



Student Disciplinary Procedure

Student Disciplinary Procedure

1 Purpose

- 1.1 The purpose of this procedure is to detail the procedure to be followed when any student is in breach of College rules, College values, or health and safety regulations.

2 Scope

- 2.1 This procedure applies to ALL students. Variations to the procedure may apply in the case of higher education (HE) students, part-time (PT) students or apprentices.

3 Implementation

- 3.1 All students will be made aware of the existence of the procedure during the induction period, and of how it might be used.

4 Informal Procedure

- 4.1 In most cases student discipline problems can be dealt with in the classroom.
- The student is reminded of the College's expectations and is cautioned by the Tutor/Career Coach.
 - A Learning Contract/Action Plan, see appendix 2, 3 and 4, may be drawn up by the student and Tutor/Career Coach to clarify the behaviour expected of the student.
 - A record of this is kept as part of the student's individual learning plan recorded on ProMonitor. If the unacceptable behaviour persists the formal procedure is started.
 - In the case of pre 16 students the tutor will inform the Provisions Manager of any discipline issues.
 - In cases involving attendance or punctuality the CALMS Team member will discuss with the student the expectations and an action plan agreed to improve. This will be shared with the Career Coach via ProMonitor for monitoring.

5. Formal Procedure

- 5.1 The Formal Disciplinary Procedure is designed to start when such behaviour is repeated, or of sufficient scale to be outside the normal realms of everyday classroom management.
- At any stage of the process, if the student is deemed vulnerable, has learning difficulties or disabilities, the ALS/Safeguarding Manager will need to be involved in the process to develop appropriate development plans and provide support during the process.

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- Each stage centres on a meeting between the student and relevant member[s] of staff, including other parties where appropriate. Meetings will be conducted fairly and openly, allowing both student and staff to state their case. If a student fails to attend, or leaves the meeting, the meeting may still proceed.
- A standardised record is made of interviews between staff and the student using ProMonitor. The record outlines the reasons for concern and the views held by staff and student about the issue(s) raised. The support which the College will offer to the student is recorded – examples include access to mentoring, support, counselling, designated enrichment activities, review meetings with Career Coaches, guidance interviews etc. The actions agreed are sent to the relevant staff to implement via messages on ProMonitor.
- The action expected from the student is also recorded as part of the student's individual learning plan and a Disciplinary Action Plan.
- An agreed Disciplinary Action Plan concludes the process.
- If the student successfully completes the agreed disciplinary action plan, within an agreed timescale, the disciplinary episode is closed. If it is not, the student should be put on the next stage of the procedure.
- If a Stage 1 Disciplinary Action Plan is not completed successfully by a pre-16 student, the school of origin, pupil referral unit or referring agent will be notified and the College disciplinary procedure will be followed in agreement with the school. Further attendance by the student at the College will be a matter of negotiation between the relevant Curriculum Manager, advised by the Provision Manager and the referring agency. In the case of Apprentices the employer or sponsor will be notified. For HE students they will be advised of the affects on their student loan if the behaviour persists.
- It is the role of the Manager of Frontline Services to assist the tutor in determining what support the college can offer to the student in achieving the action plan/learning contract. It is crucial to the successful outcome of the disciplinary procedure that the student accesses the support he or she needs in order to comply with the action plan.

5. Appeals

- 5.1 Following an exclusion, an appeal can be made in writing to the Vice Principal of Curriculum within five days of the hearing for consideration.
- 5.2 The appeal will be investigated by the Vice Principal Curriculum or a senior post holder and a response issued within ten working days from the date of the appeal. The outcome of this appeal concludes the process. All the information about the appeal is recorded on ProMonitor by the Head of Faculty.

6. The Four Stages of the Disciplinary Procedure

- 6.1 There are four stages in this procedure, see appendix 1.
- 6.2 It is envisaged that most students in scope will be put initially onto Stage 1 of this procedure. More serious matters can lead to a student being put straight onto other Stages, in cases of gross misconduct for example.

