



Student Disciplinary Procedure

Contents

Introduction	2
Compliance: Legal, Statutory and Internal Regulations:	2
Scope:.....	3
1. Principles of Discipline:	3
2. Formal Disciplinary Procedure:.....	3
3. Recording Breaches of Discipline:.....	4
4. Monitoring Absence and Late Attendance:.....	4
5. Appeal:	5
Appendix 1: Discipline System	6
Appendix 2: Learner Agreement	10
Appendix 3: Checklist for Recording Disciplines	11

Introduction

The Student Disciplinary Procedure supports the College mission by encouraging appropriate behaviour and creating the conditions under which learning can most effectively take place. St Mary's College aims to ensure good standards of behaviour and recognises that a disciplinary procedure is essential to promoting fairness and order.

The aims of the procedure are:

- To ensure that all instances of misconduct and the circumstances are investigated (suspension may be applied whilst this takes place)
- To ensure consistent and fair action is applied recognising minor breaches of discipline and serious offences as requiring different action
- To recognise that students, have the right to be advised of the reason for formal disciplinary measures, to hear the evidence against them and to state their case
- To enable individuals to appeal against a final decision and to be accompanied at any appeal meeting should they wish

Minimum standards include:

- Student awareness of the standards of behaviour expected and types of behaviour that will not be tolerated
- Ownership of the responsibility to monitor and re-enforce behaviour standards expectations by all St Mary's College employees
- A simple formal disciplinary procedure that is consistently applied where all other approaches / interventions fail

Compliance: Legal, Statutory and Internal Regulations:

- Keeping Children Safe in Education 2018
- GDPR 2018
- Equality Policy & Procedures
- Student IT Acceptable Use Policy

Scope:

The Student Disciplinary Procedure applies to all students at St Mary's College except those on HE programmes, who fall under the procedures of the relevant university

Specific accountabilities of parties are:

- The Principal holds ultimate accountability to ensure appropriate policies and procedures for the recruitment and protection of students
- Delegated responsibility for the application, monitoring and revision of these procedures lies with the Assistant Principal Students
- All employees have responsibility for application of the procedures

Procedure:

1. Principles of Discipline:

1.0 Expected high standards of behaviour should be well understood by all students as a condition of joining St Mary's College. These standards will be embodied within the Learning Agreement each student signs at induction (Appendix 2) and referenced at the basis of ground rules at commencement of each programme of study

1.1 The principles of discipline are the responsibility of all St Mary's College employees and sub-contractors. Low level breaches of discipline within learning environments or any areas of St Mary's College require consistent, fair and professional action by any employee or sub – contractor. Examples of a single low level breach issues are:

- Talking during lessons / sessions that disturbs and disrupts others
- Playing music or on line gaming in communal areas
- A heated discussion or disagreement

This list is not exhaustive. Such breaches will be treated as Informal Misconduct and would not invoke the formal Student Disciplinary Procedure unless such breaches occurred persistently.

2. Formal Disciplinary Procedure:

2.0 The Formal Student Disciplinary Procedure may comprise of 5 stages (Appendix 2):

- Informal
- Minor Misconduct (Yellow)
- Misconduct (Orange)
- Serious Misconduct (Red)
- Gross Misconduct (Purple)

Gross Misconduct (Appendix 2) is a single event of the severity to justify dismissal without initially invoking the two stages of the Student Disciplinary Procedure

2.1 Formal disciplinary action will be taken relating to two specific strands:

- Attendance and Punctuality
- Behaviour (inside and outside the classroom)

Action should be formally recorded and centrally stored securely to enable records to be readily made available on request whilst complying with statutory GDPR 2018 regulations.

Interview notes should be taken and retained in a Discipline File by the interviewer for that academic year.

2.2 Types of behaviour associated with stage are listed in Appendix 1. This list is not exhaustive.

3. Recording Breaches of Discipline:

3.0 A circumstance that any employee deems grounds for invoking the Formal Student Disciplinary Procedure must be recorded on Cedar and the Assistant Principal Students alerted by e mail/Cedar

3.1 Invoking the Formal Student Disciplinary Procedure will be the decision of the Heads of Faculty or, in their absence, an appropriate Senior Manager, following investigation and consultation with the appropriate employee.

3.2 All breaches of discipline where the Formal Student Disciplinary Procedure is applied must be recorded on Cedar, with a full factual account and the action taken.

3.3 Where there is culmination of persistent, unacceptable low level breaches resulting in the Initial Stage being invoked it is this action with an overview of the preceding series of events that should be recorded on Cedar. It is not necessary to record or each individual low level incident which has subsequently resulted in disciplinary action being taken.

4. Monitoring Absence and Late Attendance:

4.0 Records of student attendance should be reviewed weekly for all students.

4.1 The Attendance Officer is responsible for monitoring student's attendance and will review attendance records with Tutors, Teachers, HOF and AP(S) on a weekly basis.

