

Title:	Student Conduct and Disciplinary Policy
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Associated documents/policies:	Bullying and Harassment Policy Control, Restraint and Search Policy Student Code of Conduct

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1. Introduction and Scope

The Student Conduct and Disciplinary Policy is the medium through which the College addresses non-compliance with the College's Code of Conduct, student policies and poor academic progress. It should be used alongside the 'Early Warning' procedures if the student is within the six-week induction period.

The intended outcome is that a student will improve her/his conduct so that s/he will remain on the course and complete it successfully.

Fair and consistent treatment of all students is the basic principle of student conduct processes.

This procedure applies to all students of the College. Further information on its application to students under 16 years of age is given in Appendix 2.

2. Policy

The College will support students' development whilst at College and will take action to ensure students comply with the College Code of Conduct and associated policies to make academic progress.

The College will set targets at each stage of the Student Conduct and Disciplinary Procedure. These will be targets for improvement and will be SMART, (Specific, measurable, achievable, realistic and time-constrained).

Staff will encourage students to take part in setting targets and monitoring their own progress against these targets. In keeping with all the College's tutorial and student support work, the Student Conduct and Disciplinary Process will be used, as far as possible, to develop a student's self-esteem.

College staff will support students at each stage of the Student Conduct and Disciplinary Procedure.

Where a status change is about to be started near the end of a term or half term, the resulting meeting may have to take place at the beginning of the next term or half term.

If an incident is sufficiently serious to warrant missing one or more stages of the Student Conduct and Disciplinary Procedure, a Head of Department or Deputy Head will determine the appropriate level at which a student conduct meeting will take place. If this is to be at the AMBER or RED stages, this decision should be made in consultation with the Deputy Principal as well Head of Inclusion or the Student Welfare & Participation Manager where appropriate. In their absence a member of the Senior Leadership Group can advise.

In the event of a student not meeting the targets set during a student conduct meeting, the procedure should progress to the next stage.

Where a student's records are held on ProMonitor, any warning should be recorded in the cause for concern section of ProMonitor.

3. The Student Conduct Stages

When deciding at which stage to deal with the matter, the member of staff should consider the possible outcomes of the meeting. He or she should convene a meeting at a stage which allows for the highest level of warning that may result from the meeting. The stage at which the meeting is held does not pre-judge the outcomes of the meeting.

Basic Principles

The new conduct and disciplinary system works on a RAG-rating basis. The key concepts are:

- The process should be seen as a way to support learners to improve.
- Where learners move away from 'green' status they should be encouraged to move back.
- At the start of an academic year, all students should start on 'green' unless a Head of Department has approved otherwise.

Conduct Status	
Green	No real issues
Cause for Concern	A number of causes for concern identified or a specific behaviour pattern is forming.
Yellow	Ongoing concerns are sufficient to warrant a verbal warning First concern is sufficiently serious to warrant a verbal warning
Amber	Student has not met the improvement targets at the 'yellow' stage Student's behaviour is sufficiently serious to warrant a formal approach
Red	Student has not met the improvement targets set in at the 'amber' stage. Student's behaviour is sufficiently serious that it constitutes gross misconduct

Please see p.16 for the full chart.

3.1 CAUSES FOR CONCERN - GREEN

Any member of all College staff may place a 'cause for concern' on ProMonitor. These can be used for anything that a staff member considers to be sufficiently negative to put on the student's

record. This may include behaviour inside or outside the classroom/workshop. The number, frequency of causes for concern will determine whether or not the student moves onto 'Yellow' conduct status.

3.2 CONDUCT STAGE: YELLOW – verbal warning

This conduct stage should be used when a student has received numerous causes for concern that have increased in number, frequency or seriousness or where an incident warrants an immediate status change.

The member of staff must discuss the specific issue(s) that are the causes for concern. It is a verbal warning in which the student must be made aware of the reasons for the member of staff's concern. It is important that the student recognises that concerns have been raised with her/him as part of the Student Conduct and Disciplinary Procedure and therefore s/he must agree to any targets set for improvement. These targets should be noted on ProMonitor with reasonable review dates. The staff member setting the targets (Primary Tutor or Learning Co-ordinator) will need to review these. Targets may often include an agreement by the student for specific improvements in her/his behaviour – e.g. attendance percentages or an improvement in a specific aspect of their conduct.

