

# STUDENT DISCIPLINARY PROCEDURE

The College expects you:

1. To set yourself high goals
2. To accept responsibility for your actions
3. To recognise the importance of your studies
4. To accept the contribution of others
5. To work together as a team
6. To work hard and have fun

The College has **THREE zero tolerance** rules:

## 1. Illegal Drugs\*

Possession, use, selling and/or under the influence of

## 2. Bullying

Physical, through gossip or technology

## 3. Health & Safety

Not complying with instruction, messing about, negligence

\*A Police investigation takes precedence over any College review which can only take place when the outcome of the Police investigation is known.

## Minor Misconduct

For example

- Poor attendance
- Lack of punctuality
- Disengaged performance
- Poor attitude
- Disruption
- Use of mobile phones
- Eating/drinking in class
- Rowdiness
- Habitual swearing

### Verbal Warning

Who: Personal Tutor

Action:

- Contract issued and note on Student File and Advantage
- Investigate support needs and implement if necessary
- **Student re-admitted to sessions**

## Serious Misconduct

For example

- Repeated minor misconduct
- Continued disruption to learning
- Swearing directed at other people
- Inappropriate use of IT systems
- Aggressive behaviour

### Verbal Warning (Recorded)

Who: Personal Tutor and Head of Department

Action:

- Formal record of incident placed on Student File and Advantage
- Investigate support needs and implement if necessary

### Written Warning

Who: Head of Department

Action:

- Formal letter to student and parent, carer, employer from Head of Department
- Meeting with parent, carer or employer
- Investigate support needs and implement if necessary
- **Student re-admitted to sessions**

## Gross Misconduct

For example

- Illegal drugs
- Breach of Health & Safety
- Bullying
- Breach of individual pre-entry behaviour conditions
- Continual repetition of minor/serious misconduct
- Fighting/assault
- Serious disruption to learning
- Theft
- Serious misuse of IT e.g. hacking

### Authorised Absence

Who: Assistant Principal

Action:

- Student asked to leave campus immediately if in a fit state to do so
- Telephone call to parent, carer, employer.
- Meeting with student, parent, carer
- Formal letter to student, parent, carer, employer from Assistant Principal
- **Student not allowed on campus until INVESTIGATION STAGE completed and action agreed**

## Investigation

Who: Assistant Principal (or their nominee)

Learner and representative

Outcomes:

- Establish needs for further actions
- No case to answer
- Appropriate level of warning

## Decision

### Outcome of Authorised Absence

Who: Deputy Principal

Supporting information from:  
**Assistant Principal**  
**Head of Department**  
**Representative for student**  
**Student**  
**Course Co-ordinator**

Outcomes:

- No case to answer
- Appropriate level of warning
- Further investigation
- Temporary/permanent exclusion
- Investigate support needs and implement if necessary

Appeal in writing, within 7 days, to  
 The Principal  
 c/o The Principal's Office

Appeals at each stage, in writing, within 7 days to Deputy Principal