

Student Disciplinary Guidelines

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Director of Student Services
Reviewed June 2020

These guidelines are to protect staff and students and, in order to be effective, they must be followed at every stage in a consistent manner across all campuses of the college.

1. Code of Conduct

The Code of Conduct ([Annex A](#)) sets out the college requirements for student behaviour whilst on college premises or taking part in college activities, so that all students know what is expected of them. It is referred to in the student agreement and Student Handbook, and should be brought to the attention of all students at induction. The college reserves the right to investigate incidents which occur off-site if they are between two (or more) students or student(s) and staff.

Whilst it is not possible or desirable to lay down an exhaustive set of standards, the Code of Conduct lists the college's general expectations in terms of:

- behaviour
- attendance and punctuality
- work / study performance.

If the Code of Conduct is not adhered to, disciplinary action may be taken.

2. ICT Acceptable Use Policy / Netiquette Guidelines

Any breaches of agreement policies/guidelines are a disciplinary matter.

3. General Notes

3.1 Students under 19 years of age at the start of their course

Subject to confirmation under the Data Protection Act and the Human Rights Act, a student of 19 years of age, or under, subject to proceedings under this policy will have parents/guardians informed at all times and be invited to be present at any such meeting, unless contact has been withdrawn or such attendance would prejudice a fair and effective interview. Adjustments must be made when the parent/guardian requires support with communication (e.g. limited knowledge of English, deafness) to ensure that they fully understand the disciplinary procedure and consequences.

Meetings should not be delaying if the parent/guardian cannot attend.

In some circumstances, parent/guardian contact may be made at an earlier stage.

3.2 Mental Health / Wellbeing

Students whom declare that they have mental health / wellbeing issues as reasons for performance concerns must be referred to the Fitness to Study Procedure and a Support Management Plan conducted prior to being taken through these procedures to ensure that reasonable adjustments can be made for that students. A brief notice of the meeting held should be added to ProMonitor / OneFile under the meeting type as 'Fitness to Study'.

3.3 English and Maths

The Head of Maths / English should be involved, if the student has been given a warning by a Maths or English Tutor. The Head of Maths / English will able to conduct disciplinaries, as appropriate and should be invited to attend meetings at Stages 3 and 4, if there are concerns regarding Maths / English conduct.

The Director with the overall responsibility for English / Maths can conduct Stage 5 disciplinaries if the concerns are related to Maths / English conduct.

3.4 Looked After Children

Students whom are looked after or leaving care must not receive a disciplinary warning until the Director of student Services (Designated Teacher for Looked After Children) has been informed.

The Social Worker / Personal Advisor should be informed of any concerns, at the earliest opportunity.

3.4 Students with Educational Health Care Plans (EHCP)

Students with Educational Health Care Plans must not receive a disciplinary warning until a discussion has taken place with the Director of Progression Pathways.

At all stages, staff may wish to:

- Involve a student's parents / guardian / employer / professionals involved in their care at an earlier stage in the process, whatever the age of the student
- Have an additional discussion with the student at the informal stage, before further action is taken, and allow enough time for the student to demonstrate appropriate behaviour before moving on to the next stage
- Following an incident, monitor the situation closely for a period of up to 2 weeks
- Where students involved in an incident come from different programme areas, arrange a meeting between the relevant tutors to discuss an appropriate way forward for all parties. This may need to be overseen by an appropriate manager
- Take account of a student's learning difficulties and/or disabilities as mitigating circumstances when determining the outcome
- Reasonable adjustments must be made, for instance, allowing the student to be accompanied by more than one person in a disciplinary meeting if they wish (e.g. Autism Coordinator etc).

Students should be advised that they and their parents / guardian / employer / professionals involved in their care may seek the advice of their Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE / Training Coordinator and/or student Services at any stage of the process.

3.5 Apprenticeship Students (All Ages)

Apprenticeship students committing academic offences such lateness, absence, behaviour, late work, plagiarism, cheating etc or misconduct issues should be dealt with through this procedure, but the incident should be reported by the Training Coordinator, to the employer, as it is their responsibility.

The levels of responsibility, investigation/interview procedure and possible outcomes are as for all other misconduct.

Any records of disciplinary should be recorded on OneFile by the Training Coordinator.

3.6 Student Advocate

An advocate for the student will be provided, if requested, from the relevant Student Services department, where possible. They will be there to support the student offering advocacy and guidance on the disciplinary procedures. This would usually be the Personal Achievement Tutor for the student, however, if there is a conflict of interest, another Personal Achievement Tutor will be invited to attend.

3.7 Time Periods

With the noted exception of the time allowed for lodging an appeal, time periods stated in this policy are for guidance and may be varied by the college if it is not practicable to adhere to them. Written notice of any such variation will be given.

Days stated in this policy are working days rather than calendar days. Documentation will usually be sent via email however documents sent by first class post will be deemed to be received within 48 hours of posting, which occurs at the end of each college working day.

3.8 Variations and Amendments

In some cases it will be desirable or necessary that variations should be made to procedural aspects of this policy. The college may make such variations as it sees fit, subject to informing the student concerned and always subject to considerations of fairness and equity of outcome. Without limitation such variations may include: different persons conducting disciplinary or appeals interviews should a conflict of interest or authority arise, cover of interviews by another person of authority due to unavailability due to incapacity or illness.

