

Disciplinary Procedure 002_P01



Purpose

- to ensure a standard approach to the conduct of Disciplinary meetings and subsequent actions
- to set out the Promoting Positive Behaviours Learner Standards
- to define types of student misbehaviour

Scope

- all students

The Procedure

All members of staff are expected to challenge any infringements of the Promoting Positive Behaviours Learner Standards and, where appropriate, report the student to their Head of Division or tutor.

All unacceptable behaviour by a student should be fully documented. Such documentation may consist of attendance/progress reports, intervention notes, incident reports and statements from members of staff and students.

The seriousness of the behaviour should be identified as minor misbehaviour, serious misconduct or gross misconduct.

Once unacceptable student behaviour has been identified, a series of actions must be taken by the division responsible for that student to acknowledge and address the misbehaviour.

The form of action taken will be dependent on the seriousness of the misbehaviour as detailed in the disciplinary flowchart.

All disciplinary meetings should be documented and all parties involved should be informed in writing of the outcome.

The Deputy Principal has the authority to permanently exclude students.

A student has the right to appeal against a decision of the Deputy Principal and this appeal will be heard by the Principal.

Related Procedures and Documentation

- 002_D01 Promoting Positive Behaviours Learner Standards
- 002_D02 Behaviour Descriptions
- 002_D03 Disciplinary Meeting Record

Last reviewed July 2024

STAGE 1

- Meeting with pastoral tutor
- Parents/guardians/sponsors/employers (if appropriate) contacted
- Student given verbal warning
- Expectations of future behaviour agreed
- Disciplinary record completed & confirmed in writing

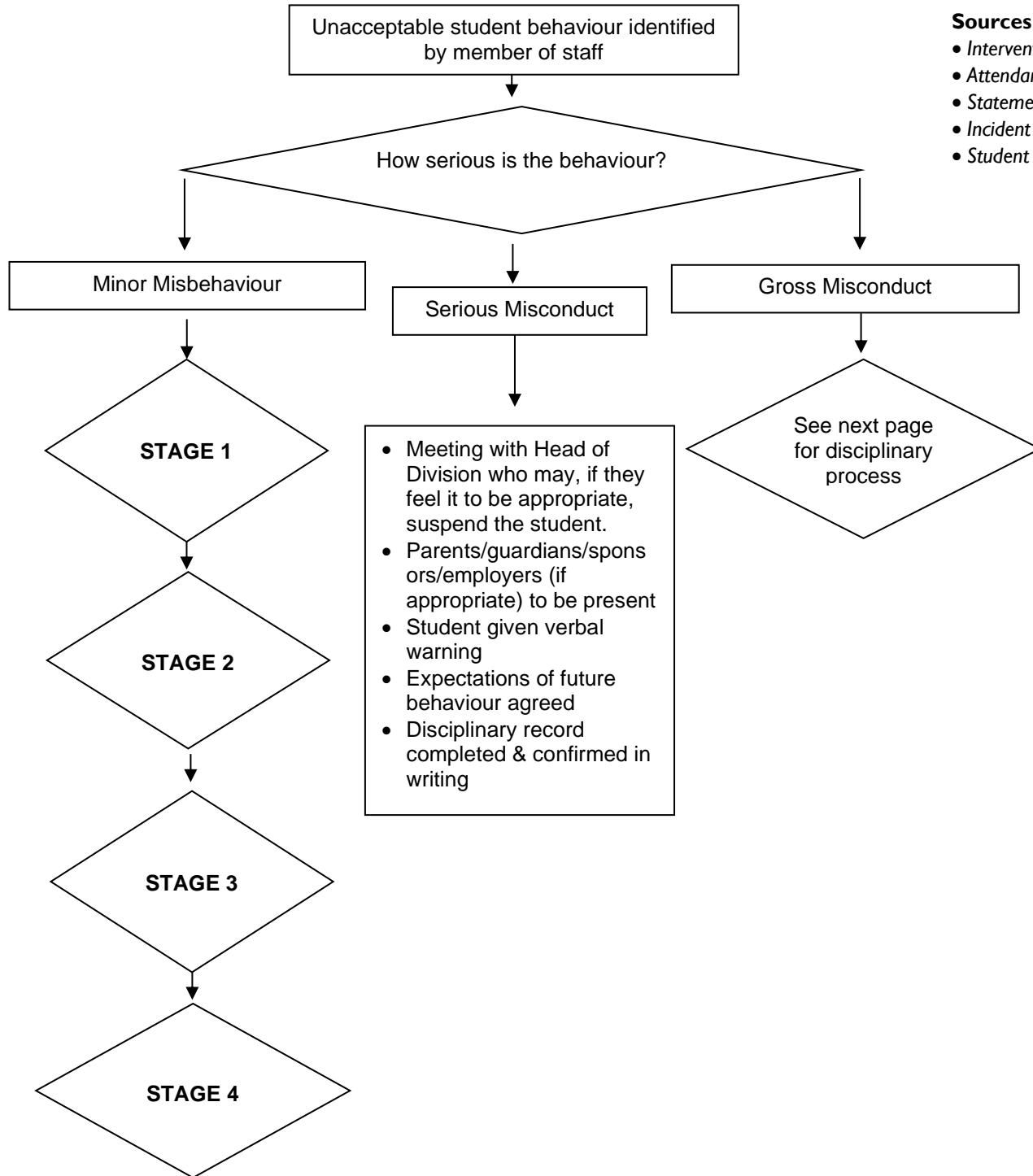
STAGE 2

- Meeting with Programme Leader, student and parents/guardians/sponsors/employers (if appropriate)
- Student given verbal warning
- Expectations of future behaviour agreed
- Disciplinary record completed & confirmed in writing

