

Behaviour and Disciplinary Procedure for Students

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Last Review:	04.09.18
Next Review:	This procedure will be reviewed at least every three years and revised as needed.
Author/Lead Responsibility	Assistant Principal, Study Programmes
Availability:	Sharepoint www.waltham.ac.uk Moodle We will consider any request for this procedure to be made available in an alternative format or language. Please contact Human Resources.

1. Our Mission

- To deliver outstanding teaching, learning and support to meet the needs of individuals and employers.
- Inspire our students to develop the high quality skills and knowledge they need to be successful in their future lives.

2. Our Core Values

Fairness	Everyone has an equal opportunity to achieve regardless of their starting point.
Openness	We are open, honest and fair in what we say and do and accountable for our actions and inactions.
Respect	The abilities, beliefs and cultures of all members of our community are valued, respected and celebrated.
Excellence	We strive for excellence in teaching, learning and support and in all aspects of our work.
Success	Learners and staff are encouraged to believe in themselves and fulfil their potential.
Teamwork	We recognise and value the contribution of individuals and teams in achieving the College's mission.

At the College we aim to create a welcoming, caring environment where relationships are based on respect. Staff at Waltham Forest College are committed to creating a culture of excellence, to reinforcing and maintaining high expectations of good behaviour as an essential contribution to the educational and social experience of its students and to their happiness and well-being whilst at College.

Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

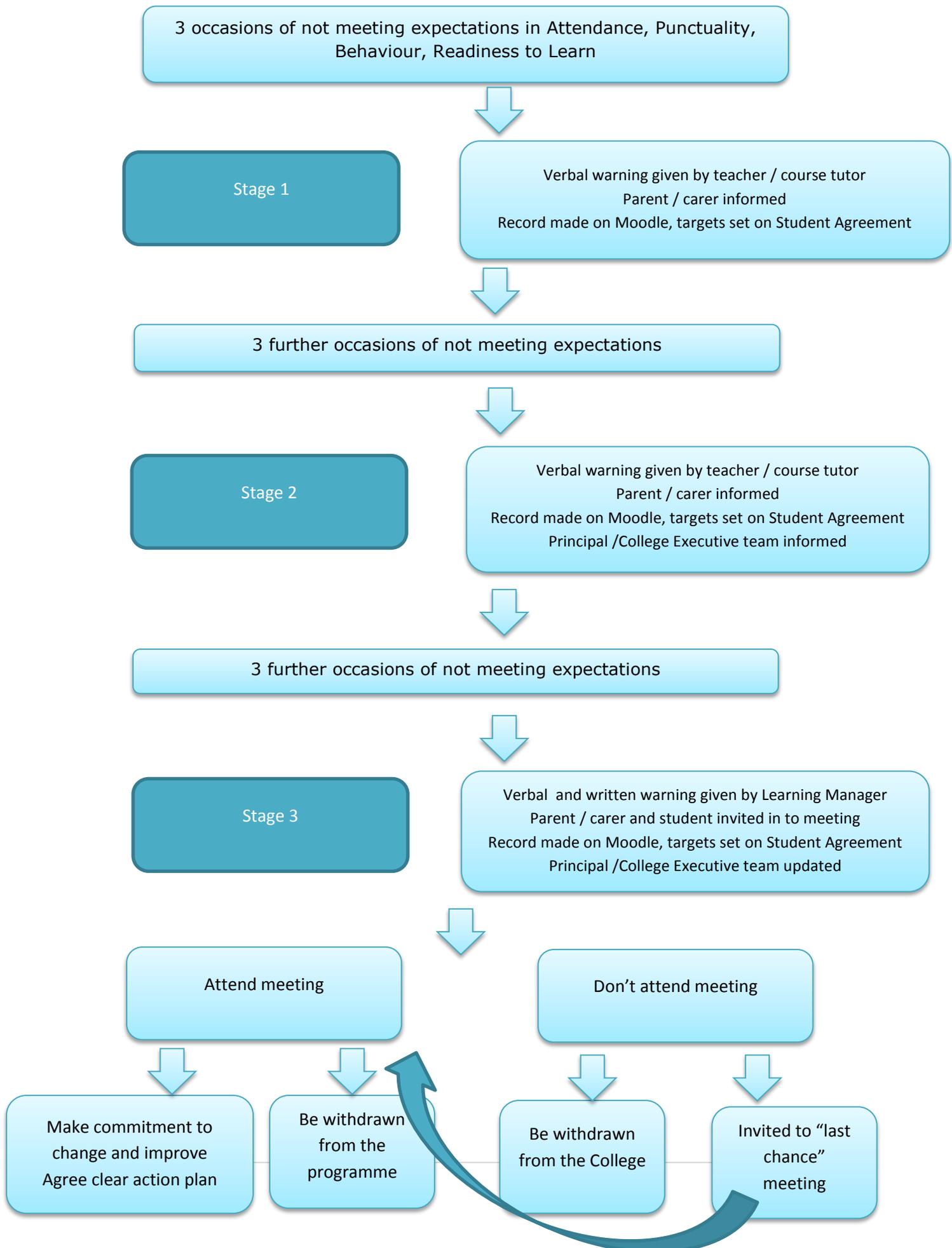
3. Behaviours for Excellence

At Waltham Forest College our minimum expectations of every student are:

- Attend all sessions, be on time and be ready to learn.
- Bring appropriate uniform/personal protective equipment where necessary.
- Have phones off / on silent in the classroom time and out of sight, unless they are being used as part of learning.
- Turn off any music players in learning time.
- Listen to others and expect to be listened to.
- Use appropriate language and a polite tone.
- Look after the building, displays and equipment and treat College property and resources with respect.
- Respect diversity and other people's choices.
- Follow College rules for health and safety.
- Be in the right place at the right time.
- Dress appropriately.

We operate a "three strikes" approach to attendance, punctuality, behaviour and readiness to learn (see the flow chart at the end of this document). If attendance / punctuality / behaviour of students do not meet expectations, then we will follow the stages laid out in this procedure which could result in the student being withdrawn from the College. Decisions to withdraw a student must be referred to the Principal, Deputy Principal or an Assistant Principal.

4. Strike system, (Stages 1 to 3): Flow-chart of actions:



5. Formal Written Warning (Stage 3)

As can be seen from the flow chart, the College will issue a formal written warning if:

- The required improvement is not achieved within any timescale stated in the verbal caution and further misconduct takes place.

Or if:

- The seriousness of the misconduct merits it, regardless of whether a verbal caution has already been issued

A written warning may only be issued by the Learning Manager. The student will be informed of the following;

- The reason for the warning.
- The action or improvement (if any) which is required of the student.
- If appropriate, the timescale for implementing any such action.
- The consequences for the student of not implementing required action or of further misconduct.
- When the warning will cease to have effect, subject to satisfactory conduct.
- The right of appeal
- The Curriculum Administration Team must be informed for recording and monitoring purposes.

The student and their parent / carer will be invited in for a meeting with the Learning Manager to discuss what has happened and see if the student can continue at the College. At this stage, the Learning Manager will give the student the opportunity to make a commitment to change and improve and to agree actions however in a small minority of circumstances the Learning Manager may recommend that the student is withdrawn from the programme.

6. Final Written Warning (Stage 4)

A final written warning may be issued if a student fails to meet the conditions of their first written warning and will be issued by Learning Managers.

The student will be informed of the following;

- The reason for the warning.
- The action or improvement (if any) which is required of the student.
- If appropriate, the timescale for implementing any such action.
- The consequences for the student of not implementing required action or of further misconduct.
- When the warning will cease to have effect, subject to satisfactory conduct.
- The right of appeal
- The Curriculum Administration Team must be informed for recording and monitoring purposes.

The student and their parent / carer will be invited in for a meeting with the Learning Manager and a member of the Executive to discuss what has happened and see if the student can continue at the College. At this stage, the Learning Manager will give the student the opportunity to make a commitment to change and improve and to agree actions however in a small minority of circumstances the student may be withdrawn from the programme and permanently excluded.

7. Withdrawal / Permanent Exclusion (Stage 5)

Only the Principal, Deputy Principal or an Assistant Principal can permanently exclude a student. A student will only be excluded after he or she has received a written invitation to a disciplinary hearing and the disciplinary hearing has been held. Where the College determines to exclude the student, he or she will state the reason, the date on which the exclusion takes effect and inform the student of his or her right to appeal as soon as possible after the end of the disciplinary hearing, or if not, as soon as reasonably practicable. A copy of the Withdrawal / Exclusion letter must be sent to The Curriculum Administration Team for recording and monitoring purposes.

8. Suspension (Fixed term exclusions) for serious or criminal misdemeanours

The College may suspend a student or remove them from lessons where:

Serious or criminal misdemeanours have taken place. This includes:

- Bringing a weapon, drugs or alcohol onto the site; or
- Serious threats, violence or aggressive behaviour directed at staff; or
- The required improvement is not achieved within any timescale stated in a final written warning; or further misconduct takes place during the duration of a final written warning.

