



STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Context

Mission Statement

BSFC's mission is to be an outstanding Sixth Form College providing high quality education for all. The Student Code of Conduct policy and procedures support the College ethos of high expectations and high achievement. The College has developed a clear policy with respect to the conduct of students, which emphasises self-discipline and encouragement for students to develop high standards in all aspects of College life. The College's expectations are explained to students through documentation and the College's core requirements which are provided to all students on entry to the College, and are reinforced at various times and through various means during the student's stay at College.

All students are expected to abide by their learning agreement and the College's core requirements.

College's Learning Agreement and Core Requirements

All students are expected to comply with the Learning agreement which they sign on enrolment and the College's core requirements.

Core Requirements are:

- Attend all lessons on time and be fully prepared
- Be attentive and engaged in class and complete all work, including homework, as directed
- Show respect to all staff and follow any directions given
- Treat fellow students with consideration and allow them to focus on their studies
- Turn off your mobile phone and have it out of sight when in class or in the Hub
- In the unlikely circumstance of you being absent you must inform the College. You need to also email your teachers to get work you will have missed
- All study deficits to be cleared as required by your teachers
- With the exception of water, no food or drink to be consumed in classrooms or in the HUB
- Wear your college ID when on campus
- Be ambitious and accept the challenge to fulfil your potential

Misconduct & Gross Misconduct

Incidents of misconduct are comparatively rare for an institution of this size. It is necessary however, should a student fail to comply with the College rules and fail to meet expectations that actions will be taken to address the issue.

Student misconduct can be divided into two categories: Misconduct and Gross Misconduct.

Examples of misconduct/gross misconduct are given below but the list is not exhaustive.

- (A) **Misconduct** would include consistently poor attendance, unauthorised term time holidays, poor punctuality, failure to complete work, disruptive behaviour, smoking anywhere other than the designated area, rudeness to staff or other students, failure to comply with an agreed contract or repeated failure to meet any of the College core requirements.

- (B) **Gross Misconduct** would include fighting/excessive aggression, alcohol and drug abuse, severe verbal abuse, bullying or harassment, theft, wilful destruction of property and other similar offences and consistent failure to complete work and to address issues raised under misconduct.

The two types of misconduct would be dealt with according to their seriousness and at the discretion of the Principal.

Misconduct will be dealt with under the College's Disciplinary Process (Guidelines attached).

Gross Misconduct will jump to Stage 3 of the College's Disciplinary Process and will be dealt with by the Assistant Principal and most likely result in suspension.

See flowchart overleaf for more details.

Student Disciplinary Flowchart

The College Core Requirements support the College ethos of high expectations and high achievement. The vast majority of students comply with this.

Any who do not comply are dealt with robustly under the College Disciplinary process outlined in this document:

Informal Stage:

Any breaches of College Core Requirements are dealt with by the subject teacher.

This will include a range of behaviour management strategies. If no improvement, a Verbal Warning is given to student.

If a Verbal Warning does not work, a Disciplinary Request can be made.

Formal Stage - Stage 1:

Further breach of College Core Requirements will lead to an individual action plan (IAP) agreed between the student and their tutor.

If there is no improvement, the student will be called to a first disciplinary meeting chaired by the tutor.

A First Written Warning will be given to the student.

Formal Stage - Stage 2:

Further breach of College Core Requirements will lead to a second disciplinary meeting chaired by a Head of Department.

A Final Written Warning which will set out the risk of suspension in the event of no improvement.

Formal Stage - Appeal Stage

All students have a right of appeal to the Principal against Exclusion.

Formal Stage - Final Stage

Further breach of College Core Requirements will lead to a third disciplinary meeting chaired by the Deputy Principal.

Exclusion is a possibility. If a student is allowed to return, it will only be on a strictly conditional basis

Formal Stage - Stage 3

Further breach of College Core Requirements will lead to a third disciplinary meeting chaired by the Assistant Principal.

By this stage, suspension is the most likely sanction. Student must complete any outstanding work during suspension.

A Return to College meeting will be chaired by the Assistant Principal.

Single incidents of gross misconduct can be dealt with at Stage 3 or at the final stage of the disciplinary process.

Suspension/Permanent Exclusion Procedures

There are situations where it is in the best interest of the student and/or the College, for the student to be removed from college either temporarily (**suspension**) or permanently (**exclusion**). The College would not make the decision to suspend or exclude a student lightly or without thorough consideration of the circumstances of the situation.