4. Procedures

Students may progress through all these stages or, if the behaviour warrants it, might go straight to Stage 3, 4 or 5 depending on the severity of any offence. Staff are expected to use their professional judgement in deciding the severity of the misdemeanour, referring queries to their Course Manager, Head of School or Director.

Cause for Concerns

- A teacher is expected to manage performance and behaviour in their own classroom.
- Any deviation from the expected classroom performance/behaviour must be recorded on 'Student Comments – Cause of Concern' on ProMonitor / OneFile.

Teachers are expected to use their professional judgement in managing behaviour and performance in their classroom. Examples of a stage 1 concern include: Lack of application to lesson / task (face to face or online), unauthorised use of mobile phones in the classroom / during online sessions, disorganised / unsatisfactory work, persistent lateness, unauthorised absence, lack of preparation for lesson, failure to submit homework / directed private study, failure to attend online sessions, Inappropriate language or behaviour in all learning environments, lack of care / awareness of others / the environment, eating or drinking in class / during online sessions, without permission or smoking in non-designated areas.

STAGE 1 – Initial Performance/Behaviour Concerns

- Following three Cause for Concerns, the PAT / Training Coordinator / Subject Tutor for HE will discuss the warnings with the student during a 1-1 tutorial meeting, setting an appropriate action plan which will be in place for a minimum of three weeks and upload on ProMonitor / OneFile. The Action Plan can be on the [template](#) attached and uploaded to ProMonitor / OneFile or within the ProMonitor SMART Targets section. It is the responsibility of all teachers to monitor the students continued behaviour/performance and adherence to the Action Plan and report any breaches to the PAT / Training Coordinator / Subject Tutor for HE.
- A record of this meeting will be recorded on ProMonitor / OneFile in the 'Student Meeting – Stage 1' section.
- The PAT / Training Coordinator / Subject Tutor for HE to make a call to the Next of Kin (if appropriate) to inform them of this warning received.
- Notification of [Stage 1 letter](#) to be sent (email / post) to the Next of Kin and Employer, if appropriate.
- Unresolved or repeated incidents of classroom management concerns could result in escalation to stage 2.

STAGE 2 - Recorded Verbal Warning

- The teacher will complete the 'Student Comments – Stage 2' on ProMonitor / OneFile. This should detail why this is a stage 2 disciplinary.
- The Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE will arrange a meeting with the student - there is no requirement for a period of notice for this meeting.
- The Parents/Guardians do not have to be in attendance at this meeting. The meeting should not be delayed.
- An action plan will be drawn up, agreed and signed by the student. The Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE will monitor the student's progress in collaboration with the class teachers. This action plan will be in place for a minimum of three weeks. The Action Plan can be on the [template](#) attached and uploaded to ProMonitor / OneFile or within the ProMonitor SMART Targets section.
- The meeting notes will be recorded in ProMonitor / OneFile using 'Student Meetings – Stage 2' detailing the outcome of the meeting.
- Verbal warnings are between the Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE and the student.
- The [stage 2 letter](#) should be sent to the Parent/Guardian and Employer (if appropriate) via email / post.

With regard to further disciplinary action, the Recorded Verbal Warning is considered to be spent after three months.

The following are examples of incidents that could warrant a Recorded Verbal Warning: failure to adhere to the Stage 1 action plan(s), offensive language in any learning environment, aggressive behaviour towards others, refusal to identify themselves when asked, acting in an unsafe manner or academic performance shows that the student is at an early indication of being at risk of non-achievement, i.e. not submitted work etc.

STAGE 3 - First Written Warning

- The Course Manager will complete the 'Student Comments – Stage 3' on ProMonitor / OneFile. This should detail why this is a stage 3 disciplinary.
- The Course Manager will inform the student of the date, time and venue of the meeting which will be within 5 working days of the warning. This can be done verbally but must be followed up by an email/letter.
- The following may attend the meeting: the student, Course Manager, Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE. The student may invite parent/guardian and/or student advocate or employer/sponsor to attend.
- The Parents/Guardians do not have to be in attendance at this meeting. The meeting should not be delayed.
- The Course Manager will inform the [student](#) and parent/guardian/employer, if appropriate, in writing (email/letter) of the date, time and venue of the meeting.
- A record of this meeting will be recorded on ProMonitor / OneFile in the 'Student Meeting – Stage 3' section.
- An action plan will be drawn up, agreed and signed by the student. The Action Plan can be on the [template](#) attached and uploaded to ProMonitor / OneFile or within the ProMonitor SMART Targets section. The Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE will monitor the student's progress in collaboration with the class teachers. This action plan will be in place for a minimum of three weeks.
- The [outcome of the meeting](#) should be delivered at the meeting however, confirmation will be issued within 5 days of the meeting. It will give brief reasons for the decision and state that any continued, repeated or similar issues by the student can result in escalation to the next stage of the Disciplinary Procedure or in the student's formal suspension with a recommendation for permanent exclusion from the college.

The following are examples of concerns that may result in disciplinary action to this level: failure to adhere to Stage 2 Action Plan, failure to comply with Health and Safety regulations, serious or persistent disruption to others, persistent non-submission of work or continued or escalated at risk of non-achievement status.