The Primary Tutor or Learning Co-ordinator should change the student's conduct status to YELLOW. This will give an option on who to send an email to for information, e.g. HoD, DHoD, lecturers, parents, student.

The student can appeal this status change by contacting the HoD or DHoD in writing/email within 7 days of the YELLOW warning.

3.3 CONDUCT STAGE: AMBER – meeting

An AMBER stage meeting will take place as a consequence of a student failing to improve in line with expectations and agreement in the YELLOW stage or where the behaviour is sufficiently serious to warrant an immediate move to this stage – repeated indiscipline in a class, disruptive behaviour around the College, persistent use of foul language etc.

An AMBER stage meeting must always include the student's Primary Tutor and Head of Department or Deputy.

The Primary Tutor, Learning Co-ordinator and Deputy HoD should attend the AMBER stage meeting so that the student is clearly aware of the concerns. A report from a tutor or member of staff may be necessary for the student and the members of staff attending the discussion to have an informed discussion. Where a student is at this stage as a consequence of a failure to improve following a YELLOW stage discussion the records of the previous stage should be available and referred to in the discussion. These should be on ProMonitor as should records demonstrating academic progress, attendance and punctuality may be used to inform the meeting.

This is a more serious stage and the student must be made aware of the fact that letters will be sent to employers/parents/guardians where the issues of concern are shown to be accurate. The Primary Tutor should place a formal record of the meeting on ProMonitor and set targets for improvement with reasonable review dates. Parents, guardians and employer (if an Apprentice) should be

contacted if the learner is 18 or under or where it is appropriate to do so, e.g. if the student is 19+ and has an EHCP and is supported by parents to come to College.

The Primary Tutor, DHoD or HoD should change the student's conduct status to AMBER. This will give an option on who to send an email to for information, e.g. HoD, DHoD, lecturers, parents, student.

The student can appeal this status change by contacting the HoD in writing/email within 7 days of the AMBER warning.

3.4 CONDUCT STAGE RED – Final stage meeting

This is the final step in the process and should be regarded as a serious event implying either that a student has failed, despite repeated efforts, to change her/his behaviour or has committed an act of gross misconduct. It is based on a formal meeting between the student, a member of the Senior Management Team* (Chair) and the member of staff from the student's department who can comment authoritatively on the circumstances that led to the meeting. This is likely to be the Head of Department, Deputy, or Primary Tutor. At this stage the Chair should ensure the student is provided with the appropriate support. If a student is aged 18 or under or it is considered appropriate to do so, parents/guardians should be invited to the meeting.

The HoD should change the student's conduct status to RED. This will give an option on who to send an email to for information, e.g. HoD, DHoD, lecturers, parents, student.

The student can appeal this status change by contacting the HoD in writing/email within 7 days of the RED warning.

For the RED conduct stage, the Head of Department or Deputy Head from the student's department will be required to collate and present to the Chair of the meeting all documentary evidence leading up to this stage, e.g. student ProMonitor records, witness statements of incidents, copies of relevant letters giving background information and a full report on academic progress, conduct and performance to date.

**The Senior Management Team may delegate the role of the Chair to a Head of Department where there are no senior managers available.*

Possible meeting outcomes:

- (a) Strict targets for improvement with reasonable deadlines
- (b) Temporary exclusion from College for the academic year (allowing application for the next year)
- (c) Permanent exclusion from College.

The student can appeal outcomes (b) and (c) by writing to the Deputy Principal (or Principal where the Deputy Principal has acted as Chair) within 7 days of being informed of the outcome.

Following the meeting, the Chair of the meeting will communicate the outcomes to the student, parents/guardians and employer where appropriate in writing and will inform the Deputy Principal of these.

3.5 Improving Conduct Status

Please note that where a student has improvement and met with targets, the Primary Tutor, Learning Co-ordinator, Deputy HoD or HoD should change the student's conduct status to reflect this.

4. Principles to guide final student conduct discussions and meetings

Evidence should be provided to substantiate any accusations made against a student but the Student Conduct and Disciplinary Procedure does not constitute a hearing or a quasi-legal proceeding. Therefore, there is not a burden of proof-beyond-doubt on the member of staff instigating the Student Conduct meeting or discussion.

The senior member of staff in a student conduct meeting will take responsibility for chairing the discussion and will aim to include the student and members of staff in proposing and agreeing targets and outcomes of the meeting.