Suspension

The College may suspend students without notice in the following cases:

- Where there has been a serious or persistent breach of the College's core requirements
- Where the student fails to meet the requirements of a college contract
- Where an incident occurs in which the safety of individuals is threatened
- Where an incident occurs which compromises the reputation/public image of the College
- Where a serious, but as yet unproved allegation has taken place and further investigation is needed

Suspension can only be issued by a member of the College's Senior Management Team.

1. Suspended students will normally be asked to leave college premises immediately. He/she will be informed that he/she is excluded from college premises during the period of the suspension and failure to adhere to this instruction will be regarded as a further serious breach of conduct.
2. The College will ensure that the student is in a position to make their way home from college.
3. The parent(s)/carer(s) will be telephoned immediately and a letter will be sent home informing parent(s)/carers of the reason for the suspension.
4. The parent (s)/carer(s) will be invited into college to discuss the matter.
5. Information will be recorded on Sapien along with a copy of the suspension letter.

The College will endeavour to resolve the matter as quickly as possible as this is in the best interests of both the student and the College.

The Principal will be informed of any suspensions.

Permanent Exclusion

The need to permanently exclude a student may arise due to any of the following situations:

- When a student persistently fails to meet the College's core requirements and has already received a suspension letter.
- Where an incident has occurred for which the student has already been suspended.
- Where a very serious incident has occurred which warrants immediate exclusion.

1. The decision to permanently exclude will follow an exclusion interview with the student and the parent (s)/carer(s) with either the delegated representative of the Principal or Principal.

2. Where the College is minded to exclude permanently, the parents/carers of the student will be informed in writing, of this decision.

The decision to permanently exclude can only be made by the Principal or delegated representative of the Principal.

Appeals against a Permanent Exclusion where the decision has been made by a delegated representative of the Principal

If a student wishes to appeal against a decision to permanently exclude, he/she must do so, by letter, within five working days of the notification of the decision to exclude. The letter of appeal must:

- be addressed to the College Principal
- outline the reasons, arguments and evidence for opposing the decision to exclude.

The appeal will be heard by the Principal

- The appeal hearing will normally be held within ten days of receipt of the appeal letter. If this is not possible, or there is any delay, reasons for this must be given to the student and the parent(s)/carer(s).
- The student/ parent(s)/carer(s) will be informed in writing of the date, time and place of the appeal hearing.
- The letter will also reiterate the original reasons for the exclusion.
- At the hearing, the student will have the opportunity to present his/her case and provide any evidence which supports their objection to the exclusion.
- The student will normally be informed of the outcome of the appeal, in writing, within five working days of the appeal hearing.

Appeals against a Permanent Exclusion where the decision has been made the Principal

If a student wishes to appeal against a decision to permanently exclude, he/she must do so, by letter, within five working days of the notification of the decision to exclude. The letter of appeal must:

- be addressed to the Chair of Governors
- outline the reasons, arguments and evidence for opposing the decision to exclude

If is assessed by the Chair to warrant an appeal an appeals committee will hear the appeal and the guidance set down for the Governors' Appeals Committee will be followed.

Any decision Governors make is final.

The Sixth Form College's

Guidelines to Disciplinary Process

All students are expected to comply with the College Core Requirements set out below:

As a BSFC student, you are expected to take responsibility for your own education and meet the following core requirements:

- Attend all lessons on time and be fully prepared.
- Be attentive and engaged in class and complete all work, including homework, as directed.
- Show respect to all staff and follow any directions given.
- Treat fellow students with consideration and allow them to focus on their studies.
- Turn off your mobile phone and have it out of sight when in class or in The Hub.
- In the unlikely circumstance of you being absent, you must inform the college. You also need to email your teachers to get work you will have missed.
- All study deficits to be cleared as required by your teachers.
- With the exception of water, no food or drink to be consumed in classrooms or in The Hub.
- Wear your college ID when on campus.
- Be ambitious and accept the challenge to fulfil your potential.

Failure to comply with the College Core Requirements will lead to disciplinary action:

Misconduct: Any breach of College Core Requirements. This includes (although this list is not exhaustive) consistently poor attendance, failure to complete work, rudeness to staff or other students, poor punctuality, disruptive behaviour, failure to attend study hall, unauthorised term time holidays, smoking elsewhere than in the designated area.

Gross Misconduct: Persistent breach of College Core Requirements. Gross misconduct also includes single incidents of serious misconduct that can go straight to Stage 3. This would include fighting/aggression, alcohol and drug abuse, severe verbal abuse, bullying or harassment, theft, wilful destruction of property.