With regard to further disciplinary action, the First Written Warning is considered to be spent after six months.

STAGE 4 - Final Written Warning

Stage 4 meetings are chaired by a Head of Department.

- The Head of Department (Head of English / Maths, if there are concerns regarding this conduct) will complete the 'Student Comments – Stage 4' on ProMonitor / OneFile. This should detail why this is a stage 4 disciplinary.
- The Head of Department (Head of English / Maths, if there are concerns regarding this conduct) will inform the student of the date, time and venue of the meeting, which will be within 5 working days of the warning. This can be done verbally but must be followed up by an email/letter.
- The following may attend the meeting: the student, Course Manager, Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE. The student may invite parent/guardian and/or student advocate or employer/sponsor to attend.

- The Head of Department (Head of English / Maths, if there are concerns regarding this conduct) will inform the [student](#) and parent/guardian/employer, if appropriate in writing (email/post) of the date, time and venue of the meeting.
- The Parents/Guardians do not have to be in attendance at this meeting. The meeting should not be delayed.
- A record of this meeting will be recorded on ProMonitor / OneFile in the ‘Student Meeting – Stage 4’ section.
- An action plan will be drawn up, agreed and signed by the student. The Action Plan can be on the [template](#) attached and uploaded to ProMonitor / OneFile or within the ProMonitor SMART Targets section. The Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE will monitor the student’s progress in collaboration with the class teachers. This action plan will be in place for a minimum of three weeks.
- The [outcome of the meeting](#) should be delivered at the meeting however, confirmation will be issued within 5 days of the interview. It will give brief reasons for the decision and state that any continued, repeated or similar issues by the student can result in escalation to the next stage of the Disciplinary Procedure or in the student’s formal suspension with a recommendation for permanent exclusion from the college.

With regard to further disciplinary action, the Final Written Warning will remain on the students’ record for twelve months.

The following are examples of concerns that may result in disciplinary action to this level: failure to adhere to the Stage 3 Action Plan, major issues, i.e. fighting, aggressive behaviour towards staff etc, continued unacceptable behaviour, significant non-engagement with learning or continued unacceptable academic performance.

STAGE 5 – Academic Dismissal Hearing / Gross Misconduct

If the student fails to adhere to the action plan set, it is the responsibility of the Head of Department (Head of English / Maths, if there are concerns regarding this conduct) to gather all evidence and ensure that this is uploaded to ProMonitor ready for the Stage 5 disciplinary to be heard – please use checklist in [Annex C](#).

A stage 5 meeting, which can lead to permanent exclusion, is chaired by a Director (or/and Director with the overall responsibility for English / Maths if related to English / Maths conduct).

- The Director (or/and Director with the overall responsibility for English / Maths if related to English / Maths conduct) to review the evidence from the Head of Department to ensure that it warrants this stage of warning
- The Director (or/and Director with the overall responsibility for English / Maths if related to English / Maths conduct) will complete the ‘Student Comments – Stage 5’ on ProMonitor / OneFile. This should detail why this is a stage 5 disciplinary.
- The Director (or/and Director with the overall responsibility for English / Maths if related to English / Maths conduct) will inform the student of the date, time and venue of the meeting which must give at least 5 days’ notice.
- The following may attend the meeting: the student, Head of Department, Course Manager, Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE. The student may invite student advocate or employer/sponsor to attend.
- The Director (or/and Director with the overall responsibility for English / Maths if related to English / Maths conduct) will inform the [student](#) and parent/guardian/employer, if appropriate, in writing (email / post) of the date, time and venue of the meeting.
- The Director (or/and Director with the overall responsibility for English / Maths if related to English / Maths conduct will summarise the findings and offer opportunity for the student to comment, the student will be informed of the Appeals Procedure.
- A record of this meeting will be recorded on ProMonitor / OneFile in the ‘Student Meeting – Stage 5’ section.
- If suitable, an action plan will be drawn up, agreed and signed by the student.

- The Action Plan can be on the [template](#) attached and uploaded to ProMonitor / OneFile or within the ProMonitor SMART Targets section.
- The Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE will monitor the student's progress in collaboration with the class teachers. This action plan will be in place for a minimum of three weeks.
- The [outcome of the meeting](#) should be delivered at the meeting however, confirmation in writing (email / post) will be issued within 5 days of the meeting. It will give brief reasons for the decision.
- The courses of action that may be taken:
 - If the student is found to be responsible for the stated offence and the student is to be allowed to return to their course, the student will receive a Stage 5 Warning and conditions of return from the Director which will be the final chance for the student. This may carry over academic years or programmes of study, and will remain in place for the duration of the studies at the college.
 - Should exclusion be warranted, the Director will inform the student in writing of such a decision and the timescale for the exclusion, and the student's right of appeal. See [section 5](#) for detail.
 - Where academic misconduct is found, further investigation may be conducted according to policies and practice of the relevant Awarding Body, including withdrawal of certification for the qualification.

With regard to further disciplinary action, the Academic Dismissal Hearing / Gross Misconduct will remain on the students' record permanently.

The following are examples of concerns that may result in disciplinary action to this level: failure to complete Stage 4 action plan, major issues/continued unacceptable behaviour, continual or serious breaches of the Code of Conduct, major performance concerns and gross misconduct.

