



Student Behaviour for Learning Policy & Procedures

Document	Part of College Student Enrichment & Experience Framework
Policy owner:	Deputy Principal
Policy Author	Vice Principal Quality & Student Experience
Version	1.1
Review date	July 2022
Applies to:	All students and staff
Monitoring and evaluation:	Directors of Curriculum, Safeguarding Leads, Heads of School
Access to this policy	The Policy will be published on the staff intranet and will be available on the student portal and contained in summary form in the Learner Handbook. Copies of the Student Code of Conduct should be on display and online.

Associated documents/policies for this area:

	College Strategy
	College Complaints & Compliments Policy
	College Equality & Diversity policies
	College Learner Admissions Policy
	College Learner Voice Policy
	College 42 day Retention Strategy
	College Safeguarding Strategy and anti-bullying Policy
	College Quality Framework associated policies covering : malpractice, anti-plagiarism and collusion

Purpose	<p>This policy will set the process and the parameters for the student disciplinary policy. The Student Disciplinary Procedure ensures the safety and well-being of all students, visitors and staff. It sets out the disciplinary procedure for students who breach the Student Contract/Learning Agreement, which is signed by all learners at the beginning of their course.</p> <p>The purpose of the procedure is to help and encourage students to:</p> <ul style="list-style-type: none"> • achieve and maintain high standards • maintain high levels of attendance and punctuality • develop and maintain good behaviour and attitudes • maintain personal safety
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	<ul style="list-style-type: none"> • develop inclusive behaviours • support completion of work • adhere to examination and awarding body requirements <p>Where a student fails to meet College expectations for conduct or behaviour, this Disciplinary Procedure provides corresponding definitions of misconduct and gross Misconduct and with regard to any breaches in the Student Code of Conduct.</p>
Scope & process	<p>The procedure also ensures fair treatment for all in relation to disciplinary action taken in response to allegations of unacceptable conduct or performance. The procedure applies to:</p> <ul style="list-style-type: none"> • all students of the College whether full time or part time • all students studying at the College, whether or not the course or programme of study is validated by or associated with any other institution • all students studying in off-site provision i.e. work experience, educational visits, work-based learning <p>Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally.</p> <p>Note:The College reserves the right to withdraw a student for poor attendance and failure to make academic progress at any time in their learning programme, without the student having right of appeal. Poor attendance is defined as unauthorised absences amounting to anything less than 87% and more than four non-notified consecutive absences,. Any student likely to attend at a rate lower than the set rate this should be proactively supported to take steps to immediately improve or be w withdrawn from the College without appeal.</p> <p>For conduct or behaviour issues, the College appeal process will apply both within and beyond the first 42 days of the learning programme.</p> <p>Students who are caught or known to have been engaging in anti-social behaviour or taking part in activities that could bring the College into disrepute, on the way to or from College, or near the College premises, may be disciplined by the College under this policy.</p>
Roles & Responsibilities	<p>All college staff: All staff carry the responsibility for the informal disciplining of students and for ensuring that misconduct or poor academic performance on the part of students is consistently dealt with in accordance with this policy.</p> <p>Students themselves may also raise issues regarding the behaviour of other students (peer to peer) to any member of College staff. The member of staff will then make a referral to personal tutor/Student Services.</p> <p>Teacher/Personal Tutor: Authority to invoke the disciplinary procedure ladder and administer reprimands as appropriate and record on college systems; use disciplinary ladder to manage classroom behaviour. Principles of good behaviour should be re-enforced throughout the programme of study, starting with induction and coverage via course handbook and college intranet</p> <p>All college managers, teaching staff, Student Experience & Enrichment staff: Able to issue informal verbal warnings for minor concerns and alert tutor/teacher via online recording systems. Staff should discuss their concerns with the student and explain why their behaviour is unacceptable and provide the tutor with a record of the discussion/interaction.</p> <p>College Security: Authority to remove students from Campus who exhibit threatening behaviour and invoke the Disciplinary Procedure at stage 2.</p> <p>Heads of School/Directors/Duty Managers: Authority to suspend students, confiscate IDs and refer in line with the disciplinary code and</p>