The senior member of staff at a student conduct meeting will chair a meeting and issue any warning. He or she will write a letter or issue a warning within the timescale identified in this policy. The Chair may postpone a meeting to allow for further investigation if required.

In the event of a student achieving the targets set in a student conduct meeting this must be recorded in their file – either as an appendix to the record of the student conduct discussion or meeting or through the tutorial process.

The Student Conduct and Disciplinary Procedure does not automatically progress from one stage to the next. The College acknowledges that a range of unrelated academic and non-academic circumstances can require student conduct action. In addition, a student's progress through a series of courses may not be consistent.

If a student achieves the targets set in a student conduct meeting and subsequently behaves in a way that would warrant a meeting at the same stage in the student conduct process a member of staff may deal with the behaviour at the same stage in the Student Conduct Procedure. However, if a member of staff believes that the student is repeating the behaviour that led to the original warning, or the student's behaviour is worse than that which led to the original warning, the member of staff may use subsequent stages of the student conduct process.

5. Temporary exclusions

5.1 Suspension

Any member of the Senior Management Team, the Head of Department, Deputy Head or the Student Welfare Manager may suspend a student from the College between the time of an incident and a RED conduct meeting if:

- the student presents a risk to him or herself, other students, members of staff, work placement staff or member of the public
- the student is subject to a police investigation
- the student is subject to an investigation, under the College's Bullying and Harassment Procedure
- the student is thought likely to disrupt the learning of other students.

During the period of the suspension a student will be banned from entering the College premises under any circumstances until a determination of the issue has been reached.

Before suspending a student, a Manager will assess the risk to that student and will, if necessary, contact parents, the police or other agency, to inform them of the temporary exclusion.

The nominated member of the Senior Management Team will inform the student in writing of the reasons for their suspension and the date of the student conduct meeting. This letter must be sent within 24 hours of the suspension commencing. The suspension time is at the discretion of the Deputy Principal and may be up to the end of the academic year.

5.2 'Cooling off'

A Head of Department, Deputy Head or the Student Welfare Manager may remove a student from college for the remainder of a day for a temporary cooling off period. Before removing a student from college the Head of Department, Deputy Head or Student Welfare Manager will assess the risk to that student and will, if necessary, contact parents, the police or other agency, to inform them of the 'cooling off' period.

6. Permanent exclusion

The Chair of the RED conduct stage meeting may recommend to the Deputy Principal that a student is permanently excluded following the meeting. The student will be informed of this recommendation and an exclusion panel, consisting of the Deputy Principal and one other member of Management Team plus the Chair of the RED conduct meeting will meet. The Chair of the RED conduct meeting making the recommendation for exclusion will present the case to the panel. If the Deputy Principal is the Chair of the RED conduct stage panel, they are able to exclude without an additional panel.

Only the Deputy Principal or the Principal can permanently exclude a student from College. The Deputy Principal or the Principal will inform the student in writing of the decision of the exclusion panel.

Permanent or temporary exclusion includes removing a student from a course in the knowledge that this would not leave the student with a suitable programme of study to meet their needs.

At their discretion, the Deputy Principal or the Principal can set a temporary exclusion for a fixed period e.g. the remainder of the academic year. This would mean that the student would be allowed to apply to study at the college again in the future. Conditions of the college accepting a

future application may also be set at the time of the exclusion and will be specified in the outcome letter.

7. Appeals

At all times through the process a student should be informed that it is possible to appeal against any decision and the actions s/he needs to take to do so.

YELLOW -	in writing to HoD with the basis of the appeal within 7 days of receipt of the warning.
AMBER -	in writing to the HoD with the basis of the appeal within 7 days of receipt of the warning
RED -	in writing to the Deputy Principal with the basis of the appeal within 7 days of receipt of the warning.
Exclusion -	in writing to the Principal with the basis of the appeal within 7 days of receipt of the warning. If the Principal has been involved in the original decision to exclude the student the appeal should be to the Chair of the Corporation. The Chair will constitute a panel of 3 governors to hear the appeal.

In each instance, the documentation of the case will be reviewed, and if it is considered there is a reason for reviewing the outcomes of a student conduct discussion or meeting a review meeting will be called, to be held within twelve working days of receipt of the appeal. If the responsible manager considers that there is insufficient evidence for an appeal to be heard, the appeal will be rejected and the student informed within twelve working days of the appeal.

