

# **Student Disciplinary Guidelines**



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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have parents/guardians informed at all times and be invited to be present at any such meeting, unless contact has been withdrawn or such attendance would prejudice a fair and effective interview.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 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 / Training Coordinator and/or student Services at any stage of the process.

### **3.5 Apprenticeship Students (All Ages)**

Apprenticeship students committing academic offences such as 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 Higher Education**

Students studying on Higher Education courses who breach the disciplinary procedures will be dealt with under [Annex E](#) of this procedure.

### **3.7 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.

### **3.8 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.

### **3.9 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 Department or Vice Principal.

### **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 person issuing the disciplinary 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.
- The Personal Achievement Tutor should be invited to attend the meeting.
- A record of this meeting will be recorded on ProMonitor / OneFile in the 'Student Meeting – Stage 1' section.
- The person issuing the disciplinary is 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 Tutor will complete the 'Student Comments – Stage 2' on ProMonitor / OneFile. This should detail why this is a stage 2 disciplinary.
- The Tutor giving the disciplinary will arrange a meeting with the student - there is no requirement for a period of notice for this meeting.
- The Personal Achievement Tutor should be invited to attend the 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 person who issued the disciplinary 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 person issuing the disciplinary warning and the student.
- The [stage 2 letter](#) should be sent to the Parent/Guardian and Employer (if appropriate) via email / post.

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.

Persistent behaviour that falls into the above examples should be escalated to the next stage of the disciplinary process.

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

### **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. 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 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 must 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.

Persistent behaviour that falls into the above examples should be escalated to the next stage of the disciplinary process.

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 will complete the 'Student Comments – Stage 4' on ProMonitor / OneFile. This should detail why this is a stage 4 disciplinary.
- The Head of Department 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. The student may invite parent/guardian and/or student advocate or employer/sponsor to attend.

- The Head of Department 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 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 must 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.

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.

Persistent behaviour that falls into the above examples should be escalated to the next stage of the disciplinary process.

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

### ***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 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 Vice Principal.

- The Vice Principal to review the evidence from the Head of Department to ensure that it warrants this stage of warning
- The Vice Principal will complete the 'Student Comments – Stage 5' on ProMonitor / OneFile. This should detail why this is a stage 5 disciplinary.
- The Vice Principal 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. The student may invite student advocate or employer/sponsor to attend.
- The Vice Principal will inform the [student](#) and parent/guardian/employer, if appropriate, in writing (email / post) of the date, time and venue of the meeting.
- The Vice Principal 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 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) must 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 Vice Principal 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 Vice Principal 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 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 Vice Principal 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 and Head of Department.

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 Vice Principal.

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 Vice Principal 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 Vice Principal, 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 Vice Principal or above (Head at The Bedford Sixth Form) has the authority to exclude a student from College. In exceptional circumstances, the Chief Executive / Principal may exercise the right to exclude.

It will be at the discretion of the Vice Principal 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 Deputy Chief Executive - Education.

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      Vice Principal  
Stage 5      Deputy Chief Executive - Education

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 Deputy Chief Executive – Education will consider and respond within 5 working days.