The disciplinary process has distinct stages:

Informal stage: leading to an Informal verbal warning

Formal stages:

Stage 1: leading to a First Written Warning

Stage 2: leading to a Final Written Warning

Stage 3: leading to Suspension

Final stage: leading to Exclusion

Appeal stage: Appeal against Exclusion

Informal stage:

- Initial breach of College Core Requirements - dealt with by a teacher.
- This will include meeting with the student to ascertain the cause of the problem and address it and the student will be given the opportunity to improve.
- If no improvement, informal verbal warning given to student, recorded on sapien.
- Failure to comply with an informal verbal warning and student may pass to Stage 1.

Guidance on Informal stage:

Informal stage: Teacher has ownership of this stage.

The Sixth Form College expects the highest levels of behaviour and work from all students and teachers are entitled to expect their directions to be met. When students fail to meet a teacher's requirements, teachers can use whatever means they see as reasonable to support the student and get them back on track. The College sees this as a prime responsibility of teachers and gives them substantial authority to enable them to successfully accomplish this using their professional discretion. There is no substantive change to behaviour management at this stage except it is categorised as the informal stage.

Misconduct in the classroom will be dealt with by the teacher. Misconduct elsewhere in the College can be dealt with by any other member of staff.

There is a range of strategies available to use at this informal stage depending on the nature and seriousness of the misconduct and these are set out in the Behaviour Management Guidelines.

Details of any actions taken will be recorded on sapien.

Informal consultation with tutors or HoDs can be sought by the teacher at the informal stage, if required.

However, if the student fails to respond to informal action and/or fails to cooperate, the teacher may give an informal verbal warning (recorded on sapien) and the student will be warned that they are at risk of entering the formal stages of the disciplinary process. The formal stages may lead to a disciplinary sanction on the student's College record.

A failure to comply with an informal verbal warning may cause the student to pass to Stage 1 and formal tutor involvement.

The teacher has the responsibility for resolving matters at this stage and it is anticipated that many low level problems will be resolved at this stage.

Stage 1:

- Tutor meets with student and an individual action plan (IAP) is drawn up and recorded on sapien.
- If no improvement as per IAP within defined time limit, student invited to first disciplinary meeting chaired by tutor.
- Parents are invited to attend.
- Time limit for improvement must be stated.
- Recorded on sapien as First Written Warning.

Guidance on Stage 1:

Stage 1: Tutor has ownership of this stage.

The tutor is at the heart of the disciplinary process. The tutor's role is to support the student. This includes working with them to ensure that they are behaving and working appropriately in their subjects. The tutor may have provided support to the teacher at the informal stage but now has the responsibility at Stage 1 to resolve the issues, either via an Individual Action Plan (IAP) or by disciplinary action leading to a First Written Warning.

The tutor will identify any underlying pastoral issues impacting on attainment and these will be recorded and addressed in an IAP. The IAP will, usually, provide for a period of no more than 2 weeks within which the student must show improvement. This is an opportunity for the student to work with the tutor in order to avoid further disciplinary action. If the student does not either engage with the IAP or show improvement then disciplinary action will be initiated by the tutor.

The disciplinary action will involve a first disciplinary meeting chaired by the tutor with the student, to which the parents must be invited but which can proceed in their absence. The first disciplinary meeting should take place in a private room. The student/parents' representations will be considered. A First Written Warning will be issued.

The First Written Warning will require the student to comply with all College Core Requirements. Compliance will be monitored over a 6 week period by the tutor via sapien notes from teachers/other members of staff. If the tutor is satisfied that the student has complied with the First Written Warning it will be removed from the student's disciplinary record.

If the student fails to comply with the First Written warning, the tutor will refer the student to Stage 2 and the relevant Head of Department (HoD).

The tutor has the responsibility for resolving matters at this stage so that fewer students pass to stage 2.

The separate screen available on sapien will record this disciplinary action.

Stage 2:

- Student invited to second disciplinary meeting chaired by HoD/Second.
- Parents are invited to attend.
- Tutor will attend.
- Time limit for improvement stated. Risk of Suspension stated.
- Recorded on sapien as Final Written Warning.

Guidance on Stage 2:

Stage 2: HoD/Second has ownership of this stage.

There will be a second disciplinary meeting chaired by the HoD/Second with the student, to which the parents must be invited but which can proceed in their absence. The tutor will also attend. The second disciplinary meeting should take place in a private room. The student/parents' representations will be considered. A Final Written Warning will be issued.

The Final Written Warning will require the student to comply with all College Core Requirements and will include notification to the student that they are at risk of suspension and that their place at College may be at risk. Compliance will be monitored over a 6 week period by the tutor via sapien notes from teachers/other members of staff. If the tutor is satisfied that the student has complied with the Final Written Warning it will be removed from the student's disciplinary record.