The appeal will be carried out by:

- ◆ the Head of Department for YELLOW
- ◆ the Deputy Principal for AMBER
- ◆ the Deputy Principal for RED status change
- ◆ the Principal for a decision to exclude.

8. Tutorial support

Questions concerning acceptable behaviour and conduct will be explored and reinforced for full time students through their tutorial programme and with their personal tutor with reference to the Code of Conduct. Individual subject teachers will also reinforce and implement this code of conduct in their classes. If a student has any concerns, s/he should discuss them with their tutor.

9. Monitoring disciplinary action

Each year the Deputy Principal will report to the College Management Team on the Student conduct meetings that took place in the previous year. This report will include analysis of:

1. The numbers of students on each conduct status and movements between
2. Student conduct activity in different curriculum areas
3. Issues leading to student conduct action
4. Quality issues arising out of the Student conduct procedure

The Deputy Principal will also report headline data annually to the Corporation.

Retention of Documents: 4 academic years
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Appendix 1 - Students under 16 years of age

Students aged under 16 on full time programmes

Students who are under 16 and enrolled on a mainstream college programme are subject to the cross college Student Conduct and Disciplinary Procedure as above. The Pre-16 Coordinator or Deputy Principal must be involved at all stages as any disciplinary action needs to be carried out in collaboration with the referring school and if necessary, the B&NES Behaviour Support Panel.

Students attending College aged under 16 on part-time programmes

The college works closely with partner schools and acknowledges that the student's time at the College represents only a small part of their education. However, the College has the same expectations of conduct for all students and will use these disciplinary procedures to address concerns over the conduct of students on any part-time programmes. The Pre-16 Coordinator must be involved at all stages.

The College will contact the student's school if any student conduct action is to be taken for a Pre-16 student. At all stages the College will pass copies of all documents pertaining to the student conduct meetings to the school, and the link teacher from the school should be involved in all meetings and agreed targets for improvement.

Appendix 2 - Code of Conduct for Students

INTRODUCTION

The College is a community of many people; each of whom has a right to study and socialise in a safe, non-threatening environment. In order to guide students – both part time and full time - in how to maintain such an environment, the College produces this Code of Conduct.

Remember that the Principal has final responsibility for the maintenance of good conduct by students. However, it is the responsibility of all staff to take positive steps to help students abide by this Code of Conduct.

This code forms part of your learning agreement with the College. It sets out the standards of behaviour expected by all students at the College.

The Code of Conduct equally applies to any residential, study visits or work placements.

The Code and its meaning will be explained to all students at induction or their first session and will be reinforced by Heads/Deputy Heads, Managers, Tutors, and Teachers.

Failure to maintain the standards and behaviour set out in this code may lead to action under the Student Conduct and Disciplinary Procedure, which will set formal targets for improvement in conduct.

DEFINITIONS OF UNACCEPTABLE BEHAVIOUR AND GROSS MISCONDUCT

UNACCEPTABLE BEHAVIOUR

Examples of unacceptable behaviour which break this Code of Conduct include (this list is not exhaustive):

- Poor timekeeping, lateness to class, or planned activities
- Failure to bring essential equipment with you i.e. pens and paper, and wearing the appropriate uniform/PPE, as required for your course at all times
- *Persistent failure to notify appropriate staff when absent, Breach of Attendance Guidelines (below 90%)*
- *Unreasonable conduct in class or around College*
- *Persistent talking and interruptions in class*
- *Failure to complete and submit work to deadline on a regular basis*
- *Failure to follow reasonable instructions of staff in class or around College*
- *Persistent bad language*
- *Inappropriate use of the IT, computers or any other technological device*
- *Persistent use of a mobile phone in class when requested not to use it*
- *Persistent littering*
- *Refusal to show ID card when requested by any member of staff*
- *Eating and/or drinking in classrooms or the library (other than bottled water)*
- *Smoking, including e-cigarettes, anywhere other than in the designated area*
- *Failure to wear your ID badge at all times while at College either on a lanyard or a clip.*
- *Failure to show your ID badge when asked by any member of staff*

GROSS MISCONDUCT

This is behaviour so serious that it may constitute a threat to the safety of other people, be illegal or dishonest (this list is not exhaustive):

