

Student Disciplinary Policy Procedures

Author	Deputy Principal - Curriculum
Date	August 2018
Person Responsible	Deputy Principal - Curriculum
Approval/ review body	SLT
Frequency of Review*	12 months

** Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
Various	Director of Student Services	Annual review
June 2010	Director of Student Services	Annual review
December 2010	Vice Principal	Good practice
January 2011	Compliance and Policy Manager	Title change of Person Responsible and SMT members
April 2011	Vice Principal	Annual review
January 2012	Assistant Principal, Student Experience & Support	Title changes and reason for review
July 2013	Deputy Principal	Review of procedure in dealing with serious and very serious events 2.4.10 and Title changes
September 2014	Deputy Principal	General Review
August 2017	Deputy Principal - Curriculum	General Review
August 2018	Deputy Principal - Curriculum	General Review

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Related policies/documents:

Student Misuse of Substances Policy;
Academic Misconduct Policy;
Single Equality Scheme 2015-18;
Student Anti Bullying Policy; and
Health & Safety Policy.

This policy relates to the Prevent Policy; it ensures, as far as possible, that the College is fulfilling its duty in sections 26 and 29 of the Counter-Terrorism and Security Act 2015 and the Prevent Duty. The College will participate fully in work to prevent people from being drawn into terrorism and will ensure that, should this occur, that there are procedures to deal with them.

The College makes the following procedures relating to student discipline under Sections 15(2) and 15(3) of the Articles of Government (Statutory Instrument 1992 No 1963). These rules and procedures replace any previous published procedures.

1. Breach of Disciplinary Rules

- 1.1. Any member of College staff may instigate the first part of the disciplinary procedure by raising a Level 1 Disciplinary against a student for breach of rules contained within sections 2.1 to 2.14 of the Student Disciplinary Rules (Appendix 1) recording this on eTrackr under notes (see Appendix 4). Any member of College staff can recommend implementation of the next stage of the Student Disciplinary Procedures (written warning) if a serious contravention of the Student Disciplinary Rules has occurred, with agreement from the Curriculum Manager.
- 1.2. All staff should use their professional judgment as to the appropriate starting point of the Student Disciplinary Procedures.
- 1.3. In the case of a 'serious' or 'very serious' breach of disciplinary rules, the matter should be referred immediately to the appropriate Curriculum Manager and/or Assistant (or Vice) Principal. The Curriculum Manager and/or Assistant (or Vice) Principal shall determine whether the breach is to be defined as 'serious' or 'very serious' and apply the appropriate level of the Student Disciplinary Procedures. If the breach of disciplinary rules resulted in physical damage to the College estate, the student should be informed that they will be liable for the cost of repair, should they be found responsible for the damage.

2. Disciplinary Procedures

2.1. Disciplinary Procedures by any Member of Staff

- 2.1.1. For a minor breach of College rules, any member of staff can log a "cause for concern" (CfC) on eTrackr. Details of the CfC must be logged on eTrackr and shared with the student and all staff. It should be emailed to the student and all staff associated with the student.
- 2.1.2. Where a student has been observed breaking the College's Student Disciplinary Rules, a member of staff may under the jurisdiction laid out in 1.1 and 1.2 above, issue a Level 1 Disciplinary. This will be closely monitored by the Curriculum Manager.
- 2.1.3. Details of the Level 1 disciplinary must be logged on eTrackr under notes and shared with the student and all staff. It should be emailed to the student and all staff associated with the student.
- 2.1.4. A full copy of the Student Disciplinary Rules and Procedures will be available on the website.

2.1.5. Accrual of three consecutive Level 1 Disciplinary in an academic year will result in the student being referred to the Curriculum Manager for a Level 2 Disciplinary.

2.2. Disciplinary Action by Curriculum Manager (Level 2 Disciplinary) - Written Warning

2.2.1. Where a student has been observed breaking the College's Student Disciplinary Rules, and has been issued with three consecutive Level 1 Disciplinary, or where the seriousness of the breach warrants it, a member of staff may request an investigation by the Curriculum Manager.

2.2.2. Where a student is accused of a serious breach of the Student Disciplinary Rules by a member of staff, the Curriculum Manager should instigate an investigation within five working days of the complaint. This will, as a minimum, involve an interview with the student and the member of staff bringing the complaint.