The college reserves the right to refer matters to the Police where it believes that there is evidence that a criminal offence has been committed. The Child Centred Policing document '[When to Call the Police](#)' will be used to establish whether the Police need to be involved. Where prosecution is considered any documentation collected as evidence in the disciplinary process, will be passed over to statutory authorities.

Gross Misconduct

Any particularly serious cases of misconduct may be treated by the college as gross misconduct. For example, any misconduct involving violence or serious threat of violence, deliberate damage to property, endangering the health or safety of others or any criminal activities affecting the college or which could bring the college into disrepute, are likely to be treated as gross misconduct. It is emphasised that this is not meant as an exhaustive list of the types of cases that the college may treat as gross misconduct.

Damage to Property

In addition to the sanctions outlined above, students who intentionally cause damage to college property will be required to pay in full the cost of any repairs. This will be considered a separate resolution to any further disciplinary action undertaken.

Suspension

A student may only be suspended from the college for more than one day by a Director / Vice Principal. This action may take place pending an investigation and disciplinary hearing. A short term suspension for the balance of a working day may be authorised by Heads of Department.

Suspension is neutral action designed as a cooling off period and allowing for investigation into any and all allegations made against a student.

Where a student is suspended for the balance of a working day ("cooling-off" period) and the subsequent disciplinary action is suspension, this shall count as the first day.

The Director must be informed immediately and in writing of any request for suspension.

It is imperative that the Next of Kin is informed by telephone of any suspension, whether that is for a day or longer.

Any suspension will be confirmed in writing (email/letter) within two days of its occurrence and the student invited to a disciplinary hearing.

Letters will be sent to the student, parent/guardian (if student is 18 or under), the employer (if sponsored/Apprentice), Personal Achievement Tutor / Training Coordinator / Subject Tutor, Head of School

The letter will contain

- A statement giving the reason for the suspension
- The procedures which will be followed during the investigations e.g. the student may be asked to produce a statement
- The way in which the outcome of the investigations will be conveyed e.g. at a meeting on a declared day or by telephone with confirmation in writing
- The student's right to support and advocacy throughout the process
- The right of appeal against any decision which may be taken

Investigation

During the period of the suspension, written evidence will be gathered from all parties and submitted to the Director.

The appropriate Head of Department and staff will conduct the investigation, which may involve speaking to witnesses, parents/guardians and employers/sponsors, and submit relevant supporting documentation to the Director within 5 days of the suspension.

A meeting will then be arranged, if required, to make a decision based on the findings and meeting with the student, subject to the availability of the required staff. Where possible this will take place within 5 days of suspension.

Following the decision by the Director, appropriate parties will be informed. If the student is 18 or under their parents/legal guardian will be informed of the outcome.

5. Exclusions

If the student does not improve, they may need to be excluded. Only a Director or above (Head at The Bedford Sixth Form) has the authority to exclude a student from College. In exceptional circumstances, the Chief Executive may exercise the right to exclude.

It will be at the discretion of the Director to decide on how long the exclusion will be in place for.

In exceptional circumstances, any conditions may be waived at the discretion of a Vice Principal.

Should the student wish to re-apply to the college after the expiry of the exclusion, this application will be considered. Part of any condition of offer will be references from prior departments of the college attended by the student.

Excluded students should be directed to Student Services to arrange for a Careers Interview to take place.

6. Appeals

At stages 2, 3, 4 and 5 of the Disciplinary Procedure a student, who is not happy with the process or outcome of the Disciplinary Hearing, may appeal to:

Stage 2	Course Manager
Stage 3	Head of Department
Stage 4	Director
Stage 5	Vice Principal - Quality

This appeal must be made, in writing, within ten working days of the date on the outcome letter. The student can be supported in making an appeal by a Student Advocate.

In the event an appeal against exclusion (Stage 5) is made, the Vice Principal will consider and respond within 5 working days.