## **7. Record Keeping**

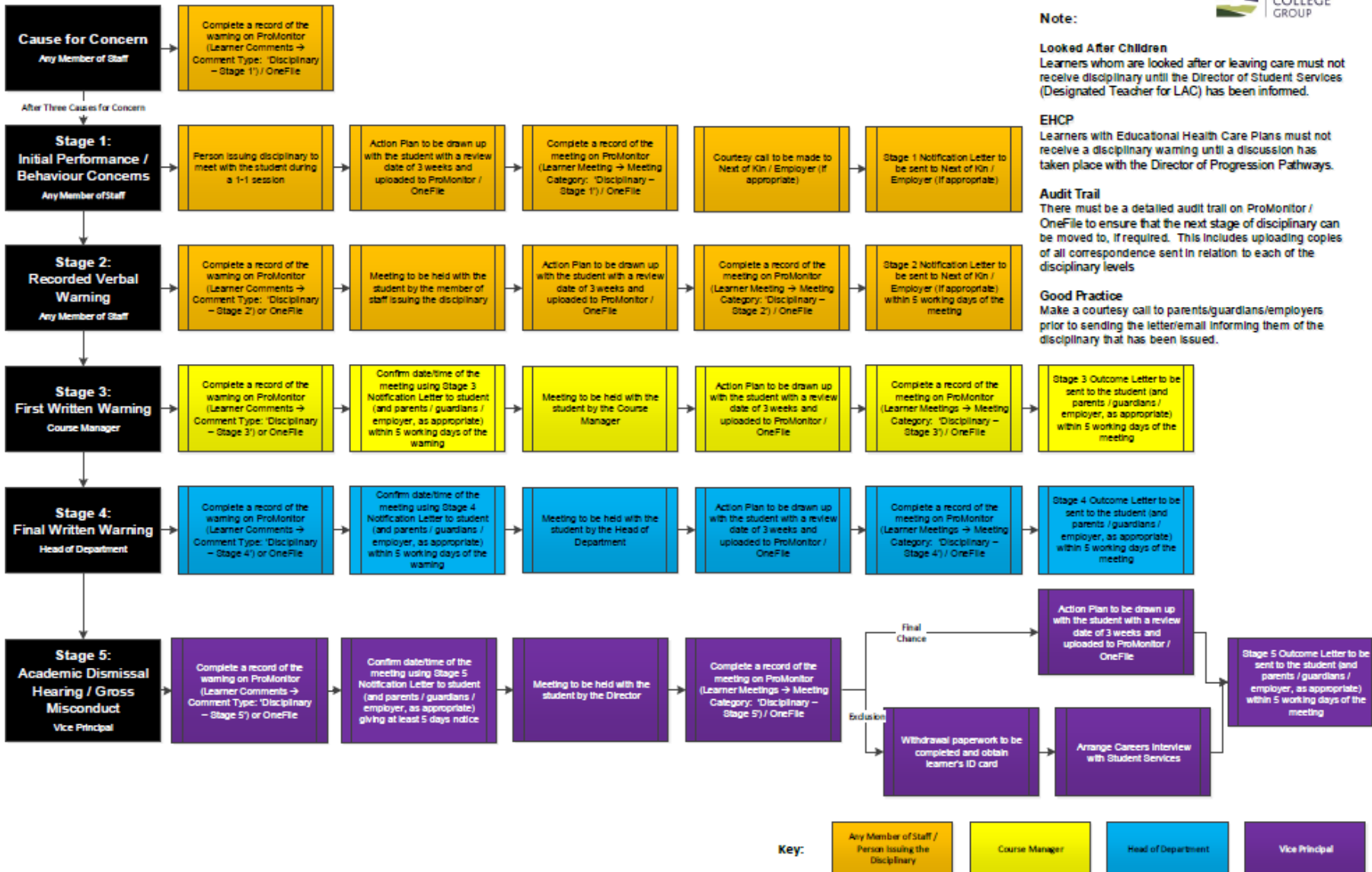
All records will be kept on ProMonitor / One File.

