

Wakefield College: Student Disciplinary Procedure

Lead: Executive Director – Student Experience and Student Support	Status: Approved
Version: 4.0	Date of Version: 01/05/2019
Approving Body: Governing Body	Supersedes: N/A
Approved on: 21/05/2019	Next Review date: 01/05/2022

Equality analysis tool

1.	Is the policy relevant to the public sector equality duty?	No
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College’s activities?	No

Version Control

Version	Date	Change(s)
1.0	May 2013	N/A: first version
1.1	April 2014	Minor changes in respect of new arrangements for High Needs Students Addition of Equality Impact Tool
1.2	December 2015	Minor changes in respect of additional adjustments for High Needs Students in relation to suspension/exclusion (section 3.5.4)
2.0	May 2016	Revised version
3.0	January 2017	Minor changes in respect of High Needs Students relating to safeguarding concerns and change of titles due to structure change
4.0	May 2019	Revised version

1 Introduction

- 1.1 In return for being admitted to the College and being provided with educational and other services and facilities, Wakefield College requires its learners to conduct themselves according to the Student Code of Conduct – Appendix 1. This applies to all learners of the College.
- 1.2 Where a learner's conduct falls below the standards expected, the disciplinary procedure set out in this document will be followed. Repeated breaches or a single very serious breach of the Code of Conduct may result in a learner being suspended or excluded from the College.
- 1.3 This procedure deals with instances of misconduct. Cases directly relating to examined and assessed work which counts towards a qualification should be dealt with by the relevant policy and procedure for FE or HE provision.
- 1.4 For HE students only, where the procedure makes reference to the relevant ED (Executive Director), the personnel involved would be the Director of International and HE Development or the Director of HE. Where the manager/leader of Student Experience (SE) is referred to, for HE students, this would be the HE Student Engagement Co-ordinator.
- 1.5 Implementing this procedure may be an opportunity for the disclosure of a disability or learning difficulty. This procedure still applies to students with additional support needs however staff are strongly urged to seek further advice from the Additional Support Service to ensure that "reasonable adjustments" are being made and that The Equality Act 2010 is not breached by disciplining learners for a reason related to an aspect of their disability without having offered appropriate support.
- 1.6 Learners with learning difficulties and/or disabilities following FLEX provision have an additional procedure, which will be exhausted before progressing to the standard procedure unless the severity of the behaviour warrants a direct movement to a stage in the standard procedure, e.g. gross misconduct.
- 1.7 All disciplinary action will be recorded on College systems as outlined in the procedure (Appendix 2 & 3 (HE)).

2 Code of Conduct

- 2.1 When learners enrol at Wakefield College, they are agreeing that they accept the regulations concerning behaviour as described in the Student Code of Conduct – Appendix 1.

3 Summary of Stages of the Procedure

A diagrammatic representation of the procedure may be found in Appendix 2 and Appendix 3 for HE Students. The pre-disciplinary stage is not part of the disciplinary process but illustrates good practice which minimises use of the disciplinary process - see appendix 4 for Ready to Learn Zone expectations. The College advocates a positive behaviour approach. Positive behaviour

management means that staff are working to intentionally create interactions which teach students about socially appropriate behaviour, which supports successful learning outcomes, at the same time as protecting dignity and self-esteem.

3.1 Informal stage – Cause for Concern

3.1.1 Minor lapses from acceptable standards of behaviour should be dealt with informally by staff as part of their general management of learners and the learning process. Examples of appropriate interventions at this pre-disciplinary stage include:

- Modelling appropriate behaviour
- Restating expectations
- Moving seat/work area
- Use of corrective feedback
- Use of non-verbal signals and feedback
- Rule reminder
- Distraction/diversion
- Subsequent praise for desired behaviour.

3.1.2 Some examples of such infringements might include:

- Lapses of acceptable standards of behaviour which require documenting
- Poor behaviour and/or timekeeping
- Missing/inaccurate kit including student ID badge and/or lanyard
- Anti-social behaviour and abusive language
- Incomplete/late submission of work (not applicable to HE Students)
- Attendance below 90%
- Any other problem deemed a cause for concern by staff.

