

CALLYWITH COLLEGE

Student Behaviour Policy & Disciplinary Procedure

The mature and positive behaviour of the College's students is paramount to the maintenance of an outstanding learning environment with an atmosphere of mutual respect. The Staff and Trustees of the College place the utmost importance on ensuring that all students share a common understanding of behavioural expectations and that failure to comply with these expectations will result in sanction. As such, this policy is designed to be as simple as possible to ensure clear comprehension by all and to uphold paragraph 7 of Schedule 1 to the Education Regulations 2010; to safeguard and promote the welfare of children.

1.0 Aim

- 1.1 The behaviour of students at Callywith College is integral to maintaining an outstanding learning environment. Therefore, the expectation is that all students always uphold the Student Code of Conduct. Failure to comply with this code will result in application of the College's disciplinary procedure.
- 1.2 The guidelines contained in this policy are intended to maintain an environment conducive to the very highest levels of learning. As such, the College tries to keep its rules and regulations to a minimum. Everyone in the college community is expected to behave in a mature manner, showing the utmost care and respect for the welfare of others and the fabric of the college itself. Students are expected to work hard and take responsibility for their own learning, with each student being accountable for their own behaviour.

2.0 Student Code of Conduct (Appendix 1)

3.0 Applying the Code of Conduct

- 3.1 The Student Code of Conduct will be made explicit to students through the process of induction tutorials, during which, all students will be required to sign a declaration of compliance with the code. Copies of the policy and code will be posted online and embedded into the student planner.
- 3.2 All staff will be responsible for holding student's behaviour to account and ensuring that the conditions of the Code of Conduct are met at all times. Classroom management training and development will be available as part of the annual appraisal cycle and staff development programmes.
- 3.3 Any student failing to comply with the Code of Conduct will be subjected to the student disciplinary procedure and may therefore receive formal sanction accompanied by notification of parent/carers.
- 3.4 Students breaking the Code of Conduct will be referred for additional support via Student Services and its affiliated agencies where appropriate.
- 3.5 Where any infringement of the code has any potential legal implications, the matter will be immediately referred to the police.

4.0 Student Misconduct

All students failing to comply with the Student Code of Conduct or behaving with misconduct will be referred to the Student Disciplinary Procedure.

4.1 MISCONDUCT

The following are **examples** of misconduct which may result in disciplinary action being taken against students: -

- Breach of the Students' Code of Conduct as set out in the publications indicated above.
- Damage to, or theft of, the property of others
- Smoking, or using an imitation smoking device ('vaping') on or around the College campus, except in designated smoking areas
- Noisy, disruptive or unruly behaviour or the use of unacceptable language on or around campus
- Uninvited interruption to any College class or activity
- Intimidation or harassment of another person
- Behaving in a manner in public which brings the College into disrepute

4.2 GROSS MISCONDUCT

Any particularly serious cases of misconduct may be treated by the College as Gross Misconduct. For example, possession or being under the influence of any behaviour changing substance, including, but not limited to, controlled drugs, alcohol, aerosol or substance vapour or the excessive intake of caffeine or high energy drinks with prescribed medication. Deliberate damage or violence will be treated as gross misconduct.

Where any person is reasonably believed to be acting illegally, the College will inform the police and require the person to leave the premises immediately.

5. DISCIPLINARY PROCEDURE

a. Verbal Warning

Most instances of behavioural misconduct, poor attendance or academic underperformance will be identified and dealt with quickly and informally by an appropriate member of the College staff. The student will be seen by their Personal Tutor or member of the Leadership Team accompanied by the student's Personal Tutor. The student will be reminded of their responsibilities and warned about the consequences of a repeated breach of the code. A brief file note will be entered on Student Tracking.

b. Official Warning

Where the misconduct is repeated, or considered to warrant more formal treatment, an Official Warning may be issued. The student will be invited to attend a meeting with parents/carers and be given the opportunity to explain the misconduct. This will be taken into account before any warning is given. An Official Warning will include the reasons for the warning and the consequences of further misconduct. This will be carried out by a member of the Leadership Team accompanied by the student's Personal Tutor. The emphasis should be on establishing practical measures to avoid recurrence. A file note

stating the required standards set to continue will be entered on Student Tracking.

c. First Stage Disciplinary Interview

Where the misconduct is of a more serious nature or where similar conduct has been repeated after one or more Official Warnings, the student may be referred to attend a formal Disciplinary Interview. The interview will usually be with a member of the Senior Management Team and the student's Personal Tutor and a PTL or DTL. The parent/carers of students aged under 18 will be notified in writing, five days in advance of the interview and invited to attend. The letter will detail the reason for the interview and any previous actions taken.

After hearing the student's case, the member of SMT conducting the interview may decide to issue any of the above sanctions, a Formal Written Warning, Final Written Warning, or may decide that no further disciplinary sanction would be appropriate. The student will be notified in writing of the decision within five working days of the interview. Any conditions set to continue at Callywith College will be clearly stated.

d. Formal Written Warning or Final Written Warning

Any Formal Written or Final Written Warning will be issued within five days of the interview. The Formal Written Warning will give the reasons for the decision and will state that any further repeated or similar misconduct by the student may result in the student's exclusion from Callywith College.

A Final Written Warning will advise that any repeated misconduct will result in exclusion. In circumstances where the misconduct is unequivocal, this will be without further reference to the Disciplinary Procedure.