	<p>where necessary stage 2 or stage 3</p> <p>Directors of Curriculum: Authority to suspend and exclude students plus administer final warnings and stage 3 Sanctions including exclusion</p> <p>Deputy Principal/Principal (or ELT member) Appeals against Stage 3 decisions where applicable</p> <p>The college reserves the right to use CCTV and surveillance technology along with non-invasive body searches by designated individuals and maintain records of any breaches of the Student Code of Conduct.</p>
Definitions of misconduct:	<p>The following are listed as an indicative guide and not exhaustive of all forms of misconduct or level of disciplinary action.</p> <p>Minor misconduct: (Stage 1) Disrupting any class or any other College activity whether or not involving staff or other students, undue noise or unruly behaviour in class including unauthorised use of mobile phones and technology; persistent lateness, poor attendance, failure to follow reasonable instructions from college staff; minor infringement of college IT Policy; refusal to wear ID card and follow college dress code; any relatively minor breach of obligations set out in the Code of Conduct for Students, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College.</p> <p>Major misconduct: (Stage 2) Any act which may have an adverse effect on the work of the College or on other students. Any behaviour which could bring the College into disrepute including academic misconduct as defined in relevant examination regulations and associated quality policies such as plagiarism, malpractice or collusion. Smoking or using e-cigarettes within the College buildings. Any incident of racist, homophobic, transphobic or biphobic language. Any unauthorised use or interference with College computer equipment (Including software or data belonging to or used by the College) and 'hacking' into other College and non-College users. Any inappropriate downloading from the internet, unauthorised or inappropriate use of mobile devices, or breach of e-safety. Repetition of minor misconduct. Non attendance or poor behaviour at Work Experience/Placement.</p> <p>Any act of physical or verbal abuse, bullying, grooming or abuse of staff or students should result in immediate temporary suspension from College pending an investigation in line with Stage 3.</p> <p>Gross misconduct: (Stage 3) Any bullying, intimidation, taunting, verbal abuse or the use of any violence or perceived threat of violence, including cyber bullying towards any College stakeholder or whilst representing the College. Any incident of racist, homophobic, transphobic or biphobic bullying. Any theft of College property or other dishonest acts. Any drunkenness or the use, possession or supply of any illegal drug whilst on College premises or while engaged on any activity associated with the College. Any possession of an offensive material, such as pornography, racist or extremist material or offensive weapons, such as knives. Conviction for a criminal offence which is likely to bring the College into disrepute.</p> <p>Academic Misconduct: Behaviour or intention to use unfair means in any test, examination or coursework, or to assist another student to make use of such unfair means, or engaging in plagiarism. Refer to the College Learner Malpractice Quality Policy in relation to academic misconduct disciplinary procedures and outcomes. Most cases of Academic Misconduct refer to Stage 2.</p>