3.1.3 Early intervention should be logged within promonitor as appropriate and with reference to the pre-disciplinary guidance for staff

3.2 Formal Stage 1

3.2.1 Formal Stage 1 should be used when informal action has not brought about the required improvements.

3.2.2 Some examples of situations in which it is appropriate to use Formal Stage 1 include:

- Repeated abusive language
- Persistent inappropriate or poor behaviour
- Less than 80% attendance which is having an impact on achievement
- Repeated incompleteness of work or work which is persistently handed in late without reasonable grounds (not applicable to HE Students)
- Repeated Causes for Concern through the informal stage of the procedure
- Any other problem deemed to be a disciplinary issue by staff, and agreed with the relevant manager/leader of SE.

3.3 Formal Stage 2

3.3.1 Failure to comply with previously agreed disciplinary actions/contract or inappropriate behaviours of a more serious nature should invoke Formal Stage 2 of the procedure.

3.3.2 Some examples of situations in which it is appropriate to use Formal Stage 2 include:

- Deliberate failure to comply with previously agreed disciplinary actions/contract
- Aggressive or threatening behaviour, harassment (including internet and social media related) and vandalism
- Possession of drugs, psychoactive substances or alcohol for personal use
- Deliberate misuse or damage of College equipment.

3.3.3 The relevant manager/leader of SE should refer the student to the Student Support Impact Group.

3.4 Formal Stage 3

3.4.1 Deliberate failure to comply with Formal Stage 2 disciplinary contracts or actions would invoke Formal Stage 3 of the procedure as would serious misconduct and/or any other deemed to be a disciplinary issue at this level and agreed by the relevant Head/manager or SE and the Student Wellbeing and Safeguarding Manager if the conduct relates to a safeguarding issue.

3.4.2 Some examples of situations in which it is appropriate to move directly to Formal Stage 3 include:

- Violent behaviour/Assault
- Theft/attempted theft
- Serious breaches of Health & Safety
- Coming into College under the influence of drugs, psychoactive substances or alcohol
- Possession of a weapon
- Possession of illegal or non-prescribed drugs.

3.4.3 The relevant manager/leader of SE should refer the student to the Student Support Impact Group.

3.4.4 For school-age students, Formal Stage 3 acts as a final warning and a meeting is held with a parent/carer, a school representative and a member of the School Partnerships Team. If the contract is broken, students should be referred at this stage to the School Partnerships Team Co-ordinator who will arrange for the student to return to his/her school. This is to avoid a situation in which a school-age student would not be able to progress into College at 16.

3.5 Formal Stage 4

3.5.1 Deliberate failure to comply with Formal Stage 3 disciplinary contract or actions, or gross misconduct would invoke Formal Stage 4 of the procedure.

3.5.2 Some examples of situations in which it is appropriate to move directly to Formal Stage 4 include:

- Harassment, intimidation or bullying (including internet and social media related)
- Compromising the health and safety of themselves or others
- Behaviour resulting in significant disruption to the running of the College and/or other services – for example setting off fire alarms or making hoax calls
- Misuse of the College's network and/or computer systems, including the downloading, storing, viewing or transmitting of sexually explicit and/or racially offensive material or any material deemed to be of a terrorist nature
- Publication or distribution of material deemed to be racially or sexually offensive
- Attempts to alter or pervert the examination or assessment procedure
- Fighting or other violent or threatening behaviour
- Being under the influence of alcohol and/or other substances.

Any of the following acts which may also be deemed by the law as criminal:

- Behaviour of a racist, sexist or discriminatory nature
- Malicious damage to, or theft of, the property of other learners, staff, visitors or the College
- Consumption, possession, selling or distribution of intoxicating, dangerous or controlled substances
- Violent or aggressive behaviour, including the carrying of weapons, or any other object with the intention of using them in a dangerous or threatening way
- Fraud.
- Publication /distribution/accessing of material deemed to be of a terrorist nature.
- The malicious communication of a Fire/Bomb Hoax by any means including activation of the fire alarm/malicious call or email/text etc

3.5.3 Investigation into Gross Misconduct

3.5.3.1 In the event of an incident of Gross Misconduct, the relevant manager of SE and Head of Curriculum will agree which of them will lead the investigation, with the help of the Student Wellbeing and Safeguarding Manager if the issues relate to safeguarding. The agreed lead will then undertake the investigation. This investigation may include interviewing witnesses and taking statements by a designated staff member. All statements should be signed and dated by the appropriate individuals. Students should be made aware that their statement may be shared as part of the proceedings. The investigation may also involve consulting with the Student Group Leader or Programme/Course Co-ordinator, Programme Leader for HE, HE Student engagement team, Learning Support Co-ordinator, teachers and support staff as part of the process of investigating the problem. All reasonable investigations should take place.