7. Record Keeping

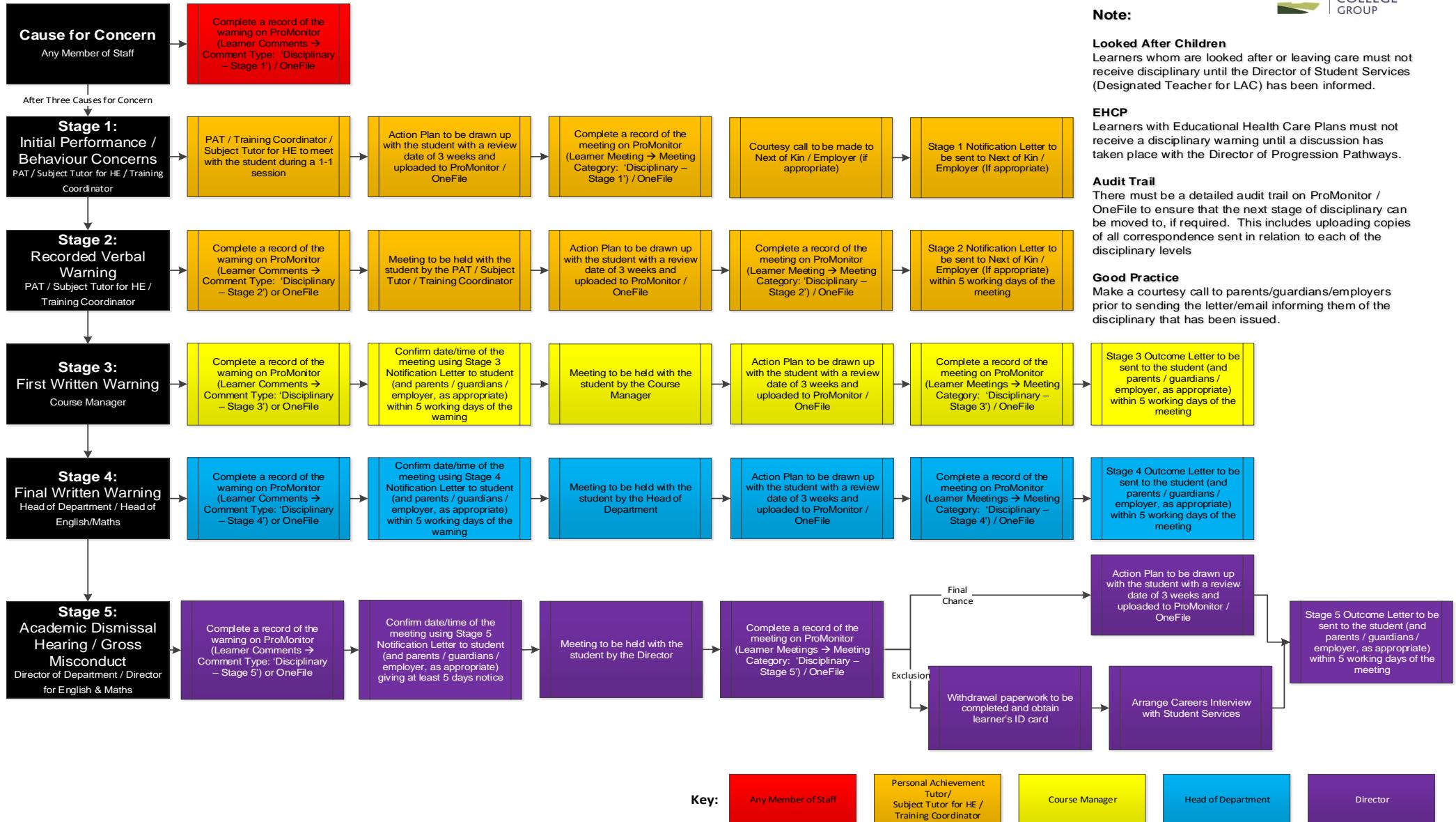
All records will be kept on ProMonitor / One File.

The Student Services Administrator will monitor warnings given at Stages 4 and 5 and these will be flagged on the appropriate College systems.

Students excluded will also have their records flagged.

Student Disciplinary Flowchart

Student Disciplinary Procedure



Student Disciplinary Flowchart – Shuttleworth Residential

Student Disciplinary Procedure – Shuttleworth Residential



Note:

Looked After Children

Learners whom are looked after or leaving care must not receive disciplinary until the Director of Student Services (Designated Teacher for LAC) has been informed.