2.2.3. The Curriculum Manager may temporarily suspend the student for no more than five working days pending the investigation hearing where appropriate.

2.2.4. The student must be advised that they may be accompanied by a 'friend' or parent/guardian during the investigation. The student should be present when the member of staff presents evidence of the breach of the Student Disciplinary Rules and should have the opportunity to ask questions. The student's 'friend' has the right to ask questions and to speak on behalf of the student if invited to do so by the student.

2.2.5. Where the student has exercised the right to have a 'friend' or parent/guardian present, the Curriculum Manager is advised to invite a member of College staff, unconnected with the complaint, as an observer.

2.2.6. A written summary of the evidence and any mitigating circumstances should be made.

2.2.7. Any student who, having already received a Level 2 written warning within the preceding twelve months, is found in breach of the College's Student Disciplinary Rules on a subsequent occasion should be dealt with by the Assistant Principal.

2.2.8. The student will be advised that if they disagree with the issue of a written warning they may ask for the decision to be reviewed by their Assistant (or Vice) Principal.

2.3. Disciplinary Action by Curriculum Manager (Level 2 Disciplinary) - Outcomes

- 2.3.1. Where the Curriculum Manager considers, on the evidence presented, that there has been a 'serious' breach of student disciplinary rules, they should issue a written warning.
- 2.3.2. The written warning letter will be uploaded, and attached to the Learner's eTrackr record and details logged under student notes. The disciplinary box on eTrackr must also be updated to reflect a Level 2 disciplinary.
- 2.3.3. The eTrackr record should be shared with:
 - 2.3.3.1. the student;
 - 2.3.3.2. student's personal tutor for information and inclusion on the Progression Audit; and
 - 2.3.3.3. the Assistant Principal.
- 2.3.4. The student will be asked to sign a document acknowledging receipt of the warning, which will also be placed in the student's file. Failure to do so by the student, without due cause, will result in disciplinary proceedings by the Assistant (or Vice) Principal.
- 2.3.5. The student should be advised by the Curriculum Manager that if they disagree with the issue of a written warning, they may ask in writing for the decision to be reviewed by the Assistant (or Vice) Principal.
- 2.3.6. Where the Curriculum Manager is not satisfied that a 'serious' breach has occurred, then they will proceed as appropriate, in accordance with the Student Disciplinary Procedures.
- 2.3.7. Where the Curriculum Manager considers, on the evidence presented, that there has been a 'very serious' breach of Student Disciplinary Rules, they should refer the matter to their Assistant (or Vice) Principal.

2.4. Disciplinary Action by Assistant (or Vice) Principal (Level 3 Disciplinary) – Final Warning

- 2.4.1. This stage of the disciplinary process should only be instigated in cases where there has either been a 'very serious' breach of the College's Student Disciplinary Rules, as determined by the Assistant (or Vice) Principal or Curriculum Manager, where a student has received a Level 2 Disciplinary written warning from the Curriculum Manager in the previous twelve months, or as a result of a very serious incident. The Assistant (or Vice) Principal or Curriculum Manager may suspend the student for a maximum of eight working days pending the investigation

hearing, if it is thought appropriate. Student Support Manager must be informed to log the incident and outcomes.

- 2.4.2. Under these circumstances, the Assistant (or Vice) Principal should review the evidence. This should take place within five working days of the incident being logged, or at a time mutually agreed by both Assistant Principal and the student.
- 2.4.3. Where the student is under 19, the student's parents or guardians should be notified that a formal investigation is taking place and be invited to attend by the Curriculum Administrator.
- 2.4.4. Where the student is employed or on a sponsored training programme, the employer/sponsor should be notified that a formal investigation is taking place and be invited to attend.
- 2.4.5. The investigation will, as a minimum, involve the Assistant (or Vice) Principal in an interview with the student and the member of staff bringing the logged incident.
- 2.4.6. The student must be advised that they may be accompanied by a 'friend' or parent/guardian during the investigation. The student should be present when the member of staff presents evidence of the breach of the College's Student Disciplinary Rules and should have the opportunity to ask questions. The student's 'friend' has the right to ask questions and to speak on behalf of the student if invited to do so by the student.
- 2.4.7. The student must be advised of the appeals procedure by the Assistant (or Vice) Principal at the conclusion of the investigation.
- 2.4.8. The Assistant (or Vice) Principal has the right to proceed in the absence of any student who has received due notice of the interview and who fails to attend without prior communication or reasonable reason for non-attendance.
- 2.4.9. In the event of the matter proceeding in the absence of the student, the student may apply for a rehearing only if they can satisfy the Assistant (or Vice) Principal there was a good reason for non-attendance.
- 2.4.10. Where a 'serious' or 'very serious' event has occurred and the Assistant (or Vice) Principal believes there is enough justification not to exclude the student, he or she must gain the approval of the Deputy Principal.