3.5.3.2 The lead agreed in 3.5.3.1 will ensure that all statements are suitable to be submitted to the student and Panel members and will not compromise the College's standing and/or reputation when shared externally.

The possible outcomes of this investigation are:

- no further action to be taken if the allegation proves unfounded;
- progression to a Formal Disciplinary Hearing, with the agreement of the relevant Executive Director, where the learner's suitability to remain at the College will be assessed including possible temporary suspension pending a Formal Disciplinary Hearing.

3.5.4 Temporary Suspension

- 3.5.4.1 Learners will only be suspended if the relevant manager/leader of SE/Head of Curriculum considers the offence might ultimately lead to the learner's exclusion from College, or the learner poses a risk to him/herself or others if they remain in College. The relevant manager/leader of SE/Head of Curriculum can action a temporary suspension but must ensure that the relevant Executive Director is advised of this at or before the point of the suspension. Suspension, even for part of a day, cannot be approved without authorisation from the relevant manager/leader of SE/Head of who must ensure that the relevant Executive Director is advised of this at or before the point of the suspension. The student ID badge should be temporarily retained by the suspending manager as part of this process. For High Needs Students, the relevant ALS Co-ordinator and Head of Inclusion should also be advised.
- 3.5.4.2 Where it is decided to suspend the learner pending a Formal Disciplinary Hearing, an Executive Director must write to the learner within a maximum of 3 working days confirming the suspension; for High Needs Students this period is shortened to 24 hours. A copy of the letter must be sent to the ED Student Experience and Student Support, relevant manager of SE and Head of Curriculum, Director of HE and the HE Student Engagement Team, and the Personal Assistant to the Clerk to the Corporation, who will arrange a Formal Disciplinary Hearing. If a Formal Disciplinary Panel is not to be convened, the student should be brought back into College by the 3-day point at the latest, or at the 24-hour point for High Needs Students.
- 3.5.4.3 For students who are suspended and are awaiting a Formal Disciplinary Panel, the relevant Head of Curriculum/Programme Leader (HE) must arrange for work to be sent to the student in order that he/she can continue with coursework and does not fall behind unnecessarily. Learners who are suspended from the College will be required to continue with their College work at home.
- 3.5.4.4 There may be circumstances where it is prudent to ask a student to leave College for the day in order to cool-off or so that the facts surrounding an incident can be established. If the student is told to come back into College on the following day, this does not count as a suspension and students should not be told that they are being suspended, excluded or any similar vocabulary. In the case of the student being a High Needs Student, they should be sent to the HUB to cool-off rather than being sent home. If the incident is related to the safeguarding of the student, other students, or staff, the Head of Inclusion is to be informed to initiate an Emergency Review with SENART (Special Educational Needs Assessment and Review Team) and other professionals working around the student.

3.5.5 Formal Disciplinary Hearing

3.5.5.1 A Formal Disciplinary Hearing will be convened in any one of the following circumstances:

- following the investigation outlined in 3.5.3.1 above, the manager/leader of SE/Head considers that the learner may have committed an act of gross misconduct and exclusion should be considered
- the learner has breached a Formal Stage 3 Contract and exclusion should be considered due to the seriousness of the breach

The relevant Executive Director, Director of International and HE Development or the Director of HE must sanction the initiation of a Hearing.

3.5.5.2 The PA to the Clerk to the Corporation will arrange a Formal Disciplinary Hearing following an official request by the relevant manager/leader of SE/Head. The PA to the Clerk to the Corporation will check that the relevant Executive Director has sanctioned the Panel Hearing.

3.5.5.3 The PA to the Clerk will inform the Head of Inclusion of all students for whom a Panel Hearing is to be convened. This will enable the Head of Inclusion to determine whether or not the student is a High Needs Student. It may be that a multi-agency panel meeting is a more appropriate solution for a High Needs Students instead of a panel hearing. The Head of Inclusion will determine this based on the information provided at this point. If a multi-agency panel meeting is more appropriate, the Head of Inclusion will see that this is arranged.

3.5.5.4 The Disciplinary Panel will be chaired by an impartial member of the Senior Team. The panel will include the ED responsible for the learner, Director of International and HE Development or the Director of HE together with the relevant manager/leader of SE. The PA to the Clerk to the Corporation will act as note taker for the Panel. Where there are safeguarding concerns, the Student Wellbeing and Safeguarding Manager should attend in an advisory capacity. Where the relevant manager/leader of SE has undertaken the investigation, a further impartial manager should be present on the panel in replacement of them.