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



**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.

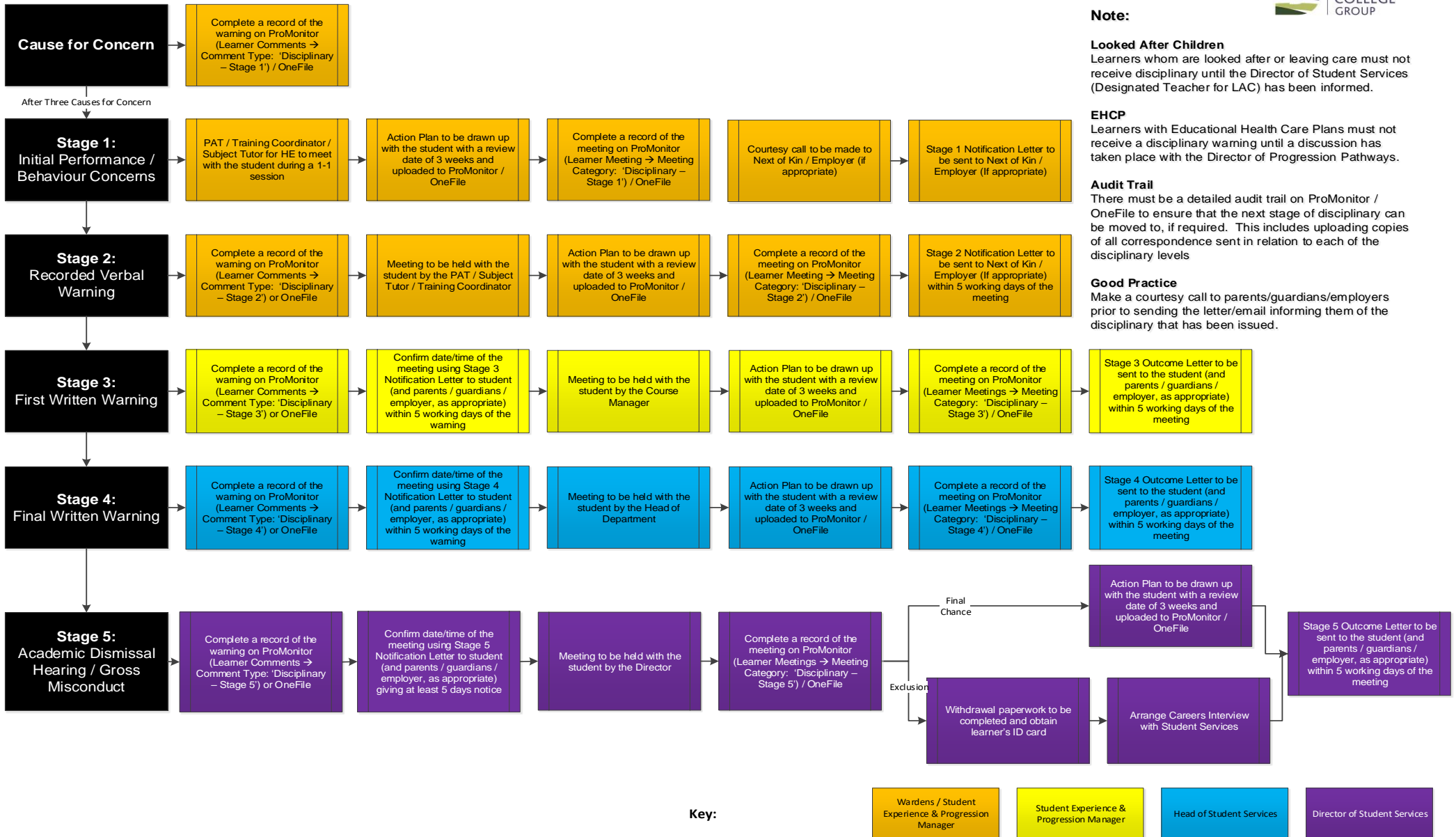
**EHCP**  
Learners with Educational Health Care Plans must not receive a disciplinary warning until a discussion has taken place with the Director of Progression Pathways.

**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.

# 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 sessions 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>**

<b>Name of Staff Member Issuing Warning:</b>	
<b>Date of Warning Given:</b>	

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

<b>Staff Comments (Reason for the Action Plan):</b>

Action Plan	Who By?	Review Date

<b>Summary Review Date:</b>	
<b>Outcomes of Review:</b>	

<b>Student Signature:</b>	
<b>Staff Signature:</b>	

## Parent / Guardian Notification - Attendance

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian / Student:

### Attendance Concerns

We have serious concerns about the attendance of the above-named student. Please see below their absence record below. Anything other than '/' indicates absence, 'L' indicates lateness:

<Insert summary attendance table from ProSolution>

We expect 100% attendance at all times and for students to communicate with us and provide evidence if they are not able to fulfil this. Their current attendance is <%>.

**Any other significant notes e.g. student has declared they have part-time work.**

We have tried to engage with the student and contact them and you on more than occasion. Please will you support us to improve this student's attendance or we will have no choice other than to pursue disciplinary which may result in the student being asked to leave the College.

To discuss, please contact us on XXX or email XXX.

Yours sincerely

<staff member>

## Parent / Guardian Notification – Contact or Withdraw

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian / Student:

### Contact or Withdraw

I am sorry you have not been able to attend your timetable at the College. I have tried to contact you on multiple occasions to discuss without success. I need you to contact me by **DATE** if you wish to continue, so we can try to work with you to make this possible.

**If I do not hear from you by 4.30pm on the above date, I will withdraw you as a student of the College.**

Please note this could implicate any further applications made to the college, in the future.

Yours sincerely

<staff member>

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

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian:

### Stage 1 Disciplinary

The above named student has recently received a stage 1 disciplinary as part of our disciplinary procedure. The reason(s) for this warning are:


To receive a stage 1 disciplinary is a serious concern and indicates that the expected standards of performance are not being achieved. Further, it indicates that teaching staff and others have attempted to intervene in different ways to correct any problems without success.

Staff have attempted to intervene and prevent a disciplinary by:

--



Their performance and standards will now be monitored closely. The following targets have been set and will be reviewed on <date>:

TARGET	ACHIEVED? (completed at review)

What we will do to support you in meeting these targets:

If there is no improvement, the College will take further action. A copy of this notice will also be kept on the students file for the rest of this academic year. If you have any questions regarding this warning or the students' progress, please contact us on XXX or email XXX.

A successful student results from a combination of high attendance, meeting deadlines, embracing all parts of their programme and making the most effort. Thank you for your support.

Yours sincerely

<Name>  
<Position>

## Parent / Guardian Notification of Stage 2 – Recorded Verbal Warning

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian:

### Stage 2 Disciplinary

The above named student has recently received a stage 2 disciplinary as part of our disciplinary procedure. The reason(s) for this warning are:

Failing to meet the targets set at the stage 1 disciplinary – please see stage 1 review of targets.

To receive a stage 2 disciplinary is very serious and indicates that the expected standards of performance are not being achieved. Further, it indicates that teaching staff and others have attempted to intervene in different ways to correct any problems without success. It also means that a stage 1 disciplinary has been ineffective in changing the student's behaviour or performance.

Their performance and standards will now continue to be monitored closely. Enclosed is a copy of the stage 1 notice already issued and below a new set of targets has been set which the student must achieve in full ahead of a review on **<date>**:

TARGET	ACHIEVED? (completed at review)

What we will do to support you in meeting these targets:

If there is no improvement, the College will take further action which could now result in the student being asked to leave. A copy of this notice will also be kept on the students file for the rest of this academic year however, it will be considered as spent after three months if there are no further incidents.

Please contact us to discuss on XXX or email XXX if we have not already met with you about the issues.

A successful student results from a combination of high attendance, meeting deadlines, embracing all parts of their programme and making the most effort. Thank you for your support.

Yours sincerely

<Name>  
<Position>

### Stage 3 - Invite to First Written Warning Meeting

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date:

Dear Parent / Guardian / Student:

#### Stage 3 Disciplinary

You are invited to attend a meeting on <date & time> to discuss the issues which have led us to us moving for a stage 3 disciplinary with the above named student. Please report to our main reception ahead of the meeting time. The reason(s) for the disciplinary are:

Failing to meet the targets set at the stage 2 disciplinary.

To receive a stage 3 disciplinary is very serious and indicates that the expected standards of performance are not being achieved. Further, it indicates that teaching staff and others have attempted to intervene in different ways to correct any problems without success. It also means that a stage 1 and 2 disciplinary has been ineffective in changing the student's behaviour or performance.

During the meeting we will discuss next steps. The student may be accompanied but cannot be spoken for at the meeting.

Please contact us to discuss on XXX or email XXX to confirm your attendance. If you do not attend the meeting, it will still go ahead and a decision will be made in your absence.

Yours sincerely

<name>

Course Manager of XXX

### Stage 3 – First Written Warning Outcome Letter

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian / Student:

#### Stage 3 Disciplinary

I am writing to inform you that the above named student has received a stage 3 disciplinary. The reason(s) for the disciplinary are:

Failing to meet the targets set at the stage 2 disciplinary – please see stage 2 review of targets.

This outcome was decided on <date>. It is regrettable that you have not met the agreed targets as issued in the stage 1 and 2 disciplinarys and we have now set further targets and actions which will be reviewed again on <date>:

TARGET	ACHIEVED? (completed at review)

What we will do to support you in meeting these targets:

To receive a stage 3 disciplinary is very serious and indicates that the expected standards of performance are not being achieved. Further, it indicates that teaching staff and others have attempted to intervene in different ways to correct any problems without success. It also means that a stage 1 and 2 disciplinary has been ineffective in changing the student's behaviour or performance.

