



DISCIPLINE AND BEHAVIOUR POLICY



Introduction

The College setting is an environment where young students are encouraged to become productive members of society. In addition to the important academic focus, the College is a training ground where children are taught basic social skills. At ABC, we have formulated a reasonable behavior policy which all students need to address as they reach various levels of maturity. Proper behaviour is crucial if pupils are to reach their potential and meet the five outcomes of “Help Children Achieve More” which are: 1. Be healthy, 2. Stay safe, 3. Enjoy and achieve, 4. Make a positive contribution, and 5. Achieve economic success.

As they grow, our students are continually taught to be courteous, kind, thoughtful, and honest towards their fellow classmates and to the many adults who are guiding them in the various facets of College life. Children are encouraged to be proud of their College, friends, and teachers, as well as themselves. Students are expected to relate respectfully to teachers and other staff members. The aims of establishing the College regulations are to foster the 7 school values of compassion, engagement, excellence, integrity, perseverance, respect and self-esteem. The College regulations are applicable to all students. This regulation is also applicable to students wearing College uniform outside of College and those participating in extracurricular activities on behalf of the College.

Disciplinary procedures form an essential part of the well-being, security and performance of pupils and the success of the College. They should reflect best practice in order to prepare pupils appropriately for their entry into mainstream education. It is the responsibility of the Principal to implement the College behaviour policy consistently throughout the College, and to report to the Board of Directors, when requested, on the effectiveness of the policy. It is also the responsibility of the Principal to ensure the health, safety and welfare of all children in the College. Clear, feasible and positive guidelines are given to staff during their Induction Programme. It is important that staff feel confident to insist on good behaviour from students at all times within a clear structure, which is upheld by all at ABC and underpinned by the active support of the Principal. All staff should lead by example and take the time, especially during the first few weeks, to get to know new students individually and to be visible and accessible around the College, ensuring that the guidelines are followed by all. Students (and staff) should see that disciplinary procedures have positive outcomes for the individuals concerned, and for the atmosphere of the College as a whole. It is important that misbehaving pupils are not allowed to dominate aspects of College life to the detriment of other pupils.

Positive reinforcement of good behaviour works well in most instances. All staff should be constantly looking for ways to encourage a good community spirit and responsible behaviour. ABC operates a house point system in order to reward good behaviour in and out of the classroom. Thus, whenever possible, students are encouraged and rewarded. Students thrive on praise and this is recognised through our reward system which offers the opportunity to reward students for a variety of achievements including good work, progress in behaviour and being a helpful citizen. Assemblies and award evenings are also an important feature of our reward system; giving a very visible way for all stakeholders to share in our success. Students are expected to observe regulations, take care of the College, respect teachers, care for Collegemates, keep good discipline, study diligently, be serious, honest, responsible, thrifty, polite and neat in appearance and be enthusiastic in service. Students must not damage the College reputation or College ethos, endanger public security, infringe the rights of others, steal any public or private property or violate the rules and regulations.

Discipline and Behaviour Policy

Aim

The aim of the Student Disciplinary Policy is to provide a consistent approach to student disciplinary issues in the College.

Purpose

- Comply with the legal requirements.
- Protect students' learning experience from disruption caused by their own or others misconduct.
- Promote fair and consistent treatment of all parties regardless of their community background, race, gender, age, sexual orientation, religious affiliation, marital status or disability.
- Clarify the rights of students in respect to disciplinary action resulting from breaches of College rules.
- Provide a framework where disciplinary issues can be resolved within a supportive environment
- identify staff responsibilities in handling disciplinary issues

Scope

This policy applies to all issues arising from the behaviour of all current students at ABC on College premises, in College hours and all other times when engaged in College activities, including on the bus to and from the College. This policy also applies to students' behaviour outside College premises, hours and activities where the students' behaviour may affect the reputation of the College.

Context

All students are expected to maintain regular attendance, produce satisfactory work, meet course requirements, comply with College regulations (and where necessary the requirements of awarding bodies), maintain safe working practices and adhere to Health and Safety Regulations. The College aims to provide a safe and supportive learning environment for all students, and one which is free from any form of bullying, harassment or offensive behavior.