3.5.5.5 The Head of Curriculum/manager of SE who has undertaken the investigation should provide an evidence pack to the PA to the Clerk to the Corporation. This should include:

- A summary of the case to be answered
- Witness statements (if appropriate)
- Any other relevant documentation.

The colleague undertaking the briefing should talk through the relevant online ProMonitor records.

3.5.5.6 The Head of Curriculum who has undertaken the investigation should check whether or not the learner has learning difficulties and/or disabilities and whether they are in receipt of Additional Learning Support and/or reasonable adjustments. Any relevant information should be included in the verbal briefing at the beginning of the Panel Hearing.

- 3.5.5.7 The Head who has undertaken the investigation will brief the panel. It may also be appropriate for a member of the Additional Support Team to brief the panel. The Student Wellbeing and Safeguarding Manager may also brief the Panel on previous similar cases if a precedent is required.
- 3.5.5.8 The PA to the Clerk to the Corporation will inform the learner by letter, within 5 working days of being informed of the suspension, of the date and time of the Formal Disciplinary Hearing and advise that they may be accompanied at the hearing by a parent/carer or friend to support them. The Clerk's PA will also send the learner information on the Disciplinary Procedure together with the documentation supplied to the Panel (with learners' names deleted where necessary). The Clerk's PA will give at least 5 working days' notice of the date of the hearing.
- 3.5.5.9 If under 18 at the start of the course, the learner's parent/carer will be invited by letter to attend the hearing. In the event that the parent/carer is, for any reason, unable or chooses not to attend the disciplinary meeting/hearing, the meeting/hearing may take place in their absence, at the College's discretion, after reasonable attempts have been made to accommodate the parent/carer, including by rescheduling the meeting/hearing (if appropriate). For the avoidance of doubt, there is no requirement to send a letter of invitation to attend a meeting/hearing to the parent/carer of a student who is over 18 at the start of their course.
- 3.5.5.10 The Formal Disciplinary Hearing will normally be held within 10 days following notification of the date of the hearing, unless additional time for further investigation is required.
- 3.5.5.11 If the learner fails to attend the Formal Disciplinary Hearing, the Panel may consider the case in their absence.
- 3.5.5.12 The possible outcomes of a Formal Disciplinary Hearing (excluding HE students) are:
- No further action to be taken if the allegation proves unfounded
 - A Formal Stage 4 Disciplinary Panel Contract, this could possibly include
 - (a) change of group
 - (b) change of campus
 - (c) working in the HUB
 - (d) modified programme
 - (e) partial timetable;
 - A recommendation to the Principal to exclude the learner from the College as outlined in 7 below.
- 3.5.5.13 The possible outcomes of a Formal Disciplinary Hearing for HE students are:
- No further action to be taken if the allegation proves unfounded;
 - A Formal stage 4 Disciplinary Contract; this could possibly include:
 - (a) the Student to pay compensation, within a specified period, to the College or to any other person, in the event that the Student's misconduct involved damage to the property of the College or of such

other person, to not more than the cost of repair of such damage or, if the property is damaged beyond repair, the value of the property;
and/or

- (b) issue a formal final warning; and/or
- (c) require the Student to sign a statement agreeing to modify his/her future behaviour; and/or
- (d) a note to state the findings of the Student Disciplinary Panel will be placed on the Student's personal file, and may be referred to in the event that the School/Centre/University is requested to provide a reference for the Student

- a recommendation to the Principal to exclude the learner from the College as outlined in 7 below.

3.5.5.14 The outcomes of a Formal Disciplinary Hearing will be sent by letter to the learner and a copy sent to the manager/leader of SE and those identified in 6.2 as appropriate.

3.5.5.15 The outcomes will be recorded by the manager/leader of SE on the Formal Disciplinary Stage 4 section within Promonitor in the student's record and include the details of the letter and any associated contract.

3.5.5.16 Should a learner subsequently breach a Formal Stage 4 Disciplinary Panel Contract which arose from a Formal Panel Hearing, the matter should be referred back to the Chair of the panel for a decision.