- Bringing the college into disrepute whether carried out on College premises or not
- Any criminal or illegal activity whether carried out on college premises or not
- Acts of violence
- Any form of physical, emotional or verbal threat including abusive, offensive, aggressive language or behaviour to anyone.
- Carrying of offensive weapons
- Possessing, accessing extremist materials, or using extremist language or expressing extremist views
- Any form of bullying, harassment or discrimination
- Actions that break the college Health and Safety Policy
- Suspected of being under the influence of drugs, alcohol or substance misuse, possession or abuse or the unacceptable disruption to the learning of others
- plagiarism
- inappropriate use of IT including (cyber bullying)
- The unacceptable use of mobile devices to record images / voice of anyone without their knowledge or permission
- wilful damage to property
- Any actions that break the College Health and Safety policy i.e. smoking including e-cigarettes in a non-designated area

In certain circumstances, a student may be sent home at the discretion of the Head of Department or Deputy Head. This is not a formal suspension but a short term step to allow consideration of whether further action is appropriate or not. The Head of Department or Deputy Head, a SLG member or the Student Welfare Manager may formally suspend a student for a fixed period of time if their presence in College presents a risk to someone's safety.

SUPPORT

Questions concerning acceptable behaviour and conduct will be explored and reinforced for full-time students through their tutorial programme and with their tutor with reference to the code of conduct. Individual subject teachers will also reinforce and implement this Code of Conduct in their classes. Students will also be informed of the support they can receive from College staff and external agencies.

If a student has any concerns, s/he should discuss them with their tutor or subject teacher (if part-time) in the first instance.

FURTHER INFORMATION

Each full time student will be given access to an online student handbook at the start of their course. This contains:

- the Code of Conduct
- guidance on attendance
- guidance on bullying and harassment
- information about how to complain
- information about equal opportunities
- information about support for students
- information about our ICT Code of Conduct

Part time student groups will have access to the Code of Conduct on the student intranet and tutors will draw their attention to it during their induction. All full-time students will be required to sign a copy of the Code of

Conduct during Induction to confirm that they have read it, they understand it and that they are committing to abide by it.

ATTENDANCE GUIDELINES

You will be given a summary of the College's policy on absence in the online student handbook. This will be discussed during your induction to the College.

1. All students will receive a detailed timetable from their tutor or subject teacher specifying times, content and location of classes.
2. All students will provide their tutor/ personal development coach, or teacher if part time, with an up-to-date contact telephone number (day and evening) and address.
3. You are expected to attend all timetabled classes for your courses unless ill.
4. If too ill to attend College, you should contact your tutor/ personal development coach by 09.30 on first day of absence giving an indication of likely length of illness.
5. If you are absent through illness for more than seven consecutive days, you are required to produce a doctor's note, which should be forwarded to your tutor/ personal development coach (full time students only).
6. You are expected to take holiday and make appointments for doctors/dentists/driving lessons outside your timetabled classes and term time.
7. Personal tutors/ personal development coaches are responsible for following up student absences. You will be contacted when you are absent without explanation. All absences and reasons for absence will be recorded on the student's file (full time students only).
8. When a student is under 18 at the start of their course, if s/he cannot be contacted about an absence, parents/guardians will be contacted to make an initial inquiry.
9. If absences are having a negative impact on your studies, you are entitled to a personal tutorial to identify what needs to be done to improve your attendance.

If you have a problem with lateness and absence you will be encouraged to improve, but if this persists, then the college student conduct and disciplinary procedure may be applied, and parents/ guardians will be involved as appropriate.

Appendix 3 - Suspending a student: notifying relevant parties

If a student aged 16-18¹ is suspended, the manager issuing the suspension will immediately contact the student's parent/carer by telephone. The telephone call should be followed by a letter sent within 24 hours confirming the reason for, and duration of, the suspension. If the learner is an Apprentice, the same communication should be sent to the employer.

The exception to this would be if a student lives independently of their parents or has formally withdrawn permission for the College to contact their parents.

If a sponsored student aged 19+ is suspended, the manager issuing the suspension will immediately contact the student's sponsor by telephone. The telephone call should be followed by a letter, sent within 24 hours, confirming the reason for, and duration of, the suspension.