General Principles

- Complaints of student misconduct should, wherever possible, be dealt with informally by consultation between the student(s) and the appropriate staff concerned. The formal procedure should only be invoked where informal action has failed or is considered inappropriate.
- Procedures should work as quickly as possible, consistent with a thorough investigation of the circumstances of the case; students will be given an opportunity to explain their conduct as part of any investigation before disciplinary action is taken.
- Care will be taken to establish the facts relating to all alleged misconduct and the student given the opportunity to confirm or deny the facts before sanctions are applied.

- Students will be informed of any disciplinary action taken against them, the reasons for such action and any rights of appeal.
- Details of any disciplinary action will be retained on the student's record for the stated times relevant to the seriousness of the misconduct.
- The right of the student who is being interviewed in relation to an alleged breach of discipline or appeal is entitled to representation or support by a parent/guardian, student officer or appropriate College staff member. Legal representatives, solicitors and/or barristers and elected representatives are not permitted to attend disciplinary interviews or hearings under these procedures.
- The College recognises a right of appeal against any hearing, except the outcome of an appeal, which is regarded as final.
- All students will be subject to College disciplinary proceedings, regardless of any civil or criminal proceedings, which may be pending in relation to the alleged breach of discipline.
- All disciplinary matters will be dealt with in the strictest confidence.

Use of Force

Using Force to restrain pupils: The use of corporal punishment is forbidden but allows all teachers to use reasonable force to prevent a pupil from:

- committing a criminal offence
- injuring themselves or others
- damaging property
- acting in a way that is counter to maintaining good order and discipline at the College

Teachers also have:

- the legal right to confiscate inappropriate items from pupils such as mobile phones or music players
- powers to discipline pupils who behave badly on the way to and from College, for instance when travelling on buses and trains;
scope and flexibility in giving pupils detentions, which may include after-College detentions
- a legal duty on Colleges to make provision to tackle all forms of bullying.

Responsibilities

A designated member of the College Board of Directors, will have responsibility for the overall management of student discipline and for convening any hearing relating to Stage 4 breaches of discipline. Other staff will execute related responsibilities in accordance with current Disciplinary Procedures.

General Rules and Regulations

In order that students understand what specific behaviors are expected, the following guidelines are in effect:

1. Students are expected to follow ABC procedures and rules relating to the classroom and campus as presented by their teachers on the first day of College. These specific rules refer to desired behaviour in the hallways, lining up after breaks, appropriate use of playground equipment, courtesy in the lunchroom, and other general guidelines. They have been formulated to ensure that ABC provides a safe, nurturing, uplifting, and positive environment for its students.

- 2.** The College expects students to maintain the highest standards of discipline, decorum, punctuality, neatness & responsible behaviour both in the classroom and during extra-curricular activities of the College.
- 3.** All students are expected to be present on the College opening day, after each vacation. Absence will entail a fine unless valid reasons are furnished in writing duly signed by the parents.
- 4.** Students must attend College regularly, as well as attend every subject according to his/her timetable.
- 5.** No leave is granted except on written application submitted at least a day in advance.
- 6.** Students must not leave the College without the College permission. When leaving, students must inform their mentor and seek permission from the relevant Head of Section. They must then sign out at reception.
- 7.** Students must present a letter explaining his/her reasons for absence. Such a letter must have his/her parents' signature as a confirmation.
- 8.** If the above is not carried out, the College assumes that such a student is unreasonably absent from class.
- 9.** If any student is absent more than three consecutive days, she/he must inform the College office and their mentor. If sick, a letter from a doctor is required.
- 10.** Students absenting themselves for more than 10 days without sanction of leave are liable to have their names struck off the rolls.
- 11.** Students must be in College by 7.45am (15 minutes before the start of the College day).
- 12.** Any student who arrives after 8.00am must register at reception.
- 13.** Students must not stay in the College later than the end of the timetabled day unless he/she has permission to do so.
- 14.** In the case that persons other than the parents/guardian(s) arrive to pick up a student, the College may request authorization from parents/guardian(s), and ask for identification.
- 15.** ABC has a strict Uniform Policy which is designed to promote a positive College spirit and attitude. All students are required to adhere to this policy. If inappropriate clothing is worn, parents will be notified immediately, and the student may be required to change before returning to class.
- 16.** Students are not allowed to wear any jewellery or expensive watches. Girls are permitted to wear one pair of ear-rings. These should be small studs or hoops.
- 17.** Students moving in the corridor and on the stairs must walk quietly and keep to the RIGHT.
- 18.** When changing classrooms, students must walk quietly, line up outside the next classroom and only enter once the teacher has given permission.

19. Students must commit to helping create a good learning environment and good forms of cooperation, to be polite and to take co-responsibility for their actions.
20. Students who demonstrate good conduct may be rewarded.
21. Students must behave appropriately to his/her teachers, staff, friends and other people.
22. Students must commit to be on time for all classes and actively participate in their education. They shall hand in/do agreed work on time.
23. Students shall abstain from unnecessary talking and/or making noise during lessons. Their behaviour should not disrupt their own learning or the right of other pupils to learn.
24. Students are not allowed to leave the classroom during lessons, unless this is approved by the teacher or the College management.
25. Students only have access to their classroom, and as such cannot enter, or knock on the door, of other classrooms.
26. Students must use required clothing and/or equipment, and follow the procedures, whenever necessary for the subject or as required by the College.
27. When using special classrooms and/or rooms, e.g. computer room, library, laboratory, infirmary, students must obey each room's regulations.
28. Mobile phones and other personal electronic equipment that is not a required part of the education, shall be turned off during class hours.
29. Students are required to participate in all tests, exams or other evaluations. In cases of unauthorized absence, the score will be set to 0.
30. Absence from any examination will ordinarily be allowed on medical grounds, supported by a medical certificate from a registered medical practitioner.
31. Report cards should be signed by the parent / guardian.
32. Students must line up outside the dining hall until allowed to enter by the 'duty teacher'.
33. Students must sit and eat in a proper manner. Eating while walking is strongly forbidden. When finished eating, students must return all trays, crockery and utensils to the College in the areas provided.
34. Eating and drinking is only allowed in the canteen/dining hall. Students must not bring food to his/her classroom.
35. Appropriate use of classroom and playground equipment, library materials, computers, drinking fountains, public telephones, and restrooms are strongly advocated by the staff. Students' behavior should indicate that they understand and follow through with these expectations.
36. Students are encouraged to use College-supplied equipment on the playground. Except with prior

approval from a teacher, toys or equipment brought from home is not permitted at College.

37. A neat and clean appearance of the campus should be of concern to everyone at College. Therefore, students are encouraged not to litter anywhere on the College grounds or in classrooms and to use the bins provided. Chewing gum is not allowed on site.
38. Photographing and filming on the College premises must at all times be approved by the College.
39. Parents or visitors are not allowed onto the school grounds without an appointment. This should be made through the school reception.
40. Students are expected to look after their belongings and are advised not to bring any valuables to College. The College will not be responsible for any loss of money and/or valuables.
41. Students must inform the classroom or duty teacher if they lose any of their belongings.
42. When an item is found, it should be given to the classroom or duty teacher. The school will try to find the owner or will keep it in safe storage.
43. Students should refrain from activities which may disturb the orderly conduct of the College. Any breach of College rules will entail an appropriate punishment which may include suspension.
44. A student shall not damage or vandalize the private property of another person.
45. Any damage caused by the student to the College property will have to be made good by the student.
46. Activities such as wrestling, tackling, tripping, kicking, pushing, fighting, running in the hallways, and using inappropriate language are not allowed. Acts of hate violence or intimidation, or threats against students or staff are grounds for suspension and possible expulsion.
47. The throwing of potentially dangerous objects including rocks, sand, dirt, grass clods, seeds, and sticks could cause serious injury, and is prohibited. No weapons, whether real or look-alike, such as guns, knives, firecrackers, or any such instrument, may be brought onto the College grounds at any time. Matches, drugs, tobacco products, and chemical deterrents are equally barred from the campus. Suspension guidelines for such offences are outlined below. **ABC has a zero-tolerance policy with respect to drugs or weapons brought to the College campus. Students bringing such items to campus will be suspended from College, and expulsion procedures will begin immediately.**
48. A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives; guns; pellet guns; brass knuckles; fireworks; lighters, tear gas, mace, explosives, pepper spray; bats (other than for athletics); clubs, sticks or other instruments of a bludgeoning type; Chinese stars; razors; projectiles and the like.
49. A student shall not be involved in any substance, drug, alcohol or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant or stimulant drug This rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a

registered physician.