2.5. Disciplinary Action by Assistant (or Vice) Principal (Level 3 Disciplinary) - Outcomes

- 2.5.1. The, Assistant (or Vice) Principal, where they are satisfied on the material facts that a 'very serious' breach of student

disciplinary rules has occurred, and taking into account any mitigating circumstances, will invite the student to a meeting and shall determine which of the following sanctions should be applied. A written summary of the evidence presented and any mitigating circumstances should be made. The meeting will go ahead irrespective of whether student attends or not.

- 2.5.2. The student is issued with a written warning.
- 2.5.3. The student is issued with a Final Written Warning by the Assistant (or Vice) Principal, within ten working days of the conclusion of the investigation. Circulation as in 2.3(2). Any subsequent proven breach of the Student Disciplinary Rules by the student within a twelve-month period may result in permanent exclusion.
- 2.5.4 A recommendation to exclude is made to the Deputy Principal - Curriculum that the student be required to withdraw immediately and permanently from their course and the College. This recommendation for exclusion, together with a brief rationale, to be confirmed in writing to the Deputy Principal - Curriculum within two working days of the conclusion of the investigation. Copies circulated to the parties identified and to the Principal.

Where the Deputy Principal - Curriculum is not satisfied that a 'very serious' breach has occurred, then the Assistant (or Vice) Principal will proceed as appropriate in accordance with the disciplinary procedures above.

2.6. Disciplinary Action by Deputy Principal - Curriculum – Exclusion Decision

The Deputy Principal - Curriculum shall, within five working days of receipt of the recommendation for exclusion, or at a time mutually agreed by both the Deputy Principal - Curriculum and the student, review the conduct of the investigation, in particular confirming that the investigation followed all the Student Disciplinary Rules and provided the opportunity for consideration of all the relevant facts.

2.7. Disciplinary Action by Deputy Principal - Curriculum - Outcomes

Having reviewed the material facts and considered any mitigating circumstances, the Deputy Principal - Curriculum should within two working days of the decision of the exclusion either:

- 2.7.1. require the student to withdraw immediately and permanently from their course and the College. In particular, the student may no longer enter the College or its grounds without the express permission of the Deputy Principal - Curriculum. This exclusion, together with a brief rationale, to be confirmed in writing to the student within two working days of the conclusion

of the exclusion hearing. Copies circulated to the parties identified and to the Principal;

2.7.2. apply any other reasonable sanction. This sanction, together with a brief rationale, to be confirmed in writing to the student within two working days of the conclusion of the exclusion hearing. Copies circulated to the parties identified, and to the Principal; or

2.7.3. exonerate the student and reinstate the student to their original programme. This action, together with a brief rationale, to be confirmed in writing to the student within two working days of the conclusion of the exclusion hearing. Copies circulated to the parties identified and to the Principal.

3. Right of Appeal

Any student excluded or suspended from the College under the above procedures shall have the right of appeal to the Deputy Principal, provided written notice of such appeal is given to the Deputy Principal - Curriculum by that student within ten working days of the exclusion taking place.

3.1. Appeal Hearing - Procedure

The Deputy Principal - Curriculum shall, within five working days of receipt of notice of appeal, or at a time mutually agreed by both the Deputy Principal - Curriculum and the student, review the conduct of the investigation, confirming that the investigation followed all the procedural rules and provided the opportunity for consideration of all the relevant facts.

3.2. Appeal Hearing - Outcomes

Having reviewed the material facts, the Deputy Principal - Curriculum should, within two working days of the conclusion of the appeal hearing either:

3.2.1. ratify the original exclusion;

3.2.2. rescind the exclusion, reinstating the student and applying any other reasonable sanction; or

3.2.3. exonerate the student and reinstate the student to their original programme.

