

Wootton Academy Trust



Student Disciplinary Procedures Policy

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A CONTEXT

College Values

The staff, students and governors of the College believe in:

- **Students:** as the focus for the work of everyone in the College
- **Mutual respect:** caring for and valuing staff, students and our community
- **Integrity:** honesty, hard work and commitment
- **Learning:** a passion for learning and its capacity to change lives
- **Excellence:** high aspirations, high standards and high achievement

Scope and Purpose

This document sets out the procedures which should be followed where the Student Code of Conduct is allegedly breached. Breach of the Student Code of Conduct may lead to disciplinary action being taken against a student and repeated breaches or a single very serious breach may result in a student being excluded from the College. The main objective will always be to assist students to remain productive members of the institution, wherever possible.

These procedures apply to all students of the College, at all times, on and off the College site, whether full-time or part-time, whether or not their course is validated by, or associated with, any other institution, and at all times during the year, whether or not during College terms.

College Policy

The aim of Kimberley 16 - 19 STEM College is to enable all students to achieve their maximum potential. The efforts of staff at the College are directed towards helping students develop their academic and their personal and social skills. Every attempt will be made to resolve difficulties informally and at an early stage to ensure students remain on course and succeed in the qualification of their course.

All members of the College have responsibilities for students successfully completing their course. Students are responsible for abiding by and fulfilling the requirements placed on them by their **Student Code of Conduct**. The Student Code of Conduct is set out in full in **Annex A** to this document and states clearly the obligations of students, including their express consent for the College to contact home if they are involved in disciplinary proceedings.

Formal disciplinary procedures for managing students will only be used when informal strategies have failed or in the case of a particularly serious breach of the Student Code of Conduct.

Authority

In order to promote the welfare, health and safety of pupils, schools must have a written policy to promote good behaviour amongst pupils **which sets out the sanctions to be adopted in the event of pupils misbehaving**.

The Principal, and in his/her absence, other members of the Senior Leadership Team have responsibility for student discipline, and can suspend or exclude students on disciplinary grounds.

B INFORMAL DISCIPLINARY PROCEDURES

The efforts of staff at the College are directed towards helping students and every attempt will be made to resolve difficulties informally, and at an early stage, to ensure students succeed in the qualification aims of their course.

If a student demonstrates an inability to do academic work of the required standard despite his/her best efforts, the College will provide appropriate support and guidance. It may be appropriate to send a Concern Letter home explaining these concerns and the additional support put in place.

As part of the informal disciplinary procedures, students will receive:

- **Clear guidance** on the effort and behaviour expected of them at the beginning and throughout their course, e.g. by reference to the Student Code of Conduct, during induction, at regular intervals during tutorial periods, subject lessons and parent consultations.
- **A timely and clear indication** on each occurrence when their effort or behaviour is not appropriate or sufficient, in order that they are aware of what is expected of them and the steps needed to remedy the situation. This support may commence at any stage but there will normally be a progression through the following steps:

(a) ***Interview/discussion or 'quiet chat'***

Staff should treat cases of petty misconduct or minor failures to comply with the student Code of Conduct informally, that is by a clear, but informal, chat with the student to indicate that their progress or behaviour needs attention and counsel the student as to the improvement required.

(b) ***Oral Warnings***

Where misconduct is repeated or is considered to warrant stronger, but still informal treatment, staff may give an oral warning to the student concerned.

(c) ***Concern Memos & Letters***

In slightly more serious cases, but where the actions are not sufficient to warrant use of the formal procedures, a 'concern memo', normally in the form of an email, may be sent to the Personal Tutor, who will discuss it with the student in the next tutorial session. A standard letter of concern may be sent home to inform parents/guardians by the Subject or Personal Tutor. This is the most 'formal' of the informal processes, but is **not part of the formal disciplinary procedures**.

C FORMAL DISCIPLINARY PROCEDURES

Wherever possible, informal processes will be used before invoking the formal procedures

The Formal Disciplinary Procedures involve disciplinary meetings, interviews and hearings at three levels. Action may commence at any stage according to the severity of the case, but usually there will be a progression through the levels.

