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Student Code of Conduct & Disciplinary Procedures 2017 – 2018



The aim of Coulston Sixth Form College is to equip you with the necessary qualifications, skills and experience to progress into further/higher education or employment. We strive to provide a safe, respectful and purposeful learning environment and community and therefore expect you to treat your teachers, peers and the College facilities with respect. This is your and our place of work and we all need to cooperate to keep the College community harmonious, safe and conducive to learning. As the College is a learning and working environment, we expect everyone to behave in a mature and adult way. The College gives you a degree of freedom and responsibility for making your own decisions. To support you, the College has established the Code of Conduct & Disciplinary Procedures in which expectations, rules and disciplinary procedures are clearly defined.

Through the Code of Conduct & Disciplinary Procedures, the College aims to protect the rights of its students, its staff and visitors.

Part 1 Code of Conduct

1. Everyone in the College has the following basic rights

- The right to learn
- The right to be treated with respect
- The right to feel safe

2. Our expectations of you are that you will

- Conduct yourself in a mature, positive way, respecting your peers, teachers, the College and visitors.
- Show commitment to your studies so that you reach your academic potential.
- Maintain high standards in your personal behaviour as would be expected of an adult at work, whether this is in lessons, elsewhere in College, out on a trip or making your way to, and from, College.
- Be courteous and considerate to other students, the staff, visitors and our neighbours.
- Maintain the good reputation of the College in the local community, and whilst attending any activities organised off site or sponsored by the College.
- Show care and respect for the fabric of the College's buildings and its facilities.

3. The right to be treated with respect – your responsibilities

3.1 General behaviour around the site

- You are expected to behave in a mature, adult and positive way and to show respect for those around you and for the College's buildings and facilities.
- You need to remember that 'play fighting' can sometimes progress to fighting or to an accident, with obvious consequences for all concerned.
- With almost 300 seats in the Refectory and Courtyard, there is no reason for you to socialise in corridors and staircases. Sitting on the stairs or in lobbies and corridors poses a health and safety risk to other people passing. In the interest of hygiene, please do not sit on the tables in the Refectory, Gallery or Courtyard.
- You can relax and socialise in the Refectory, Courtyard, first floor rear gallery and the grounds at the rear of the main building. You are asked to keep chat and noise low and not to disturb those working in adjoining areas.
- Please do not play loud music in the car park and in cars parked in the street. Please respect that the College is situated in a residential area.
- Apart from bottled water, you must not consume food and drink in any areas of the College, other than in the Refectory, Courtyard, smoking area and the grounds at the rear of the campus. This remains the case even if you have been given permission by your teacher to work in a classroom, or studio, over morning break or lunch.
- Use the bins to dispose of your litter and do not leave areas untidy and filthy! It is no-one else's job to clear away your litter but yours. By working together, we can keep the environment pleasant.

3.2 Dress Code

- We do not have a uniform at Coulsdon College but we expect you to dress as you would for work in an office environment. Your dress must not cause offence to others by displaying images, or language, which are inconsistent with the College's Equality and Diversity Statement. If a member of staff tells you that your clothing is unacceptable, and asks you not to wear it, then that is the way it is – it's not up for negotiation. If a student's dress is deemed unacceptable this will be discreetly discussed with you. We would not expect you to dress that way again. However, in extreme cases we may need to send a student home to change.
- You are not permitted to wear hoods in the College buildings, nor coats, hats and caps in lessons.

3.3 Smoking and Vaping

- For reasons of health and welfare, the College is anti-smoking. It is accepted, however, that some students may be unable to get through the day without smoking or vaping. If you have to smoke or vape, you may do so only in the Smoking Area. We do not tolerate students' smoking/vaping in front of the College or in the car park. If you are found to be smoking other than in the designated Smoking Area, it is an internal disciplinary matter and you may also be fined under the 'Smoke free' legislation.

3.4 Information Technology

- The College's IT resources and network are provided for educational purposes. You must observe the standards expected as defined in the *Acceptable Use of IT Policy*. Misuse of IT is likely to be regarded as misconduct.