The Deputy Principal's decision and rationale should be confirmed to the student in writing with copies to the Assistant Principal and identified parties.

The Deputy Principal's decision is final.

4. Notification of Financial Benefactors

Any individual, employer or other agency known to be financially supporting or sponsoring the student at College may also be informed in writing of any serious disciplinary action taken against that student and of the outcome of any subsequent appeal.

Funding/Fees

Any student who is excluded from the College through these procedures will not have the right to any reimbursement of fees paid.

Disciplinary Rules

As From August 2017

Author	Deputy Principal - Curriculum
Date	August 2017
Person Responsible	Deputy Principal - Curriculum
Approval/ review body	SLT
Frequency of Review*	12 months

** Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
1995	Director of Student Services	Policy Written
Various	SMT	Annual review
June 2010	Director of Student Services	Annual review
January 2011	Compliance and Policy Manager	Title of Person Responsible and SMT members
April 2011	Vice Principal/Registrar	Annual review
December 2012	APSES & Student Services Manager	Change of Titles
July 2013	Deputy Principal	2.12.2 and Titles
September 2014	Deputy Principal	Change of Titles and include electronic storage of items to Learner Details
August 2017	Deputy Principal	Changes to include use of eTrackr.
August 2018	Deputy Principal Curriculum	

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Related policies/documents:

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Academic Misconduct Policy;
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Student Anti Bullying Policy; and
Health & Safety Policy.

This policy relates to the Prevent Policy; it ensures, as far as possible, that the College is fulfilling its duty in sections 26 and 29 of the Counter-Terrorism and Security Act 2015 and the Prevent Duty. The College will participate fully in work to prevent people from being drawn into terrorism and will ensure that, should this occur, that there are procedures to deal with them.

These rules and procedures replace any previously published Student Disciplinary Rules.

1. Application of the Rules and Procedures

These Rules apply to all students regardless of age or mode of attendance. They should be interpreted paying due regard to any special circumstances which may be relevant.

2. Rules to Maintain the Required Standard

The College seeks to specify the minimum number of disciplinary rules sufficient to ensure a safe, supportive learning environment.

2.1. Identification – Rule

Students are required to carry their Student ID Card at all times whilst on College premises (or whilst engaged in any activity associated with their programme at College whether on or off the College premises)

2.2. Identification - Notes for Guidance

Any member of College staff may ask a student to produce their ID card at any time. If the card is not available, the member of staff should check with the Curriculum Administrator that the student is enrolled on a programme for the current year.

Where there is no evidence of the 'student' being enrolled on a programme for the current academic year, the member of staff should ask the person to leave the College premises. Where this presents a problem, the staff member should summon assistance from the College Security Staff or a senior member of staff.

For a bona fide current student, failure to produce their ID card without good cause would be regarded as a disciplinary matter.

2.3. 42-day Review Period – Rule

Students who are enrolled on any programme of study may be withdrawn from their programme at any time during this period should they breach the terms of their 42-day review period and of their Contract/Learner Charter. Withdrawal will be with immediate effect and without recourse to the Student Disciplinary Procedures. This will be sanctioned by the relevant Assistant (or Vice) Principal. There is no right of appeal.

2.4. 42-day Review Period – Notes for Guidance

2.4.1. This applies to any student who has not met the terms of their 42-day review, in respect of their required level of attendance,

punctuality, behaviour or academic progress on their programme of study.

2.4.2. Any of the terms in 2.4.1 would need to be recorded by the Personal Tutor/Programme Leader on eTrackr as part of the first review and brought to the attention of the student in writing or noted on Progression Audit/e-tutorial.

2.5. **Attendance - Rule**

Students are expected to be present and equipped to participate in all timetabled learning activities and to participate in all other activities associated with their programme of study including examinations.

2.6. **Attendance - Notes for Guidance**

2.6.1. A student who is absent from their learning programme for more than three consecutive weeks, without notification or due cause, will be in breach of their learning contract and will be assumed to have withdrawn from their programme. In such cases the Curriculum Manager will write to the student (a note added to eTrackr and a copy of the letter attached) (copy to parent/guardian if under 19) (copy to employer or managing agent if a sponsored student) to confirm that, should they wish to rejoin the programme, the student would need to re-apply formally. Re-admittance is at the discretion of the Curriculum Manager and Assistant (or Vice) Principal.

