



## STUDENT COMMITMENT & DISCIPLINARY PROCESSES

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Originator	Paul Ashdown
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### A Introduction

A.1 When a student enrolls at the College, he/she signs an enrolment contract. This sets out the standards of commitment and behaviour which is expected of all members of the College community.

A.2 If a student's behaviour or commitment does not meet these standards, the College will try to help the student re-establish acceptable levels using the following process. If this does not work and the student's behaviour or commitment to study does not return to acceptable levels, the student will have broken the enrolment contract and will be required to leave the College.

A.3 The aim of the commitment and disciplinary process is to make it absolutely clear what is expected of a student and the consequences of failing to live up to his/her responsibilities.

### B Key College Commitments

B.1 A student is expected to make a full commitment to his/her studies. This means working to the best of his/her ability, engaging fully and promptly in all tasks set, and attending all lessons, tutorials and other sessions on time.

B.2 The College makes a full commitment to supporting study with the best possible resources and teachers, and to working with students to secure success.

B.3 All members of the College community make a full commitment to working together in an atmosphere of mutual respect for each other and the College, and to following all College rules and procedures. These commitments align with the College's mission statement:

All members of the College community:

<b>A</b> spire	to be outstanding – academically, professionally and personally
<b>I</b> nvest	fully in all we do
<b>R</b> espect	each other, ourselves and our environment

### C Informal Intervention

C.1 If a student is not meeting these College commitments, staff will talk to the student and remind him/her about his/her responsibilities. Initially, this will be informal and unrecorded. It might be security staff on the gate, subject teachers, Learning Resource Centre staff, or Academic Coach. Whoever it is, the student should think carefully about

how he/she is behaving at College and respond positively so that things are not taken any further.

## **D Commitment Interview**

D.1 If any member of staff feels that informal intervention has not resolved an issue, he/she will set up a commitment interview. This is the start of the formal process. The member of staff will discuss with the student how his/her behaviour or commitment is failing to meet the standards expected, and set targets with the student which will get the student back on track. These will be recorded on Tyber, and the student's parents/guardians will be informed.

D.2 The member of staff will set up a review, usually for after two weeks. If the student has sorted things out by that stage, the matter can be closed. If not, the member of staff may extend the monitoring period or decide that matters have become so serious that formal disciplinary action must be taken.

D.3 Any member of staff (teaching or support) can issue a commitment interview. If the student chooses not to cooperate with the process, he/she is making the situation worse by breaking the commitment to follow College rules and procedures and will probably be referred to more senior staff for a behaviour contract.

D.4 A commitment interview will be triggered by behaviour such as lateness or poor attendance; unsatisfactory behaviour anywhere in the College; poor work levels; rudeness, lack of respect or behaviour which disrupts the learning of others.

## **E Behaviour Contract**

E.1 If the commitment interview process fails to help a student restore the levels of behaviour and commitment expected, he/she will be referred for a behaviour contract. Parents/guardians will normally attend such a meeting where the student will be required to set up a formal behaviour contract, which sets out what the student must do urgently to secure continued membership of the College.

E.2 This will be the last chance for a student to sort out his/her problems. The behaviour contract will set out precisely the improvements the College needs to see and establish a time when these will be reviewed. If the student makes some progress by the review date, the contract may be extended, but only once. At this stage, the student will need to choose between altering his/her behaviour and commitment or leaving College. The student will not be able to continue with the College if the problems identified continue.

## **F Disciplinary Panel**

F.1 At the end of the review period, the member of staff who has been working with the student will refer him/her to a disciplinary panel if the targets set have not been met. This is the final stage of the College's disciplinary system and should be treated very seriously.

F.2 The panel will be made up of two senior members of staff including either the Principal or one of the Vice-Principals. The panel has authority to take any action up to and including permanent exclusion.

F.3 The disciplinary panel is a formal hearing of the case. The member of staff who led on the behaviour contract will present the issues that have led to the panel hearing. The student will be able to respond formally to these. The student is expected to be supported at the panel hearing by parents/guardians or another close family member. No other parties are permitted.

F.4 If the panel feels that all other College interventions have been exhausted, it may decide to exclude the student or may set other requirements to be met if the student is

allowed to continue. These could include: payment of his/her own examination and assessment fees; undertaking some form of community service; or agreeing to certain conditions or limitations to life as a student. Failure to meet any conditions set would lead to exclusion.

## **G Appeal**

G.1 If a student feels that the disciplinary panel has acted unfairly or not followed College procedure properly, he/she is entitled to appeal to the Corporate Board. Details of how to do this are sent out with the formal letter informing the student of the outcome of the panel.

## **H Suspension and Serious Misbehaviour**

H.1 Some behaviour is too serious to be addressed through the commitment interview process and this will trigger immediate disciplinary action: either a behaviour contract or panel hearing. This is most likely in serious cases, for example fighting, bullying, harassment, matters involving the Police or other external agencies, fraud or deliberate serious misuse of College IT systems, etc.

H.2 The College has the right to suspend a student from attending the College if there is any danger that continued attendance might compromise this process and create the possibility for accusations of intimidation. It is usual for all parties involved in serious allegations to be suspended during an investigation, and this is not a disciplinary action. Failure to follow the requirements of suspension is, however, a disciplinary offence. In a case of suspension, parents/guardians will be notified.

H.3 Any senior member of staff acting on behalf of the Principal has the authority to suspend a student. If this happens, the Principal and parents/guardians will be informed immediately and every effort will be taken to help the student to continue with his/her studies whilst he/she is suspended.

H.4 In some cases, a member of staff may instruct a student to leave the College immediately and return at a pre-arranged time for an interview. This is usually to create a 'cooling off' period and to allow the member of staff to find out more about what happened. This is not a formal suspension, but failure to follow the member of staff's instructions is likely to lead to formal suspension, so it is sensible for the student to comply.

## **J Failure to attend Behaviour Contract or Disciplinary Panel meeting**

J.1 Every effort will be taken to set a meeting at a time agreed with parents/guardians so that they can attend. If there are unexpected reasons why they cannot attend at short notice, it is vital that the College is informed so that an alternative date and time can be set. If the College exhausts all reasonable attempts to set up the meeting and fails, the meeting can be held without all parties present.

J.2 If a student does not attend a meeting without an acceptable reason, the College may decide to suspend him/her pending attendance at the meeting. If a student is already suspended, this may be extended.

## **K Feedback and Monitoring**

K.1 If a student or parents/guardians have comments or suggestions concerning the principles or operation of this process, the Principal should be contacted. The College continually reviews the operation of the disciplinary procedure aiming to ensure that it is both fair and effective in helping the whole student body to maximise success. Governors monitor the process on a termly basis which includes analysis of data covering such areas as the ethnicity and gender of students involved.