The College has the right to enter directly into a Level 3 disciplinary hearing in cases of gross misconduct and where, on investigation or during the early stages of the disciplinary

procedure, it becomes apparent that the alleged misconduct is more serious than initially suspected.

It is College policy that if disciplinary action is to be taken against a student, it should follow the principles of natural justice:

- Be undertaken only in cases where good reason and clear evidence exist and in accordance with College Procedures
- Ensure that, at all stages of the procedure including any meetings or hearings, the student will be advised of the nature of the complaint and will be given an opportunity to state his/her case.
- Appropriate and timely notice of the date, time and place of a Level 3 hearing, a statement regarding the allegations against the student and copies of any documentation to be considered.
- Allow the student to be accompanied by his/her parent(s)/guardian(s) or a family representative (but not generally a legal representative – see **Definitions**, below)
- Be appropriate to the nature of the offence that has been committed and consistent with cases of a similar nature
- Allow a student the right of appeal against disciplinary sanctions
- In determining the outcome of a disciplinary hearing, the appropriate members of staff will evaluate the body of evidence and will decide whether or not there is sufficient evidence to support the **reasonable** belief that the accused student committed the offence. This is a lesser burden of proof than that required in criminal law (beyond reasonable doubt).
- No staff member or Governor should normally hear the case against that student at subsequent levels if they have had significant prior involvement in a particular disciplinary matter against that student

At all stages:

Before making contact with home, staff should check with the student's Personal Tutor in order to be made aware of any relevant background information. Copies of all letters must be sent to the Personal Tutor, the Head of Year and Student Support Office.

There are separate processes at Levels 1 and 2:

- (i) **In-Class behaviour or conduct:** unsatisfactory behaviour and in-class misconduct
- (ii) **Out- of- Class behaviour or conduct:** general student misconduct around the College

In-Class Behaviour or Conduct: unsatisfactory behaviour and in-class misconduct (Levels 1 and 2)

Level 1: Formal Disciplinary Meeting with Subject Teacher or Subject Leader

Where a subject teacher feels that the normal informal processes have not been effective in improving unsatisfactory behaviour or classroom behaviour, action may be taken at Level 1. This constitutes a meeting with the Subject Teacher or the Subject Leader.

The outcomes from a Level 1 Disciplinary meeting may include:

- No further action is necessary or appropriate
- A formal written or verbal warning that the student's performance must improve

- Agreeing an action plan/contract for the student to implement, which may include a range of actions and/or appropriate sanctions, and arranging support where necessary
- A letter being sent home to inform parents/guardians that Level 1 procedure has been completed.

The personal tutor and/or subject teacher will provide suitable support and monitoring of any agreed action plans.

A student should not normally receive more than one Level 1 warning in one subject or more than two in different subjects. Further unsatisfactory behaviour or conduct should be dealt with at Level 2

Where it has not been possible to meet with the student due to persistent absence and following a Cause for Concern, a Level 1 letter may be sent and a meeting held with the student on their return.

Level 2: Formal Disciplinary Meeting with Subject Leader, Personal Tutor or Head of Year

This can arise in two ways:

- A further problem with the same subject, which will be dealt with by the appropriate Subject Leader.
- Where there has been Level 1 action in more than two subjects, the Personal Tutor may arrange a Level 2 interview.

The outcomes of a formal Level 2 Disciplinary interview may be one or more of the following:

- No further action is necessary or appropriate
- A formal written or verbal warning that the student's behaviour must improve
- Agreeing an action plan/contract for the student to implement, which may include a range of actions and/or appropriate sanctions, and arranging support where necessary
- A letter being sent home to inform parents/guardians that Level 2 procedure has been completed.

A student should normally have only had one formal Level 2 interview in any given subject. If matters do not improve or there is a reoccurrence of misconduct, the student should be referred to the appropriate Head of Year for Level 3 action.

Out-of-Class Behaviour or Conduct: general student misconduct around the College (Levels 1 and 2)

This includes all misconduct, committed outside the classroom that is in learning resource centres, public areas of the College, the field and entrances to the College,

Level 1: Formal Disciplinary Meeting with Personal Tutor

A formal Level 1 disciplinary procedure should only be used when informal student management processes have been ineffective or are inappropriate to the situation. There may be referral by any member of staff to a Personal Tutor by student concern memo or e-mail.

