



Student Learning and Behaviour Policy

Document Status	
Author:	Performance and Quality
Version:	3
Date:	August 2024
Equality Impact Assessment (EIA) Form	In Progress
Approved by:	Corporation
Date of Approval:	October 2024
Date of Policy/EIA Review:	July 2025

Student Learning and Behaviour Policy

1. College, Vision, Mission and Values

1.1 Vision

To be London's best College Group.

1.2 Mission

To deliver outstanding, world class education and skills.

1.3 Values

Our College believes in:

- **Inclusion and belonging** - We embrace diversity and take pro-active steps to be inclusive.
- **Mutual trust and respect** - We communicate openly and assume positive intent.
- **Putting our students first** - We put students first in everything we do.
- **Always improving** - We embrace a mindset of perpetual growth, seeking constant improvements in processes, education and personal development of peers and our students.
- **Compassion and empathy** – We care about each other, our wellbeing, our development and actively seek to understand and validate the feelings of others.

2. Policy Statement

United Colleges Group is committed to providing a learning environment where learners can achieve their goals and freely participate in college activities. We have a legal and moral duty to provide a safe and secure learning environment for our learners, staff and visitors. Mutual respect and tolerance will be encouraged and supported with a commitment to improving behaviour leading to greater learner engagement, better support for staff and fewer incidents of negative behaviour. Our approach aims to encourage and reinforce positive actions which are more effective in improving behaviour rather than focussing solely on disciplinary measures.

The policy aims to enable:

- The promotion of positive behaviour
- Positive reinforcement and mutual respect
- The appropriate challenging of negative behaviour
- A consistent and fair approach for all regardless of age, disability, sex, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation, or gender reassignment status.
- The understanding of our values, attendance and the professional standards required from learners.
- High expectations for behaviour
- Effective sanctions for negative behaviour.
- Facts to be established objectively and, where appropriate, investigations to be undertaken.

- A calm, productive and safe learning environment

3. Responsibilities

Assistant Principals:	Policy Author / Strategic Lead
Assistant Principals & Curriculum Managers:	Responsible for ensuring the policy is understood by teaching teams and consistently applied. Responsible for implementing the policy and for undertaking disciplinary meetings with learners and escalating concerns about continued conduct at the appropriate stage of the process.
Duty Managers:	Responsible for promoting positive behaviour and implementing the relevant sections of the policy.
Course Managers:	Responsible for promoting positive behaviour and supporting students at the informal stage of the policy.
All Staff:	Responsible for promoting positive behaviour and for implementing the Positive Behaviour Policy.

4. Links to other policies

- Assessment Policy and Guidelines 2024-25
- Acceptable Use Policy
- College Standards of Behaviour

5. The UCG Approach to Positive Behaviour

Our approach is based on the premise that everyone likes to be praised for what they do well. Staff who praise their learners achieve better results from them and inspire other learners who notice and repeat this good behaviour. We commit to the following core principles that enshrine our approach to positive behaviour:

- Each day is a fresh start.
- We greet our learners at the door.
- Always use respectful language.
- We are interested in who our learners are.
- Our learners are engaged in our decision making.
- We teach and model excellent practice.
- We use effective statements and questions.
- Always reward and never remove a reward given.
- Whole group punishments are never fair.
- Behaviour sanctions must always be proportionate.

6. Positive Behaviours for Learning

We want all learners to have a sense of belonging to the college community by enabling them to build positive relationships with other learners and staff. We recognise that learners enrol at the College to invest in their future and this Policy is to support all learners to be successful and achieve their aspired learning outcomes. Our behaviour expectations aim to create a positive attitude to learning and to support learners to develop their personal attributes, prepare them for their next level of study or the world of work.

We have high attendance expectations and encourage learners to be punctual for classes and prepared for their lessons by having the right equipment. For specialist subject areas, teachers will provide a list of essential equipment and resources. In lessons we expect learners' mobile phones to be turned to silent with headphones stored in their bag unless they are instructed by their teachers to use them for specific learning tasks.

During lessons we expect learners to learn to adopt professional behaviours; this includes talking quietly, being respectful and engaging in the lesson. At the end of every lesson, we expect learners to leave the class tidy and welcoming for the next group.

This is a partnership requiring learner commitment to our values and ways of working. To keep our environment safe and enjoyable we expect all students to adhere to our standards of behaviour. These are simplified into three learner responsibilities: **Be Ready, Be Respectful, Be Safe.**

Be Ready:

- Attend all lessons and exams, unless the absence is authorised.
- Arrive on time and with the right equipment.
- Complete assignments on time, without cheating, copying or plagiarizing.

- Take responsibility for your own learning and seek help when needed.
- Stay organized and keep track of deadlines and schedules.
- Engage in self-reflection and goal setting to continuously improve academic performance.

Be Respectful:

- Carry out all reasonable instructions from any member of staff.
- Remove hats and hoods when on the College premises.
- Pay attention to your own and other's health and safety.
- Treat the campus with care and respect.
- Do not film or make an image of another person without their explicit consent.
- Behave in a thoughtful, considerate, and responsible manner.
- Do not use bad language
- Do not bully, harass, or offend anyone in person or online.
- Do not damage the good reputation of United Colleges Group through any bad behaviour on or off campus, including online behaviour.