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7. Misconduct

7.1 The College will not tolerate any anti-social misconduct. Below are examples of misconduct which may lead to disciplinary action. It is not a full list and there may be other cases of misconduct which lead to disciplinary action:

- Non submission of work after negotiated and agreed deadline
- Non-attendance of meetings as a result of this
- Non engagement in class, e.g. low level disruptive behaviour, refusal to take part in an activity/lack of production of work
- Breach of any of the College's expectations regarding students' behaviour as set out in this procedure and the College values/British values
- Disruption to teaching and learning of others
- Failure to do as a member of staff asks
- Smoking, except in the designated areas
- Cheating, plagiarism or copying the work of other students
- Noisy or unruly behaviour or the use of foul, abusive or discriminatory language
- Damaging College buildings, equipment, books or furnishings or any property of others
- Interference with software or data belonging to, or used by, the College
- Use of mobile phones in any learning and study environment without permission
- Causing the College actual or potential financial loss
- Behaviour which could damage the reputation of the College
- The distribution of material critical of the College or its staff
- Misuse of computers, the internet or email
- Taking photographic images of people on college premises without their consent.

8.1 Gross Misconduct

The College will not tolerate any anti-social misconduct. Below are examples of gross misconduct which will lead to disciplinary action. It is not a full list and there may be other cases of gross misconduct which lead to disciplinary action:

- Illegal acts which affect the work of the College or other students
- Bullying, intimidation, taunting, verbal abuse or the use of violence or threat of violence towards any person, face to face or electronically e.g. phone or email including Facebook etc.
- Behaviour which is racially or sexually offensive, homophobic or which is offensive to those with learning and/or physical disabilities or sensory impairment
- Drunkenness on College premises or on any activity associated with the College
- Use, possession or supply of any illegal substance
- Careless driving on College premises
- Robbery, theft, or any other dishonest acts
- Conduct which puts at risk the Health and Safety of yourself, other students or staff
- Mistreatment of animals or any livestock
- Being in possession of illegal/offensive weapons.

5.2 In cases of suspected gross misconduct, a student may be suspended pending an investigation and a Stage 4 meeting. The Security Team will need to be informed of this.

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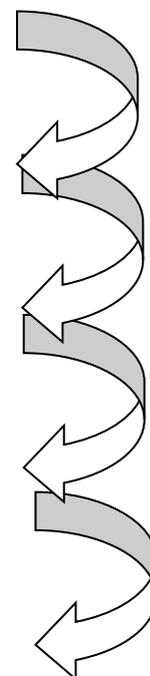


- 5.3 Suspension is only carried out by a Head of Faculty (HoF) or a Duty Principal. A written account of the reasons for suspension will be passed to the Vice Principal of Curriculum and the Manager of Frontline Services. The Head of Faculty will send formal confirmation to the Student and the parent/guardian/sponsoring employer, as appropriate. A Stage 4 hearing will be held within 10 working days.
- 5.4 Suspension does not imply guilt on the part of the student. It may be a means to contain a situation while a proper investigation is held.
- 5.5 An Investigating Officer (the HoF if possible) is appointed within one working day of a student's suspension. The Investigating Officer gathers all the information available including statements, security reports etc. The outcome is discussed with the Vice Principal of Curriculum or Deputy Directors and following the formal hearing the decision is shared with the security team. The hearing is chaired by a Deputy Director.