The outcomes from a Level 1 Disciplinary meeting may include:

- No further action is necessary or appropriate
- Agreeing an action plan/contract for the student to implement, which may include a range of actions and/or appropriate sanctions, and arranging support where necessary
- A letter being sent home to inform parents/guardians that Level 1 procedure has been completed.

A student should not normally receive more than one Level 1 warning for the same offence. Further unsatisfactory behaviour or conduct should be dealt with at Level 2.

Level 2: Formal Disciplinary Meeting with Personal Tutor or Head of Year

Where the conduct is of a more serious nature the student may be required to attend a Level 2 Disciplinary interview with the Head of Year. Where previous misconduct has been repeated after a Level 1 procedure the student may be required to attend a Level 2 Disciplinary interview with the Personal Tutor.

The outcomes of a formal Level 2 Disciplinary meeting may include:

- No further action is necessary or appropriate
- A formal written warning that the student's performance must improve
- Agreeing an action plan/contract for the student to implement, which may include a range of actions and/or appropriate sanctions, and arranging support where necessary
- A letter being sent home to inform parents/guardians that a Level 2 procedure has been completed.

A student should normally only have one formal Level 2 for the same offence. If matters do not improve or there is a reoccurrence of misconduct, the student should be referred to the appropriate Head of Year for Level 3 action.

Level 3: Common Student Disciplinary Procedure

There is a common process for the final stage, Level 3, which constitutes a formal hearing with a panel of three College managers, one of which will be an Assistant Principal, (or an alternate member of the Senior Leadership Team) who will chair the hearing. This can arise in two ways:

(i) **In-Class behaviour or conduct:** unsatisfactory behaviour and in-class misconduct

- Further problem with the same subject
- No improvement across two or more subjects

(ii) **Out-of-Class behaviour or conduct:** general student misconduct around the College

- Where further misconduct has taken place following a Level 2 Warning, or
- Where the alleged offence is gross misconduct of sufficient seriousness to warrant referral to Level 3

There will normally be an investigation of the case by a Head of Year.

The outcomes of an investigation may include:

- No further action is necessary or appropriate.
- The student receives a final warning and a contract with action points is agreed.
- The student agrees to withdraw from college.
- A recommendation to proceed to a formal Level 3 hearing

At a formal Level 3 hearing, parents/guardian or family representative (See below for Conduct of Disciplinary Interviews & Definitions) will normally be required to attend. A record of the meeting will be kept on the student's file.

The outcome of a Level 3 hearing may include:

- No further action is necessary or appropriate
- A final written warning that the student's performance must improve
- Agreeing an action plan/contract for the student to implement, which may include a range of actions and/or appropriate sanctions, and arranging support where necessary
- A recommendation to the Principal to temporarily exclude (10 College days maximum).
- A recommendation to the Principal to permanently exclude.
- Financial Penalties related to actual damage or loss sustained by the College, members of the College or other persons, which may have regard, where appropriate, to the costs of investigation of the offence. Failure to pay any such penalty by the due date will, in itself, constitute gross misconduct and the student may be excluded.
- The student agrees to withdraw from the College

The decision will be confirmed in writing by the Assistant Principal to the student and parent/guardian together with a brief statement of the reason(s) for the decision. (Copy for student, Head of Year, Personal Tutor and Student Support Office (for student file))

D SUSPENSIONS PENDING INVESTIGATION

A student may be suspended from the College, pending a Level 3 investigation, by any Senior Post holder (acting on behalf of the Principal) where there is reasonable belief that the student has committed an act of misconduct or gross misconduct and that the continued attendance of the student at College could:

- Interfere with an investigation
- Constitute a continued threat to persons or property
- Cause undue disruption to the normal operation of the College
- Not be in the student's own interest.