Be Safe:

- Always wear your ID card visibly (a charge may be made for replacement ID Cards)
- Keep mobile phones in pockets or bags and on silent mode unless use is authorised by the teacher for the purposes of research in the session.
- Do not use headphones or audio devices during a taught learning session without permission
- Adhere to the health and safety regulations.
- Do not carry or use illegal drugs, equipment for drug use, weapons or alcohol, or ask anyone else to do this.
- Do not smoke on the campus, including e-cigarettes or vaping
- Do not to drop litter or spit
- Follow the learner IT regulations.
- Do not give false information or forge documents

These behaviours ensure that everyone is treated fairly, calmly and with respect by all staff and learners during their time at college. We advocate that forging positive relationships supports the wellbeing of both staff and learners. The Standards of Behaviour applies to all learners and provides further details of expected behaviour.

7. Activities not meeting Behaviour Standards

In the event of students not meeting the behaviour expectations and responsibilities outlined above whilst on College premises or taking part in College activities, UCG will apply proportionate disciplinary sanctions in an open and transparent way. We also reserve the right to investigate incidents which occur off-site. In this section we identify the negative behaviours that constitute misconduct and gross misconduct and the actions that will be taken in the event of criminal activity under this policy.

7.1 Misconduct

The following negative behaviours are regarded as **misconduct**. If students are found to be engaging in any of the behaviours below, it will be dealt with as part of the student disciplinary procedure outlined in sections 8 and 9 of this policy. These examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under the disciplinary procedure:

- Smoking (including E Cigarettes or vaping) within any College building, or in any other unauthorised area.
- Absence without permission or other good reason from scheduled classes. Poor attendance or recurrent lateness which is not justified by illness or other good reason.
- Failure without good reason to meet assignment deadlines.
- Breach of College rules such as ID cards not being worn visibly at all times or refusing to show them on request, abusive language and gestures to other students or staff and hoods being worn up while on College premises. (A £5 charge may be made for replacement ID Cards).
- Eating or drinking in learning environments such as classrooms or the LRC. Water in a clear sealed container and food and drink required for medical purposes is permitted.
- Using a digital device including a mobile phone in class which is not part of the learning process or in any way which is contrary to the Acceptable Use Policy.
- Persistent distracting behaviour in the classroom impeding learning.
- Non-compliance with UK Visa and Immigration regulations regarding sponsorships of student visas (where applicable).

7.2 Gross Misconduct

The following negative behaviours are regarded as **gross misconduct** and will be escalated to the final stage of the disciplinary procedure outlined in sections 8 and 9 of this policy. If students are found to be engaging in any of these behaviours, it could lead to the permanent exclusion of a student. These examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under the disciplinary procedure:

- Violent, indecent, threatening or offensive behaviour and language or the threat of violence.
- Inappropriate use of social media e.g. filming, recording and or posting of acts of aggression, violence or sexual behaviour.
- Abusive or offensive emails, including the use of another person's email. Using College computer resources to download offensive material for example; material of a pornographic nature or material that could be used to encourage radicalisation or terrorism (other than for research

purposes clearly linked to the learning outcomes of a lesson or an assignment), or in any other way to transmit or retrieve material of this kind.

- Personal online behaviour that increases the likelihood of, or causes, harm including cyber bullying and sexting.
- Fraud, deceit, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College, or in relation to being a student of the College.
- Breaches of the Assessment Policy and Guidelines 2024-25 including plagiarism, coercion, use of AI, and any other form of cheating in assessments or examinations.
- Action likely to cause injury or impair safety either on College premises or on any other sites associated with the College through its professional or other programmes.
- Assisting unauthorised entry to any College site, including lending others college IDs or using other students ID to enter college and/or use college resources.
- Harassment of any kind.
- Unfounded and malicious complaints brought against a staff and or student member of the College under the College Student Complaints Procedures.
- Possession or use of knives, guns or any other item that could be used as an offensive weapon. Refusal to participate in random wandng or screening.
- Possession, use, sale or distribution of alcoholic beverages or illegal drugs, or being under the influence of the same, on College premises or at official College sponsored activities off campus. Prescription drugs would fall into this category if they are sold or distributed, or used by someone other than the named person they were prescribed for.
- Theft or damage, especially malicious or negligent damage, to College property, or theft or damage to property of the College community on College premises or on other premises used by the College. This can include damage to or other interference with computers or software system administration or supplies belonging to the College.
- Unauthorised use or alteration of College documents or stationery; or fabrication of documents or stationery purporting to be College documents or stationery; or impersonation of College staff, or other persons associated with the College. This includes misuse or unauthorised use of the College name or logo.
- Committing a criminal offence on College premises or while involved in College activities, or other conduct likely to bring the College into disrepute.

7.3 Criminal Activity

The College reserves the right to report potential criminal activity to the police, and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, we may defer disciplinary action pending the outcome of criminal proceedings. The College also reserves the right to suspend students pending the outcome of criminal proceedings.