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Appendix 1

Stage	Reason		Action	Taken By
Stage 1	First misconduct	→	Verbal warning – recorded on ProMonitor	Career Coach
Stage 2	Further or more serious misconduct	→	Written warning - recorded on ProMonitor	Curriculum Manager
Stage 3	Repetitive or serious misconduct	→	Final written warning - recorded on ProMonitor	Head of Faculty
Stage 4	Repetitive misconduct or Gross misconduct	→	Exclusion - recorded on ProMonitor	Head of Faculty plus Deputy Director of Curriculum
Appeal			Outcome recorded on ProMonitor	Vice Principal



STEPS	STAGE 1	STAGE 2	STAGE 3	STAGE 4
	FORMAL VERBAL WARNING BY CAREER COACH	DISCIPLINARY HEARING WITH CARRER COACH AND CURRICULUM MANAGER	DISCIPLINARY HEARING WITH CURRICULUM MANAGER AND HEAD OF FACULTY	DISCIPLINARY HEARING WITH HEAD OF FACULTY AND DEPUTY DIRECTOR OF CURRICULUM
				This is the stage at which the exclusion of the student can be considered.
1	The Student is advised by their Career Coach that they are to be put onto Stage 1 of the formal disciplinary procedures.	The Student is advised by their Career Coach that they are to be put onto Stage 2 of the disciplinary procedure. This will usually be because the Student has not complied with the agreed action plan/learning contract from Stage 1, but may also be for more serious misconduct than would normally be dealt with at Stage 1. Students who have failed to submit work on or before the deadline are also put straight onto Stage 2 when appropriate.	The Student is advised by the Curriculum Manager that they are to be put onto Stage 3 of the disciplinary procedure. This is usually because the Student has not complied with the agreed action plan/learning contract from Stage 2.	The Student advised by the Head of Faculty that they are to be put on Stage 4 of the disciplinary procedure. This is usually because the Student has not complied with the agreed action from a Stage 3 or for gross misconduct.
2	The Career Coach informs the Curriculum Manager and the parents/guardians/employers that the Student is to be placed on Stage 1 of the formal disciplinary procedure as appropriate. For pre 16 the Provisions Manager will be informed who then informs the school of origin.	The Career Coach informs the Curriculum Manager and the parents/guardians/employers that the Student is to be placed on Stage 2 of the formal disciplinary procedure as appropriate. For pre 16 the Provision Manager will be informed who then informs the school of origin.	The Curriculum Manager will inform the parents/guardians/employers as appropriate, that the Student has been put onto Stage 3 of the disciplinary procedure.	The Head of Faculty will inform the parents/guardians/employers as appropriate, that the Student has been put onto Stage 4 of the disciplinary procedure.

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STEPS	STAGE 1	STAGE 2	STAGE 3	STAGE 4
	FORMAL VERBAL WARNING BY CAREER COACH	DISCIPLINARY HEARING WITH CARRER COACH AND CURRICULUM MANAGER	DISCIPLINARY HEARING WITH CURRICULUM MANAGER AND HEAD OF FACULTY	DISCIPLINARY HEARING WITH HEAD OF FACULTY AND DEPUTY DIRECTOR OF CURRICULUM
3	The Career Coach convenes a formal meeting with the Student.	The Curriculum Manager convenes a formal meeting with the Career Coach and Student. The Student is advised that he/she may be accompanied by a representative (this could be a peer/parent/guardian/mentor etc.)	<p>The Head of Faculty convenes a meeting with the Student and the Curriculum Manager. The Student is advised that he/she may be accompanied by a representative (this could be a peer/parent/guardian/mentor etc.)</p> <p>The Head of Faculty gives the Student at least 7 working days notice in writing of the date of the meeting.</p> <p>A copy of the letter is sent to the parents/guardians/employers as applicable.</p> <p>The Head of Faculty will ensure that the Student and the parent/guardian have a full copy of the disciplinary procedure and of the preceding action plans/learning contracts [if applicable].</p>	<p>The Head of Faculty convenes a meeting with the Student, Deputy Director of Curriculum. The Head of Faculty prepares a file for the Stage 4 meeting outlining the evidence and steps which have led to the Stage 4 outcome.</p> <p>The Head of Faculty will ensure that the Student and the parent/guardian have a full copy of the disciplinary procedure and of the preceding action plans/learning contracts [if applicable].</p>
4	<p>The Career Coach issues a formal verbal warning to the Student and an action plan and/or learning contract is drawn up which is signed by the Student and Career Coach.</p> <p>The parents/guardians of a 16-18 year old will be informed of the</p>	<p>The Curriculum Manager issues a formal written warning to the Student and an action plan/learning contract is drawn up and signed by the Curriculum Manager and the Student.</p> <p>A copy to be sent to school for pre-16 students</p>	<p>The Head of Faculty issues a final written warning to the Student and an action plan/learning contract is drawn up and signed by the Head of Faculty, Curriculum Manager and the Student.</p> <p>A copy of the verbal warning and</p>	<p>The Deputy Director of Curriculum will make a decision as to whether the Student is to be excluded as a result of the evidence presented.</p> <p>The Student and parent/guardian/employer will be notified of the decision with two days</p>