It is expected that you will need the targets set and we look forward to seeing the required improvements. If you do not meet the targets we will have no choice but to move on to the next stage of the process which may result in you having to leave the College.

Please contact us to discuss on XXX or email XXX to discuss the matter any further.

Yours sincerely

<name>

Course Manager of XXX

## Stage 4 - Invite to Final Written Warning Meeting

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian / Student:

### Stage 4 Disciplinary

You are invited to attend a meeting on <date & time> to discuss the issues which have led us to us moving for a stage 4 disciplinary with the above named student. Please report to our main reception ahead of the meeting time. The reason(s) for the disciplinary are:

Failing to meet the targets set at the stage 3 disciplinary.

To receive a stage 4 disciplinary is extremely serious and indicates that the expected standards of performance are not being achieved. Further, it indicates that teaching staff and others have attempted to intervene in different ways to correct any problems without success. It also means that the previous stages of disciplinary has been ineffective in changing the student's behaviour or performance.

During the meeting we will discuss next steps and could ask the student to leave. The student may be accompanied but cannot be spoken for at the meeting.

**Enclosed is a copy of the stage 1, 2 and 3 notices already issued and a copy of the disciplinary procedure.**

Please contact us to discuss on XXX or email XXX to confirm your attendance. If you do not attend the meeting, it will still go ahead and a decision will be made in your absence.

Yours Sincerely

<name>

Head of Department

## Stage 4 – Final Written Warning Outcome Letter

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian / Student:

### Stage 4 Disciplinary

I am writing to inform you that the above named student has received a stage 4 disciplinary. The reason(s) for the disciplinary are:

Failing to meet the targets set at the stage 3 disciplinary – please see stage 3 review of targets.

This outcome was decided on <date>. It is regrettable that you have not met the agreed targets as issued in the stage 1, 2 and 3 disciplinaries and we have now set further targets and actions which will be reviewed again on <date>:

TARGET	ACHIEVED? (completed at review)



What we will do to support you in meeting these targets:

To receive a stage 4 disciplinary is extremely serious and indicates that the expected standards of performance are not being achieved. Further, it indicates that teaching staff and others have attempted to intervene in different ways to correct any problems without success. It also means that a stage 1 and 2 disciplinary has been ineffective in changing the student's behaviour or performance.

It is expected that you will need the targets set and we look forward to seeing the required improvements. If you do not meet the targets we will have no choice but to move on to the next stage of the process which may result in you having to leave the College.

Please contact us to discuss on XXX or email XXX to discuss the matter any further.

Yours sincerely

<name>

Head of Department

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

To the parent(s) / guardian(s) of:

Student name

Address

Town

County

Post code

Date

Dear Parent / Guardian / Student:

**Dismissal Hearing**

You are invited to attend a meeting on <date & time> to discuss the issues which have led us to us moving for a dismissal hearing with the above named student. Please report to our main reception ahead of the meeting time. The reason(s) for the disciplinary are:

Failing to meet the targets set at the stage 4 disciplinary.

During the meeting we will discuss the case and could conclude that the student should be excluded from the College. The student may be accompanied but cannot be spoken for at the meeting.

Please contact us to discuss on XXX or email XXX to confirm your attendance. If you do not attend the meeting, it will still go ahead and a decision will be made in your absence.

Yours sincerely

< Name >  
<Vice Principal>

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

<STUDENT NAME>

<ADDRESS1>

<ADDRESS2>

<ADDRESS 3>

<TOWN>

<COUNTY>

<POSTCODE>

<Date>

Dear <STUDENT NAME>

### Dismissal Hearing

I am writing to inform you that the outcome of the dismissal hearing held on <date> was as follows:

(delete as appropriate)

1. No case to answer, the student will be reinstated.
2. Code of Conduct Contract Agreement. The student has agreed to a contract in order to continue which is attached for information. This contract will be reviewed on <date>. 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 decision was taken that the student is excluded from the college. 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 is with regret that the college has had to take this decision but wishes the student well in their next steps. Exclusion will remain in place for <length of time>.

Please contact us to discuss on XXX or email XXX to discuss the matter any further.