4.2 There may be specific personal circumstances affecting individual student attendance that require consideration and appropriate discretionary flexibilities, however for consistent practice, triggers for intervention and the usual response may include:

• A single unauthorised absence:

- Parents contacted quickly by text for an explanation to convey to the personal tutor and if appropriate an explanation to the individual the potential consequences of further absence:

- **Overall attendance on a course / module falls below 93% or a pattern of poor attendance for specific lessons / sessions becomes apparent:**
 - Absence identified by the Attendance Officer /teacher/HOF
 - Student invited to a meeting with their Progress tutor
 - Progress tutor to send text/letter/phone home and post on CEDAR

- **Attendance falls below 80% without good reason.**
 - Level 3 contract issued by AP Students

- **Missing further lesson post level 3 contract.**
 - Gross Misconduct

5. Appeal:

5.0 Where invoking the Student Disciplinary Procedures results in suspension or termination from College, the individual has the right to appeal against the decision. Appeals should be made in writing within 10 working days addressed to the Principal.

5.1 The decision of the Principal will be final.

Appendix 1: Discipline System

Stages					
	Informal 0	Minor Misconduct 1	Misconduct 2	Serious Misconduct 3	Gross Misconduct 4
Process	Verbal warning, student to be made aware of the standard required Post on Cedar – include tutor Extend work deadline if necessary	Verbal warning and make it clear to the student the behaviour /action required Post on Cedar – include tutor Extend work deadline if necessary Contact home if appropriate	Meeting with HOF/AP to discuss the issues Post on Cedar and include all teachers Contact issued Letter home/phone call	Meeting of student and parents with AP Red contact issued and recorded on Cedar Clear indication that this is the final stage before suspension pending exclusion	Automatic suspension followed by investigation Meeting of student and parents with AP Decision on whether to apply a Gross Misconduct contract or exclusion
Outcome	Improvement or move to Level 1	Improvement within 1 week or move to Level 2	Improvement within 1 week or move to Level 3	Improvement within 1 week or suspension	Gross Misconduct contract or exclusion Student will remain on the contract of the academic year
Attendance and Punctuality					
Who		Class teacher/ Attendance Officer	Progress tutor	AP(S)	AP
Attendance and punctuality		Absent without notification More than 5 minutes late Text to parents Verbal warning Post on Cedar	Absent from lessons yet in College Pattern of non-attendance 93% pattern of non-attendance Meeting with Progress tutor Progress tutor to send text/letter/phone and post on Cedar Level 2 contract	Failure to improve Attendance below 80% without good reason Level 3 contract	Missing any further lessons or arriving late after signing Level 3 contract Gross misconduct

Strand	Informal 0	Minor Misconduct 1	Misconduct 2	Serious Misconduct 3	Gross Misconduct 4
Who	Class teacher	Class teacher/Tutor	HOF	AP(S)	AP
Behaviour in Class and completion of class/home work	<p>Lack of focus and engagement in class or evidenced in work submitted</p> <p>Phone out in class without reason</p> <p>Low level disruption</p>	<p>Continued lack of focus and engagement in class or evidenced in work submitted</p> <p>Phone out in class after warning given</p> <p>Disruption to the work of others</p> <p>Failure to submit homework/assessment by initial deadline</p>	<p>Serious lack of focus and engagement in class or evidenced in work submitted</p> <p>Texting/calls in class</p> <p>Continued disruption to the work of others</p> <p>No evidence of effort to improve the standard of work</p> <p>Failure to submit homework/assessment by initial deadline</p> <p>Copying, plagiarism, cheating (non-coursework/non-assessment)</p>	<p>A series of breaches of the Learner Agreement</p> <p>Any action that prevents teaching and learning from taking place</p> <p>Failure to meet the terms of a Level 2 contact</p> <p>Persistent failure to complete coursework or assignments</p> <p>Repeated failure to submit work by deadline</p>	<p>Failure to meet the terms of a Level 3 contract</p> <p>Lack of work to such an extent that passing their course is highly unlikely/impossible</p> <p>Persistent behaviour that prevents teaching and learning from taking place</p>