- You must not give anyone else your network log on details. You must not log in to another student's user area, even with their permission, unless this is agreed by a member of staff.
- You may not copy any material covered by copyright.
- The downloading, and/or viewing, of pornography, or other unsuitable material, is strictly forbidden and will result in your exclusion from College.
- You may only access areas of the College network for which you have specific permission to enter. You must not use the College's IT facilities to 'hack' into any external IT networks. You need to note that under the Computer Misuse Act 1990, such behaviour can lead to a criminal prosecution.

3.5 Vandalism and Theft

- If you carry out an act of vandalism, you will be excluded from College. If you are allowed to return, you will be required to pay for any damage, including the time taken to put things right again.
- If you set off a fire alarm without good reason, you should expect to be permanently excluded from College.
- Any student who is found to have stolen or deliberately damaged another person's belongings or College property can expect to be permanently excluded from College.

3.6 Parking

- Parking on site is prioritised for staff and visitors. There are only 9 spaces for student parking. If you wish to use the College car park you must come to Room 1 to confirm your vehicle details with us or you will risk having a parking ticket issued which will carry a fine. Only student disabled badge holders will receive a permit from the College Estates Department.
- All vehicles must be properly parked in marked bays. Do not park in the disabled bays unless you are authorised to do so.
- It is well known that neighbours will contact the police when cars are parked inconsiderately.

4. The right to learn – your responsibilities

4.1 Behaviour in lessons

- You are expected to arrive for lessons "Ready to Learn". You will take off your coat and hat/hood, and take any headphones out of your ears. You are expected to be fully equipped with pen, paper, textbooks, learning packs and other essential equipment. You are also expected to have completed all the homework and independent study/preparation work that has been set.
- Being ready to learn also means arriving in time for lessons. Don't arrive late - we think it is disrespectful to your peers and teacher to arrive late as it disrupts the lesson and learning. If you are late, knock politely and wait until the teacher lets you in.
- If you continually arrive not "ready to learn", you demonstrate a lack of respect for the teacher and other students. If this happens, the teacher may apply the academic disciplinary process.
- In lessons, you are expected to cooperate with the teacher and your peers and to remain focused on the lesson. 'Off-task' chat is unacceptable. If you are asked to change places in lessons, you should do so without making a fuss.
- If you persistently (despite verbal warnings from the teacher) disrupt a lesson, or if it is a severe disruption, you will be asked to leave the room and see the duty manager,

who will deal with it as a disciplinary matter. Do not argue with the member of staff. Leave quietly and report to Student Reception. You can put your case when you speak with the duty manager. If you are asked to leave a lesson (or the ILC) and see a duty manager, you must report to Student Reception without delay.

- Unless the teacher or Learning Facilitator allows you to use your mobile phone, your phone must be switched off in lessons and in the ILC. You cannot charge your mobile during lesson time.
- When using IT in lessons, you must remain on task. Your lesson is neither the time nor the place to check or send emails, download or listen to music, do online shopping or watch a You Tube clip.

4.2 Deadlines and Time Management

- You must complete all the homework, assignments, preparation work and independent study tasks on time and to a good standard. Any extension of a deadline must be agreed by the member of staff concerned. It is your responsibility to discuss any problems you may have in meeting the deadline with your teacher in advance, not after the deadline date. It will have severe consequences if you fail to meet BTEC and A level coursework deadlines.
- When completing coursework and BTEC assignments you are expected to follow the standards defined in the College's Homework Policy. You must not submit any work as your own which you have copied (i) from another student or (ii) from another source, for example, the Internet, unless the examination regulations permit this and the source is acknowledged. (see Plagiarism Policy).
For every subject you study, you should spend at least 4 hours a week on independent study.
- We strongly recommend that you do no more than ten hours of paid employment per week. Research shows that it will impact considerably on your grades if you work more than 10 hours per week in part time employment.