50. Sexual harassment from anyone in the College environment is strictly prohibited. Disciplinary action up to and including suspension and expulsion may result for a student who sexually harasses another student. This includes sexual harassment of a physical or verbal nature.
51. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse.
52. A student shall not allow another student/person to commit a lewd or indecent act to their person.
53. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.
54. A student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials
55. A student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials including but not limited to non-curricular materials depicting the human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.
56. A students shall not participate in kissing or any act of intimacy.
57. A student shall not display a behaviour that involves any expression (oral, written, or gesture) which has the effect of undermining the authority of any College employee or distracting staff and/or students from the learning environment. This includes material of a threatening or provoking nature.
58. A student shall not cause, or attempt to cause, physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a College employee.
59. Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur.
60. A student shall not cause, or attempt to cause, physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.
61. Students are answerable to the College for their conduct both in & outside the College. Hence, misbehaviour in the streets and in public conveyances justifies disciplinary action.
62. A student shall not in any manner use violence, force, fear, threat or other conduct to disrupt or interfere with a bus driver's ability to operate a bus safely

- 63.** Irregular attendance, habitual idleness, insubordination, misbehaviour, obscenity in any form and dishonesty are sufficient reasons for the termination of a student enrollment.
- 64.** Students who violate the College regulations shall be punished in accordance with the relevant stipulation of this regulation.
- 65.** Students who commit an offence that is not expressly stipulated in the regulation may be punished according to the most closely analogous article of the regulation.
- 66.** The College authority has the right to interpret and amend the regulations.

Breaches of Discipline

The following lists give examples of what might be considered minor, serious or gross breaches of discipline. Persistent commission of minor breaches may come to constitute a serious or even gross breach.

1. MINOR BREACH OF DISCIPLINE (Stages 1 and 2)

Examples

- Lateness
- Failure to submit course work / homework
- Failure to obey reasonable instructions
- Failure to comply with College Uniform Policy
- Disruptive behaviour
- Lack of effort in lessons
- Minor damage to College property due to careless behaviour

2. SERIOUS BREACH OF DISCIPLINE (Stage 3)

A serious breach of discipline would normally justify a final written warning and, if repeated, could lead to exclusion.

Examples

- Continued Disruptive behaviour
- Failure to comply with previous sanctions or persistent breaches of a minor nature
- Breach of Equal Opportunities and Anti-Harassment Policies
- Deliberate minor damage to College property
- Behaviour which causes unacceptable loss or damage to College or other students property
- Deliberate breaches of health and safety regulations
- Continued Nuisance or damage caused to neighbours and/or their property while in student accommodation
- Abuse of email or internet access (ICT Policy)
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- Bullying
- Threatening, Foul or offensive language, gestures or behaviour
- Inappropriate behaviour, language or gestures towards others because of their sexual orientation, racial group, gender, disability, marital status, political opinion, age, religious belief or whether or not they have dependants (this applies within or outside the College premises).

*Depending on the severity of the incident, many of these incidents may fall into Stage 4.

3. GROSS BREACH OF DISCIPLINE (Stage 4)

Commission of a gross breach of discipline will normally lead to immediate exclusion from the College.

Examples

- Serious and/or persistent breaches of the Equal Opportunities and Harassment Policies

- Fraud
- Cheating during coursework/assessments/examinations, including plagiarism o
Knowingly providing false information to the College
- Unauthorised use of College premises, equipment or documents
- Failing to disclose details of relevant criminal convictions when required to do so as part of the entry requirements of a course
- Failing to allow any additional steps, conditions or requirements put in place as a result of past criminal convictions
- Violence
- Deliberate damage to College
- Actions which causes injury or impairs safety of others
- Failure to comply with previous sanctions or persistent breaches of a minor/serious nature
- Interference with Safety equipment
- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated College employee which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance..., an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to College property or private property.
- Stolen or attempted to steal College property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted College activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, College officials, or other College personnel engaged in the performance of their duties.
- Knowingly received stolen College property or private property.

A pupil may be suspended or expelled for acts which are enumerated in this section which occur at any time, including, but not limited to, any of the following: while on College grounds; while going to or coming from College; during the lunch period whether on or off the campus; during, or while going to or coming from a College sponsored activity.