42 day “at risk” process	<p>There is a separate 42 day retention strategy that supports and intervenes “at risk” learners to ensure that they are supported to stay in college and achieve on existing or more suitable programmes.</p> <p>Firmly established within the first 42 days of any College programme, key student expectations are:</p> <ul style="list-style-type: none"> • High attendance (+95%) and no unauthorised absence for all programme elements • Students with attendance below 87% are ‘at risk’ and may be withdrawn without following disciplinary process stage 1 to 3 and may move to stage 3 • Attendance at all English or maths classes as appropriate • Completion of all planned assessments to the required level, within specified timescales • To be respectful to peers, staff and other College users <p>Any student not meeting these minimum expectations is deemed 'at risk'.</p> <p>The process flow if a student is not meeting minimum expectations and is “at risk” is:</p> <ol style="list-style-type: none"> (1) Review with Personal Tutor and recovery targets set (with full involvement of parent/guardian/employer as appropriate). Record targets on college system and use “The Deal” card (week) (2) Review with Head of School and set recovery targets. Record on college system and send letter to parent/guardian records of interventions and agreed targets (week 2) (3) Follow ‘At Risk Monitoring Approach Policy’ via ALARM meetings and regular updates online and to parent/guardian in writing as necessary (week 3) (4) Final decision taken by Director of Curriculum and fed into weekly review meetings within 42 day period. Record online and move to Stage 3 exclusion. (week 4 onwards)
“The Deal” (informal stage)	<p>Prior to the start of an informal stage 1 disciplinary teachers/tutors should use mechanism within the disciplinary ladder. (see Appendix 1 and Appendix 7).</p>
Disciplinary Stages	<p>The Formal Behaviour for Learning Procedure divides into 3 stages:</p> <ul style="list-style-type: none"> • Stage 1 (tutor/teacher led supported by Head of School) • Stage 2 (Head of School/Curriculum Manager/Centre Manager) • Stage 3 (Director of Curriculum) • Appeal Stage: Deputy Principal/ELT <p>A learner may progress through stages 1, 2 and 3 (from misconduct to gross misconduct) where there is repetition of poor behaviour within an academic year.</p>
Disciplinary Hearings (Stage 2 and 3)	<p>The primary purpose of the hearing is to agree the action required to address disciplinary issues, or alternatively to establish whether the student can continue at College. Every disciplinary hearing should be preceded by investigation of the facts with an accompanying summary report.</p>
Suspension	<p>On occasions serious incidents that necessitate an immediate need for a suspension pending a stage 3 (gross misconduct) meeting as a “cooling off” period. Any suspension must be done so only by designated person in this policy. When a suspension occurs, college IDs must be confiscated and Student Support Mentors, Administration and Directorate Administrators must be informed. There should be a block on college systems made by the designated person who initiates the suspension.</p> <p>The Directorate Administrator must inform the learners’ parents/carers by phone/email/text and if the learner is a vulnerable adult. A formal suspension letter may be given in person but also sent by post and emailed by the Directorate Administrator.</p>

	<p>The cooling off period should not be longer than 5 working days and the suspension is not a disciplinary action and is invoked to allow an investigation to take place.</p> <p>For suspension of any 14-16 year olds the college must inform the parent/carer and the student cannot be suspended and sent home until contact has been made.</p> <p>During the “cooling off” period the student should be invited in to conduct an interview as part of the investigation process. The student, if a vulnerable adult or under the age of 19 should be accompanied by a parent/carer in most circumstances. In extremis, the student can be accompanied by a friend or representative from the Student Services Team as a representative.</p> <p>Any decision to extend suspension beyond 5 working days must be confirmed by the relevant Director of Curriculum and this should be communicated in writing. No suspension should extend beyond 10 working days unless there is a criminal investigation underway. the College may decide to defer any disciplinary action until the outcome of any criminal proceedings is known. In exceptional circumstances students may be suspended until the outcome of any criminal proceedings is known.</p> <p>While a suspension is in place a student should be given access to online/postal materials to continue their studies.</p>
Searches	<p>Section 85B of the Further and Higher Education Act 1992 (inserted by Section 46 of the Violent Crime Reduction Act 2006), means that appropriately trained College staff have a power to search students College, with reasonable grounds for suspicion and without consent. For students over compulsory school age the College can also search with or without consent.</p> <p>These powers are subject to the following conditions:</p> <ul style="list-style-type: none"> • They are exercised on College premises or elsewhere where the member of staff has lawful control of the student (i.e. during a field trip). • Searches are undertaken or authorised by the Deputy Principal or member of ELT, either to ensure the safeguarding of the College community or to deal with a specific incident. • The student can only be required to remove outer clothing, i.e. clothing not worn next to the skin or immediately over underwear, staff members can require the student to remove shoes, gloves, scarf, or hat. • The student may be asked to remove religious items of clothing in order to confirm identity or to support criminal investigations (where it is in the public interest). • The person conducting the search must be of the same sex as the student and may only carry out a search in the presence of another member of staff of the same sex as the student. • Anything found which the member of staff has reasonable grounds for suspecting is a knife, blade, or what is considered by law an offensive weapon, may be seized and will be handed over to the police as soon as reasonably practical.
Investigations & Interviews	<p>Investigations should be conducted by a designated officer, usually a college manager.</p> <p>Every disciplinary hearing should be preceded by investigation of the facts leading to the request for a disciplinary hearing. Usually the investigating manager is the Head of</p>

