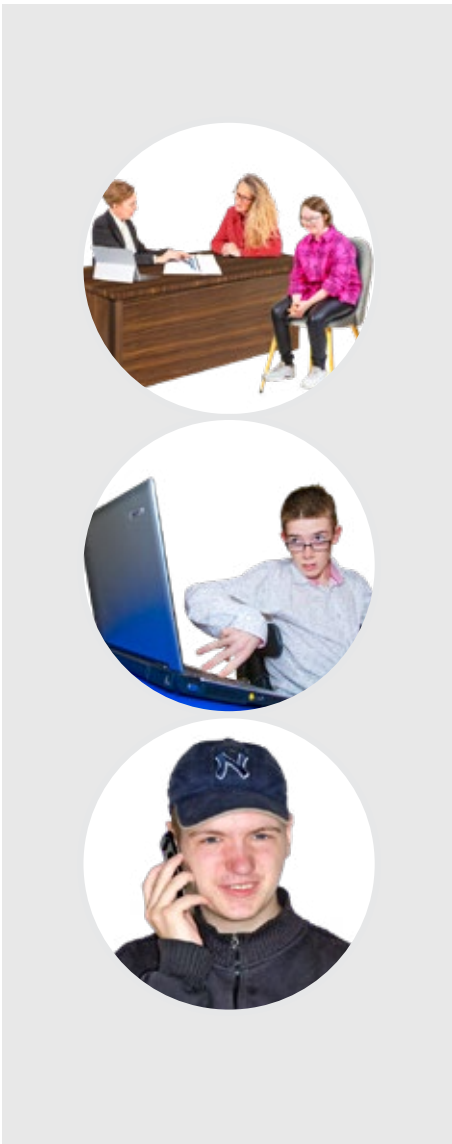


You or your support person can write things down like

- Who was in the meeting
- The problems that were talked about
- Things people said they would do
- The time they said they would do it by.



You or your support person can write down the time and date of the meeting.



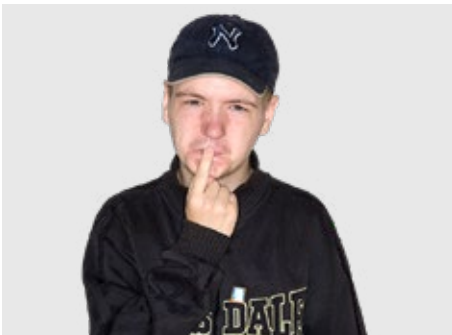
You can also write down if you had the meeting

- In person
- Online
- On the phone.

If you have a long suspension



If your suspension is longer than 10 days there are things you can do.



You can **appeal** the decision the school made.



Appeal means that you say in writing

- You do not agree with their decision
- You want it to change.



You must give the appeal to the school in the 5 school days after you get the **suspension letter**.

A **suspension letter** is a letter the school gives you that says you are suspended.



You can get information from the school about how to do make an appeal.

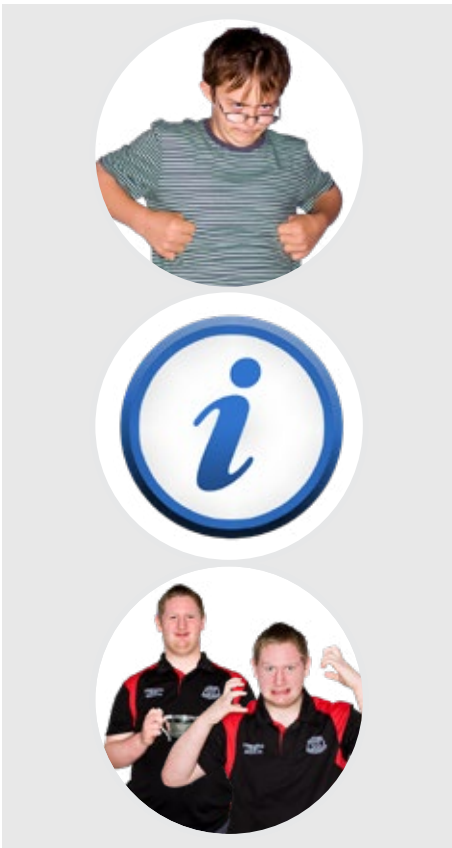


Your support person might be able to help you write the appeal.

Things to put in the appeal



There are things you and your support person can put in the appeal.



It might be things like

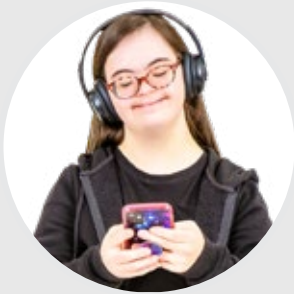
- Why you think the suspension is wrong
- Information about your disability
- How your disability can change your **behaviour**.

Behaviour is the way you do things.



You can also put ideas for what people can do to support you to not have any more suspensions.

These ideas might be things like



- Things that support you to feel calm and happy



- How people can work together to support you



- More support for your needs at school



- More support from places that know how to support with your disability at school.

What happens next



After the school gets your appeal the **Director General** will reply as soon as they can.

The **Director General** is the person who works with the schools to look at appeals.

40
school
days

8
weeks

This can take

- 40 school days

or

- 8 weeks.

More information



There are places you can get more information about suspensions and advocacy.



The information is not in Easy Read.

You might need someone you trust to support you to read it.



For more information about what happens with suspensions you can go to this website

www.bit.ly/qai-suspension

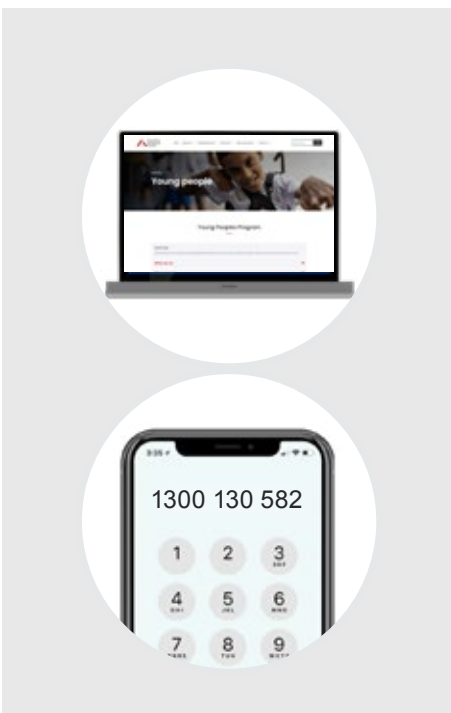


Parents or support people can get more information about advocacy on this website

www.bit.ly/qai-advocacy



If you do not have a support person QAI can support you.



To ask for help from QAI you can

- Go to our website at www.qai.org.au/young-peoples-program
- Call **1300 130 582**.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at business@cid.org.au.