Suspension pending investigation is not a form of disciplinary action, but may be appropriate to particular circumstances whilst the facts of a possible disciplinary matter are being investigated. It may (or may not) lead to disciplinary action or a Level 3 hearing. If a student wishes to contest a suspension pending investigation, this should be determined by another Senior Post holder not previously involved in the matter.

If the student is present at the moment of suspension, the Principal's PA will normally give the student a standard letter, signed by the Principal or a Senior Post-holder, explaining

the reason for the suspension and the process for investigation. The students will normally be escorted from the campus and their ID card retained by the College until the outcome of the proceedings.

Where the student is not on campus, a Senior Post-holder will send a letter to the student within three working days of the suspension. Copies of the letter will be sent to:

- The Head of Year and the student's Personal Tutor
- The parents or guardians of the student, if the student was under 18 when she/he joined the College.

The student may be invited to an investigatory interview with the Head of Year investigating the matter. Such an interview should normally take place within five working days of the suspension. If the student is under 18 or a 'vulnerable adult', normally his/her parents should be notified that an investigatory interview will take place and be invited to attend.

A student who has been suspended may not enter College premises except with the express permission of the Head of Year, or as required for related proceedings. Where a Level 3 disciplinary panel hearing is adjourned pending further investigation, any student who has been suspended under this provision will remain on suspension until the interview is reconvened.

E CONDUCT OF DISCIPLINARY AND APPEAL HEARINGS

At the start of all hearings, the Chair will explain the purpose of the hearing and the extent of his/her delegated powers and the disciplinary penalties which are possible outcomes of that hearing. First, that the College can either dismiss or uphold an allegation made against the student, and then once a decision has been taken as to whether the allegation should be admitted or upheld, the process will move to a second stage by considering the imposition of sanctions. At that point it would be appropriate to consider any previous live penalties on file and any matters of mitigation. Any appeal to the Appeals Panel represents the final stage of the Student Disciplinary Procedures.

At a Level 3 hearing the appropriate Head of Year will take the student through the allegations that have led to the complaint. The student, or a representative, will be given the opportunity to ask questions, to state his or her case and asked to state whether the alleged facts are disputed and, if so, which facts.

The Chair of the hearing may determine the procedures, including the length of time that any part of the proceedings should take, and ensure that there is a written record of the outcome sent home. Such instructions must be fair and observe the rules of natural justice.

If material facts in the student's case are disputed, the student will be asked to identify any sources of evidence supporting his or her case. Any evidence will normally be written evidence. Witnesses will not normally be asked to attend. However, witnesses may be called by the Chair of the Panel if there appears to be a dispute of facts in the written evidence by either the College or the student. Written statements which do not reveal the name of the witness will not normally be considered, other than in the most exceptional cases, where it is felt that disclosure may expose the witness to personal danger of assault or intimidation.

The Chair of the hearing may exclude from the proceedings any person (including the student or the student's friend, representative or relative) who behaves unreasonably or who disregards the instructions of the member of staff with regard to the interview.

F EXCLUSIONS: TEMPORARY OR PERMANENT

The Chair will present the recommendation of the Level 3 Panel to temporarily or permanently exclude a student to the Principal.

That recommendation will require the Principal to consider:

- Whether or not the College has followed the correct procedure
- The evidence available and to determine those facts that can be regarded as undisputed and to consider material facts that are disputed by the student.
- To further consider whether or not there is sufficient reasonable belief that the Head of Year's judgement is unbiased and based upon the evidence available
- Whether or not the punishment is proportionate to the act.

The decision of the Principal will be confirmed in writing together with a statement of the reason(s) for the decision.

Only the Principal has the power to permanently exclude a student from the College (i.e. expel) as a disciplinary sanction. Subject to the principles of natural justice, no student will normally be excluded without the right to a Level 3 hearing. In the absence of the Principal, one of the Assistant Principals may decide to impose a sanction of temporary exclusion pending an investigation.

In exceptional circumstances, the Principal may summarily exclude a student. This means that the exclusion is immediate and without a disciplinary hearing. This will only occur where there is clear, incontrovertible evidence of an act of such serious gross misconduct that could only result in permanent exclusion, for example, a physical assault upon a member of staff or other students.