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STEPS	STAGE 1	STAGE 2	STAGE 3	STAGE 4
	<p>outcome unless agreement made with the Curriculum Manager. A copy to be sent to school for pre-16 students.</p> <p>A copy of the verbal warning and action plan/learning contract is recorded in the Student's file on ProMonitor</p> <p>A verbal warning stays on file for the academic year.</p>	<p>A copy of the verbal warning and action plan/learning contract is recorded in the Student's file on ProMonitor</p> <p>The Curriculum Manager will arrange for copies to be sent to:</p> <ul style="list-style-type: none"> the Student the parent/guardian /employer as appropriate with an accompanying letter. 	<p>action plan/learning contract is recorded in the Student's file on ProMonitor</p> <p>The Head of Faculty will arrange for copies to be sent to:</p> <ul style="list-style-type: none"> the Student the parent/guardian /employer as appropriate with an accompanying letter 	<p>of the meeting.</p> <p>The Student will be advised of their right to appeal against the decision within five days of the meeting.</p>
5	<p>The Career Coach/CALMS team informs the Manager of Front Line Services who arranges appropriate support/motivational interviewing</p>	<p>The Career Coach/CALMS team informs the Manager of Front Line Services who arranges appropriate support/motivational interviewing</p> <p>All staff teaching on the programme are made aware of the warning.</p>	<p>The Head of Faculty informs the Manager of Front Line Services who arranges appropriate support/motivational interviewing for the Student.</p> <p>All staff teaching on the programme are made aware of the warning.</p>	<p>The Deputy Director informs the Head of Faculty and the Manager of Front Line Services of the final decision. If appropriate security will be made aware.</p> <p>All staff teaching on the programme are made aware of the outcome.</p>
7.	<p>Extra tutorials will be provided to monitor the learning contract.</p>	<p>Extra tutorials will be provided to monitor the learning contract.</p>	<p>Extra tutorials will be provided to monitor the Student's behaviour and progress.</p>	<p>The correspondence will remain on the Students file on ProMonitor.</p>
8.	<p>Successful completion of the action plan/learning contract within the agreed time span will result in the end of the disciplinary process.</p>	<p>Successful completion of the action plan/learning contract, within the agreed time span, will result in the end of the disciplinary process.</p> <p>Stage 2 warning should remain on file for an academic year.</p>	<p>A Stage 3 record will remain on file for the duration of the course.</p>	<p>If the decision is made to allow the student to remain in college an action plan is agreed and monitored by Head of Faculty.</p> <p>If the action plan is not adhered to this will result in automatic exclusion.</p> <p>Appeals to be put in writing to the Vice Principal of Curriculum within</p>