4 Exclusion

4.1 Where the outcome is to recommend exclusion, the Principal will review the evidence and confirm (or otherwise) the Panel's decision. A letter confirming the decision reached will be sent to the learner and a copy sent to those identified in 6.2 as appropriate.

4.2 The period for which a learner is excluded from the College will be commensurate with the seriousness of their misconduct but will not normally exceed three years and should be stated.

4.3 Learners excluded from the College, may not enrol on a different course or programme at Wakefield College, or any of its sub-contracted providers during their period of exclusion.

4.4 Learners excluded from full-time courses may apply, at the discretion of the Principal, to join a part-time programme of study if they are in employment and sponsored by an employer.

4.5 The learner will have the right to appeal against the decision to exclude them in accordance with 5 below.

5 Appeals against Disciplinary Outcomes

5.1 If a learner wishes to appeal against a disciplinary panel outcome, s/he must lodge a written notice of appeal with the Clerk to the Corporation within 10 days

of receipt of the letter from the College confirming that outcome. The letter must detail the grounds for the appeal.

- 5.2 Appeals in respect of any disciplinary outcome will be considered by a panel chaired by a member of the Executive Team, and two members of the Senior Management Team not involved in the original Panel.
- 5.3 The Clerk to the Corporation will make all necessary arrangements for an Appeal Panel. The Clerk to the Corporation will inform the learner by letter, within 10 days of receipt of the letter of appeal, of the date and time of the hearing and advise that they may be accompanied at the hearing by a parent/carer or friend to support them. If under 18, the learner's parent/carer will be invited by letter to attend the Appeal hearing. The Clerk will also send information on the Appeal process and a copy of the documentation supplied to the Panel (with learners' names deleted where necessary) to the learner. The Clerk will give 5 days' notice of the date of the hearing and the hearing itself will normally take place within 15 working days after receipt of the letter of appeal.
- 5.4 The Chair of the original Panel will brief the Appeal Panel. Other learners and members of staff may also be required to attend the Appeal Hearing.
- 5.5 If the learner fails to attend the Appeal Hearing, the Panel may consider the case in their absence.
- 5.6 The possible outcomes of an Appeal Hearing are that the previous outcome is:
- confirmed;
 - substituted with a reduced outcome; or,
 - withdrawn with no other disciplinary outcome substituted.
- 5.7 The decision of the appeal panel is final. A letter confirming the decision reached will be sent to the learner, within 5 working days, by the Chair of the Appeal Panel and copied to those identified in 6.2 as appropriate.

6 Managing the Behaviour of Learners

6.1 Staff Responsibilities

- 6.1.1 All staff have a role to play in managing the behaviour of learners. It is important for staff to react to situations as quickly as possible and to follow the procedures detailed below. This may range from challenging learners who are smoking in the wrong place, ensuring learners are adhering to ready to learn standards, or participating in a formal disciplinary hearing leading to exclusion from College.
- 6.1.2 It is the responsibility of teaching staff to ensure that learners are made aware of College expectations and the consequences of unacceptable behaviour at induction and at appropriate times during the year.

6.2 Informing Others

- 6.2.1 If the learner is still of compulsory school age, the relevant school and/or the Local Authority and the School Partnerships Team Co-ordinator will be notified of any formal disciplinary action
- 6.2.2 If the learner is under 18 at the start of the course, parents/carers will be notified of any formal disciplinary action at Formal Stage 1 or above. Any decision not to contact parents/carers of this age group must be made by a member of the Executive Team. This will only occur in exceptional circumstances, for example, if the learner is living independently. In the case of vulnerable learners who are over 18 – for example, those with a learning difficulty and/or disability – the College may involve parents/carers and/or other relevant agencies if such arrangements are agreed with those learners. For the avoidance of doubt, there is no requirement to notify parents/carers of any formal disciplinary action relating to learners aged 18 or over at the start of their current course.
- 6.2.3 If a learner is sponsored by an employer, that employer will be notified of any formal disciplinary action.
- 6.2.4 In the event of an exclusion, if the learner is a High Needs Student, the relevant Local Authority will be informed and any appeal should be considered in line with the relevant Local Authority contract.