A student who has been summarily excluded may lodge an appeal to the Clerk to the Governing Body, who will arrange for a Panel of Governors to hear the appeal.

G THE APPEALS PROCESS

The student will have the right of appeal to:

- a Head of Year against a Level 1 outcome imposed by a Subject Leader or subject teacher.
- a Head of Year against a Level 1 outcome imposed by a Personal Tutor
- an Assistant Principal for a Level 2 outcome imposed by a Subject Leader.
- an Assistant Principal for a Level 2 outcome imposed by a Personal Tutor or Head of Year
- the Principal, against any outcome of a Level 3 hearing, other than the recommendation to permanently exclude. If the appeal is against a decision to temporarily exclude, the appeal will be heard by the Principal sitting with two other college staff not previously involved in the original decision.
- an Appeals Panel against a Level 3 hearing recommending permanent exclusion. The panel will normally be chaired by the Principal, who will determine the composition of the Appeals Panel. This will not normally exceed three people and will comprise of a member of the Senior Leadership Team and may involve a governor. In exceptional circumstance, e.g. when the Principal has summarily excluded a student or is otherwise involved in the case, the Chair of Governors will convene the Appeals Panel.

The grounds of appeal are:

- (a) That there was a serious breach of the College's procedures that may have adversely affected the outcome
- (b) That new evidence has come to light that was not available at the original disciplinary hearing and could be expected to materially influence the original outcome. Where this occurs, the evidence must be provided to the College together with an explanation as to why it was not provided earlier
- (c) That the findings were unreasonable in the light of the facts
- (d) That the penalty imposed was too severe in the circumstances

The College reserves the right to determine whether or not an appeal falls within its appeals framework and should be allowed to proceed. In the case of permanent exclusion, this determination will be made by the Clerk to the Governors, together with the Chair of the Appeal Panel (which would normally be the Principal, or, in the event of the Principal having been involved in the disciplinary process, the Chair of the Governors) after seeking evidence, specifically relating to the stated grounds for appeal from the Senior Post Holder who made the exclusion. The College also reserves the right to not hear a case afresh at appeal stage.

In all eventualities notice of appeal must be lodged with the appropriate member of staff within ten working days of the date of the notification of the outcome. In the case of permanent exclusion, notice of appeal must be lodged with the Clerk to the Governing Body. In all eventualities the notice of appeal must give grounds and brief particulars of the appeal.

If a notice of appeal is lodged against an outcome at Level 3 within the time allowed, an appeal hearing will be arranged to take place within ten working days' of the notice of appeal being lodged. The student will be given at least 5 normal College working days notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, student representative or relative. Any documents considered at the final stage interview will be available for the purposes of the appeal, together with the notes of the final stage interview. This will also include a statement recording the allegation against the student. Witnesses will not normally be asked to attend except in relation to any relevant new evidence that has come to light since the Level 3 hearing.

At the appeal hearing against a permanent exclusion, the Principal will be required to present the case supporting the permanent exclusion of the student and the student will be invited to explain the grounds of the appeal.

At the appeal hearing the relevant college manager(s) may ask any questions that will assist them in determining the final outcome of the appeal. The hearing will then close and the matter determined in private.

If the appeal is upheld, disciplinary action lesser than that recommended by the relevant College Manager may be imposed, including a shorter period of temporary exclusion. The Appeal Hearing may also decide that no further disciplinary action should be taken.

If the appeal is dismissed, the panel may confirm or vary the penalty, including imposing a greater sanction.

The final decision will be confirmed in writing to the student within five working days of the appeal interview.

The appeal to the Principal represents the final stage of the Student Disciplinary Procedures except where the sanction is permanent exclusion.

H MISCELLANEOUS PROVISIONS

Scheduled Hearings

If a student or his/her representative fails to attend a scheduled hearing, at least one further attempt to reschedule will be made as far as is reasonable and practicable. Failure by students or their representatives to attend any further meeting, interview or formal hearing under these procedures, without notice or reasonable cause will not prevent proceedings continuing and decisions being taken. This would not exclude the right of appeal where it exists. In cases of long term absence, a letter may be sent home advising the student of the date, time and place for a scheduled hearing, the nature of the complaint and the required attendance of the student or his/her representative.