4.3 Attendance & Punctuality

- The College day begins at 9.00am and ends at 4.15pm on Monday to Thursday and 3.30pm on Friday. You are expected to leave promptly at the end of the day unless you work in the ILC or are involved in an activity which is directly supervised by a member of staff.
- You need not attend College for those periods in which you have no timetabled classes, provided that you are not required by a member of staff, or for a College commitment. If you fall behind with your work, you may be required to spend additional study periods on College site (e.g. in the ILC) under the supervision of staff.
- We expect that you attend all your lessons (including Tutorial, LIP, Workshops, ALS) on time. The expectation is 100% attendance, but anything lower than 95% impacts on your success. Your attendance and punctuality are centrally monitored and disciplinary action is triggered if attendance and/ or punctuality give cause for concern.
- If you are unable to attend College, you, or a parent/guardian must phone the College on the first day of absence before 10.00am. Once you return, you must bring a note from your parent/guardian, explaining the reason for your absence. **If there is no note from the parent/guardian, the absence remains unauthorised.** Absence notes must be handed in at Student Reception no later than one week after the student returns to College, otherwise the absence will remain unauthorised.
- Please inform your Senior Tutor of any ongoing/long-term illness, so that we can support you, as appropriate. You will need to provide supporting medical evidence of an ongoing condition from a GP or hospital physician.

- Holidays in term-time will not be authorised under any circumstances and will count as unauthorised absence. In exceptional circumstances (e.g. bereavement), absence during term time may be granted as authorised absence. Your parent/guardian will need to contact the Assistant Principal (Students) in writing.
- The College will authorise two days absence during the summer term for you to attend university open days. If you attend these open days, you should make arrangements with your teachers to catch up on any work missed. Attending interviews or training for part-time jobs count as unauthorised absence.
- Attending an interview for full-time work, higher education or an apprenticeship place will count as authorised absence, provided that you hand in a copy of the invitation to attend the interview to Student Reception.
- If, whilst at College, you feel unwell and are unable to attend your classes, please report to Student Reception and sign out.
- If you need to go home during the day, you must sign a 'signing out' sheet, available at Student Reception so that the register can be adjusted for the day. Your parent/guardian may be informed of your absence.
- All timetabled lessons must be attended punctually. If you are late, you should wait outside the room until you are asked to enter. If you are persistently late, your teacher may send you to complete a 'Late Slip' before you enter the room. 'Late slips' are available from Student Reception.
- A poor record of punctuality without good reason is treated as a disciplinary matter.
- If, after ten minutes, no member of staff has arrived to take a lesson, a student from your class should go to Student Reception to report the matter. The class, meanwhile, should remain in the room or wait outside the room if the classroom is locked.

4.4 Examinations

- You are expected to prepare thoroughly for all examinations and you must adhere to the rules and regulations governing the conduct of examinations and the completion of coursework.
- You must not, under any circumstances, take a mobile phone into an exam. If you do so, it is likely to result in you being disqualified from the examination.

5. The right to feel safe – your responsibilities

5.1 Bullying and Harassment

- You are expected to behave in accordance with the College's *Anti-Bullying and Harassment Policy* and *Equality and Diversity Policy*. Thus, all types of discrimination, harassment and bullying (whether directed at peers, college staff or visitors) are completely unacceptable and, if proven, will be regarded as gross misconduct.
- You will be regarded as having carried out an act of harassment and/or bullying if your behaviour causes distress to another person (student or member of staff). Harassment and bullying can take a number of forms and can be face to face, direct and personal or via social media, phone or email.
In addition, circulating compromising photographs of another person in college (esp. if without their knowledge/consent or against their will) is an act of harassment and might be regarded as a criminal act. For further details of IT related harassment and bullying, see the *Acceptable Use of IT Policy*.

5.2 Aggressive Behaviour

- We will not tolerate obscene, offensive or aggressive language and behaviour. If a member of staff tells you that your language is unacceptable, then it is – it's not up for negotiation.
- Physical aggression, including threat of physical aggression, which includes aggressive body language, is unacceptable in any circumstances and will lead to severe disciplinary action, possibly permanent exclusion.
- Violence, or threat of violence, towards another member of the College community will result in exclusion. If you are found to be in possession of an offensive weapon, you will be permanently excluded from College. We also have a duty to inform the police.