Strand	Informal 0	Minor Misconduct 1	Misconduct 2	Serious Misconduct 3	Gross Misconduct 4
Who	Class teacher	Class teacher/Tutor	HOF/AP(S)	AP(S)	AP
Behaviour in College (Includes both in and out of lessons)	<p>First incident of poor behaviour</p> <p>Inappropriate behaviour</p> <p>Not wearing ID badge</p>	<p>Poor behaviour</p> <p>Continued failure to wear ID badge</p> <p>Failure to maintain a clean and tidy environment</p>	<p>Repeated inappropriate behaviour</p> <p>Failure to comply with a reasonable request from a member of staff</p> <p>Persistent failure to wear ID badge</p> <p>Failure to comply with Health & Safety guidance</p> <p>Any behaviour that shows a lack of respect for anyone</p> <p>Minor inappropriate use of IT/Social Media</p>	<p>A series of breaches of the Learner Agreement</p> <p>Harassment, bullying or discriminatory behaviour</p> <p>Failure to comply with Health/Safety guidance that endangers anyone</p> <p>Any behaviour that shows a serious lack of respect for anyone</p> <p>Serious inappropriate use of IT/Social Media</p>	<p>Violent conduct on College premises or against any student or member of staff</p> <p>Any serious or persistent type of harassment or bullying</p> <p>Use or possession of alcohol or any illegal substance or being intoxicated at College or during the College day</p> <p>Any other illegal act committed at College, during the College day or when engaged in any College related activity</p> <p>Any action which is reasonably considered to be a threat to any student or any member of staff, or which has brought the College into disrepute</p>

Strand	Informal 0	Minor Misconduct 1	Misconduct 2	Serious Misconduct 3	Gross Misconduct 4
Who	Any member of staff	Any member of staff	AP(S)	AP(S)	AP
Behaviour out of class	<p>Not wearing ID badge</p> <p>Loud or inappropriate behaviour at College</p> <p>Smoking other than in a designated area</p>	<p>Continued failure to wear ID badge</p> <p>Being with an intruder on the College site</p> <p>Continued loud or inappropriate behaviour at College</p> <p>Continued smoking other than in a designated area</p>	<p>Persistent failure to wear ID badge or to obtain a replacement</p> <p>Being with an intruder in College buildings</p> <p>Persistent Loud or inappropriate behaviour at College</p> <p>Failure to comply with Health & Safety guidance</p> <p>Minor inappropriate use of IT/Social Media</p> <p>Engaging in any form of gambling in College</p>	<p>Refusal to wear ID badge</p> <p>Bringing an intruder into the College buildings</p> <p>Being with a group of intruders</p> <p>Failure to comply with Health/Safety guidance that endangers anyone</p> <p>Smoking (including e- cigs) inside the College buildings</p>	<p>Violent conduct on College premises or against any student or member of staff</p> <p>Any serious type of harassment or bullying</p> <p>Use or possession of alcohol or any illegal substance or being intoxicated at College or during the College day</p> <p>Any other illegal act committed at College, during the College day or when engaged in any College related activity</p> <p>Any action which is reasonably considered to be a threat to any student or any member of staff, or which has brought the College into disrepute</p> <p>Serious inappropriate use of IT/Social Media</p>

Appendix 2: Learner Agreement

Name:

St Mary's College Learner Agreement 2018- 2019

St Mary's College aims to provide you with a first-class education consistent with the values expressed in the Mission Statement. You are now a young adult and as such you must take responsibility for your own learning and behaviour.

In particular, you are expected to

Ensure you maintain the values of the College by:

- Treating all members of the College community with courtesy and respect
- Keeping the College and the surrounding area tidy and taking good care of the premises and equipment
- Visibly wearing your ID badge at all times
- Informing staff if anyone is on the College campus who should not be here
- Using the College IT facilities in line with the Acceptable Use Agreement
- Looking after the well-being of yourself and others
- Not smoking in the buildings, car parks or grounds except in designated smoking areas (This also applies to electronic cigarettes)

Ensure your learning is as effective as possible by:

- Attending 100% of your lessons on time and with the right equipment
- Completing all work including homework to the best of your ability and by the deadline set
- Making effective use of your study periods
- Limiting part-time work to ten hours a week or less and not letting work or other activities interfere with your study
- Not making or receiving calls or texts during a lesson. Phones must be switched off
- Behaving in an appropriate manner that does not interfere with either your own learning or that of another student
- Not talking whenever anyone is addressing the class as a whole
- Not recording any session without the permission of the teacher
- Not having food or drink other than bottled water in classrooms

The following acts will lead to immediate suspension and possible permanent exclusion:

- Violent conduct on College premises or against any student or member of staff
- Any type of harassment or bullying
- Use or possession of alcohol or any illegal substance or being intoxicated at College or during the College day
- Any other illegal act committed at College, during the College day or when engaged in any College related activity
- Any action which is reasonably considered to be a threat to any student or any member of staff, or which has brought the College into disrepute

Student Declaration

I have read the College Learner Agreement and I am aware of the standard of behaviour required. I realise that the College will take action up to and including permanent exclusion should I breach these conditions.

Signed:

Date:

Appendix 3: Checklist for Recording Disciplines

Have You?	Yes
Recorded on Cedar and include (as appropriate) Tutor Attendance Officer Class teachers HOF AP(S)	
Set SMART targets (this is essential)	
Set an Outlook calendar or Cedar reminder to review in one week	
Arrange for a letter or telephone to parents / carers (if applicable) Include this in the Cedar log	
Review in one week. If there is improvement/targets have been achieved, congratulate the student and explain the future standards required If targets have not been achieved, refer to the next stage	