While the College aims to meet all the time limits in these procedures, if circumstances arise which makes this impossible, the College will contact the student to explain any delay.

Misconduct

Misconduct is defined as the improper interference with the proper functional activities at the College or those who visit work at or study with the College, or actions which damages or is likely to damage the College or its reputation or its visitors, staff or students.

Gross Misconduct

Certain actions by students may be so serious as to warrant a permanent exclusion from the College.

Criminal Offences

Where any member of staff has reason to believe that a student may have committed a criminal offence against the College, the College reserves the right to refer the matter to the police. If the College has reasonable belief that a student is in possession of drugs or weapons, the Police may be informed.

The College may continue disciplinary proceedings under this procedure, or suspend or permanently exclude the student, notwithstanding the outcome of police enquiries and any charges that may be brought against the student. When the results of any such enquiries or criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter.

Any disciplinary action relating to alleged criminal offences will be based on the genuine belief of the member of staff taking the action after a proper investigation and will not require a criminal conviction. It is emphasised that in relation to the application of this procedure, the College is not bound by the results of any criminal proceedings against students.

Students under 18 and 'vulnerable adults'

If a student under 18 years of age, or a 'vulnerable adult' is the subject of proceedings under this Procedure, wherever practicable, a parent, guardian or sponsor will be invited to attend any Level 3 or appeal interviews (in addition to any friend – see **Definitions**, below), unless in the view of the member of staff conducting the interview, such attendance

would be prejudicial to a fair and effective interview. If a student under the age of 18 or a 'vulnerable adult' is given a formal warning or excluded or suspended from the College, a parent or guardian will be informed in writing wherever practicable.

Definitions

For the purposes of this document:

- "*Students under 18*" refers to students who have not reached 18 years at the date of the disciplinary meeting/interview/hearing.
- "*Vulnerable Adults*" are students who have reached the age of 18 years at the date of the disciplinary meeting/interview/hearing but lack the mental capacity to understand these procedures.
- "*Working days*" refers to days on which the College is open for business (i.e. not just the student academic year).
- "*Family Representative*" refers to any layperson that is able to support the student during the proceedings. This includes another student, a friend from outside the College, the Personal Tutor, parent or other relative, guardian or Social Worker. Legal representation will not generally be allowed unless prior approval is obtained from the College and as outlined below.
- All disciplinary meetings and hearings under these procedures are internal to the College and not normally open to legal or professional representation for either the College or the student. Legal representation will only be permitted in exceptional circumstances, e.g. where the student cannot represent himself or herself effectively, perhaps due to disability, or where criminal proceedings may arise from the disciplinary hearing. This exception would only be allowed with the written consent of the Principal.
- "*Illegal drugs*" refers to any substance included under the provisions of the Misuse of Drugs Act.
- Correspondence related to any student disciplinary proceedings shall be sent to the address of the student as indicated at enrolment, subject to any amendment given to the College.
- All references to the "Principal" shall include his authorised deputy and other members of the Senior Leadership Team
- "Senior Post Holder" refers to Assistant Principal and Head of Year
- "Governor/Governing Body" refers to individuals designated as governors as opposed to advisors on the Kimberley Advisory Body

Variations and Amendments to These Procedures

In exceptional cases it may be necessary that variations should be made to procedural aspects of this Code. The College may make such variations as it sees fit, subject to informing the student concerned and subject always to considerations of reasonableness and fairness. Without limitation, such variations may include disciplinary or appeal interviews being conducted by different persons, if the person who would otherwise be conducting the interview has previously had close personal involvement in the matter to be considered.

Whilst the College will aim to meet all of the stated time limits, in certain circumstances this will not always be possible. In such cases, the College will contact the student as soon as possible.