5.3 Access Cards

- To ensure that the College remains a safe place, we can all be identified as legitimate members of the College by wearing our Access Cards. In addition, you will need your Access Card in the ILC and for photocopying. You must therefore have (and ideally wear) your College Access Card with you at all times when you are in College. Any member of staff may ask to see your Access Card and has the authority to take the Access Card off you. You must never let anyone else borrow or use your College Access Card for any reason. Replacements for lost or broken Cards will incur a charge. Your Access Card is yours only - do not allow other students (or outsiders) to use it to gain access to the College, nor should you borrow somebody else's Access Card. If you do, it will result in disciplinary action.
- To keep the College environment safe, you cannot bring visitors into College, without consent from a senior member of staff. Any visitors have to sign in at reception and must be met by a member of staff. If you bring visitors into college without following the correct procedures, it will be regarded as gross misconduct and incurs severe disciplinary action.

5.4 Alcohol and Illegal Substances

- You must not consume or be under the influence of, or be in possession of, alcohol or illegal substances during the College day. This also applies when travelling to or from college or when taking part in any College related trip or activity, either on site or off site. If you do, you may be permanently excluded from College. We also have a duty to inform the police.
- You will be sent home from college if a member of staff has good reason to believe that you have been using drugs or drinking alcohol.

Part 2 Disciplinary Procedures for Students

Our expectations of students' behaviour are clearly described in Part 1: Code of Conduct. Violations against the Behaviour Code of Conduct are either Misconduct or Gross Misconduct.

The purposes of the procedures described below are to

- Apply the Students' Code of Conduct in an objective, fair and consistent manner.
- Respect the individual circumstances of students.
- Encourage students to improve work performance, attendance and punctuality with help from their teachers, tutors and support staff.

1. Behaviour and Behaviour Related Disciplinary Processes

1.1. Definitions of misconduct and gross misconduct

| Misconduct | Gross Misconduct |
|---|--|
| Verbally aggressive behaviour to others (depending on severity, this may be regarded as harassment and is therefore gross misconduct) | Fight and physical aggression (or threat of physical aggression) towards a member of staff, visitors or fellow students |
| Swearing in class | Fight in or outside of College |
| Tailgating on another student's access card or allowing another student to tailgate | Swearing at a member of staff |
| Severe unacceptable noise and inappropriate boisterous behaviour | Severe inappropriate use of IT resources/network |
| Severe misbehaviour which disrupts the learning environment or independent learning areas | Students bringing in or associating with intruders |
| Refusal to leave a class/independent learning area when asked to do so | Use and/or possession of weapons in or out of College |
| | Harassment and bullying, including cyberbullying. This includes taking and/or circulating inappropriate photographs of fellow students |
| | Consumption/possession/under the influence of drugs and alcohol while at College or College related activity, including travel to and from College |
| | Dealing in drugs in/out of College |
| | Any activity that will seriously bring the College name into disrepute |
| | Theft or deliberate damage (vandalism) of College property or property belonging to staff or other students. |

1.2. The disciplinary procedure relating to matters of misconduct

In matters relating to misconduct, the student will be referred, as appropriate, to the Duty Manager or to their Senior Tutor or to the Estates Manager (for premises related matters) who will consider:

- The circumstances of the misconduct, including any evidence which is available;
- Whether the offence is a matter of gross misconduct;
- The way the offence has been dealt with by the College on any previous occasions;
- Any mitigating circumstances the student may wish to put forward.

The Duty Manager, Senior Tutor or Estates Manager will then decide whether to

- Take no further action;
- Refer the student to the Associate Principal (Students), (or if the AP-S is not available, the senior manager on duty)
- Issue a verbal warning and make a record of the warning to be kept for future reference;
- Give a written warning and inform the parent/guardian. A record of the warning to be kept for future reference;
- Temporarily exclude the student and request a meeting with the parent/guardian or responsible adult.

In the case of temporary exclusion, the parent/guardian will be informed immediately by telephone and, if possible, in writing and the student and parent/guardian will be asked to attend a disciplinary meeting to discuss the issue, reason for sanctions and conditions for return to College. The student will not be allowed to attend College until after the disciplinary meeting has been held.

The student will be informed of their right of appeal against exclusion at the time the decision to exclude is made and they will be referred to the College's Appeals Procedure. Following an appeal, the Principal will consider the available evidence and then determine the outcome of the appeal. The student will be informed verbally and then in writing. The decision of the Principal is final. No further appeal will be considered and no further correspondence will be entered into regarding the original decision or the appeal.