Please Note

These three lists are neither prescriptive nor exhaustive, they are intended as a guide only

The categorisation of a breach of discipline is a matter of professional judgement and this may alter as a result of information gained in investigating or hearing the matter, depending upon the frequency or seriousness of the misconduct.

All breaches of discipline potentially constituting a breach of the law will normally be reported to the Police.

Disciplinary Regulations

1. Purpose

To ensure a consistent approach in dealing with student misconduct.

2. Scope

These procedures apply to all students for breaches of discipline as defined in this Policy.

In all cases where “student” appears this will mean student, trainee or College pupil.

3. Procedures

General Guidance

- Minor incidents of student misconduct should, wherever possible, be dealt with by the classroom teacher using standard behaviour management techniques. A more formal procedure should only be invoked where informal action has failed or is considered inappropriate.
- All serious disciplinary matters will be dealt with in the strictest confidence.
- An investigation will review all the facts to establish whether or not a serious breach of discipline has taken place before taking any disciplinary action.
- The disciplinary interview will present the facts of the investigation and give the student the opportunity to give their version of events before taking any disciplinary action
- At Stages 2, 3 and 4 the student will be informed of the right of appeal and the procedures for initiating such an appeal. The student will also be informed (in a language that he/she understands) that he/she may be accompanied by a representative, as outlined in the policy, who may speak on his/her behalf, if invited to do so. Interpreters will be additional to this support but provided by the College when required.
- Throughout the process the College will provide all reasonable additional support mechanisms upon request e.g. an interpreter, lip speaker etc., and will endeavor to produce the information in alternative formats as required.
- Standard disciplinary notices/letters will be used. However if the wording is inappropriate, authority to amend the letters must be sought from the Principal.
- All breaches of discipline potentially constituting a breach of law will normally be reported to the Principal who will decide whether or not it is necessary to report the matter to the police.
- Where considered appropriate, the member of staff conducting a disciplinary hearing may request another member of staff attend the hearing to witness proceedings and/or make a record of the hearing. This member of staff will have no input into the proceedings and will not be involved in the decision making process.
- Basic information on all disciplinary cases will be held for monitoring purposes
- All communications, both oral and written, will be in a language and style that the student will understand.

Specific Regulation Involving Expulsion of Pupils

The College would by its terms include matters entitling it to expel a pupil on grounds where:

- I. there is a parental breach of contract (i.e. failure to pay College fees),
- II. there is a parent causing serious or repeated nuisance on College premises, or
- III. there is a serious disagreement with, or contravention of, the College's policies on social inclusion, diversity or equality, or there is
- IV. a failure to meet the required academic standards. This is where a pupil has failed to reach a satisfactory standard perhaps in an exam (see Academic Achievement Policy). A consequence

may be that the parents counterclaims for breach. It then becomes an issue of fact as to whether the blame for poor exam results lies with the College or with the pupil.

3.1 Stage 1

- 3.1.1 'Minor' breaches of discipline should be dealt with by the classroom or duty teacher using standard behaviour management techniques. This could consist of a reiteration of the rules, a description of what they are doing, giving choices etc.
- 3.1.2 The teacher may issue a teacher detention (TDT). This MUST be recorded on WCBS.
- 3.1.3 The student should then be given the chance for a 'clean slate'.

3.2 Stage 2

- 3.2.1 Continuing 'minor' breaches of discipline should be reported to the Head of Section via an 'Incident Report Form'.
- 3.2.2 The Head of Section will interview the student/s involved
- 3.2.3 The Head of Section may issue a detention (HDT) or ask the student to do some community service around College. These will be recorded on the College management system (WCBS). The student may then be given a 'clean slate'.
- 3.2.4 Based on circumstances, the Head of Section may choose to put the student on report for a minimum of one week and to ask parents to attend a behaviour meeting.
- 3.2.5 If the student responds well to report, they may then have continued support via a 'praise card'.