Annex A –

Kimberley College Code of Conduct for 16 - 19 students

Kimberley College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its code of conduct which is outlined below:

All students are expected to:

Show consideration and respect for others and for the College environment:

- talk to all students, staff, College visitors and members of the local community with respect; and behave at all times in an appropriate and courteous manner
- avoid transmitting any communications or images (via phones, IT or other means) which may cause distress
- respect College property, buildings and grounds by not dropping litter, posting notices without permission or otherwise causing damage
- use the designated eating areas when consuming food and drink and avoid taking food or drink (other than bottled water) into lessons or other timetabled activities
- dispose of chewing gum (responsibly) before entering the College site
- avoid sitting on the sloping grass banks by the lake at the front of the college
- dress in a manner which is appropriate for a working environment, avoiding clothing which is extreme, offensive or distracting, or a potential risk to health or safety; suitable clothing and footwear is expected for sporting activities
- ensure mobile phones or other electronic devices are switched off in lessons and tutorial periods unless permission has been given by staff for their use in teaching and learning activities. Mobile phones may be used, with appropriate consideration to others, in the atrium and refectory and outside of the building.

Help to ensure a safe and secure learning environment:

- carry your College ID card at all times and show this to College staff when requested
- seek permission if you wish to bring or invite any visitors onto the College premises; report immediately the presence of any unauthorised visitor to a member of staff or to the College Reception
- leave the College site by 5.00 pm, unless under the supervision of a member of staff
- avoid carrying an offensive weapon or anything which could be mistaken for an offensive weapon
- avoid consuming alcohol or any illegal substances on or off the College premises during the College day or when engaged in College activities; avoid bringing alcohol or any illegal substances onto the College premises
- help to keep the College a smoke-free zone by not smoking anywhere on the College site
- avoid playing ball games or throwing frisbees or other projectiles on the College site
- avoid causing an obstruction on the pavement outside the College by gathering in groups or by locking bicycles to the fence railings of the College
- avoid causing an obstruction inside the College by sitting or leaving bags in corridors
- behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures.

Accept responsibility for your own learning:

- participate actively and to the best of your ability in lessons and in the general life of the College
- attend punctually all required activities and complete preparation tasks before the lesson
- be prepared for all lessons by bringing relevant books, materials, equipment and stationery
- complete assignments to the best of your ability and by the stated deadlines
- avoid any behaviour which would cause a distraction to others or disrupt the teaching and learning taking place
- prioritise College commitments over other activities during the formal teaching day (8.55 am – 2.45 pm); personal appointments with doctors, dentists, or for driving lessons should, as far as possible, be made outside these times, as should any paid work; if possible, avoid taking a holiday during term time
- accompany your parent(s)/carer(s) to the annual subject consultations with your teachers.

Promote good communications:

- log on each day to your College IT account in order to account for absences, read the daily bulletin and check and respond to your email (especially messages from staff)
- only send e-mails to multiple recipients if you have the permission of a member of staff whose initials should appear on the email; in such cases, the content must be about College activities and care must be taken where the content could be considered to be controversial; for example, taking a particular political or religious stance
- avoid language in verbal or written communications which could be considered to be disrespectful or offensive.

Promote the good reputation of the College:

- behave at all times in ways which will reflect creditably upon the College; instances of inappropriate behaviour off the College site (including on social media) which bring discredit upon the College may be treated as if they had taken place on College premises
- seek the Principal's approval before broadcasting or publishing information about the College or members of the College community.

Abide by all College policies and expectations, including those relating to:

- Equality and Diversity, Health and Safety, Bullying, Acceptable use of IT, Coursework and plagiarism.

Shortly after the start of term, your Personal Tutor will ask students to sign this code of conduct as part of your learning agreement with the College. By doing so, students will be indicating acceptance of the College's expectations. Students are welcome to raise any concerns they may have before signing.

Failure to meet the expectations outlined in this code of conduct may result in disciplinary action in accordance with the 'Student Disciplinary Procedures' policy. Cases of serious misconduct ^[1] could result in permanent exclusion from the College.

^[1] Serious misconduct includes seriously disruptive or dangerous behaviour, verbal or physical abuse, bullying, harassment, theft, possession or use of illegal substances or alcohol, criminal damage, serious IT misuse.

Student and Personal Tutor to sign

I have read, understood and agree to abide by the Student's Code of Conduct Student:	Signature:	Date:
Personal Tutor:	Signature:	Date: