



Centre for Teaching in
M a n a g e m e n t

Student Discipline Policy

Approved date 31 January 2014

Next Review date February 2015

1. **PURPOSE**

To generate a positive approach to the establishment and maintenance of the Student **Code of Conduct**.*(Appendix A1)*

To provide clear guidelines to staff, students, and other stakeholders on the disciplinary procedures to be adopted when the Code of Conduct is broken.

IMPLEMENTATION

The implementation of this policy will need to take into account:

- Current legislation
- The role of the Home Office
- The circumstances of the student.

The College is committed to providing a fair hearing for students. As part of the contracted arrangement made at the point of joining the College, students (and, where will be given a copy the Code of Conduct. This information is also available on the College website.

ROCEDURES

There are two procedures:

- (a) Procedure for poor/unacceptable behaviour (short of serious misconduct)
- (b) Procedure for serious misconduct

It is impossible to fully define or grade degrees of misbehaviour which can be classified as serious misconduct.

STAGES IN THE DISCIPLINARY PROCEDURE FOR POOR/UNACCEPTABLE BEHAVIOUR (except in cases of serious misconduct)

As a matter of policy, other than for incidents of serious misconduct, which are dealt with in section each student is normally entitled to go through each stage of the procedure in sequence. These stages relate more usually to the persistence of poor/unacceptable behaviour.

However, there may be occasions when the nature of the poor/unacceptable behaviour results in an appropriate written warning being given although it may be the first time such behaviour has been exhibited.

There are normally four stages:

- *Verbal Warning*
- *Written Warning*
- *Final Written Warning*
- *Exclusion*

The stages apply in cases other than serious misconduct where a Disciplinary Panel is immediately convened (see paragraph). It is not necessarily intended that these procedures be brought into play at the first demonstrations of poor behaviour and/or performance. All staff who come into contact with students are expected to deal with matters locally in an effort to bring about an improvement in behaviour and/or performance. If these efforts fail after repeated attempts, then the procedures outlined below can be followed as appropriate.

The Principal will be kept informed at every stage of the disciplinary procedure

Each stage in the process, other than where a student is excluded, is to be accompanied by a student action plan in order to encourage the student to improve performance/behaviour.

It should be noted that, when a student is issued with a verbal warning or a first or final written warning they are required to attend a Disciplinary Meeting with the Principal to discuss their behaviour. The final stage of the disciplinary procedure is a further interview with the Principal. The outcome of that interview may be the exclusion of the student.

The student is informed of the actions being taken under the Student Disciplinary Policy, e.g. first written warning, and is required to complete an action plan.

A student will normally be advised of the date, time and location of the Disciplinary Meeting in writing. However, it may be appropriate to hold the Disciplinary Meeting when the student is given a verbal warning. Reasonable attempts will be made to reorganise the meeting should the student be unable to attend but if the student continues to avoid attendance at the Disciplinary Meeting the next stage of the Student Discipline Policy will be applied.

4.1 STAGE 1 – VERBAL WARNING

- 4.1.1 To be issued to the student, normally by the Tutor, in the presence of another member of staff.
- 4.1.2 Student to be made fully aware this is the first stage of a process and that a time limit applies e.g. one month given for all outstanding coursework to be submitted.
- 4.1.3 Warning recorded (**Appendix A4.1**) – copy on file and to the student Action plan also to be and copied to file.

- 4.1.4 Student issued with action plan/guidelines including targets against which behaviour/achievement should be monitored. A copy of the action plan should be kept in the student's file.

4.2 STAGE 2 – FIRST WRITTEN WARNING

If behaviour deteriorates further or if, after reasonable time has been allowed for improvement, the required improvement has not been made a written warning can be issued (**Appendix A4.2**). A written warning can be issued without a prior verbal warning being given where it is judged the poor/ unacceptable behaviour warrants it.

- 4.2.1 This is to be issued usually by the Principal or other member of staff as designated by the Principal

- 4.2.2 Copy to student

- 4.2.3 Copy on file for the duration of the student's studies at College.

