

Student Support and Disciplinary Procedure

Objectives

To provide a set of procedures to ensure that students who fail to meet the expectations of the College are managed with consistency, whilst taking into account the individual circumstances of each student **and providing support as appropriate.**

- Through enrolment, induction and on an ongoing basis, provide students with a clear understanding of the commitments that they make to their studies, to the College community and its environment;
- Ensure that students adhere to key College policies and guidelines, in particular the College Charter, Code of Conduct.
- Allocate duties to College staff appropriate to level of responsibility;
- Ensure that disciplinary actions are coupled with support for the student which takes into account their individual circumstances;
- Document / record all actions taken with students.
- Parents can also be invited into college or may wish to come into college for a meeting at any stage of the disciplinary process and will always be invited in at both Formal Warning Stages.

Contact with Home

Parental e-mail addresses can be used when contacting home and in some cases may be the most efficient and effective method of contact. Letters can be sent to parents but need SLT approval and should be sent via the Office Manager. Telephone calls home may be made by any member of staff both in support of students and to alert parents to concerns and matters where they may want / need to intervene with their son / daughter / guardian. However the following considerations must be taken into account.

- Prior to any contact home the student's 'Contact Details' on STARS and the pastoral log **MUST** be checked.
- Subject Tutors should make contact home on matters which are subject / class based.
- Subject Tutors may telephone home regarding attendance.
- Immediately after contacting home an entry must be recorded on the pastoral log.
- Where a telephone contact has been made this should only be recorded when there has been a successful contact and action taken.
- HODs and DLs should make contact home when there are more serious curriculum matters or concerns. The same checking and recording procedures in bullet points 1, 4 and 5 should be followed.
- Personal Tutors should make contact home where patterns are emerging. The same checking and recording procedures in bullet point 2 and 3 should be followed.
- Senior Tutors and the Director of Students will also speak to parents in support of colleagues, to clarify procedural issues and to inform them when formal disciplinary sanctions have been invoked.
- If there are any pastoral reasons which mean that a telephone call home **should not be** made it is the responsibility of the Personal Tutor in consultation with their Senior Tutor to inform all subject tutors that they must not call. They should also ask the MIS officer to put an alert on the student's 'Contacts Details' on STARS

Conduct

0. Monitoring Card (Yellow Card)

This is a supportive measure before the disciplinary procedure is invoked. Failure to fulfil a commitment to College e.g. lateness, attendance, failure to complete work on time or misconduct are all standards which need to be upheld in college and students who are presenting problems such as these should be quickly responded to and placed on monitoring and review.

0.1 Subject tutors (who may also be the personal tutor), having first tried all reasonable measures to address the student's issues, refer students to HOD for issues of attendance, punctuality, deadlines, achievement, and behaviour.

- 0.2 The HOD is responsible for setting standards in their department and must act upon the referrals made to them from their subject tutors. Prior to such action the student's 'Contact Details' on STARS and the pastoral log **MUST** be checked.
- 0.3 The HOD, with the Personal Tutor present wherever possible, will issue the three week monitoring card and see the student for a review after two weeks.
- 0.4 At this review a decision will be made to either take the student off monitoring, continue with a third week of monitoring or to refer to the Senior Tutor for a First Formal Warning (Amber Card). The decision made at the two week review will depend upon the student's actions and response to the two week monitoring period.
- 0.5 The HOD will generate the letter home through the office.
- 0.6 All actions must be logged on STARS.
- 0.7 The Personal Tutor will continue to reinforce expectations and look for any emerging patterns across subjects / courses.
- 0.8 The Personal Tutor may also place a student on a monitoring card when a pattern is detected across their programme or when there is a concern about behaviour outside of the classroom.
- 0.9 Prior to such action the student's 'Contact Details' on STARS and the pastoral log **MUST** be checked.
- 0.10 The Personal Tutor will issue the three week monitoring card and see the student for a review after two weeks.
- 0.11 At this review a decision will be made to either take the student off monitoring, continue with a third week of monitoring or to refer to the Senior Tutor a First Formal Warning (Amber Card). The decision made at the two week review will depend upon the student's actions and response to the two week monitoring period.
- 0.12 The Personal Tutor will generate the letters home through the office.
- 0.13 All actions must be logged on STARS by those taking action.
- 0.14 The HOD or Personal Tutor who issues the monitoring card must inform the Pastoral Systems Officer who has responsibility for keeping the Disciplinary Register up to date.
- 0.15 The Pastoral Systems Officer must be informed of the outcome of review meetings so that letters are sent home and the disciplinary register is kept up to date.

Examples of when to issue a monitoring card:

Attendance – (falls below 90%)

Punctuality – (3 lates over a 3 week period)

Deadlines - (2 pieces of work not handed in or handed in late)

Achievement due to lack of effort – (2 pieces of work below target grade after resubmission)

Behaviour – (refer to student code of conduct)

The three week monitoring card with the targets recorded on it will be required to be signed and a contextual commentary written by teachers every lesson. The commentary provides essential information which helps decide the outcome at the two week review.