2.6.2. An attendance rate of less than 90% for students on programmes of 16 hours a week or more, 85% for all other programmes, where there is no evidence of notification of good cause, would not in the first instance normally be regarded as a 'serious' or 'very serious' breach and would likely lead to disciplinary action at Curriculum level. Any subsequent failure to attend would normally be handled by disciplinary action from the Personal Tutor.

2.7. **Punctuality - Rule**

Students are expected to be punctual at each timetabled class and other activities associated with their programme of study.

2.8. **Punctuality - Notes for Guidance**

2.8.1. For this purpose, 'punctual' is defined as being present and ready to participate actively in the session by the notified time of each class or activity.

2.8.2. Persistent breach of this rule may result in disciplinary action.

2.9. Progress and Work - Rule

Students are expected to work to the best of their ability, exhibit an appropriate attitude to work, to achieve satisfactory standards of progress and quality of work, commensurate with their programme of study.

2.10. Progress and Work - Notes for Guidance

- 2.10.1. For this purpose, “work” includes class work, homework, work experience, practical and project work, and all other activities as are an integral part of their programme of study.
- 2.10.2. All programme coursework must be submitted by the specified hand in dates, unless an extension has been granted by the tutor.
- 2.10.3. Students are required to produce their own work. Instances of plagiarism would normally result in disciplinary action being taken at Area level. Please refer to Academic Misconduct Policy for definition of ‘plagiarism’.
- 2.10.4. The professional judgment of one or more members of College Academic Staff shall be sufficient to determine whether disciplinary action should be taken where these standards have not been met. Under normal circumstances, the first breach of this rule would not be regarded as ‘serious’ or ‘very serious’ and would result in disciplinary action at course level (either CfC or Level 1 Disciplinary). Persistent or ‘serious’ breach of this rule may result in disciplinary action by Curriculum Manager or Assistant (or Vice) Principal.

2.11. Behaviour - Rule

Students are expected to achieve and at all times maintain a high standard of personal behaviour and to co-operate fully with all College staff and other students.

2.12. Behaviour - Notes for Guidance

The following examples of unacceptable behaviour are for illustrative purposes. It rests with the professional judgment of a College member of staff as to whether specific incidents are in breach of the broad behaviour rule.

It is considered unacceptable for a student to:

2.12.1. Engage in any form of harassment

Harassment for this purpose is any activity which causes offence, directly or indirectly as a result of a person’s gender, colour, race, nationality or ethnic or national origins; disability

or learning difficulty, family and social status, gender reassignment, marital status, pregnancy, religion or belief including philosophical belief, sexual orientation or legal political belief and trade union activity. This includes harassment via social media.

Breaches of this rule will normally be regarded as 'serious' or 'very serious'. 'Very Serious' incidents will be reported to the Police. Such incidents should be reported to the Deputy Principal Curriculum.

2.12.2. Incidents causing actual harm to another person ... very serious.

2.12.3. Damage or deface, whether deliberately or carelessly, or steal or knowingly misappropriate property belonging to the College, its staff, students or visitors

Breaches of this rule will normally be regarded as 'serious' or 'very serious'. 'Very Serious' incidents will be reported immediately to the Police.

2.12.4. Contravene relevant Health and Safety regulations or the College Non-Smoking Policy

First instances of breaches of Health and Safety regulations will normally be regarded as 'serious' or 'very serious'. Any contravention of Health and Safety regulations must be reported to the College's Risk Manager.

First instances of breaches of the College's non-smoking policy will not normally be regarded as 'serious' or 'very serious'. Persistent breach of this rule may result in action by Curriculum Manager or Assistant Principal.

2.12.5. Consume, be under the influence of, offer for sale, or carry on the premises, or whilst undertaking a programme related activity, alcohol, solvents, unauthorised drugs or intoxicants of any kind unless they are essential for medical purposes and are provided under prescription

The purchase and consumption of alcohol within the bar area immediately adjacent to a College Restaurant and within the Restaurant or at The Miskin Theatre's bars by students eighteen years of age or older who are bona fide customers of that Restaurant, together with officially sanctioned college functions, are specific exceptions to this rule.