If the student fails to comply with the Final Written warning, the tutor will refer the student to Jane Green who acts as gate-keeper for Stage 3 of the disciplinary process. Jane Green will check to ensure that Stages 1 and 2 have been complied with and documented as required before referring the matter to Stage 3.

The separate screen available on sapien will record this disciplinary action.

Stage 3:

- The student will have gone through Stages 1 and 2 unless it is a case of Gross Misconduct.
- Student invited to a third disciplinary meeting chaired by Assistant Principal.
- Parents invited to attend.
- Tutor will attend.
- Suspension (formerly 'Reflective Break') most likely sanction. Risk of Exclusion stated.
- Recorded on sapien as Suspension.
- On return from Suspension, student is required to attend a meeting (formerly 'Re-engagement Meeting') chaired by the Assistant Principal.
- Parents invited to attend.
- Tutor will attend.
- Student warned that any failure to comply with Core Requirements will lead to Exclusion.

Guidance on Stage 3:

Stage 3: Assistant Principal has ownership of this stage.

There will be a third disciplinary meeting chaired by the Assistant Principal with the student, to which the parents must be invited but which can proceed in their absence. The tutor will also attend. The third disciplinary meeting should take place in a private room. The student/parents' representations will be considered. A Suspension is the likely sanction.

The student will be set work in all subjects to complete during the period of suspension. A Suspension Work Record will be completed by the College checking that all work set has been properly completed.

The Assistant Principal will meet with the student following the period of suspension to discuss a return to College.. This meeting will include a review of the Suspension Work Record. The Assistant Principal will make the decision on whether the student can return to College.

The separate screen available on sapien will record this disciplinary action.

Final Stage:

- Any further misconduct by the student will lead to exclusion.
- The student will be required to attend a final disciplinary meeting chaired by the Deputy Principal.
- Parents invited to attend.
- Tutor will attend.
- The Deputy Principal has the discretion to make such decision on exclusion as he thinks appropriate.
- In most circumstances, the student will be notified of Exclusion with immediate effect.

Guidance on Final Stage:

Final stage: Deputy Principal has ownership of this stage.

At the final disciplinary meeting the Deputy Principal will decide whether (a) the student will be allowed to return to College on conditions, or, (b) the student will be immediately Excluded.

(a) The conditions will be recorded in writing and provided to the student. The student will be warned that failure to comply with the conditions will result in Exclusion.

(b) The student and parents/carers of the student will be informed in writing of the decision to Exclude and the notification will also set out the right of appeal.

The decision to Exclude a student can only be made by the Principal or Deputy Principal.

The separate screen available on sapien will record this disciplinary action.

Appeal against Exclusion:

- Appeal meeting with Principal.
- Parents invited to attend.
- Tutor will attend.

Guidance on Appeal against Exclusion Stage

Appeal stage: Principal has ownership of the Appeal stage.

If a decision is made to Exclude, the student has a right of appeal. The appeal will be commenced by way of letter to the Principal setting out the grounds of appeal, (“the Grounds of Appeal”).

The Grounds of Appeal must be received by the College within five working days of the notification of the decision to permanently exclude. The Grounds of Appeal must outline the reasons, arguments and evidence for opposing the decision to exclude. Any Appeal will normally be heard within 10 days of receipt of the Grounds of Appeal.

If the Principal made the Exclusion, the Grounds of Appeal should be addressed to the Chair of Governors of the College. If the Chair assesses the Grounds of Appeal as warranting an Appeal, an appeals committee will hear the appeal and the guidance set down for the Governors’ Appeals Committee will be followed. Any decision made by Governors is final.

At the hearing, the student will have the opportunity to present their case and provide any supporting evidence.

The student will normally be informed of the outcome of any appeal, in writing, within 5 working days.

Process in cases of Gross Misconduct

- Persistent breach of College Core Requirements will be dealt with under the usual process.
- Gross misconduct arising from single incidents of serious misconduct will be dealt with differently because of the need to act swiftly.
- These students should be referred straight to Jane Green.

Guidance on Gross Misconduct

If there are single incidents of gross misconduct, the student concerned should be referred immediately to Jane Green.

Any member of staff can refer a student to Jane Green for gross misconduct.

The following list is not exhaustive but sets out examples of gross misconduct which would include fighting/aggression, alcohol and drug abuse, severe verbal abuse, bullying or harassment, threats to the health and well-being of any other student, theft and wilful destruction of property.

Jane Green will refer the student direct to Stage 3 or to the Final Stage of the disciplinary process.

If some situations, the Assistant Principal or Deputy Principal may recommend the College excludes the student immediately dependent on the nature of the incident.