EHCP

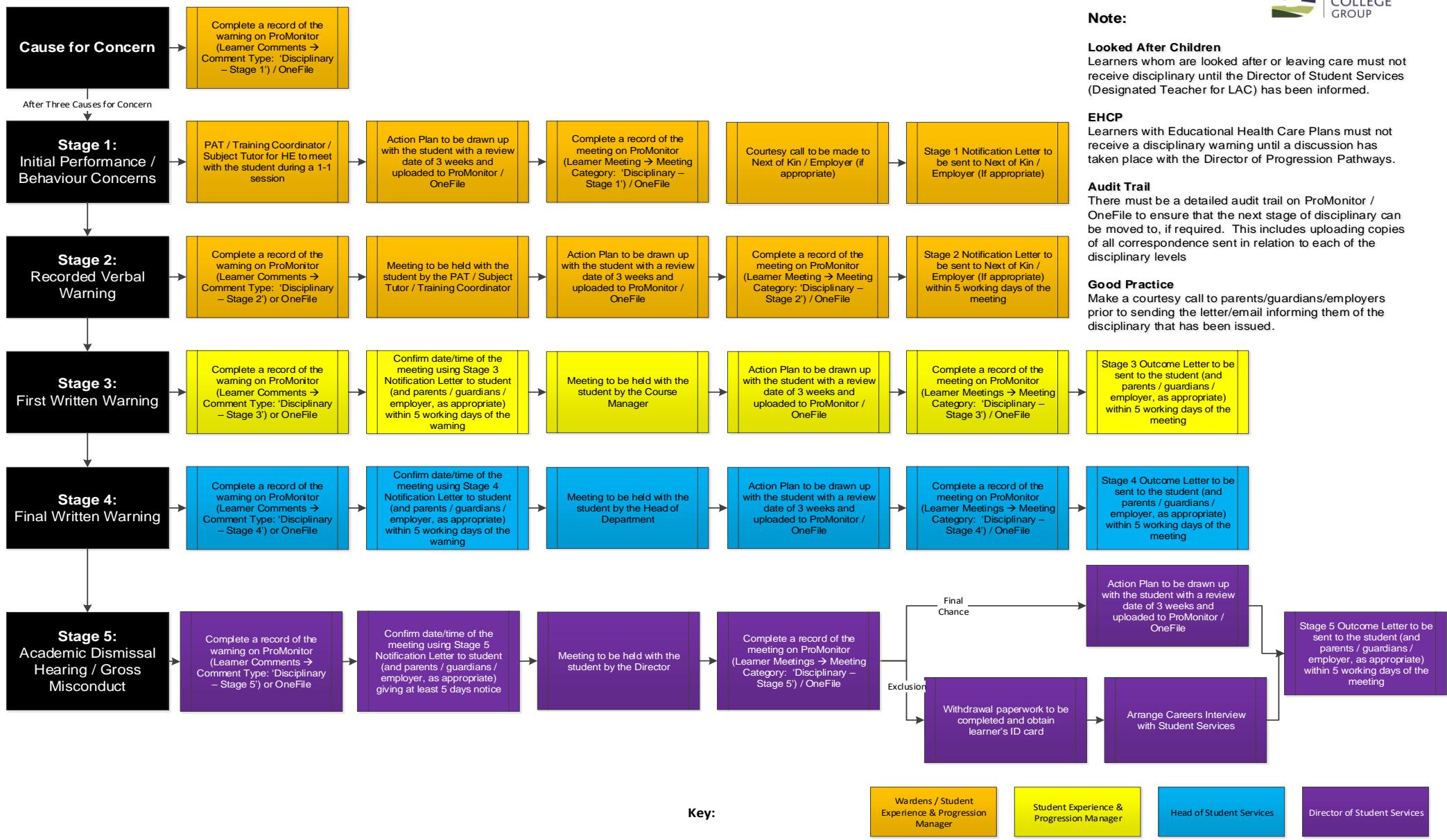
Learners with Educational Health Care Plans must not receive a disciplinary warning until a discussion has taken place with the Director of Progression Pathways.

Audit Trail

There must be a detailed audit trail on ProMonitor / OneFile to ensure that the next stage of disciplinary can be moved to, if required. This includes uploading copies of all correspondence sent in relation to each of the disciplinary levels

Good Practice

Make a courtesy call to parents/guardians/employers prior to sending the letter/email informing them of the disciplinary that has been issued.



Annex A: Code of Conduct

This Code of Conduct is designed to encourage all students to meet the standards of behaviour, attendance and work performance expected by The Bedford College Group. Whilst it is not possible to lay down an exhaustive set of standards, detailed below are general standards which, if broken, could result in disciplinary action.

Students at The Bedford College Group are required to:

- treat everyone with respect, and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable
- respect the rights and interests of other College students, staff and visitors
- attend all required activities regularly and punctually and explain to their tutor or lecturer any reason for non-attendance
- take personal responsibility for their own learning and make active use of the learning resources and support services
- work hard and complete all work within specified deadlines
- take an active part in reviewing their progress with their Personal Achievement Tutor
- act safely so that they do not put themselves or others at risk and observe all health and safety rules of the College, including those for Covid-19 and Social Distancing
- wear their ID card at all times on College premises and show it, on request, to any member of the College staff
- act with consideration for the College environment and other College users, e.g. by not spitting or dropping chewing gum and litter
- pay all fees and other costs for which they are liable, or seek advice from us if in financial difficulty
- abide by Awarding Body regulations when attending examinations and assessments
- abide by the Netiquette Guidelines for Students when learning online
- abide by all College policies and procedures.

Students at The Bedford College Group must not:

- behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner which adversely affects the reputation of the College
- disrupt or interfere with the education or learning of fellow students
- display or circulate any material which is designed to cause offence or distress to others
- misuse College property and equipment, including IT or health and safety equipment
- be intoxicated while on College premises or be incapable of undertaking their course work because of excessive drinking or use of controlled substances
- smoke anywhere other than in designated smoking areas, in accordance with the College's smoke-free policy
- make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious, offensive or extremist materials on any electronic or social media
- cause malicious damage to, or theft of, the property of other students, staff or visitors of the College
- use foul or abusive language
- give unauthorised access to the buildings to a non-student
- gain unauthorised access to, or make modifications to, College files or computer material
- enter any part of the College which the student is not entitled to access
- carry any weapon or any other object with the intention or purpose of use in a threatening way
- falsify College documents
- submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism),
- take part in any illegal activity

Annex B: Templates

This should be used, if the ProMonitor SMART Targets section is not being used



Student Action Plan

Disciplinary Stage: <WARNING NUMBER HERE>

Name of Staff Member Issuing Warning:	
Date of Warning Given:	

Student Name:		Course:	
PAT / Training Coordinator / Subject Tutor:		Head of Department:	

Staff Comments (Reason for the Action Plan):

Action Plan	Who By?	Review Date

Summary Review Date:	
Outcomes of Review:	

Student Signature:	
Staff Signature:	

Copy to: ProMonitor / OneFile
Additional Learning Support (If Appropriate)
Parent/Guardian (if under 19)
Employer (if Apprentice)