The purchase and consumption of alcohol by adult students whilst on foreign visits in conformity with the local law. Importation of alcohol into the United Kingdom for personal

consumption shall be subject to the prevailing regulations of HM Revenue & Customs, is a specific exception to this rule.

First instances of breach of this Rule will normally be regarded as 'serious' or 'very serious'. 'Very Serious' incidents involving drug use on premises will be reported immediately to the Police.

2.12.6. Disrupt any activity connected with the College, or disrupt the efficient and effective management of the College and its operations or impede the learning of any fellow student, e.g. unauthorised use of mobile phone during lessons, bringing unauthorised visitors onto a College site.

Any complaint by a member of staff against a student under this rule should be referred to a Curriculum Manager who should decide on the facts presented, and the appropriate starting point of disciplinary action.

2.12.7. Bring on to College premises, or carry any 'offensive' weapon

First instances of breach of this Rule will normally be regarded as 'serious' or 'very serious' and will be reported immediately to the Police.

2.13. Payment of Monies - Rule

Students are required to pay all monies due to the College promptly at the time(s) stipulated by the College.

2.14. Payment of Monies - Notes for Guidance

The College will use a variety of means to ensure students are fully informed of all such monies due. The Curriculum Assistant (or Vice) Principal will determine the appropriate starting point in the disciplinary procedures for those students in breach of the rule without due cause.

Student Disciplinary Flow Chart

Three Level 1 disciplinarys issued within an academic year will result in:

Managed and recorded within the curriculum area, logged and shared on eTrackr.



Disciplinary Action By Curriculum Manager – Level 2 Disciplinary.

The Curriculum Manager will investigate under the formal procedures agreed by the Corporate Board.
The Curriculum Manager may temporarily suspend the student for a period of up to five working days, if appropriate. The Curriculum Manager, if case proved, will issue a

Written Warning and Improvement Action Plan

A student who is dissatisfied with the outcome may ask for a review by the Assistant Principal.

Managed and recorded within the curriculum area, logged and shared on eTrackr.

Note:
Serious contravention of the student disciplinary rules will result in the procedure commencing at Curriculum Manager level.



Any further serious contravention of Disciplinary rules will result in:



DISCIPLINARY ACTION BY ASSISTANT (or Vice) PRINCIPAL Level 3 Disciplinary

The Assistant Principal will investigate under the formal procedures. The Assistant Principal may also suspend the student while an investigation hearing is conducted.

The Assistant Principal, if case proved,

- ***Will issue a written warning and improvement action plan; OR***
- ***Will issue a Final Warning and improvement action plan;***

OR

- ***make a recommendation to the Deputy Principal - Curriculum that the student is withdrawn immediately and permanently from their course and the College.***

A student who is unsatisfied with the outcome may ask for a review by the Deputy Principal.

A student who is unsatisfied that the protocol has not been followed may appeal to the Deputy Principal.

NB: ***the investigation into the evidence will not be re-opened at this stage.***

Letter sent by Student Support team. Action Plan monitored with the curriculum area.

Note:
Very serious contravention of the student disciplinary rules will result in the procedure commencing at Assistant Principal level.

Student Disciplinary Procedures Summary

Overview

Depending on the seriousness of breach of student disciplinary rules, including lack of progress on programme, staff will use their professional judgement as to whether to action Department based procedures or to recommend that 'formal' procedures are followed by the relevant Curriculum Manager or Assistant Principal.

Disciplinary Procedures

Any member of support staff may issue a Level 1 Disciplinary for a student they have observed breaking College Disciplinary Rules

Any member of academic staff may issue a Level 1 Disciplinary to a student

- ◆ whose lack of effort means they are not progressing satisfactorily
- ◆ they have observed breaking College Disciplinary Rules or broken their student charter.