STAGE 3

- Meeting with Curriculum Manager, student and parents/guardians/sponsors/employers (if appropriate)
- Student given verbal warning
- Expectations of future behaviour agreed
- Disciplinary record completed & confirmed in writing

STAGE 4
Treat as serious misconduct



Sources of evidence

- *Intervention Logs*
- *Attendance/progress report*
- *Statement from member of staff*
- *Incident reports*
- *Student*

Gross Misconduct

- Student suspended from College
- Student and parents/guardians/sponsors/employers (where appropriate) informed of the suspension

- Sources of evidence
- Incident Report
 - Statement from member of staff

Disciplinary meeting with an Assistant Principal takes place within 7 working days of the suspension

- #### Disciplinary meeting
- HoD, student and, if appropriate, parents/guardians/sponsors/employers to be present
 - Assistant Principal explains process
 - Student's conduct described
 - HoD provides academic report
 - Student given opportunity to state their case

- Sources of evidence
- Disciplinary record
 - Intervention logs
 - Attendance/Progress Reports

Assistant Principal or member of SMT may suspend the student

Is withdrawal recommended?

Exclusion is recommended

Student cannot return to College at a future date.

No

Yes

- Final written warning
- Expectations of future behaviour agreed
- Standard letter sent to student and parents/sponsors

Letter sent to confirm withdrawal and process for re-entry at agreed point.

Report from Assistant Principal produced within 2 working days of Disciplinary meeting, including all supporting evidence and documentation

No

Student conduct improves

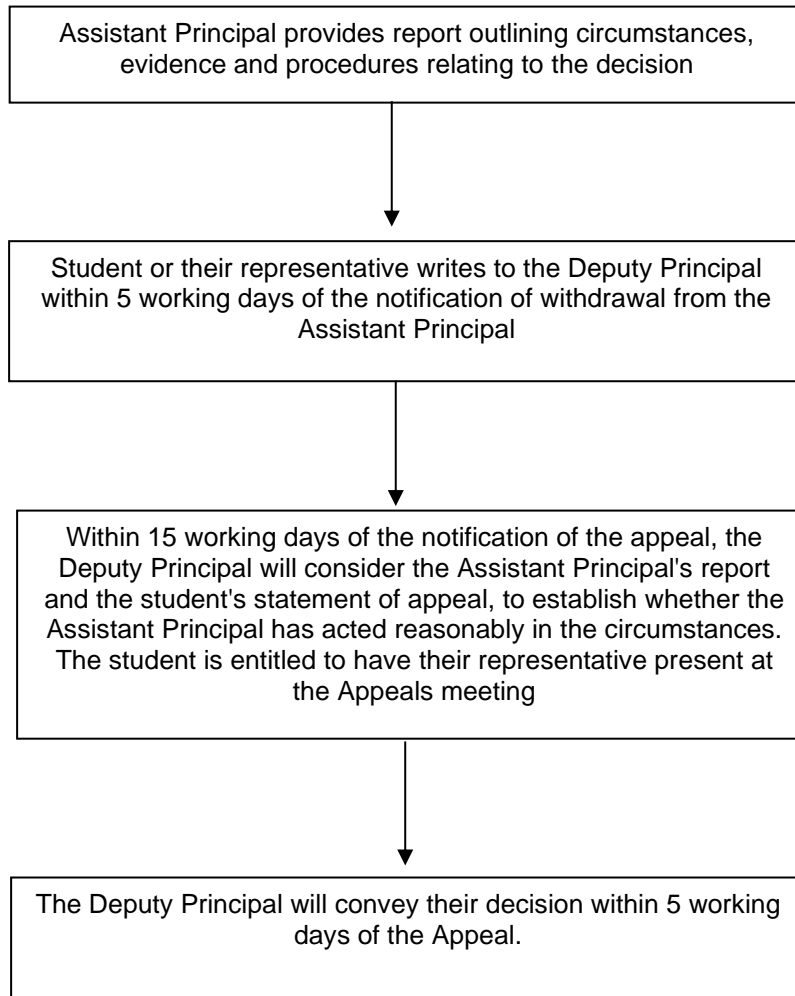
Deputy Principal makes decision within 3 working days of receipt of report. Student to be informed of right to appeal

Yes

No further action required

Refer to Appeals Against Withdrawal/Exclusion Flowchart

Appeal Against Withdrawal



Appeal Against Exclusion