Notifying staff of a suspension (students aged 16+)

In the case of a suspension the manager should inform the following people immediately, via e mail of the duration and reason for the suspension:

- ◆ Deputy Principal
- ◆ Head of Department
- ◆ Course tutor/ personal development coach
- ◆ Security
- ◆ Student Funds Administrator

In the case of a "cooling off" issued by a Head of Department they should inform the following people immediately, via e mail of the duration and reason for the suspension:

- ◆ Deputy Principal
- ◆ Course tutor/ personal development coach
- ◆ Security

In the case of a permanent exclusion issued by the Deputy Principal or Principal the following people should be notified immediately via e mail:

- ◆ Employers of work-based students
- ◆ Parents/carers of students aged under 18
- ◆ Director of Information Services and Systems
- ◆ Course tutor/ personal development coach
- ◆ Head of Department
- ◆ Security
- ◆ Deputy Principal
- ◆ Student Funds Administrator

¹ refers to the student's age at the start of the academic year.

Procedure for 14-16-year-old students

Under the disciplinary policy for 14-16-year-old students, a student can be suspended for up to 5 days. A student will only be removed from the College during the College day with the agreement of parents or referring agency. This agreement will be sought by the Pre-16 Co-ordinator.

The Deputy Principal will send a letter to parents, school and/or referring agency within 24 hours confirming the reason for, and duration of, the suspension.

Notifying staff of the suspension of a student aged 14-16:

- ◆ The following staff will be notified by the Deputy Principal immediately, via e mail, of the duration, and reason for, the suspension:
- ◆ Pre-16 Coordinator
- ◆ Course tutor/ personal development coach
- ◆ Security

Student ID card

During the period of an exclusion or suspension, the student's ID card should be retained by the person issuing the exclusion/suspension. The student should be given a time and date to collect it on their return to college.

Support for students

If a student has an EHCP or is studying in the Inclusion Department, a member of the Inclusion Team should be communicated with at the very start of the process and involved throughout. This is likely to be their teacher or Link Tutor.

If the student is a Looked After Child or Young Carer, please communicate with the Student Welfare and Participation Manager before changing their status, organising meetings etc. so that they appropriate people can be involved from the start of the process and throughout

STUDENT CONDUCT AND DISCIPLINARY PROCEDURE *(for a longer description of the stages, please see p.3)*

Conduct Status	Stage Description	Issued by	Meeting ²	Review ³	Recording	Report to	Appeal
Green	Students with no significant issues will be on a green status. A student can be on green and have one or two causes for concern.						
Cause for Concern	<i>Issued when:</i> - There are several courses for concern – A behaviour pattern is forming	Any College staff member	No formal meeting required. Student should be informed verbally.	Primary Tutor	Comment on ProMonitor	Email to Primary Tutor (select on ProM)	None available
Yellow	<i>Issued when:</i> - Ongoing concerns are sufficient to warrant a verbal warning. - First concern is sufficiently serious to warrant a verbal warning	Primary Tutor HoD or DHoD or LCs	Student to be told in person by the staff member using the status change. Targets and review date set	Primary Tutor or LC	Comment on ProMonitor Status changed on ProMonitor ⁵ .	Email to Primary Tutor (select on ProM)	In writing to the HoD or DHoD within 7 days of the Yellow warning.
Amber	<i>Issued when:</i> - Student has not met the improvement targets set at the Yellow stage. - Student's behaviour is sufficiently serious to warrant a formal approach (not quite gross misconduct but not acceptable)	DHoD (HoD if DHoD unavailable)	Meeting to be attended by HoD or DHoD + lecturer + student + parent/guardian ¹	Deputy HoD	Comment ProMonitor Status changed on ProMonitor	Email to Primary Tutor, HoD, DHoD and LC select on ProM) Email to parent/guardian ¹ & employer is applicable.	In writing to the HoD or within 7 days of the Amber meeting ⁴ .

Red	<i>Issued when:</i> - Student has not met the improvement targets set at the Amber stage. - Student's behaviour is sufficiently serious that it constitutes gross misconduct.	HoD	Meeting to be attended by DP ³ , HoD or DHoD + lecturer + student + parent/guardian ¹	HoD	Comment ProMonitor Status changed on ProMonitor	Email to Primary Tutor, DP, HoD, DHoD and LC (select on ProM) Email to parent/guardian ¹ & employer is applicable.	In writing to the Principal within 7 days of the Red meeting.
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Please note:

¹ In the case of a student who is <18. Students who are over 18 can request to bring a companion for support though the appropriateness of the companion will be evaluated by the Chair of the meeting in advance.

² Students, parents/guardians and employers (if applicable) should be given 3 working days' notice of a meeting at the Amber and Red stages.