Only a member of the Executive Team (usually an Assistant Principal) may suspend a student, however, in an emergency the Duty Manager has the authority to suspend a student if a member of the Executive Team is not present. Where the College determines to suspend the student, the student will be informed of the following as soon as possible after the end of the disciplinary hearing and confirm them in writing:

- The reason for the suspension
- The date on which the suspension takes effect.
- The right of appeal.
- A copy of the Suspension letter must be sent to The Curriculum Administration Team for recording and monitoring purposes.

Suspension from College does not necessarily mean that the student will be sent home.

9. Appeals

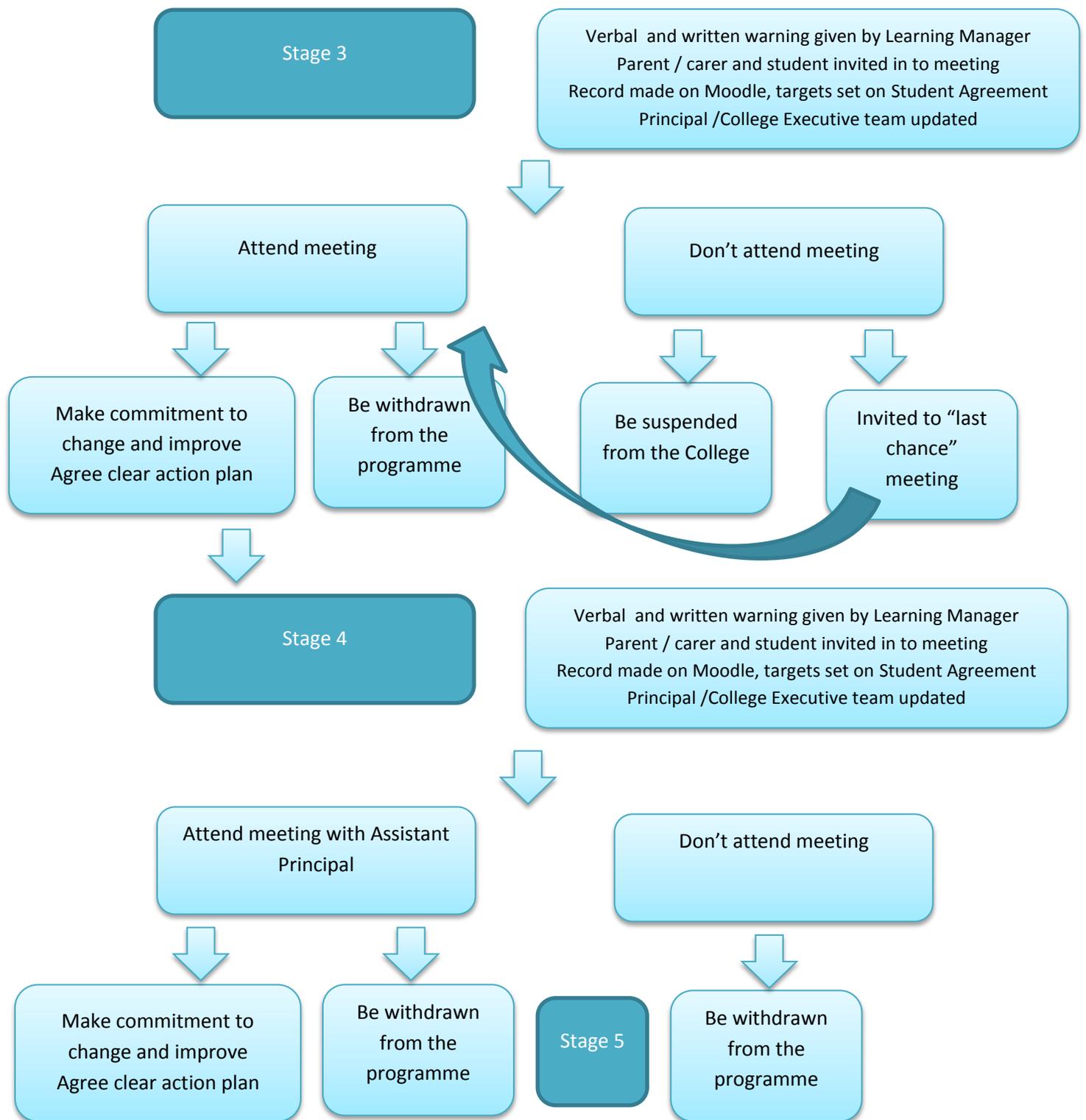
There shall be no right of appeal against a verbal or Formal Written Warning.