A copy of the written warning will be sent to the parents of students aged under 18 years.

e. Gross Misconduct - Suspension Pending Interview

Where a member of staff has good reasons to believe that a student has committed an act of gross misconduct, the student may be suspended immediately by a member of the Management Team. Such a suspension will be confirmed in writing within four days and the student will be invited, within seven days of the suspension, to attend a Second Stage Disciplinary Interview with a member of the Senior Management Team.

f. Second Stage Disciplinary Interview

Where gross misconduct is believed to have occurred, or further misconduct is complained of after a Formal or Final Written Warning has been issued, the student will be invited to attend a second stage interview with a member of the Senior Management Team. The student (and the parent/carers of an under 18-year-old) will be given five days' notice of the interview. The notice will state the nature of the misconduct, the student's entitlement to accompaniment by a member of the family or designated carer/support worker. It will state the fact that the interview may result in the recommendation that they be formally expelled from Callywith College. The senior member of staff who conducts the interview shall be accompanied by a PTL or DTL and another member of staff who will make notes. The student will be given the opportunity to challenge evidence or

allegations, to raise any mitigating circumstances or identify sources of evidence which might support their case.

g. Recommendation for Exclusion after a Second Stage Interview

After the completion of the interview and having considered the balance of information and any mitigating circumstances, the senior member of staff will make a disciplinary recommendation to the Principal. The student will be given written notification of the recommendation within five days of the interview. The notification will state the reasons for the recommendation and details of the right of Appeal. If there is no appeal within the time allowed, the recommendation will be implemented.

h. Appeal against Recommendation for Exclusion

In the case of exclusion, the student will have the right of appeal to the Principal. The Appeal must be in writing and lodged with the Principal's Secretary within five days of the date of receipt of the letter of recommendation. It should state the grounds and particulars of the substance of the Appeal. If an Appeal is lodged within the time allowed, the Principal will review the process and consider the available evidence. An interview with the Principal may be required. The student will be given at least five days' notice of the date, place and time of any interview and of their right to accompaniment by a parent/carer or appropriate support worker.

The decision by the Principal will be final and confirmed in writing confirmed in writing to the student within fourteen days of the Appeal.

Appendix 1



Callywith College

Student Code of Conduct

Our college commitment to you

We will:

1. Value people equally regardless of age, disability, gender, race, religion, sexual orientation and transgender status, in accordance with the College's 'Equality and Diversity' policy
2. Keep working to make college life ever fairer and better
3. Provide you with a safe and secure environment in which to learn
4. Give you opportunities to improve your health and wellbeing
5. Provide opportunities for you to give us feedback through the 'Learner Voice' programme
6. Help you choose courses which are right for you
7. Offer you information, advice and guidance on progression and career opportunities
8. Support you in your learning and wherever possible, provide resources which meet your individual needs
9. Set progress targets with you that are achievable yet challenging
10. Ensure that assessment of your learning is clear, regular and constructive
11. Give you regular feedback on your progress through our reporting process
12. Provide information to your parent/carers on your attendance and achievement
13. Deal promptly and fairly with any complaints you may have
14. We will comply with GDPR requirements
15. Endeavour to embed Covid-19 government guidance into our operations.

Your Tutorial and Enrichment Entitlement: All students at Callywith College are entitled to receive support for academic and personal issues. This will include access to the tutorial and enrichment programme.

Your commitment to the college

We expect you to:

1. Have **full attendance** at all timetabled activities, assessments and exams
2. **Be punctual for all timetabled activities. You will be marked as late on the register if you are not at the start of your lesson/session**
3. Complete your work to the requirements of your course/teacher by agreed/set deadlines
4. Take responsibility for your learning by participating in all learning activities and progress target setting and review processes
5. Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment
6. Play an active part in equality and diversity, by respecting the rights of others and reporting inappropriate and unsafe behaviour
7. Understand that if you are eligible for the learner bursary, payments are reliant on attendance, behaviour and commitment
8. Seek help when you need it and **take up** the support offered to you
9. **Attend all scheduled learning support sessions** if they are offered to you
10. Pay all fees promptly when due (if appropriate)
11. Keep all social areas clean and tidy – clearing your litter into the bins provided
12. Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment
13. **Carry your student identity card at all times.** You will be asked to produce your ID card in order to use/borrow learning resource materials, purchase lunch and register in class. There will be regular spot checks on identity cards throughout the year. Students found not to be carrying their cards will be dealt with under the Student Disciplinary Procedure
14. Respect the college environment by not eating and drinking (water only) in classrooms and workshops and disposing of your litter. Please use the recycling facilities available to you
15. Smoke in designated areas only
16. Adhere to the social distancing and Covid-19 procedures in place

What we do not accept at college

We will not accept:

1. Any form of bullying or discrimination
2. Any form of physical, emotional or verbal threat to any other student or member of staff
3. Any inappropriate language, disrespectful behaviour or abuse toward any student or member of staff
4. Any actions that break the college Health and Safety rules, such as setting off of fire alarms or other unsafe behaviours
5. Anyone coming on to any college site under the influence of illegal drugs, alcohol, herbal, or any other behaviour changing substance
6. The use, possession or sale of alcohol, illegal drugs, solvents or other harmful substances, including herbal substances
7. The carrying of any weapon or use of any item as a weapon
8. Any behaviour which causes a disruption to the learning of others
9. Any copying of the work of others (plagiarism)
10. Any inappropriate use of I.T. including cyber or online bullying (see e-safety Code of Conduct)
11. The use of mobile phones or any other electronic devices in any teaching sessions - unless directed to do so by the teacher as part of learning
12. Eating and drinking (apart from water) in classrooms, workshops or learning environments
13. Spitting on any college site
14. Damage to any college property - including graffiti
15. Leaving of litter or gum anywhere but in the bins
16. Smoking outside the designated areas
17. Any disrespectful behaviour in the local residential or retail community.

The breaking of any of the above, could result in disciplinary action being taken as Gross Misconduct under the Student Disciplinary Procedure.

Please print your name: _____

Student ID: _____ Date: _____

Your signature: _____

Tutor signature: _____