1.3. The disciplinary procedure relating to matters of gross misconduct

In matters relating to gross misconduct the student will be referred to either the Associate Principal (Students), or, if the Associate Principal is not available, to the Head of College. If neither is available, the matter will be referred to the Senior Manager on duty.

The following will be considered:

- The circumstances of the gross misconduct;
- The way the offence has been dealt with by the College on any previous occasions;
- Any mitigating circumstances the student may wish to put forward.

A decision will be made whether to:

- Take no further action;
- Issue a verbal warning and make a record for future reference;
- Give a written warning and inform the parent/guardian;
- Exclude the student for a fixed and defined period of time not exceeding 10 working days;
- Permanently exclude the student with a right of appeal for re-admission to the Principal.

The parent/guardian will be informed immediately by telephone and in writing. The student will not be allowed to attend College. The student and parent/guardian will be asked to attend a disciplinary meeting to discuss the issue and reasons for sanctions. If the outcome of the disciplinary meeting is a temporary exclusion, conditions for return to College will be set.

The student and parent/guardian will be informed of their right of appeal against exclusion at the time the decision to exclude is made and they will be referred to the College's Appeals Procedure. Following an appeal, the Principal will consider the available evidence and then determine the outcome of the appeal. The student will be informed verbally and then in writing. The decision of the Principal is final. No further appeal will be considered and no further correspondence will be entered into regarding the original decision or the appeal.

2. The disciplinary procedure relating to not meeting expectations in terms of work performance, attendance and punctuality

2.1 Work Performance and Academic Disciplinary Process

- Interim reports are published on a regular basis. They provide a regular overview of a student's work performance. Teachers give grades (1-4) for each of the following aspects:
 - Motivation (quality of the student's work relative to their ability)
 - Class ethic (conduct/behaviour in class)
 - Time management (meeting deadlines and keeping up to date)

These three areas together make an average effort grade. A grade 3 means that the student meets expectations, a grade 4 means performance is above expectations. Grade 1 and 2 however indicate (serious) cause for concern.

- Where there is a cause for concern in a subject, the subject teacher will first discuss the situation fully with the student and set clear targets. The conversation and targets should be noted on ProMonitor and the targets should be reviewed after two weeks. The subject teacher should inform the Personal Tutor and appropriate Head of Department by email.
- If there is no substantial improvement in work performance after maximum two weeks, the student will be required to attend a formal review meeting with the Head of Department, and an action plan will be drawn up and recorded centrally on ProMonitor. Strategies for improvement will be agreed and recorded. These may involve a referral to the Learning Support Department for assessment, or compulsory attendance at the Learner Improvement Programme or additional subject workshops. The Head of Department informs parents by letter, a copy of this will be given to the Personal Tutor and Senior Tutor and a copy placed on file. The student's progress should be reviewed again after maximum two weeks. If the Head of Department deems it necessary, the parent/guardian will be invited to this review meeting.
- If the student fails to respond to the agreed targets, the Head of Department will meet with the parent/guardian and student. A further action plan and targets will be set, confirmed in writing (cc to parents, tutor, and file) and recorded on ProMonitor. This will be reviewed after a maximum of 2 weeks. If there is no improvement, it may be necessary to sanction the student by changing his/her exam status to 'Non-Entry' (see point 2.5)
- If there are concerns in more than one course, the Senior Tutor will coordinate the academic disciplinary process, liaising with Heads of Department and using the ProMonitor entries. In conjunction with the Heads of Department (who may attend the meeting), the Senior Tutor will meet with the student, and set targets. These may involve

a referral to the Learning Support Department for assessment, or compulsory attendance at the Learner Improvement Programme or additional subject workshops. The Senior Tutor informs parents by letter, a copy of this will be given to the Personal Tutor, a copy will be placed on file and an entry made on ProMonitor. The student's progress should be reviewed again after two weeks.