3.3 Stage 3

- 3.3.1 Serious breaches of discipline will be reported directly to the Head of Section who will inform the Principal if necessary. If appropriate, the student may be suspended for up to 10 working days to remove them from a tense situation and to allow further enquiries to be made. Parents will be informed by telephone and the suspension confirmed in writing. The suspension may be internal.
- 3.3.2 A behaviour meeting will be held with the student, the Head of Section and/or Principal and the student's parents.
- 3.3.4 If appropriate, the Principal may convene a formal disciplinary interview as part of an investigation.
- 3.3.5 A student may be accompanied to a disciplinary interview by a representative as outlined in the disciplinary policy.
- 3.3.6 If a student fails to attend a stage 3 interview then a letter, in a language the student will understand, will be sent by Recorded Delivery giving the student 5 working days to respond. After this time, it will be assumed that the student has withdrawn from the College.
- 3.3.7 If the allegation is substantiated, the student will be given a **final written warning** and advised of the reasons for the warning, details of improvement required and timescale. A translation will be made available if required. The warning will be posted to the student's home address by Recorded Delivery.
- 3.3.8 The final written warning will be signed by both the Principal and the student. It will be kept on file until the completion of their course. Copies will be distributed as follows:
 - Student (and their parent / guardian if under 18)
 - Head of Years (primary)

- Mentor
- Head of Department
- Head of Section
- Principal

3.3.9 The incident and sanction/s will be recorded on the College management system for one academic year.

3.3.8 If the allegation is substantiated and is of a criminal nature we will be required to pass details to the Police for investigation.

3.4 Stage 4

3.4.1 Continuing breaches of discipline will be reported to the Principal.

3.4.2 'Gross' breaches of discipline will be reported to the Principal and the Board of Directors. If appropriate, the student may be suspended for up to 10 working days to help ease a tense situation or to allow further investigation. Parents will be informed by telephone and the suspension confirmed in writing. A translation will be made available.

3.4.3 A stage 4 disciplinary interview will be held by the Principal and a Member of the Board, as part of an investigation.

3.4.4 If the allegation is substantiated, the student will normally be excluded from the College for an appropriate period. An indefinite period may be considered appropriate in some cases. The notice of exclusion will be posted to the student's home address by Recorded Delivery. A translation will be made available if required.

3.4.5 A student may be accompanied to a disciplinary interview by a representative as outlined in the disciplinary policy. Additional support systems for reasonable adjustments will be put in place for students who are not fluent in English or have a disability.

3.4.6 Where a student is excluded, the following will be informed:

- Board of Directors
- Board's Advisory Committee
- Principal
- Relevant Head of Section
- Head of Department
- Mentor
- Head of Year (if applicable)
- College Psychologist

3.4.7 If the allegation is substantiated and is of a criminal nature the Police may be called in.

3.4.8 Where the student is excluded, the student's name will be flagged on our College management system. This will be recorded on the College management system but may be removed after one full calendar year if there are no further serious breaches of discipline.

4 Responsibilities

Staff will be responsible for initiating the disciplinary procedure on the discovery of breaches of discipline.

4.1 Teachers are responsible for

4.1.1 dealing with stage 1 incidents

4.1.2 issuing teacher detentions (TDT) and giving oral warnings

- 4.1.3 entering TDTs onto the College management system. Parents will not be contacted at this stage
- 4.1.4 reporting continuous breaches of discipline and forwarding incident report forms to the next Stage
- 4.2 The Head of Section is responsible for:
 - 4.2.2 stage 2 investigations
 - 4.2.3 issuing Head of Section detentions (HDT) or organizing community service tasks
 - 4.2.3 placing students on behaviour report and monitoring progress
 - 4.2.3 placing students on praise card and monitoring progress
 - 4.2.4 chairing behaviour meetings
 - 4.2.5 reporting continuous breaches of discipline and forwarding statement(s) to the next Stage
- 4.3 Principal and Head of Section will be responsible for
 - 4.3.1 suspending a student for up to 10 working days (Principal), to help ease a tense situation or to facilitate investigation
 - 4.3.2 holding Stage 3 investigations and interviews
 - 4.3.3 issuing final written warnings
 - 4.3.4 completing a statement of the facts of the breach of discipline and record of the interview
 - 4.3.5 reporting continuous breaches of discipline and forwarding statement(s) to the next Stage
- 4.3 Principal and one member of the Board will be responsible for
 - 4.3.1 holding Stage 4 investigations and interviews
 - 4.3.2 authorising exclusions under Stage 4
 - 4.3.3 informing all appropriate bodies of the exclusion
- 4.4 The administrator will be responsible for flagging the administrative system
- 4.5 A designated member of the Board will be responsible for authorising re-admission of an excluded individual.

