

Student Disciplinary Procedure

Students can enter this process at any stage depending on the severity of the actions/incident. Please note there is a Zero Tolerance approach to possession or dealing of drugs, which will lead to an automatic exclusion.

	Academic Procedure	Admin Support/ Support Services / Executive Officer Procedure
Verbal recorded warning	<ul style="list-style-type: none"> For minor disciplinary issues (e.g. repeated poor behaviour, repeated poor attendance) a verbal warning should be given and recorded on ProMonitor by any member of staff. Explain to the student that if the behaviour continues could lead to formal stage of disciplinary. If behaviour continues and no alternative is possible, student will be put on action plan for 2 academic weeks (uploaded on ProMonitor), instigated by the academic staff in consultation with the PM (if the issue is academic not pastoral). Mentor will draw up and the academic staff will issue the action plan to the student on Pro-monitor. 16-17yrs students' parents* must be 'phoned and this noted on ProMonitor. At the end of the 2 week period the completed contract scanned by PM and sent to Support Services The contract could be extended at the discretion of the HOD and PM & uploaded on ProMonitor 	<ul style="list-style-type: none"> Set up student folder and file the contract and/or any other actions
Formal Disciplinary Stage 1 – Formal Written Warning	<ul style="list-style-type: none"> Student has been on a contract but the issues have not been resolved, with no alternative but to go to the formal stage 1. Or the student's actions have resulted in the decision to move straight to Stage 1. Programme Director or lecturer & PM meet with the student and parents* if appropriate. Reasons for the meeting explained, student's case heard. Action plan agreed After meeting, PM draw up action plan in consultation with lecturer. Action Plan uploaded on ProMonitor. Result of the meeting noted on ProMonitor by PD & letter sent including reference to the action plan (copy to parents* if 16-17yrs) by Support Services. The contract could be extended at the discretion of the HOD and PM 	<ul style="list-style-type: none"> Set up meeting & file if not already one in place Coordinate time, venue of meeting and send out invitations Send letter inviting relevant individuals (and parents* if 16-17yrs) to Stage 1 meeting & upload on Student record Send 'result of Stage 1' letter and refer to action plan on Pro-monitor to relevant individuals (and parents* if 16-17yrs) & upload on Student record Any appeal of the decision to issue a stage 1 to be heard by a suitable leader but no higher than Assistant/Deputy Principals/AD.
Formal Disciplinary Stage 2 – Final written warning	<ul style="list-style-type: none"> Issued in serious instances of unacceptable behaviour or repeated unacceptable behaviour (see policy for examples) HOD and PM/PT meet with the student and parents* if appropriate. Reasons for the meeting explained and the student's case is heard. Result of meeting decided by HOD & noted on Student record Final Written warning issued explaining context and implications if no improvement. (Written warning may include an action plan on Pro-Monitor). Uploaded on Student record. Next day HOD informs student (and parents* if appropriate) of the result by phone and followed up with a letter. 	<ul style="list-style-type: none"> Set up meeting in Student record & coordinate time, venue of meeting and send out invitations Send letter inviting relevant individuals (and parents* if 16-17yrs) to Stage 2 meeting & upload on Student record Request statements and any relevant evidence ready for the meeting (including documents relating to any stage 1 meetings). This information is uploaded on Student record. Any appeal of the decision to issue a stage 2 to be heard by a suitable leader but no higher than Assistant/Deputy Principals/AD. .
Formal Disciplinary Stage 3 – Possible exclusion	<ul style="list-style-type: none"> Exclusion occurs in extreme instances of unacceptable behaviour or repetition of unacceptable behaviour following a Final Written Warning. (see policy for examples) In cases of serious breaches the student should be suspended for a maximum of 2 academic weeks while investigation is undertaken. The College Principal and/or Deputy College Principal and/or Assistant Principal will meet with the student and parents* if appropriate (panel to be a minimum of two). A member of support staff also present as advocate for the student, such as Mentor. Reasons for the meeting explained and the student's case is heard. Result of meeting decided by CP/DP/AP (a minimum of two). Consideration will be given to whether a managed move to another College may be a suitable alternative to exclusion. Next day the College Principal and/or Deputy College Principal and/or Assistant Principal informs the student (and parents if appropriate) by phone of the result of the meeting and followed up with a letter. Principal or MD and/or Deputy Principal and/or Assistant Principal informs the HOD of the decision. Any student excluded shall have the right of appeal to the Group Chief F&HE Officer, by writing within 14 calendar days of the exclusion taking place. The Group Chief F&HE Officer will hear the appeal. The results of the appeal will be final and binding. 	<ul style="list-style-type: none"> Send out 'result of stage 2' letter including reference to action plan on Pro-monitor if appropriate– upload on Student record. Admin support to coordinate time, venue of meeting and send out invitations Send 'possible exclusion letter' inviting relevant individuals (and parents* if 16-17yrs) to Stage 3 meeting (upload on Student record) Request statements and any relevant evidence ready for the meeting (including documents relating to any stage 1 and 2 meetings). This information is uploaded on ProMonitor for panel to review. Attend meeting to minute take or type up recording from teams Send out 'result of stage 3' letter including the right of appeal to relevant individuals (and parents* if 16-17yrs) note outcome on ProMonitor. Any appeal to be heard by a member of GLB Appeals to be set up and supported by Executive Support

*Parents is used collectively for parents, carers, guardians and supporters

PM = Progression Mentor

HOD= Head of Dept

PD = Programme Director

AD=Assistant Director