Parent / Guardian Notification of Stage 1 – Initial Performance / Behaviour Concerns

To The Parents/Guardian/Employer of
<FORENAME SURNAME>
<ADDRESS1>
<ADDRESS2>
<TOWN>

Parent / Guardian Notification of Stage 1 – Initial Performance / Behaviour Concerns

To The Parents/Guardian/Employer of
<FORENAME SURNAME>
<ADDRESS1>
<ADDRESS2>
<TOWN>
<COUNTY>
<POSTCODE>

<DATE>

Dear Parent/Guardian/Employer

Stage 1 of the Academic Performance Procedure

<Student Name> has recently received a Stage 1 warning of the Academic Performance Procedure. The reason(s) for this warning is/are:

-

Receiving a Stage 1 warning is a concern and indicates the expected standards of performance are not being achieved. We would ask for your support in helping us resolve the issues and meet the following expected standards:

-

Their performance against the standards expected will now be monitored for the next three weeks. If there is no improvement in their performance, the College will take further action. A copy of this letter will be kept on their records for this academic year. If you have any questions regarding the warning or their progress at College, please contact their <Personal Achievement Tutor / Training Coordinator> (Name) on (Contact Number).

A successful student results from a combination of high attendance, meeting deadlines, embracing their study programme and trying hard to achieve their best. We at the College have great staff, great students and great programmes to support <Student Name>. Thank you for your support at this time.

Yours sincerely

Ian Pryce CBE
Principal & Chief Executive
The Bedford College Group

Parent / Guardian Notification of Stage 2 – Recorded Verbal Warning

To The Parents/Guardian/Employer of

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear Parent/Guardian

Stage 2 – Recorded Verbal Warning

I am writing to inform you that <Student Name> has received a verbal warning under the College Disciplinary Policy for <reason for warning>.

This is the first formal stage of our disciplinary procedure and I have enclosed a summary of the warning and the agreed action plan resulting from it.

I believe that <Student Name> will work to meet the targets in the action plan and that there will be clear evidence that improvements have been made in a timely manner as agreed by all parties.

However, if <Student Name> fails to meet the required targets, the college may have no alternative but to move on to the next stage of the disciplinary procedure, which could result in them having to leave college.

If you wish to discuss this further, please get in touch.

Yours sincerely

< Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE>
<Title> _____
<Contact Details>

Enc. Student Action Plan

Copy to: Student's Personal File on ProMonitor / OneFile
 Course Manager / Head of Department
 Employer (If applicable)

Stage 3 - Invite to First Written Warning Meeting

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear <STUDENT NAME>

Stage 3 – First Written Warning Meeting

You are invited to attend a meeting to discuss <summary of disciplinary issue(s) and date(s) if appropriate>. This meeting will take place at <venue> on <date & time>. Please report to reception five minutes before the time of the meeting.

A member of your family, a friend or a representative may support you at the meeting, but they cannot speak for you.

I enclose a copy of the student Disciplinary Procedure. I also enclose a copy of the <insert relevant report/action plan>, which will be used to guide the agenda of the meeting. You will be given the opportunity to discuss this at the meeting.

If you do not come to the meeting, it will still go ahead and a decision will be made without you being there.

Please contact <name & contact details> to confirm whether or not you can attend the case meeting.

Yours sincerely

< Course Manager >
<Title>
<Contact Details>

Enc. Student Disciplinary Policy and Procedure
 Report or Action Plan relevant to the meeting

Copy to: Student's Personal File on ProMonitor / OneFile
 Parents / Guardians (if under 19)
 Employer (If applicable)
 Personal Achievement Tutor / Training Coordinator / Subject Tutor

Stage 3 – First Written Warning Outcome Letter

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear <STUDENT NAME>

Stage 3 – First Written Warning

I am writing to inform you that you have received a written warning under the college disciplinary policy for <reason for warning>.

This is following the recorded verbal warning given on <date>. It is regrettable that you have not met the agreed targets at that time, so we have now agreed a further action plan.

A summary of the warning and the agreed action plan resulting from it is enclosed for your information.

I trust you will meet the targets in the action plan and that we look forward to seeing the required improvements in a timely way.

However, if you fail to meet the revised targets, the college may have no alternative but to move on to the next stage of the disciplinary procedure, which could result in you having to leave college.

If you want to discuss this further, please get in touch.

Yours sincerely

< Course Manager >
< Title > _____
< Contact Details >

Enc. Student Action Plan

Copy to: Student's Personal File on ProMonitor / OneFile
 Parents / Guardians (if under 19)
 Employer (If applicable)
 Personal Achievement Tutor / Training Coordinator / Subject Tutor
 Employer (If applicable)

Stage 4 - Invite to Final Written Warning Meeting

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear <STUDENT NAME>

Stage 4 - Invite to Final Written Warning

You are invited to attend a meeting to discuss <summary of disciplinary issue(s) and date(s) if appropriate>. This meeting will take place at <venue> on <date & time>. Please report to reception five minutes before the time of the meeting.

A member of your family, a friend or a representative may support you at the meeting, but they cannot speak for you.

I enclose a copy of the student Disciplinary Procedure. I also enclose a copy of the <insert relevant report/action plan>, which will be used to guide the agenda of the meeting. You will be given the opportunity to discuss this at the meeting.