6.3 Learners with Learning Difficulties and/or Disabilities

- 6.3.1 Learners with additional support needs are entitled to be supported as necessary at all stages of the procedure – for example, by the provision of a learning support worker or communication support worker or by providing information in an alternative format. In such instances, the relevant ALS Co-ordinator and/or tutors will be informed and involved.
- 6.3.2 Additional Support staff should not act as an advocate for learners as their status means that this may put them in a position with conflicting interests.
- 6.3.3 Following these procedures may identify disabilities or learning difficulties that manifest themselves as behavioural issues or failure to make academic progress. This should be discussed with the learner and referred (if the learner agrees) to the Additional Support Team who will advise the tutor of any “reasonable adjustments” that may be needed. If the learner does not agree it should be made clear what the consequences of that may be. (In this case, advice can still be sought from Additional Support without disclosing the learner’s name).

7 Documentation

- 7.1 It is important that records are made of each stage of the disciplinary proceedings using the appropriate systems as Disciplinary Contracts or other documentation may be called upon as evidence at later stages of the procedure.

8 Withdrawal from Course

- 8.1 If a student withdraws from his/her course prior to the commencement of disciplinary procedures, this will be flagged on the student's record, as an outstanding disciplinary matter which must be addressed before any subsequent enrolment can take place.

9 Policy Monitoring and Review

- 9.1 All disciplinary action will be recorded in ProMonitor.
- 9.2 An annual report will be prepared by the PA to the Clerk to the Corporation for presentation to the Executive Team and Governors. This report will contain an analysis of learners involved in disciplinary hearings, by academy, age, gender, ethnicity and disability.
- 9.3 The Disciplinary Procedure will be reviewed, normally every three years, by the Governing Body.

10 Criminal Offences

- 10.1 Where it is believed that a learner may have committed a criminal offence, a member of the Executive Team or a nominated representative, may, depending on the offence, refer the matter to the police and may either continue disciplinary proceedings as detailed in this document or require the learner to work at home pending the outcome of police enquiries.
- 10.2 Where the learner has been required to work at home under this provision, the College reserves the right to recommence proceedings as detailed in this document in relation to the matter when the results of those enquiries and any criminal proceedings are known.
- 10.3 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 reasonable investigation and will not require a criminal conviction.
- 10.4 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 learners.
- 10.5 Should the Police request information about any of our students in relation to a criminal investigation, this can only be provided on receipt of an appropriate DP7 (data release form) from the Police.

11 Time Periods

- 11.1 Time periods stated in this procedure are for guidance and may be varied by the College if it is not practicable to adhere to them. Written notice of any such variations will be given to the learner.
- 11.2 Periods of days in this procedure are working days rather than calendar days. Documents sent by first class post will be deemed to have been received within 48 hours of posting.

12 Variations and Amendments to this Procedure

- 12.1 In some cases it may be necessary to make variations to aspects of this procedure. The College may make such variations as it sees fit, subject to informing the learner concerned and subject always to considerations of fairness. Such variations may include disciplinary or appeals interviews being conducted by different persons, if the person who should otherwise be conducting the interview is unavailable or has previously had close personal involvement in the matter to be considered.
- 12.2 For clarification on the operation this procedure, learners and staff should contact the PA to the Clerk to the Corporation.

Student Code of Conduct

Wakefield College is an excellent place to complete your studies and the College staff will do everything they can to support you to achieve your goals. Studying at Wakefield College is a partnership, we ask for a minimum attendance of 95%, 100% commitment to your studies and consistent considerate behaviour. When enrolling at the College, you agreed to accept the regulations concerning behaviour as outlined within this code of conduct.

We expect you to:

Be Respectful

1. treat everyone with respect and tolerance regardless of any difference in culture, ability, race, religion, gender, age or sexual orientation and for you to refuse to take part in bullying or jokes that degrade or upset others;
2. abide by classroom rules and be compliant and responsive to requests by members of staff;
3. smoke only in designated areas around the College premises (including E-Cigarettes);
4. abide by all relevant student college policies.