	<p>School/Centre. The Investigating Officer may hold face-to-face meetings with witnesses as s/he will deem appropriate. This may include witnesses put forward by the student. In this situation the student is not entitled to be present at the meeting with the witness.</p> <p>Following any face-to-face meeting, the Investigating Officer will provide the student with a set of the notes (non-verbatim) and will ask the student to verify whether or not s/he considers the notes to be an accurate record of the meeting. Copies of the set of notes will be considered as the evidence base.</p> <p>Where a student, who is the subject of a disciplinary investigation, makes counter allegations or complaints to the Investigating Officer, the Investigating Officer will confirm with the student whether they wish for these counter claims to be considered as part of the investigation. Where the student confirms this, the Investigating Officer will inform the student that their counter claims can only be considered if the student submits them in writing and with appropriate evidence within five working days of alerting the Investigating Officer to the allegations. If the student does not wish these counter claims to be considered, then the Investigating Officer will inform the student that this information cannot be used by the student in any defence of their case. Similarly, if the student either does not submit the counter claims in writing or within the five working day timescale, the Investigating Officer will disregard the counter claims. Any counter claims, which are found to be vexatious, malicious or false, may be included as evidence for further disciplinary action against the student.</p>
Disciplinary Hearings	<p>Students will be advised that they may be accompanied by a parent/carer/relative/employer/fellow student if they wish. Students may request advocacy support from Student Services for any disciplinary hearing which may involve support to make a written statement of their version of events which may be subsequently used as evidence in any future hearings. Legal representation is not acceptable and will not be permitted.</p> <p>The primary purpose of the hearing is to agree the action required to address disciplinary issues, thereby ensuring the student's continued progress. The hearing will take into consideration the following:</p> <ul style="list-style-type: none"> • The seriousness of the situation • The impact on students • The impact on staff • The impact on the College reputation <p>The Chair, usually the Director of Curriculum, will introduce the meeting and present the case to the student. The student will be given the opportunity to respond to the allegations and the evidence presented. The Investigating Officer should attend in order to provide information (where appropriate) regarding the instigation process and formal report. The Investigating Officer is not part of the decision making process.</p> <p>If the student fails to attend for a formal meeting/hearing, the chair can hold the meeting in absentia. If the student is unable attend and notifies absence, then the meeting can be postponed and reconvened, but this is at the Chair's discretion.</p>
Possible outcomes at disciplinary stages	<p>Formal disciplinary meetings may result in the following outcomes:</p> <ul style="list-style-type: none"> • Student(s) exonerated • Student(s) receives stage 1/2/3 disciplinary warning • Student(s) put on behavioural improvement contract • Student(s) transferred to another course/campus • Student(s) referred to counselling/support • Student(s) permanently excluded • Other outcomes deemed appropriate

	<p>All actions and decisions on a student's exclusion must be recorded on the student's record online. The senior manager excluding the student must ensure that all parties including carers, parents and employers are informed of the nature and timescale of the exclusion.</p> <p>If the student is permanently excluded they will be removed from existing studies and will not be able to re-enrol at College. Where appropriate the student will be directed to external agencies.</p> <p>An excluded student may re-apply to the College in the following academic year provided there is not a Safeguarding matter. The details of the exclusion will be available to those carrying out the interview, and will be taken into consideration before any offer of a place on a College course is made for future study.</p>
<p>Stage 1</p>	<p>Tutors/teachers may use the "disciplinary ladder" to escalate the behaviour to stage 2 when the misconduct fails to improve or there is an issue of "at risk" within the first 42 days. Teachers/tutors should make full use of "The Deal" monitoring card to agree targets and review regularly. Behaviour and conduct closely monitored, reviewed and logged online as part of student records. Stage 1 formal warning to be followed if "the Deal" has no positive impact and supported by Head of School.</p> <p>The following will trigger a second Formal Absence Review Meeting with the Head of School:</p> <ul style="list-style-type: none"> ● Attendance below 90% ● Unauthorised Absences from two or more classes in one week ● 5 or more classes missed in any 4 weeks of teaching. ● Patterns of absence eg always miss Mondays ● Regular issues regarding punctuality ● Concerns regarding regular sickness ● Failure to commit to the action plan for improvement agreed in "The Deal" ● Failure to make reasonable academic progress due to the above
<p>Stage 2</p>	<p>Head of School/Curriculum,/Centre lead.</p> <p>The manager responsible for the formal hearing should ensure they have considered all relevant information and documentation related to the cause for the disciplinary hearing. A disciplinary record should be completed and an outcomes letter produced.</p> <p>A meeting to review progress against the action plan will be conducted usually within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged online and communicated with relevant parties.</p> <p>Breaches of required outcome from a Stage 2 can lead to a formal stage 3.</p>
<p>Stage 3</p>	<p>Repetition of Stage 1 or 2 misconduct may lead to a Stage 3 Disciplinary.</p> <p>The manager responsible for the disciplinary hearing should ensure they have considered all relevant information and documentation related to the cause for the disciplinary hearing. Where it is decided that a formal investigation is appropriate, the Head of School/ Head of Centre/Head of Quality should liaise with the Director of Curriculum to agree the terms of reference and agree who should carry out the investigation prior to the hearing.</p> <p>All relevant information and documentation related to the cause for the disciplinary hearing and investigation needs to be completed.</p> <p>A disciplinary record should be completed and an outcomes letter produced.</p> <p>Where a disciplinary is confirmed letter will contain a course of action for improvement within an agreed timescale (2-4 weeks) and outline the consequences of further misconduct or poor academic performance.</p>

