

### Introduction

All students at the College have chosen to continue in full time education beyond the age of 16 and, as such, are expected to behave as young adults, showing consideration for others and displaying a high level of commitment in everything they undertake.

Equality and diversity is an integral part of College life, respected by both staff and students. Action will be taken in order to ensure that staff and students have equality of opportunity regardless of age, disability, ethnic origin, gender/gender re-assignment, marriage/civil partnership, pregnancy and maternity, religion or belief or sexual orientation.

This Code of Conduct outlines the rights and responsibilities of students in the context of student behaviour.

### Aims

The aims of the Code of Conduct are:

- to protect the individual rights of the students and staff who belong to the College community;
- to enable each student to fulfil their Learning Agreement;
- to support students as they assume responsibility for their own learning and behaviour;
- to ensure acceptable standards of behaviour;
- to ensure that high levels of attendance are met and maintained;
- to maintain a safe and productive environment in which to work;
- to foster respect for self, others and property;
- to ensure that students are fully aware of College policies and procedures relating to student behaviour and attendance;
- to provide access to a fair grievance procedure;
- to work in partnership with parents/guardians wherever possible;
- to ensure that the good name of the College is upheld.

***'As a member of the College community, you will be expected to uphold the College rules: in the event of a transgression, you will be subject to the College's disciplinary procedures agreed by the Academy Quality Council (College Charter).***

## Grievance Procedures

If you have concerns about the conduct of a fellow student or member of staff and are unsure what to do, then speak to your Personal Tutor or Subject Tutor. The matter will then be referred to a more senior member of staff for further investigation.

## Attendance

- It is a College requirement that students attend all timetabled classes. Absences will be followed up with parents/guardians on a daily basis via an automated absence system;
- Attendance is monitored through an electronic registration system. Explained absences such as university open days should be recorded by parents/guardians in advance using the Parent Portal. If the absence is due to illness parents/guardians are required report the absence via the Parent Portal. Students must find out about the work missed during their absence from lessons and then complete it;
- Students have access to their own attendance record via CristalWeb;
- In the event of students being absent from lessons for a continuous period of 3 weeks or more, the College is required to report their absence to external agencies;
- For more information, please refer to the 'Attendance Policy', 'Fitness to Study Procedure' and 'Supporting Students with Medical Conditions Policy'. These documents are found in the Governance section on the College website.

## Health and Safety

### You are required to:

- assist in maintaining a safe environment;
- ensure that visitors sign in at Main Reception;
- always wear your lanyard and ID card;
- report trespassers to a member of staff;
- keep the environment free of litter and graffiti;
- inform the College Guardians of dangerous, inappropriate or antisocial behaviour;
- observe all College procedures in the event of an emergency;
- observe fire regulations and leave the building immediately if the fire alarm rings;
- be responsible for the safe keeping of your own property and do not leave your bags unattended;
- use corridors as thoroughfares only.

### Dress

Students should dress in a manner that is appropriate for the lesson or activities in hand and have with them any equipment required.

## **Verbal and Physical Abuse**

All members of the College are expected to show respect for each other. Allegations of bullying and other forms of physical or verbal abuse will be treated as gross misconduct and will be fully investigated.

## **Harmful Substances**

### **Alcohol**

- The supply, possession and consumption of alcohol on College premises is forbidden.
- Students under the influence of alcohol will immediately be excluded from the campus. This will be dealt with as gross misconduct.
- Students must abide by the rules regarding alcohol consumption during College trips and organised social events. Failure to observe this will be dealt with as a disciplinary matter and may result in early return to College.

### **Drugs**

- The supplying, possession and/or use of illegal drugs or drugs paraphernalia either on the College campus, on College trips, during organised social events or in the local neighbourhood is prohibited. This will be dealt with as gross misconduct.
- The supplying and/or misuse of prescribed drugs either on the College campus, on College trips or during organised social events is prohibited.

### **Glues and Solvents**

- Inappropriate use, e.g. inhaling, is prohibited.

### **Smoking and vaping**

- Students are accepted into the College on the understanding that they will not smoke or vape in any area of the site, other than the designated smoking area.
- Failure to comply with these regulations will be treated as misconduct under the College disciplinary procedures;
- The health hazards associated with smoking are clearly explained to students, the habit is strongly discouraged and we only accommodate smokers within College boundaries out of consideration for the local community.

## **Parking**

Student car drivers must purchase one of the three types of student car park permit, subject to availability.

Failure to respect the safety of other drivers and / or pedestrians in the student car park will be treated as misconduct under the College disciplinary procedures;

Misuse of a car parking permit will be treated as misconduct under the College disciplinary procedures.

## Network Abuse

Students are encouraged to make full use of the excellent IT facilities and to improve their skills. However, inappropriate use of College equipment including port scanning, sniffing, hacking, downloading offensive or pornographic material or the sending of offensive messages is gross misconduct and will lead to suspension and possibly permanent exclusion from College. Sophisticated monitoring of College systems means that students who abuse the facilities can be tracked and identified. In some cases this will lead to prosecution.

## Plagiarism - Cheating!

Do not copy work from friends, textbooks or the internet. It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation. Using generative AI to create answers on your behalf is also considered plagiarism as the content it creates does not reflect your own work.

Plagiarism is cheating and thus a serious offence which will result in disciplinary procedures and even disqualification from public examinations. The extent and nature of the plagiarism will be considered and may result in fixed term inclusion whilst work is rewritten. In further cases this will be seen as misconduct or gross misconduct.