- If there is still no improvement, the Senior Tutor will invite the parent/guardian and chair the meeting, again in conjunction with Heads of Department. An action plan and targets will be set, confirmed in writing (cc to parents, tutor, file) and recorded on ProMonitor. This will be reviewed after a maximum of 2 weeks. If there is no improvement, it may be necessary to sanction the student by changing his/her exam status to 'Non-Entry'.
- If the parent/guardian does not respond to letters/invitations to meetings, the College reserves the right to temporarily suspend the student until an appointment has been made by parent/guardian.

2.2 Attendance and Related Disciplinary Process

- The College's expectation of students' attendance is that students attend all lessons. A student's actual and adjusted attendance is monitored. Adjusted attendance reflects sickness and other authorised absences. We expect 100% attendance. Attendance is centrally monitored every 3 week. Parents are informed by text of absences.
- Regular sickness absences will count against the student's attendance unless they are covered by a doctor's confirmation of an ongoing health problem which may affect attendance. If there is an ongoing health problem, it is the parent's/guardian's responsibility to inform the Senior Tutor of the student about this.
- If a student's actual attendance falls below 85% and has therefore become a serious concern, they will receive a stage 1 disciplinary warning from their personal tutor, with a target to improve their attendance with immediate effect. The parent/guardian will be informed by letter. In cases of significant absence, the Senior Tutor will contact home.
- If the student does not make sufficient and sustained improvement in attendance, his/her Senior Tutor will meet the student and issue a stage 2 warning, together with an immediate improvement target. The Senior Tutor will contact the parent/guardian to explain that the student has been made 'Non-Entry' (see point 2.5). The Senior Tutor will contact the parent/guardian by phone and a letter confirming the stage 2 warning will be sent. The parent/guardian will be sent a weekly annotated attendance printout.
- Should unsatisfactory attendance persist, the parent/guardian and student will be invited to a meeting with the Senior Tutor.
- If there is still no improvement, the student and parent/guardian must attend a meeting with the Associate Principal (Students). A stage 3 final warning will be issued.
- If the student continues to fail to improve his/her attendance, he/she will be asked to leave the College. There will be no further meetings and no appeal.
- If the parent/guardian does not respond to letters/invitations to meetings, the College reserves the right to temporarily suspend the student until an appointment has been made by parent/guardian.

2.3 Punctuality and Related Disciplinary Process

- The College expects students to attend all lessons on time. It is the student's responsibility to inform the College if he/she will be late due to unforeseen circumstances or medical appointments.
- Punctuality is centrally monitored. If a student's punctuality becomes a concern, a first warning letter will be sent home.

- Subsequent persistent lateness will lead to a stage 2 warning and late assembly with the Head of College.
- Subsequent lateness will lead to stage 3 disciplinary action. The student will be suspended and parents will be invited to a meeting with a senior member of staff.

2.4 Mitigating Circumstances

- The College will always take into account mitigating circumstances when reviewing a student's work performance, attendance and punctuality, providing that the student, and/or their parent/guardian/responsible adult, have kept the College informed of such circumstances and, where requested, provided documentary evidence of their existence. Such evidence is often required in order to gain any special consideration for the student from the examination boards.

2.5 Explanation of the term "Non Entry"

- All students join the College with the expectation of examination entry. The College will pay the registration and examination fees.
- Any student who does not comply with the College's attendance or academic expectations and has been subject to serious academic or attendance disciplinary sanctions will be made "Non-Entry". The student will remain on "Non-Entry" status until the progress review at the end of April 2018.
- 'Non-Entry' examination status means that the College reserves the right to withdraw the student from one/some or all of his/her examination entries.

Equality Analysis

| Questions for all Policies | Enter Y or N |
|---|--------------|
| Is it likely that the Policy Revision could have a negative impact: | |
| Due to ethnic group? | N |
| Due to gender? | N |
| Due to disability? | N |
| Due to sexual orientation? | N |
| Due to their religious beliefs (or none)? | N |
| Due to pregnancy | N |
| On people due to them being transgender or transsexual? | N |
| Additional questions for Policies relating to Staff | |
| Is it likely that the Policy Revision could have a negative impact: | |
| On people due to their age? | N |
| On people due to their marital or civil partnership status? | N |
| On people with dependants/caring responsibilities? | N |