If you do not come to the meeting, it will still go ahead and a decision will be made without you being there.

Please contact <name & contact details> to confirm whether or not you can attend the case meeting.

Yours sincerely

<Head of Department>
<Title>
<Contact Details>

Enc. Student Disciplinary Policy and Procedure
 Report or Action Plan relevant to the meeting

Copy to: Student's Personal File on ProMonitor / OneFile
 Parents / Guardians (if under 19)
 Employer (If applicable)
 Personal Achievement Tutor / Training Coordinator / Subject Tutor

Stage 4 – Final Written Warning Outcome Letter

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear <STUDENT NAME>

Stage 4 – Final Written Warning

I am writing to inform you that you have received a written warning under the college disciplinary policy for <reason for warning>.

This is following the first written warning given on <date>. It is regrettable that you have not met the agreed targets at that time, so we have now agreed a further action plan.

A summary of the warning and the agreed action plan resulting from it is enclosed for your information.

I trust you will meet the targets in the action plan and that we look forward to seeing the required improvements in a timely way.

However, if you fail to meet the revised targets, the college may have no alternative but to move on to the next stage of the disciplinary procedure, which could result in you having to leave college.

If you want to discuss this further, please get in touch.

Yours sincerely

< Head of Department >
< Title > _____
< Contact Details >

Enc. Student Action Plan

Copy to: Student's Personal File on ProMonitor / OneFile
 Parents / Guardians (if under 19)
 Employer (If applicable)
 Personal Achievement Tutor / Training Coordinator / Subject Tutor
 Employer (If applicable)

Stage 5 - Invite to Academic Dismissal Hearing / Gross Misconduct Hearing

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear <STUDENT NAME>

Stage 5 - Invite to Academic Dismissal Hearing / Gross Misconduct Hearing

You are invited to attend a meeting to discuss <summary of disciplinary issue(s) and date(s) if appropriate>. This meeting will take place at <venue> on <date & time>. Please report to reception five minutes before the time of the meeting.

A member of your family, a friend or a representative may support you at the meeting, but they cannot speak for you.

I enclose a copy of the student Disciplinary Procedure. I also enclose a copy of the <insert relevant report/action plan>, which will be used to guide the agenda of the meeting. You will be given the opportunity to discuss this at the meeting.

If you do not come to the meeting, it will still go ahead and a decision will be made without you being there.

Please contact <name & contact details> to confirm whether or not you can attend the case meeting.

Yours sincerely

<Director>
<Title>
<Contact Details>

Enc. Student Disciplinary Policy and Procedure
 Report or Action Plan relevant to the meeting

Copy to: Student's Personal File on ProMonitor / OneFile
 Parents / Guardians (if under 19)
 Employer (If applicable)
 Head of Department
 Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE

Stage 5 - Academic Dismissal Hearing / Gross Misconduct Hearing Outcome Letter

<STUDENT NAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS 3>
<TOWN>
<COUNTY>
<POSTCODE>

<Date>

Dear <STUDENT NAME>

Outcome of Stage 5: Academic Dismissal Hearing / Gross Misconduct Hearing

This is to inform you that the outcome and conclusion of the disciplinary meeting held on <date> was as follows.

INSERT OUTCOME EITHER

1. **No case to answer** (in which case the letter will end with a sentence stating that the student is to be reinstated)
2. **Code of Conduct Contract Agreement.** In this case the letter will include a sentence to say that the student agreed to an agreed contract and this is attached for information. It will also say when the review will be completed and how this will be communicated by letter. It will also state that if you do not keep to the code-of-conduct contract, you will have to leave the college. We look forward to seeing you take responsibility for your actions and respond in a positive way. Your success is important to us. However, there must be an equal partnership and commitment from you.
3. **Exclusion from College** The letter will state that the decision was taken that the student is excluded from the college (INSERT REASONS FOR DECISION) There is an appeal process should you wish and the process is detailed in the attached Disciplinary Policy and Procedures attached for your information. It will also state that it is with regret that the college has had to take this decision but wishes (name) well in their next steps. This should also detail how long the exclusion is in place for.

If you wish to discuss this further, please do contact me

Yours sincerely

< Director>
<Title>
<Contact Details>

Enc. Code of Conduct Contact (if applicable)

Copy to: Student's Personal File on ProMonitor / OneFile
Parents / Guardians (if under 19)
Employer (if applicable)
Head of Department
Personal Achievement Tutor / Training Coordinator / Subject Tutor for HE

Annex C: Investigation Checklist for Head of Department

Action Plan Uploaded to ProMonitor / One File or SMART Targets on ProMonitor

Cause for Concern 1

Cause for Concern 2

Cause for Concern 3

Stage 1

Stage 2

Stage 3

Stage 4

Copy of all correspondence that has been sent to Student / Next of Kin / Employer etc has been uploaded to ProMonitor / OneFile to show a clear audit trail

Students Comments on ProMonitor show each stage clearly identified and reasons for each stage justified

Stage 1

Stage 2

Stage 3

Stage 4

Meeting Comments have been completed for each previous stage of the process

Stage 1

Stage 2

Stage 3

Stage 4

Annex D: Higher Education