- 4.2.4 The letter, to be sent recorded delivery, must contain details of a disciplinary meeting which the student is required to attend:

- a) *to confirm the warning, and*
- b) *to discuss an action plan.*

4.3 STAGE 3 – FINAL WRITTEN WARNING

- 4.3.1 If, following the issue of the first written warning, and allowing a reasonable period for agreed actions to be carried out, a student fails to make the required improvements, then a final written warning will normally be given by the Principal. (**Appendix A4.3**) A written warning can be issued without a prior verbal warning, or a first written warning being given, where it is judged the poor/unacceptable behaviour warrants it.

- 4.3.2 The procedures are as for 4.2 with the addition that the student be made aware that failure to meet the requirements of the action plan agreed at the Disciplinary Meeting could result in the requirement to attend a Disciplinary Panel and this may result in a student's exclusion from College.

- 4.3.3 The letter, to be sent recorded delivery must contain details of a Disciplinary Meeting which the student is required to attend:

- a) *to confirm the warning, and*
- b) *to discuss an action plan.*

5. SERIOUS MISCONDUCT

- 5.1 In an incident of serious misconduct including such cases where the safety and wellbeing of others on the premises is deemed to be at risk, and where urgent and immediate action is required, the normal stages of the procedure are overridden and the following procedure applies.
- 5.2 The student must be removed immediately from the premises and given verbal notice of suspension. Suspension can be authorized by any senior member of staff,
- 5.3 The Senior member of staff present sends a letter **on the day of suspension** to the student informing them of the terms and conditions of suspension. **(Appendix A4.4)**

The student should normally be invited to a disciplinary interview within 5 working days of the suspension

APPENDIX A1

THE CTM STUDENT CODE OF CONDUCT

As a student at CTM we aim to give you all the support and guidance you need to achieve success. The Code of Conduct is a guide to show you what we expect from students at the College so that we can help you to achieve in a supportive and non-threatening environment.

1. Please behave, speak and dress in a way that does not offend others.
2. Seek help if needed.

3. Treat everyone with respect.
4. Be on time and attend all lessons **unless you are ill.**
5. Inform your tutor if you are absent or delayed.
6. Agree with your tutor what you need to do to catch up if you have been absent.
7. Work hard in class to learn.
8. Complete work set outside the lesson, on time.
9. Meet deadlines for assignments and projects.
10. Treat all College property with respect.
11. Follow the College's Health and Safety rules at all times.
12. Switch off your mobile phone in class - it disturbs everyone.
13. Do not take any food or drink into classrooms. (Still water may be allowed)
14. Let others work in peace - do not distract them.

Attendance and Punctuality

You should attend all your timetabled sessions. If you know you are going to be absent or late you should let your tutor know as soon as possible.

Punctuality for all sessions is essential to help you achieve the most from College. Persistent lateness or absence will be monitored and followed through with further action after discussion with your tutor. For these purposes 3 instances of lateness of 15 minutes or longer within 1 calendar month and without an acceptable cause will be regarded as persistent lateness. Please apologise to the tutor concerned if you are unavoidably delayed for any reason.

Classroom/ Work Station Behavior

- a) Mobile phones are to be kept switched off whilst in class.
- b) Eating and drinking is not allowed.
- c) Respect the right of others to work quietly - please do not disrupt others.
- d) Radios, stereos and CD Players and the wearing of headphones are allowed only with the permission of your teacher.
- e) Arrive on time.
- f) Inform your tutor as soon as possible if you will be absent or delayed.
- g) Behave, act, communicate and dress in a manner that is courteous and respectful to both staff and students.
- h) Take part fully in all lessons.
- i) Bring all the necessary equipment for your lesson.
- j) Leave the classroom in the condition you would wish to find it.

Students who do not follow the above guidelines will be supported by lecturing and support staff to work through any problems however, where a student continues to break the Code of Conduct the Student Disciplinary Procedure will be introduced.

Serious Offences

Some things are not allowed and are considered to be serious offences.

This list provides examples of the types of things that will be regarded as serious offences. It is not intended to be exhaustive.