	<p>A meeting to review progress against the action plan will be conducted usually within 20 working days of the student receiving the official warning. Outcomes from that meeting to be logged online and communicated with relevant parties.</p> <p>If the student has a learning difficulty and/or any disability a reasonable adjustment will be made.</p> <p>The College reserves the right to engage an external (independent of the College) investigator where the risk to the College or student is deemed sufficient to warrant this action.</p>
Appeals	<p>A student has no right of appeal against an exclusion decision taken at any time of their learning programme where there has been poor attendance and insufficient academic progress. For all other matters, a student may appeal a decision. The excluded student has 10 days from receipt of exclusion to appeal the decision. Appeals will be heard by a member of the CLT (not the original Director of Curriculum from stage 3) or ELT. Decisions made at appeal are final.</p> <p>Appeals will only be considered on one or more of the following grounds:</p> <ul style="list-style-type: none"> • That the original recommendation was based on findings of fact which could not have been reasonable from the evidence • That the penalty/outcome was disproportionate to the misconduct found to have taken place • That new evidence has a significant bearing on the case and has come to light since the exclusion
Risk Assessments	<p>Where a student is known to have a criminal offence in the past or is seen to have behaviours that may put themselves or others at risk, a risk assessment should be completed to assess the level of risk. Where there is a low to medium risk, support and monitoring will be arranged to evaluate the learner's behaviour and progress. If a student is subject to a probation order, it is the responsibility of the designated safeguarding lead to complete a risk assessment.</p>
Learners on a Probation Order	<p>Some students are required to attend college as part of a probation order. Where a young person on probation is subject to disciplinary action the college should work with the designated probation officer to enable support to be provided to the young person.</p>
The role of the police	<p>The College reserves the right to involve the police and to pursue the legal process if a student is found to be in breach of the law. A College Leadership (CLT) member should be consulted before the police are involved, unless the situation is an emergency in which case a CLT member should be informed as soon as possible. If the Police are required to escort a student off the premises as a result of dangerous or threatening behaviour, the student is automatically suspended from the College for as long as it takes the Police to complete their investigations. Cases of witnessed assault must lead to immediate suspension until the date of a stage 3 disciplinary meeting. If the College is forced to request Police intervention, a report of the incident must be placed on the student's file.</p>
Students with specific Learning Difficulties / Disabilities	<p>Students with EHC plans are subject to the Behaviour for Learning policy but there are additional stages that must be followed. The home Local Authority must be informed and consulted at an early stage of any situation or developing problem likely to lead to an exclusion in order to give the Authority the opportunity to work with the Learner, College and the Parent/Carer to resolve the difficulty. For any fixed period of exclusion the College will convene a meeting at the earliest opportunity (and in all cases within 5 working days) with the Local Authority. In the event of a proposed permanent exclusion the College will notify the Local Authority by telephone immediately, with written confirmation provided within 5 working days.</p>