Yours sincerely

< Name >

<Vice Principal>

<Contact Details>

## 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: Guidance on How to Hold a Disciplinary Meeting**

All members involved within the meeting need to understand their role within the meeting and an introduction to each should be made. The Personal Achievement Tutor should only be in attendance as support for the student.

The Chair of the meeting should explain where this meeting fits within the Disciplinary process, i.e. what stage and what the next would be etc. Explain to the attendees that it is a hearing and that a decision has not already been made.

Present the attendees with all the information that you have – previous cause for concerns / disciplinary stages, incomplete action plans, evidence, etc. Encourage the student to wait to hear all of the evidence before responding.

Invite the learner (or advocate) to present their own evidence and provide any responses to the evidence that has already been provided by others within the meeting.

Once all evidence has been heard, explain to the attendees that one of the following will take place:

- **Decision Made**
  - A decision can be made and explain whether it is upheld
  
- **Evidence to be Reviewed**
  - ask the student (and their advocate) to leave for 'x minutes' whilst the meeting attendees discuss.
  - Group to discuss and agree the outcome.
  - Invite the student (and their advocate) back in and inform them of result.
  - The action plan must be completed there and then and obtain signatures from everyone in attendance, at that meeting.
  - Arrange a follow-up meeting date at the end of the meeting and explain who will take the lead.

## Annex E: Higher Education

### HE Academic Misconduct

The purpose of this Policy is to ensure that Higher Education Students studying directly with the College (Pearson Higher Nationals and UON Engineering and Computing Programmes) have adequate guidance surrounding the importance of academic integrity and that cases of misconduct are handled by the procedure below. Students on Higher Education programmes that are franchised should follow the processes of the University available through Quality.

### Definitions of Academic Misconduct.

Academic misconduct is defined as an attempt by a student either exam or coursework based where they seek to attempt to gain unfair advantage in these assessment methods or to assist another student to do so.

Examples below are not exhaustive:

- Cheating behaviour – acting in a dishonest way to gain academic advantage.
- Collusion - creating or being part of an agreement to act together to cheat to gain academic advantage.
- Fabrication - making up evidence data to aid your research discussions or providing misleading references within your work.
- Impersonation – using another student’s piece of work with the intent of using this as your own work to gain academic advantage.
- Plagiarism – Using documents or other students work and submitting this as your own work intentionally.
- Duplication – submitting prior work that has already been used within assessment.

In addition, examples of Academic misconduct in examinations includes the following:

- Attempting to use notes or unauthorised exam materials within an Exam.
- Obtaining a copy of an unseen examination paper.
- Attempting to remove documentation from the examination room that is not authorised.
- Unauthorised use of a calculator

### Procedure

#### Step 1

A member of staff suspects that there has been academic dishonesty. The staff member who suspects dishonesty must collect documentary evidence for their suspicions (i.e., Turn it in report). The documentary evidence should be supported with evidence. Where there is evidence of dishonesty from the report the marking tutor and another member of staff should carry out a VIVA with the student to confirm their accusation which should be documented.

#### Step 2

The student should be notified that they are suspected of academic misconduct and that a formal investigation has now begun. The student should be told and supplied with the evidence that has been gathered and that will be investigated.

*At each stage of this process the student is entitled to have a representative attend also.*

*If the student declares and acknowledges that they have committed academic misconduct. The case will still need to follow these steps below.*

*The Course Manager should record this in ProMonitor.*

#### Step 3

The Course Manager notifies the Exam Board Chair that academic misconduct is being investigated and that the student’s grades received at the Boards are subject to this investigation.

#### Step 4

The Course Manager to supply documentation to the Head of Quality who will appoint an investigating officer to manage the Academic Misconduct case.

#### Step 5

Investigating Officer carries out their review of the documentation and can further interview the student where they deem necessary. If the student does not arrive at the meeting the meeting can go ahead, and a final decision made.

#### Step 6

The investigating officer should hold a further meeting with the Director of Quality and Director of Higher Education where any formal sanction needs to be applied in line with awarding body guidelines.

Student will be notified of outcome and the above appeals process is used by the student if necessary.

The Head of Quality to inform the Chair of the Exam Board of the outcome of the investigation and the Chair of the Exam Board will action the requirement. There should be no further discussion on the outcome of the student's sanction.