- 0.16 Students will be offered appropriate support to address the issue(s) identified by the HOD/Personal Tutor. This could take the form of a tutorial, subject 'toolkit' sessions or Learner Support. The Personal Tutor or HOD should add the students name to their 'at risk' list. All actions should be recorded on STARS.
- 0.17 Students who achieve a minimum three month period of conduct which doesn't require any intervention will be subject to the three month amnesty whereby subsequent conduct issues would be at the same stage again rather than progressing to the next disciplinary level.

1. First Formal Warning (Amber Card)

A formal warning is given if there has been failure to make satisfactory progress as a result of the monitoring and support or in response to an incident of misconduct. Prior to such action the student's 'Contact Details' on STARS and the pastoral log **MUST** be checked.

The Record of Disciplinary Meeting documentation 'First Formal Warning' should be used in all cases. The Senior Tutor will lead the meeting and make the record. A copy of the meeting will be retained by the Senior Tutor and a second copy will be scanned and placed on the electronic student file and a third copy given to the Pastoral Systems Officer who updates the Disciplinary Register and informs relevant staff of the sanction.

- 1.1. The student has formal interview with Parents, Senior Tutor and the Personal Tutor who issues the First Formal Warning and the three week amber card with the targets recorded on it. It will be required to be signed and a contextual commentary written by teachers every lesson.
- 1.2. The commentary provides essential information which helps decide the outcome at the two week review
- 1.3. The Division Leader/s, HOD/s and subject tutors may be required to attend the meeting or otherwise will be informed of outcomes by the Pastoral Systems Officer.
- 1.4. The Senior Tutor will issue the three week monitoring card and see the student for a review after two weeks.
- 1.5. At this review a decision will be made to either take the student off the Amber monitoring card, continue with a third week of monitoring or to refer to the Director of Students for a Second Formal Warning (Red Card). The decision made at the two week review will depend upon the student's actions and response to the two week monitoring period.
- 1.6. The Senior Tutor will generate the letter home through the office.
- 1.7. All actions must be logged on STARS
- 1.8. The Senior Tutor must inform the Pastoral Systems Officer who has responsibility for keeping the Disciplinary Register up to date.
- 1.9. The Pastoral Systems Officer must be informed of the outcome of review meeting so that letters are sent home and the Disciplinary Register kept up to date.
- 1.10. There will be a review after 6 weeks to help prevent escalation to the next disciplinary level.
- 1.11. Students who achieve a minimum three month period of conduct which doesn't require any intervention will be subject to the three month amnesty whereby subsequent conduct issues would be at the same stage again rather than progressing to the next disciplinary level.

2. Second Formal Warning (Final Contract / Red Card):

A second formal warning may be given if there is failure to make satisfactory progress as a result of the first formal warning or if there are issues of a serious nature that require immediate attention – serious / gross misconduct. The Record of Disciplinary Meeting documentation 'Second Formal Warning' should be used in all cases. The Director of Students will lead the meeting and make the record. A copy of the meeting will be retained by the Director of Students, Senior Tutor and a third copy will be scanned and placed on the electronic student file and a fourth copy given to the Pastoral Systems Officer who updates the Disciplinary Register and informs relevant staff of the sanction.

- 2.1 Student has formal interview with Parents, Director of Students and the Senior Tutor who issues a Final Contract the first two weeks of which will include a red card for close monitoring purposes. Targets recorded on the red card and will be required to be signed and contextual commentary written by teachers every lesson.
- 2.2 The commentary provides essential information which helps decide the outcome at the two week review
- 2.3 The Division Leaders, HOD/s and subject tutors may be required to attend the meeting or otherwise will be informed of outcomes by the Pastoral Systems Officer.
- 2.4 The Director of Students will issue the three week monitoring card and see the student for a review after two weeks.
- 2.5 At this review a decision will be made to either take the student off the Red monitoring card, continue with a third week of monitoring or for the student to leave college as agreed in the contract or for the case to be referred to the Principal for Exclusion procedures to be invoked. The decision made at the two week review will depend upon the student's actions and response to the two week monitoring period.
- 2.6 The Director of Students will generate the letter home with a copy of the signed contract through the office.
- 2.7 All actions must be recorded on STARS

2.8 The Director of Students must inform the Pastoral Systems Officer who has responsibility for keeping the disciplinary register up to date.

The Pastoral Systems Officer must be informed of the outcome of review meeting so that letters are sent home and the Disciplinary Register kept up to date.

2.10 There will be a review after 6 weeks to help prevent escalation to the next disciplinary level.

2.11 Students who achieve a minimum three month period of conduct which doesn't require any intervention will be subject to the three month amnesty whereby subsequent conduct issues would be at the same stage again rather than progressing to the next disciplinary level.