Pre 16 students	The templates and policy of suspension and exclusion for pre-16 learners is separate to meet Local Authority and Department of Education guidance for this age cohort.
Variation to the policy & procedures	In some cases it may be desirable that variations should be made to procedural aspects of this Code and Procedures. The College may make such variations as it sees fit, subject to informing the student concerned and subject always to considerations of fairness. Without limitation, such variations may include disciplinary hearings or appeals or interviews being conducted by different persons, if the person who would otherwise be conducting the disciplinary hearing has had close personal involvement in the matter being considered.
Complaints	<p>We encourage students, parents and carers with any complaints or concerns to follow the College complaints procedure. The College will do everything in its power to help resolve conflict or complaints swiftly and effectively. Full details of the College Complaints Policy and Procedures are available on the College website.</p> <p>The College complaints policy cannot be used to challenge an Appeal decision.</p>
Monitoring	<p>It will be the responsibility of the Directors of Curriculum / Safeguarding Team to monitor the effectiveness of this policy by:</p> <ul style="list-style-type: none"> • assessing the nature and frequency of disciplinary cases and identifying any patterns which need to be addressed • monitoring individual cases to ensure that they are effectively resolved and that no victimisation occurs • record any alleged incidents of bullying, racism, anti-homophobia, transphobia or biphobia as part of Safeguarding Duty
Equality & Diversity	<p>This policy can be made available in accessible formats on request.</p> <p>The principles of non-discrimination, inclusion and equality of opportunity apply to our learners, visitors and staff.</p> <p>All individuals have a responsibility to act in accordance with this policy, treating others with respect and dignity.</p>

APPENDIX 1 STUDENT BEHAVIOUR: CONSEQUENCES LADDER

Classroom & Behaviour Management

First verbal warning (minor infringement of class rules of conduct)

Examples:

- Continually talking when the teacher asks for quiet
- Ignoring the teacher's requests/instructions
- Listening to and use of mobile phones during lessons
- Chewing gum; eating and drinking in class
- Wearing a hat/hood and not wearing ID
- No attending classes or arriving late to classes

Second verbal warning (continuous minor infringements of the class rules of Conduct)

Teachers must stress to students that they are giving them a second verbal warning.

Possible courses of follow-up action may include:

- Use of Red Card (The "Deal") monitoring card
- Phone call to student's and parent/carer with record online

The "Deal" Red Card (continuous minor infringements of the Class Code of Conduct)

Teacher must explain the reason for the red card and this is the final card before referral to management for formal disciplinary

Possible courses of follow-up action may include:

- Student Contract
- Letter student and parent/carer by teacher/tutor (recorded online)
- Meeting with parent/carer to be set up by teacher/tutor

Student Contract (continuous minor infringements of the Code of Conduct) issued by HoS

Possible courses of action include: **(STAGE 1)**

- Referral to Manager to review & introduce contract & Stage 1 warning
- Letter student and parent/carer and meeting establishes contract
- Formal Warning Letter (retained and kept on records) and sanction on MIS recorded for Security notes for info as Stage 1)

Formal Warning Letter 1 issued by Head of School (copy on system)

Formal Warning Letter 2 prior to formal disciplinary meeting and review with parents/carer at STAGE 2, ultimately can lead to STAGE 3

(Must be sent by HoS/DoC)

- College suspension and exclusion possibilities

STAGE 1 (FORMAL)

Misconduct deemed Stage 1 following breach of "the Deal" monitoring at course level



Student invited to formal interview with Tutor or Lecturer and Head of School

Interview to take place and logged online



Record Formal Stage 1 Disciplinary

If case proven, Behavioural Improvement Contract and support agreed as appropriate. Disciplinary logged and Carer/parent sent formal warning letter that may lead to Stage 2

Behaviour and conduct closely monitored, reviewed and logged



Misconduct **not repeated** within the College year - no further action

Misconduct **repeated** within the academic year – Stage 2 disciplinary procedures triggered and logged

STAGE 2 DISCIPLINARY

Misconduct deemed Stage 2



Student invited to formal interview with Head of School, accompanied by parent/carer as appropriate.

Interview to take place within 5 working days and logged online



Record Stage 2 Disciplinary

If case proven, Behavioural Improvement Contract and support agreed as appropriate.