- using or having drugs on site
- dealing in drugs
- being drunk
- being violent or threatening others
- theft
- bullying
- deliberate damage

If you are found to be involved in any of these, the disciplinary procedure will be immediately introduced and you could be permanently excluded from College.

Disciplinary Procedure

Staff will make you aware of any issues of concern with and will identify to you how to improve your performance. If these efforts fail after repeated attempts, then the Student Disciplinary Procedure will be followed.

All students are normally entitled to go through each stage of the disciplinary procedure (other than for incidents of serious offences). However, there may be times when the nature of behaviour results in a written warning being given even though it may be the first time such behaviour has taken place.

There are normally four stages to the Disciplinary Procedure as outlined in this document:

- *Verbal Warning*
- *Written Warning*
- *Final Written Warning*
- *Exclusion*

EQUAL OPPORTUNITIES

CTM is committed to the provision of Equal Opportunities for its students, staff, potential students, and visitors, and will ensure that its policies and practices demonstrate this commitment.

The College will not accept or practice discrimination on grounds of age, disability, gender, marital status, sexual orientation, race, colour, nationality or religious belief.

The College will seek actively to eliminate discrimination on these grounds to promote a culture of inclusivity.

A copy of College Single Equality Scheme is available on the College website.

HEALTH, SAFETY AND WELFARE

All staff, students and visitors have a duty to:

- Follow the College health, safety and welfare policies and procedures.
- Safeguard the health, safety and welfare of themselves and others.
- Respect College buildings, equipment, surroundings and signs.
- Co-operate with the College Smoking Policy.

If you have any concerns about the safety of your College learning environment tell Tutor or contact Reception immediately.

FIRE DRILLS

- Look for, or ask someone to point out, the green signs in classrooms and around College, which tell you where to go when the alarm rings.
- Go to these points whether you are in a classroom or around College.
- When you hear the fire alarm – a long, loud siren – go to the nearest assembly area outside the building by following the direction signs nearest to you.
- Do not go back to any room to collect your belongings.
- Look for your group at the assembly area.
- If you find a fire:
 - Break the nearest fire alarm glass (if safe to do so).
 - Evacuate the building, if possible call 999 outside normal hours.

APPENDIX A2

COLLEGE POLICIES AND PROCEDURES RELEVANT TO STUDENT DISCIPLINE POLICY

- Code of Conduct (***Appendix A1***)
- Complaints Procedure
- Assessment, Procedures
- Single Equality Scheme

APPENDIX A3

CHECKLIST FOR HANDLING DISCIPLINARY MEETINGS

The Disciplinary Meeting is held when a student has been issued with a verbal warning or a first or final written warning.

1. Check the facts – have all relevant details to hand.
2. Check previous warnings. Are they for similar offences? Are they current?
3. Retain impartiality and be aware of a requirement for a common standard.
4. Ask student if he/she wants friend, to be present. If offer declined, record on file.
5. Adopt a positive approach. Regard the warning as a way of changing person's behaviour to an acceptable standard.
6. Allow student to state his/her case. Adjourn, if necessary to clarify facts/seek advice.
7. Issue warning, filling in all details. Cover all points in detail, giving times/dates, if appropriate.
8. Give the paperwork stating the warning to the recipient to read. Once signed, give a copy of the individual concerned and retain a copy on his/her file.
9. Complete an action plan with the student which the student signs.

APPENDIX A4

CORRESPONDENCE WITH STUDENTS

The following documents are guide letters and should be adapted as appropriate whilst maintaining the substance of the letter.

APPENDIX A4.1

STUDENT DISCIPLINARY PROCEDURES – STAGE 1

VERBAL WARNING

A verbal warning has been given to _____

for _____

date, location, time

in the presence of

Action Plan

The following Action Plan has been agreed:

For example

100% attendance

Behaviour in line with College Code of Conduct

Completion of Signing in Sheet

All course work up to date by

Signed _____ ***Centre Manager***

Signed _____ Student

Date _____

APPENDIX A4.2

LETTER:FIRST WRITTEN WARNING

TO BE SENT RECORDED DELIVERY

Dear

RE: WRITTEN WARNING

As you are aware, we are concerned about your behaviour.