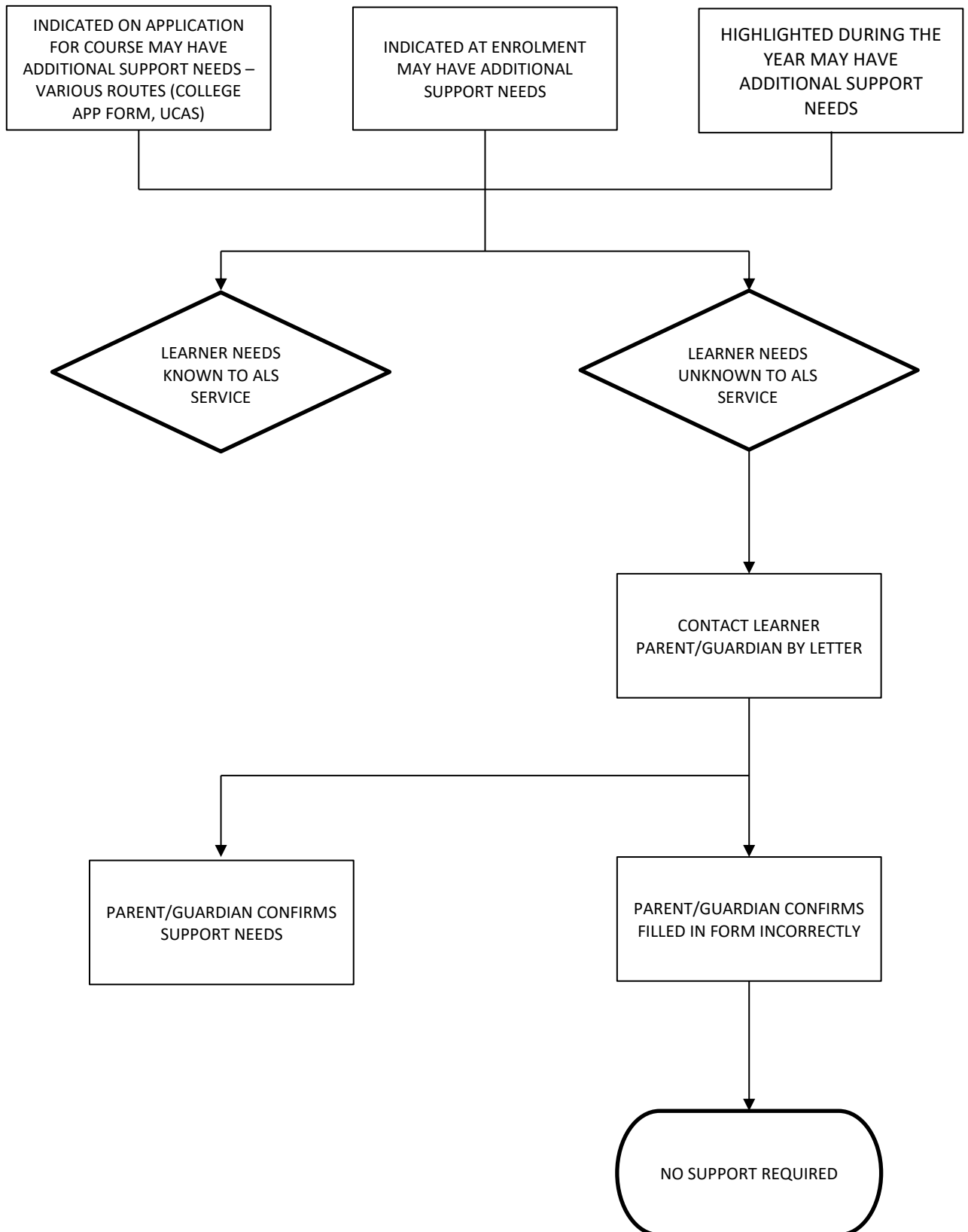
Be Ready to Learn

5. ensure you complete all exams and assessments which you are entered for; you may be charged if you fail to attend;
6. attend all of the components of your study programme punctually, including workshops, work placements, tutorials, maths and English, PEEP and HEAT;
7. inform the College attendance team promptly if you are unable to attend or are delayed on each occasion in line with the Student Attendance Policy;
8. take responsibility for your studies and complete all of your assignments on time, whilst also making the necessary arrangements to complete any work missed;
9. take responsibility for any online learning or organised study elements of your study programme and complete these as directed;
10. switch off mobile phones and devices, and deactivate alarms etc. in classrooms, libraries and examinations;

Be Safe

11. display your student ID card at all times whilst on college premises by using your lanyard. Failure to do so, may result in you not being permitted to access college premises or being asked to leave the premises;
12. take reasonable care for the health and safety of yourself and others, whilst ensuring you respect the College buildings, equipment and other people's property;
13. adhere to the College zero tolerance policy of being in possession of/under the influence of weapons, alcohol and/or drugs;
14. adhere to the College zero tolerance policy towards any extremist behaviour or act and the radicalisation of others.

Age 16-18 Learners



Age 19+ (Adults & Apprentices over the age of 18)