5. Appeals

- A student may appeal against decisions taken at Stages 3 and/or 4 of the disciplinary procedure.
- 5.1 An appeal will be heard if the student can demonstrate sufficient grounds namely;
 - 5.1.1 Information which has not been considered at a previous disciplinary interview
 - 5.1.2 Extenuating circumstances relevant to the case which have not been considered at a previous disciplinary interview
 - 5.1.3 Flaws in the conduct of the disciplinary process
 - 5.2 The member of staff designated to hear the appeal will decide whether or not there are sufficient grounds for an appeal hearing to take place. Where the decision is taken not to hear the appeal, this decision must be substantiated in the case of Stage 2 appeals by the Head of Section.
 - 5.3 Any member of staff conducting a disciplinary hearing will be accompanied by a fellow member of staff.
 - 5.4 The student may be accompanied by a friend, relative, or the Student Counselor, to support and/or speak on his/her behalf.

5.5 Throughout the process the College will provide all reasonable additional support mechanisms to assist with the appeal upon request e.g. an interpreter, lip speaker etc., and will endeavour to produce the information in alternative formats as required.

5.6 Stage 3 Appeal

5.6.1 An appeal against a final warning will be lodged with the Principal in writing with 10 working days of the receipt of the disciplinary letter. The grounds for appeal will be detailed.

5.6.2 All relevant papers will be collated, including statements from disciplinary interviews.

5.6.3 Whenever possible the appellant will be informed in writing of the time and place of the hearing within 3 working days of receipt of the appeal, and issued with relevant documents.

5.6.4 A hearing will be convened within 10 working days of receipt of notice of appeal. The Principal, appellant and representative (if required) will be present. A minute secretary will record details of the hearing.

5.6.5 The outcome of the hearing is final and will be conveyed to the appellant orally and confirmed in writing in a language he/she will understand within 5 working days.

5.7 Stage 4 Appeal

5.7.1 An appeal against an exclusion will be lodged with the Board in writing within 10 working days of the receipt of the disciplinary letter. The grounds for appeal will be detailed.

5.7.2 All relevant papers will be collated, including statements from disciplinary interviews.

5.7.3 Whenever possible the appellant will be informed in writing (in a language he/she will understand) of the time and place of the hearing within 3 working days of receipt of the appeal, and issued with relevant documents.

5.7.4 A hearing will be convened as soon as practicable after receipt of notice of appeal. Members of staff, other students or witnesses may be called to clarify details. A minute secretary will record details of the hearing.

5.7.5 The outcome of the hearing is final and will be conveyed to the appellant orally and confirmed in writing in a language he/she will understand within 2 working days. The Principal will give details of the outcome to the Mentor (if appropriate), Head of Years, Head of Department, Director of Studies, Student Counselor, and Employer/ sponsor (where appropriate).

5.7.6 If the appeal is upheld, the appellant will be reinstated and any loss of bursary refunded.

5.9. Responsibilities

5.9.2 Principal will be responsible for;

- collating papers relevant to an appeal at Stage 3
- arranging an interpreter or additional support, as necessary
- informing appellant of time and place at hearing
- conducting a stage 3 hearing
- informing appellant of hearing decision

5.9.3 The Board will be responsible for;

- informing appellant of time and place of hearing
- conducting a stage 4 hearing
- arranging an interpreter or additional support, as necessary

- informing appellant of hearing decision
- informing Mentor, (if appropriate), Head teacher, Student Counselor, and Employer/ sponsor (where appropriate)

6. Records

- 6.1 Statements of the facts of breaches of discipline, records of disciplinary interviews, notices, letters will be retained on the student disciplinary file and as set out below:
- | | |
|---------|--|
| Stage 1 | held by teacher responsible until the end of the academic year |
| Stage 2 | held by Head of Section until the end of the academic year |
| Stage 3 | held by Head of Years until the student has completed the course |
| Stage 4 | held by the Principal for 5 years after the student has left the College |
- 6.2 Statements of facts of appeals and records of hearing decisions will be retained separately as follows;
- | | |
|---------|---|
| Stage 2 | held by Mentor until the student has completed their course |
| Stage 3 | held by Head of Section until the student has completed their course |
| Stage 4 | held by Principal for 5 years after the student has left the College. |

Please note: a record of all breaches of discipline will be held on the school management system until the student has completed their course. This includes a summary of all interventions.