Once you are enrolled at College you will have access to 'Student Exam Information' on CristalWeb, and you will be required to refer to the Malpractice Policy for further information.

## Strategies for Supporting Success

These provide a framework for supporting students and protecting the rights of those who belong to the College community. The aim is to uphold the principles embodied in the Code of Conduct and to provide opportunities for negotiation and consultation within the strategies for supporting success.

## Successful Behaviour

The above strategies are for students who need help to achieve success in the following:

- time management;
- deadlines;
- punctuality;
- attendance;
- standard of work;
- language, attitude or behaviour in lessons.

## Extenuating Circumstances

In all cases, staff should check with students or Personal Tutors if there are any extenuating circumstances and modify their actions appropriately. They should ensure that where there are extenuating circumstances students are alerted to the support and guidance services in College.

| Stage                                  | Help given by                                    | Strategy  |
|--|--|---|
| <b>A</b>                               | Subject Tutor (ST)                               | Follow Curriculum Area guidance to support the student to be more successful.   |
| <b>B</b>                               | Curriculum Manager (CM)                          | Follow Curriculum Area guidance to support the student to be more successful.   |
| <b>C</b><br>(first formal discussion)  | Personal Tutor (PT)                              | Formal warning may be given by PT. PT to monitor progress and meet with the student to hold a review.   |
| <b>D</b><br>(second formal discussion) | <b>Senior Manager (SM)</b><br>and Personal Tutor | Formal warning given by SM regarding behaviour.<br>Clear targets are set and a copy sent to parents.<br>ST to monitor progress.<br>PT meets with the student to discuss progress. |
| <b>E</b><br>(third formal discussion)  | <b>Senior Manager (SM)</b><br>and Personal Tutor | Formal discussion between student, SM and PT.<br>Review of issues and action agreed. This may result in the student continuing their education elsewhere.                         |

We hope that after all this support the student's behaviour will change to one that results in success.

If all these interventions prove unsuccessful and the matter is referred to a Lead Tutor it will become a disciplinary matter and the Disciplinary Procedures - Misconduct will apply.

## Disciplinary Procedures - Misconduct

Misconduct includes: any action that contravenes the Code of Conduct.

### 1. Investigation

Where misconduct is alleged the Lead Tutor will:

- inform the Personal Tutor;
- promptly carry out an investigation to establish the facts.

## **2. Temporary suspension**

If the alleged misconduct is upheld then the Lead Tutor will:

- temporarily suspend the student until a disciplinary interview is convened. This should take place as soon as possible and within 5 working days;
- take the student's lanyard;
- contact the parent(s) or guardian(s) explaining the grounds for the temporary suspension and the arrangements for the disciplinary interview.

## **3. Disciplinary Interview**

- The disciplinary interview will be attended by the student, parent(s) or guardian(s), the Personal Tutor and an Assistant Principal;
- The interview will review the progress and conduct of the student from the start of the course. It will result in appropriate disciplinary action.

## **4. Outcome**

- The Assistant Principal will confirm the disciplinary action in writing.
- Copies will be given to the student, parent(s) or guardian(s) and the Personal Tutor.

## **5. Permanent exclusion**

Permanent exclusion may be the outcome of the disciplinary interview or be imposed at a later stage if problems persist.

### **Supportive action might include:**

- an agreement for future conduct including a date for a review meeting. The position will be considered at the review.

### **Sanctions might include:**

- daily registration at 8.45 and 4.10;
- sharing of login number with parent(s) or guardian(s);
- attending College for lessons only, timetable may be changed;
- withdrawal of parking permit and/or payment of fines;
- withdrawal of computer access;
- community service;
- payment of exam fees;
- Fixed term inclusion – attend lessons and complete work in LRC or similar.

## **Disciplinary Procedures - Gross Misconduct**

Gross misconduct is misconduct on the College premises or on an approved College activity, serious enough to make any further working relationship or trust impossible. Gross misconduct includes any action that is a serious contravention of the Code of Conduct.

### **1. Investigation of gross misconduct and temporary suspension**

Where gross misconduct is alleged to have taken place it will be investigated immediately by a Lead Tutor and a written record kept of all statements made. The Lead Tutor will:

- suspend the student pending the outcome of the investigations;
- contact the parent(s) or guardian(s) by phone where possible, and explain the reason(s) for suspension;
- written communication will be sent to the student and parent(s) or guardian(s) outlining the reason(s) for the suspension and detailing the arrangements for the disciplinary hearing. Information will also be copied to the Assistant Principal, the Personal Tutor and the Principal;
- take the student's lanyard.

### **2. Disciplinary hearing**

The student will be required to attend a disciplinary hearing conducted by an Assistant Principal (Pastoral/Admissions). The student may be accompanied by parent(s) or guardian(s), and the Personal Tutor will normally be present. The results of the investigation will be presented and the student will be given the opportunity to respond.

### **3. Outcome**

If the disciplinary hearing upholds the allegations, then the student will be permanently excluded and written notification will be given as above.

### **4. Appeals**

Where a student is permanently excluded they may appeal against the decision to the Principal. The appeal should be lodged in writing within 5 working days of the receipt of the letter confirming the final decision.

If an appeal hearing is granted, the student may be accompanied by their parent(s) or guardian(s).

**The decision at appeal is final.**