**Level 1
Disciplinary –
Logged on
eTrackr and
shared with
student and
staff**

Examples of 'Less Serious' Breach

- ◆ Student smoking in non-designated area having previously been asked not to
- ◆ Student parking in non-designated area having previously been asked not to
- ◆ Student failing to produce Identity evidence
- ◆ Student spitting, having previously been asked not to
- ◆ Lateness/absence from class having been told it is unacceptable
- ◆ Failure to hand in work on time having been told it is unacceptable
- ◆ Using mobile phone in class having been told it is unacceptable
- ◆ Unacceptable attendance rate
- ◆ Rudeness to staff, student or visitor

Student Disciplinary Procedures Summary

Disciplinary Procedures

Examples of 'Serious' Breach

**Level 2
Disciplinary
Logged on
eTrackr and
shared with
student and
staff**

- Where any member of staff accuses a student of a '**serious**' breach of College Disciplinary Rules
- Where three Level 1 Disciplinary have been raised for student in previous 12 months

The Curriculum Manager will investigate under the formal procedures agreed by Corporate Board.

The Curriculum Manager may temporarily suspend the student for a period of up to five working days if appropriate

- ◆ Three Level 1 Disciplinary or Forms in preceding 12 months
- ◆ Incident causing damage to property
- ◆ Bullying/Harassment
- ◆ Under influence of alcohol/drugs on college premises
- ◆ Persistent lateness, absence, failure to produce adequate work, disruptive behaviour in class
- ◆ Breach of Health & Safety rules
- ◆ Plagiarism

Outcomes

(copies to Programme Team Leader, AP, Student file, inclusion in ILP added to eTrackr)

The Curriculum Manager, if case proved, will issue a formal written warning and improvement action plan. All documents to be generated by Curriculum Administrator and logged on eTrackr and shared with student and staff.

A student who is dissatisfied with the outcome may ask for a review by the Assistant Principal.

Student Disciplinary Procedures Summary

Disciplinary Procedures

Examples of 'Very Serious' Breach

Disciplinary Action by Assistant (or Vice) Principal – Level 3 Disciplinary. Contact Student Support Manager to generate paperwork

- Where a student has received a Level 2 disciplinary/written warning from the Curriculum Manager in the previous 12 months
- Where any member of staff accuses a student of a **'very serious'** breach of College Disciplinary Rules

The Assistant (or Vice) Principal will investigate under the formal procedures agreed by Corporate Board.

The Assistant (or Vice) Principal may also suspend the student while an investigation hearing is being conducted.

- ◆ Curriculum Manager Level 2 disciplinary/written warning in previous 12 months
- ◆ Criminal act on College premises
- ◆ Incident causing actual harm to person
- ◆ Possession of drugs/alcohol on College premises
- ◆ Refer all incidents to the Deputy Principal - Curriculum if outcome is to withdraw.

Outcomes

(copies to Programme Team Leader, AP, Student file, inclusion in ILP. Logged on eTrackr by Student Support Manager)