³ The person responsible for reviewing the progress of the student against disciplinary targets set has been suggested here. If HoDs would like to change this in their own areas, please make the Deputy Principal aware by changing the table and sending via email.

⁴ If the Amber status has been issued by the HoD, the appeal should go in writing to the Deputy Principal within 7 days of the Amber meeting.

⁵ A student's status can only be changed by the Primary Tutor, HoD, DHoD or SMT.

Values and Code of Conduct

Bath College has 4 values that every student and every member of staff should strive to uphold and promote. **These are: 1. Individual Liberty 2. Democracy 3. Rule of Law 4. Mutual Respect and Tolerance**
These values are embedded into the Code of Conduct for all staff and all students.

Our commitment to you

1. Provide you with a safe, supportive and secure environment in which to learn and thrive
2. A thorough student introduction to the College about the services we provide
3. A probationary period for the first six weeks to assess if the course is appropriate
4. An online student handbook for full-time courses
5. Support you in your learning and whenever possible provide resources which meet your individual needs
6. A Tutor to support you during your regular target-setting and review tutorials if you are a full-time student
7. Well prepared teaching programmes, appropriate to your needs and the requirements of the exam board
8. Set targets with you that are achievable yet stretching and challenging
9. Ensure assessments and reviews of your learning are clear, timely and constructive
10. Give you regular feedback on your progress through our reporting and reviewing process
11. Give you opportunities to contribute to the learner voice process and the democratic process of change.
12. Classes that begin and end on time
13. Qualified and experienced staff
14. Assignments that are planned to take account of your workload and that are assessed fairly. The results of the assessments will be returned to you within 15 working days
15. Provide opportunities for you to give feedback through the 'Learner Voice'
16. Offer you support, advice and guidance on your progression opportunities
17. Provide information to your parents/carers (under 18) on your attendance and achievement
18. A Learning Resource Centre, computing facilities and services to support your studies
19. Aspire to get you to be workplace, apprenticeship or university ready

Your commitment to us

1. Wear your ID badge at all times while at college either on a lanyard or a clip and show it if asked by any member of staff.
2. Play an active part in the Bath College's Values and all equality and diversity opportunities by refusing to take part in behaviour that degrades others and by challenging and reporting bullying and discriminatory behaviour
3. Respect the rights of others and report inappropriate and unsafe behaviour
4. Behave in a respectful, professional and mature manner
5. Take opportunities offered to contribute to the learner voice process
6. Take pride in the College – keep all areas clean, tidy and free from litter
7. Have full attendance, above 90 per cent
8. Be punctual for all classes bringing essential equipment with you i.e. pens and paper, and wearing the appropriate uniform/PPE, as required for your course.
9. Make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are absent
10. Make learning successful for everyone by behaving in a way that promotes a cooperative, positive and productive learning environment
11. Submit work on time
12. Participate in all learning activities
13. Seek help when you need it and take up the support offered
14. Pay fees promptly
15. Turn your mobile phone off in class unless otherwise directed to do so
16. No eating or drinking (except bottled water) in any classrooms or in the Library
17. Demonstrate a positive attitude towards learning and work

What we do not tolerate from anyone

1. Evidence or suspicion of any form of bullying, victimisation or discrimination against protected groups or individuals
 2. Possessing or accessing extremist materials, or using extremist language or expressing extremist views which creates an environment for radicalising individuals
 3. Any form of physical, emotional, sexual or verbal threat of violence to anyone
 4. Any criminal or illegal activity on or off campus
 5. Any actions that break the College Health and Safety Policy i.e. smoking including e-cigarettes in a non-designated smoking area
 6. Anyone coming on to College premises with drugs, alcohol, or any other substances or under the influence of drugs, alcohol, or any other substances
 7. The carrying of any weapons or use of an item as a weapon
 8. Any behaviour which constitutes a disruption to the learning of others
 9. Any copying of work (plagiarism) or behaviour which is deemed corrupt
 10. Any inappropriate use of IT including cyber bullying, and/or viewing extremist materials online
 11. Any unacceptable use of mobile phones or mobile devices i.e. image and/or voice recording/snap chat, of anyone without their knowledge or permission
 12. Wilful damage to College property
 13. Leaving litter anywhere other than in the bins provided
 14. Accessing areas of the College which are prohibited for general use by students
- Failure to follow the Code of Conduct could result in disciplinary action being taken under the Student Conduct and Disciplinary Policy.**