In accordance with Stage 1 of the College Disciplinary Procedure, you were issued with (a) Verbal Warning(s) on (dates) and agreed to follow an action plan/guidelines in an effort to bring about some improvement. ***NOTE this paragraph is not appropriate if the student has not been given verbal warnings.***

Unfortunately, this has not been successful and we must now move to Stage 2 of the Disciplinary Procedures. ***NOTE the preceding sentence is not appropriate if the student has not been given verbal warnings.*** This letter is issued as a formal written warning, if your behaviour does not improve in accordance with a further agreed action plan, we will have to proceed to the next stage – a final written warning.

I am therefore asking you to attend a disciplinary meeting with (names) on (date) at (time) in (room/centre) in order to confirm this warning and to discuss an action plan. You may bring a parent, friend or other person with you for support.

Please telephone the College to confirm that you will be attending this meeting.

Yours sincerely

Centre Manager

APPENDIX A4.3

LETTER: FINAL WRITTEN WARNING

TO BE SENT RECORDED DELIVERY

Dear

FINAL WRITTEN WARNING

As you are aware, we are concerned about your behaviour.

In accordance with Stage 1 of the College Disciplinary Procedure, you were issued with (a) verbal warning(s) on date(s) and agreed to follow an action plan/guidelines in an effort to bring about some improvement.

Unfortunately, this was not successful and we progressed to Stage 2 of our procedures – a formal written warning. You received written confirmation of this on (date) and subsequently (may have failed to attend) attended a meeting on (date) with (staff). At this meeting you agreed an action plan which you would follow with the support of Business Area staff and others.

We have to confirm that, regretfully, these actions were not followed successfully and the expected improvement in behaviour did not take place.

NOTE the preceding three paragraphs are not appropriate if the student has not been given a verbal warning or a first written warning.

We therefore have no alternative than to issue a Final Written Warning. This is Stage 3 of our Disciplinary Procedure.

We are inviting you to come to a disciplinary meeting with (name(s)) on (date) at (time) in (room/Centre) in order to confirm this warning and to discuss an action plan. You may bring a friend, or other person with you for support.

I need to make you aware that you have reached a crucial stage in our Disciplinary Procedures. An action plan will be drawn up at the disciplinary meeting and failure to adhere to the agreed actions within the timescale could result in your exclusion from College.

Please telephone the College) to confirm that you will be attending the meeting.

Yours sincerely

Centre Manager

APPENDIX A4.4

LETTER: NOTICE OF SUSPENSION FOLLOWING INCIDENTS OF SERIOUS MISCONDUCT:

(A) TO STUDENT

TO BE SENT RECORDED DELIVERY

Dear

Re: Code of Conduct

Following the serious incident in which you were involved today, I am writing to confirm the decision to suspend you from all College premises, grounds and surrounding areas until a disciplinary panel has been held.

You will be informed of the date, place and time of this panel within 5 working days of the date of this letter.

You will be aware that your actions were deemed to have constituted a severe breach of the College Code of Conduct which you undertook to follow when you started your course at this College.

I would remind you that the College treats all such behavior very seriously and we are concerned that all our students are able to study and move around in a safe environment.

We expect you to adhere to the terms of your suspension.

Yours sincerely

Centre Manager

APPENDIX 4.5

LETTER: INFORMING STUDENT OF DETAILS OF DISCIPLINARY INTERVIEW with PRINCIPAL

TO BE SENT RECORDED DELIVERY

Dear

RE: DISCIPLINARY INTERVIEW

Following your recent suspension from College, I am now writing to give you details of your Disciplinary Interview with the Principal

This will be held on (day), (date), at (time) in (room) in the (Centre). Attached is a copy of the Student Discipline Policy and copies of documents/evidence relating to this case.