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STEPS	STAGE 1	STAGE 2	STAGE 3	STAGE 4
				<p>five days of the hearing, for consideration.</p> <p>The appeal will be investigated by the Vice Principal or a senior leader and a response issued within ten working days from the date of the appeal. The outcome of this appeal concludes the process. Any appeals to be recorded on ProMonitor by HoF.</p> <p>The outcome of the appeal is communicated via a letter to the student/parent/guardian as relevant from the Vice Principal Curriculum.</p> <p>The Manager Frontline Services is informed of the decision so that the information is recorded on our central admission system.</p>
9.	Review to be carried out by Career Coach and recorded on ProMonitor to show impact or whether Stage 2 is required.	Review to be carried out by Curriculum Manager and recorded on ProMonitor to show impact or whether Stage 3 is required.	Review to be carried out by HoF and recorded on ProMonitor to show impact or whether Stage 4 is required.	Review to be carried out by HoF and recorded on ProMonitor to show impact.

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Appendix 2

Guidance in the use of Learning Contracts

1 Purpose

1.1 A Learning Contract can be a useful way to:

- Reinforce the student's commitments under the College values
- Spell out exactly what you expect the student to do to meet expectations
- Clarify the action that will be taken if the student fails to meet these expectations.

2 Terms of the Learning Contract

2.1 In order to meet this purpose a learning contract should:

- Refer to the College Values
- Be very specific about the behaviour to which the student is agreeing
- Give an expiry date and, where appropriate, a review date
- Say what will happen if the student fails to keep the Contract.

3 Parties to a Learning Contract

3.1 A Learning Contract may be negotiated with a Career Coach, a subject tutor, Curriculum Manager, Head of Faculty, Vice Principal or Deputy Director.

3.2 The student must sign the Learning Contract as must the staff member with whom it is negotiated. If the student is under 18, a copy of the Learning Contract should be sent to the parent or carer with a request that they also sign the Contract. A parent or carer may also be invited to the College to discuss the Contract. However, the parent will not be informed if the Career Coach advises that this would be against the interests of this particular student and this view is confirmed by the Head of Faculty.

4 Learning Contracts within the Student Disciplinary Procedure

4.1 A Learning Contract can be issued as part of the Disciplinary Procedure. Before a Learning Contract is issued, misbehaviour should already have been brought to the attention of the student. This may have occurred through:

- A verbal caution which is logged on ProMonitor (minor misbehaviour) or
- A written warning which is copied to the Career Coach for recording on ProMonitor and also given to the student (for repeated or more serious misbehaviour).

4.2 When a student fails to meet the terms of a Learning Contract this may trigger a move through the stages of the Student Disciplinary Procedure.

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Appendix 3

Example of Learning Contract



Learning Contract Between

(Names)

and City of Wolverhampton College (Date)

I, XXXX, understand and agree to the expectations set out in the College Values and give the following undertaking: *these are examples only. Use one or two focused statements).*

- *I agree to treat staff and students with respect at all times*
- *I agree to behave in a responsible manner in the Study Hub and not disrupt the learning of others*
- *I agree to refrain from the use of offensive language in college*
- *I agree to hand in all my assignments and homework on or before the deadline set for each piece of work*
- *I agree to attend all my classes and the absence reporting line if unable to attend*
- *I agree to demonstrate an increased commitment and more positive attitude to my course*
- *I agree to turn off my mobile phone during class*

I understand that this Learning Contract will be kept on my records for a period of (timescale)

I understand this Learning Contract and know that failure to keep it will lead to further disciplinary action which may result in my exclusion from the Course.

Student signature:

Date:

In the presence of:

If I have complied with the Learning Contract, this will be destroyed

Date:

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Appendix 4

Example of Action Plan

Student name:

Course:

Staff name:

Date:

Objective	Action	Review Date	Monitoring comments
To improve my punctuality to lessons	<ol style="list-style-type: none">1 Get up one hour before I need to leave the house2 Leave the house in time to get to college in time3 Do not delay between classes	20/03/17	
To hand in assignments on time	<ol style="list-style-type: none">1 Plan when I will work on the assignment2 Break down the tasks I need to do into small steps	14/03/17	