Behaviour and conduct closely monitored, reviewed and logged in ProMonitor



Misconduct **not repeated** within the College year - no further action

Misconduct **repeated** within the academic year – Stage 3 disciplinary procedures triggered and logged online

STAGE 3

Gross Misconduct deemed Stage 3



Student can be **immediately suspended** by listed staff member in policy

Student invited to Stage 3 hearing with Director of Curriculum accompanied by parent/carer as appropriate.

HoS acts as investigating and presenting manager

Disciplinary Stage 3 Hearing to take place within 5-7 working days



Record Stage 3 Disciplinary

If case proven, either student is excluded or Behavioural Improvement Contract and support agreed, according to the decision of the Director of Curriculum

Outcome logged in ProMonitor



If Behavioural Improvement Contract and support is agreed and met, and if misconduct is **not repeated** within the College year - no further action.

Online log will be reviewed by a senior manager and may begin again upon re-application the following College year. No automatic re-enrolment.

Right to appeal if a student is excluded on the grounds of gross misconduct.

No right to appeal where a student is excluded for poor attendance and failure to make reasonable academic progress.

Upon any re-application to enrol the following academic year, log of Stage 3 exclusion will be reviewed and at the discretion of a senior manager student may begin again if appropriate to do so.

Appendix 2

Student Code of Conduct

The Student Code of Conduct sets out college expectations so that life at college is productive, rewarding and helps prepare you for the work environment. We reserve the right to take disciplinary action against any student who fails to comply, which could lead to exclusion from the College.

1. I will be considerate, polite and respectful towards the persons and property of other students, staff and the whole College community. I will not use offensive language.
2. I will visibly wear my College ID card, using the lanyard provided, at all times when I am at College. I understand that I must never lend my card to another student. If I come to College without it I understand I may be refused admission and if I lose it I will have to purchase a replacement at a cost as advertised.
- 3, I will dress in a way that is appropriate to the needs of the course, taking into account Health & Safety considerations. I will not wear a hood, cap or hat. I will refrain from wearing any article of clothing which displays any motif or slogan that may offend or be considered incitement. I accept that other College users may dress in a way that I feel is not appropriate, but I will not make negative comments about their choices.
4. I will not smoke on the College premises. I will not bring alcohol to College. I will not gamble, be drunk, possess, use or supply any illegal drugs on College premises, or while involved in College activities away from the campus. I will not attend College if I am under the influence of alcohol or illegal drugs. If I am found in possession of drugs or alcohol I will be immediately withdrawn.
5. I will not take part in any dangerous or illegal activity. I will not do anything which may incite racial or religious hatred. I will not carry or use any offensive weapon. I understand that the College can carry out screening or personal searches for weapons, drugs and alcohol.
6. I will attend and be on time for all classes, tutorials and other College activities required by my course. If I am unable to attend due to sickness, or any other valid reason, then I will contact my tutor. Note: Contact information will be supplied by your tutor at the start of the course.
7. I will come to College fully prepared for my lessons, bringing all necessary equipment with me.
8. I will complete all coursework and homework, by the agreed deadlines and to the best of my ability. I will do my best to achieve the required standard in assessments, tests or examinations and will make sure that all work is my own.
9. I will not use my mobile phone, tablet, MP3 player or any similar device in the classroom unless directed to by my teacher. I will not use the loudspeaker function on any such device whilst at College, unless directed by a member of staff.
10. I will comply with all College policies, including those on tutorials, health & safety, equal opportunities, safeguarding, academic misconduct and IT. Note: All policies can be found online.
11. I will represent the College in a mature and responsible way. This includes whilst on trips, work experience, as a volunteer on external groups/forums; or when taking on additional roles such as Student Representative, Safeguarding Champion or Student Union officer.
12. I will comply with this contract and all general rules regarding my behaviour in all areas of the College in order that a pleasant environment is maintained for the benefit of the whole College community.
13. Respect the College values in line with British Values which are Democracy, Rule of Law, Individual Liberty and Respect and Tolerance
14. Not engage in academic misconduct including cheating in examinations and plagiarism.

I agree to abide by the College Student Contract. I understand that failure to do so could result in disciplinary action being taken in line with the College Behaviour for Learning Policy.

Name: _____ Course: _____

Signed: _____ Date: _____

ID: _____