Can I remind you that you can bring along a friend, parent or carer who may remain throughout the panel. You will be given an opportunity to present your case. We expect to make a decision about your future at College very shortly after the panel and we will let you know the outcome, in writing, as soon as we can.

Please let us know as soon as possible whether you are able to attend on _____ (date) by telephoning _____ (number). When confirming your attendance, please advise if you are bringing a person with you to the interview, their name and their relationship to you. Should we receive no response from you or if you fail to arrive for the interview having confirmed your attendance, the disciplinary panel will go ahead in your absence.

Yours sincerely

cc copy of procedure

APPENDIX 4.6

RE-ADMISSION TO COLLEGE FOLLOWING SUSPENSION

STUDENT CONTRACT

I understand that following the disciplinary interview held on _____ (date)

I will be re-admitted to College on _____ (date) and report to
_____ (name) at _____ (room).

When I return to my course, I agree to follow the College Code of Conduct at all times.

I also agree to the conditions listed below.

If I feel I need any help in following the conditions I will go to _____ (name).

I understand these conditions will be reviewed in _____ weeks/month(s) time at a meeting with
(name)

Other conditions:

Signed

(Student)

Date

Signed

APPENDIX A4.7

STUDENT DISCIPLINARY PROCEDURES – STAGE 2 AND 3

ACTION PLAN FOLLOWING FIRST WRITTEN/FINAL WRITTEN WARNING (*as appropriate*)

Student Name _____

Has attended a disciplinary meeting following the issuing of a first/final written warning

The meeting was held on

date, location, time

in the presence of

Action Plan

The following Action Plan has been agreed:

For example -

100% attendance

Behaviour in line with College Code of Conduct

Completion of Signing in Sheet

All course work up to date by

Signed _____ **Centre Manager**

Signed _____ Student

Date _____

APPENDIX 4.8

NOTIFICATION OF EXCLUSION

TO BE SENT RECORDED DELIVERY

Dear

Thank you for attending the Disciplinary Interview at College on (date).

Having considered all available information, the Principal has come to the conclusion that you are to be excluded from College/be readmitted to the College.

State conditions of readmission or if excluded -

State reasons for exclusion

The terms and conditions of your exclusion are as follows:

- The exclusion is to take effect from (date) and is to last for a period of (months/years).

- You are excluded from all College premises, grounds and surrounding areas and entrances.
- If you wish to join the College after that period, please apply in writing to the Principal who will consider your case.

I am sorry to have to take this step but my main concern is the safety, progress and well being of all our students.

You may, if you wish, make an appeal against this decision. If you wish to do so please write to the Principal within 5 working days of receiving this letter, stating your reasons for appeal.

Yours sincerely

Centre Manager

Attendance Policy International (Tier 4) Students

In addition to College procedures Tier 4 students are subject to the regulations put in place by the UKBA in relation to student attendance and their immigration status.

All students are expected to attend all sessions.

Students who cannot attend college because of illness or similar reason must contact the college on their first day of absence. The college retains the right to ask any student to produce evidence of the reason for his/her absence.

Any student who misses 3 programmed contacts will receive a warning letter from the College. Any further absence will result in a further warning. Should that student's attendance fall below 90% of planned contacts he/she will receive a final written warning from the college. Should any student's attendance fall below 85% of possible attendances that student will be reported to the Home Office.

Should a student who has received a first warning fail to contact the college then that student will receive a final warning after 3 further absences and shall be reported to the UKBA after 10 absences and excluded from the College.

Students reported to the Home Office are in danger of having their visas revoked

Entry Requirements

NQF/QCF Level	English Requirement	Academic Qualifications	Work Experience
Level 5	CEFR B1 English Professional Test recognized by Home Office	Equivalent to UK NQF Level 4 or O Level	1 year of professional experience at Jr. Manager level
Level 6	CEFR B2 English Professional Test recognized by Home Office	Equivalent to UK NQF Level 5 or A Level	1 year of professional experience at Manager level
Level 7	CEFR B2 English Professional Test recognized by Home Office	Equivalent to UK NQF Level 6 or Bachelors	2 years of professional experience at Manager level