However, a student can appeal against a final written warning, suspension or withdrawal / permanent exclusion.

Appeals should be in writing, setting out the reasons for the appeal, and should be delivered **within five working days** to the PA to the Principal.

The student will be invited to an appeal meeting, which will normally take place **within 10 working days**. The appeal meeting may take place after the disciplinary decision has taken effect. If the appeal is upheld the disciplinary sanction will be revoked without any detriment to the student.

10. Stages 3 – 5: Flow-chart of actions:



Appendix 1

Formal Written Warning - to be issued by Learning Manager and held on student's file

(Change wording for letter being sent to parents/carers/students)

Date:

Our Ref:

Name
Address

Dear

Formal Written Warning

I have had several conversations with you regarding [reason] and I am concerned that you have not been able to make the improvements necessary or meet the actions we agreed. I want you to do well in your studies and to achieve your qualification and, at the moment, you are at risk of not doing so.

I am, therefore, inviting you and your parents / carer to a meeting

on
at

At this meeting we will discuss how we can move forward and we will agree new targets for you to work towards. Failure to attend this meeting and / or meet these targets may lead to you being withdrawn from the programme.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Learning Manager –
Email
Telephone

Copy: Course Teacher
Curriculum Admin

Appendix 2

Student Agreement

Student:		Student ID:	
Course:			

I understand that I am required to make improvements in the following areas(s)

Attendance		Punctuality		Readiness to Learn	
Completion of Work		Meeting deadlines		Standard of Work	
Attitude		Behaviour		Other	

Explain Other:

I agree to achieve the following targets and that I will improve my behaviour to meet these targets.

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These targets are also on my eILP and will be reviewed on _____

I understand that if I am not meeting my targets that I will be given a Final Written Warning which could result in me being asked to leave the College.

My parent/guardian will be informed of these targets and I understand that a copy of this form will be placed on my file and forwarded to my Learning Manager and other appropriate staff.

I confirm, understand and accept the contents of this agreement.

Signed (Student):	
Name (BLOCK CAPITALS):	
Course:	
Date:	

Appendix 3

Final Written Warning - to be issued by Learning Manager and held on student's file

(Change wording for letter being sent to parents/carers/students)

Date:

Our Ref:

Name
Address

Dear

Final Written Warning

Following our letter to you of [date] I am writing with a final written warning as you have not met the targets which you agreed to when you signed the Student Agreement on [date].

You are now at risk of failing to succeed or complete your studies and your place at the College is at risk.

I am, therefore, inviting you and your parents / carer to a meeting with the Assistant Principal.

on
at

This is your final opportunity to make a commitment to change and improve. Failure to attend this meeting and / or meet these targets may lead to you being withdrawn from the programme.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Learning Manager –
Email
Telephone

Copy: Course Teacher
Assistant Principal
Curriculum Admin

Appendix 4

Exclusion Disciplinary hearing

THIS LETTER IS ONLY TO BE SENT OUT by the ASSISTANT PRINCIPAL – Only they can
RECOMMENDED EXCLUSION

Date:

Our ref:

Name
Address

Dear

Exclusion –

Further to our meeting today, I am writing to let you know that [student/you] have/has been excluded from Waltham Forest College for [reason]

[Student/you] is/are no longer allowed to be on any of the College premises.

If you wish to make an appeal against this exclusion you should do so in writing within five working days of the date of this letter and addressed to:-

Joy Kettyle
Principal and Chief Executive
Waltham Forest College
707 Forest Road
Walthamstow
London E17 4JB

Yours sincerely

Assistant Principal –
Email
Telephone

Copy: Principal and Chief Executive
Learning Manager
Funding & Data
Student Services
Estates/Security
Senior Administrator

Appendix 5

Suspension - to be issued by Assistant Principal / member of Executive

(Change wording for letter being sent to parents/carers/students)

Date:

Our ref:

Dear

Suspension – [name of student]

I am writing to let you know that [student/you] have/has been suspended from Waltham Forest College from [date] until further notice. The reason for this is [alleged reason for suspension].

The College will undertake a full investigation. The Learning Manager and myself will look at the facts and talk to the members or staff and students involved.

We would like you to come to a meeting on [date/time] so [Student/you] can tell us [his/her/your] version of the alleged incident. Please confirm your attendance by telephone on [number] or by e-mail on [e-mail address]. [Student/you] can bring a fellow student or a family member to the meeting.

[Student/you] is/are not to come into any of the College buildings until the date of the meeting.

Please report to the Main Reception when you arrive at the College.

Yours sincerely

Assistant Principal

Copy: Learning Manager
Course Teacher
Senior Administrator