The Assistant (or Vice) Principal if case proved

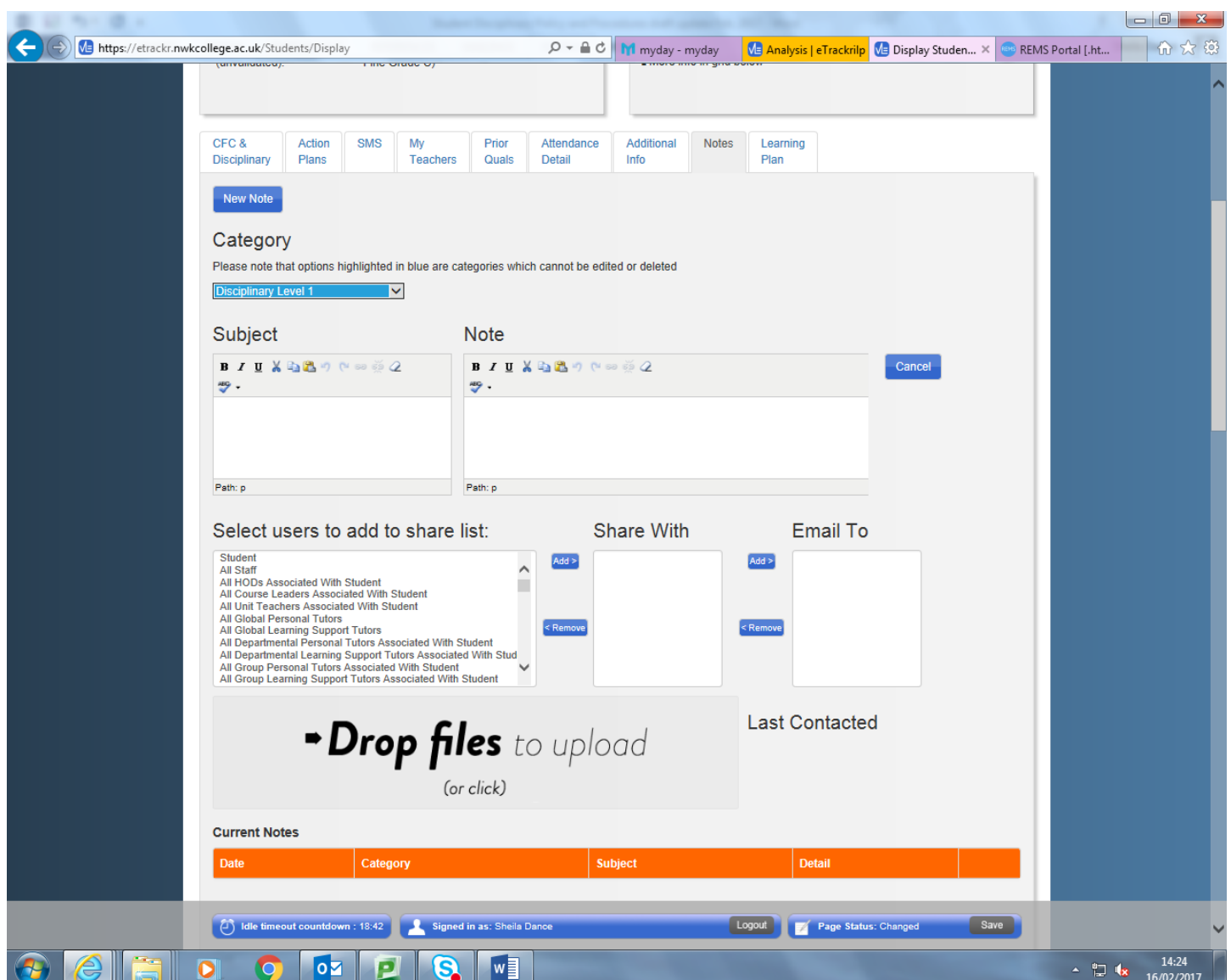
- ◆ will issue a written warning; or
- ◆ will issue a Final written warning and improvement action plan; or
- ◆ make a recommendation to the Deputy Principal - Curriculum that the student is withdrawn immediately and permanently from their course and the College.

Details of how to log disciplinarys on eTrackr

For level 1 Disciplinary log under new note as Level 1 Disciplinary.

For level 2 Disciplinary log under new note as Level 2 Disciplinary + change status on “Disciplinary” box to level 2.

For level 3 Disciplinary log under new note as Level 3 Disciplinary + change status on “Disciplinary” box to level 3.



(DATE)

NAME
ADDRESS
ADDRESS
ADDRESS

Dear (STUDENT NAME)

Disciplinary Investigation – Curriculum Manager

There are major concerns regarding your

A formal disciplinary hearing has been set for **at** to discuss the situation.

Please arrive promptly and report to Reception, 5 minutes before the designated time of the hearing. You may be accompanied by a parent/carer or a friend for this hearing.

Due to the serious nature of this matter, you are suspended from College and may only enter the campus for the purpose of disciplinary proceedings. **DELETE THIS PARAGRAPH IF THERE IS NO SUSPENSION)**

Yours sincerely

(NAME)
Curriculum Manager
(SCHOOL)

cc: Student File
Assistant Principal
Parent/Carer

(DATE)

(NAME)
(ADDRESS)
(ADDRESS)
(ADDRESS)

Dear (STUDENT NAME)

Written Warning – Curriculum Manager Improvement Action Plan

Following my investigation and the disciplinary meeting you attended recently it was agreed that your was unacceptable.

In order to successfully complete your course it is essential that you comply with the following action points that was agreed at the meeting.

-
-
-

A copy of this letter will be uploaded to your student file and regularly monitored. It will be destroyed after twelve months provided there are no further incidents. Should you disagree with the issue of this warning you can ask your Assistant Principal to review your case.

Yours sincerely

(NAME)
Curriculum Manager
(SCHOOL)

cc: Student File
Assistant Principal
Parent/Carer