8. The Student Disciplinary Procedure

Where a learner fails to meet College expectations for conduct or behaviour outlined in section 7, they will enter the formal Student Disciplinary Procedure. This procedure is divided into 5 stages:

- Stage 1: Informal Verbal Warning
- Stage 2: Formal Verbal Warning
- Stage 3: Written Warning
- Stage 4: Final Written Warning
- Stage 5: Serious Incident, Gross Misconduct

Learners will generally progress through the disciplinary stages, however depending on the level or type of negative behaviour, the College reserves the right to use whichever stage is deemed most appropriate in relation to the behaviour displayed.

Disciplinary outcomes are commensurate with the offence. For one-off or less serious behavioural issues, learners are given a reasonable opportunity to learn from their mistakes and given an action plan with targets for improvement, together with information about the consequences of not meeting the targets. Targets are always reviewed through the lapse in behaviour and disciplinary procedure. If a learner compromises the safety of others they will be suspended by a Duty Manager, Assistant Principal or the Designated Safeguarding Lead and disallowed from returning to college pending an investigation.

In applying this policy, due regard is given to the learner's personal circumstances including their health, learning difficulties or disabilities and their family situation. The safeguarding team will support learners with vulnerabilities and may be involved at any stage of the disciplinary process.

In tackling disciplinary issues, the College actively involves and communicates with the learner's parent/guardian if they are under 18, or with their employer if they are sponsored by their employer. The College will do its utmost to deal quickly with disciplinary matters. However, this may not always be possible due to the requirement of a thorough investigation. The priority of the organisation is to conduct the most thorough investigation possible and ensure all members of the College and its community are safeguarded.

8.1 Accountability

All staff members have a responsibility to monitor learners' behaviour and intervene if they observe a learner breaking the code of conduct. They should report the learner to the Tutor, Curriculum Manager, Assistant Principal, Designated Safeguarding Lead or Student Services team.

All staff members have a duty to support learners in achieving high standards of behaviour. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

8.2 Trauma Informed Practice

The College is committed to maintaining a safe and supportive learning environment for all students. In cases where disciplinary action is necessary due to violations of college policies or codes of conduct, the following trauma-informed practices will be employed:

- Disciplinary proceedings will be conducted with empathy and understanding, recognising that students may have experienced trauma that could impact their behaviour. Staff members involved in the disciplinary process will receive training on trauma-informed practice to ensure that interactions are conducted in a compassionate and supportive manner.
- Students who have experienced trauma may require additional support to address underlying issues and prevent future misconduct. Disciplinary proceedings will be accompanied by offers of support services, such as counseling, mental health resources, or academic accommodations, to help students navigate challenges and succeed academically.

8.3 Equality, Diversity & Inclusion

The College has paid due regard to equality considerations during the preparation and implementation of this Policy and the final policy has gone through an Equality Impact Assessment.

These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

9 The Student Disciplinary Procedure Stages

The 5 stages of the Student Disciplinary Procedure are outlined below. Flowcharts show each stage of the procedure from Stage 2 to Stage 5

9.1 Stage 1 – Informal Verbal Warning

When does this apply?

This is the procedure for minor misdemeanors when the learner has had a lapse in behaviour due to a breach in behavioural expectations.

Examples (Not Exhaustive)

- Any relatively minor breach of obligations set out in the Code of Conduct for learners, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College.
- Inappropriate language
- Inconsiderate, immature or disruptive behaviour
- Missed deadline(s).
- Lack of effort with academic performance
- Unintentional failure to wear the ID card and lanyard.
- Not adhering to agreed classroom rules.
- Any minor infringement of the College IT User Code.
- Any failure to follow the instructions of a member of staff.

Outcome

- The informal verbal warning, discussions, expectations and targets are written on Pro Monitor including the support interventions that the tutor will arrange and the date for review. This must be logged on Pro Monitor under: Manage Learner Meetings – Stage 1 Informal Verbal Warning Meeting.

Who may be involved?

- Tutor
- Vocational Teacher
- English and Maths Teacher
- Learner
- Parent/Guardian

Possible next steps

- The learner has made good progress and continues to be monitored by the tutor.
- Escalated to Stage 2 of the procedure if progress has not been achieved or misconduct persists.

9.2 Stage 2 – Formal Verbal Warning

When does this apply?

In cases too serious for informal action, or where misconduct persists despite an informal verbal warning:

Examples (Not Exhaustive)

- Attendance below standards set in the Attendance Policy
- Refusal to wear Learner ID Card in a visible way
- Refusal to cooperate with a request to hand over a Learner ID card to a member of staff.
- Any failure to follow the instructions of a member of staff
- Disrupting any class or any other College activity whether or not involving staff or other learners
- Poor performance at a work experience placement
- Any minor infringement of the College IT User Code
- Any other act which may have an adverse effect on the work of the College or on other learners
- Failure to improve behaviour after a Cause for Concern

Outcome

- The warning, discussions, expectations and targets are written on Pro Monitor including the date for review. This must be clearly logged on Pro Monitor under: Manage Learner Meetings – Stage 2 Formal Verbal Warning. If aged 16 or 17 years of age, Parents/Carers/Guardians (PCGs) must be informed.

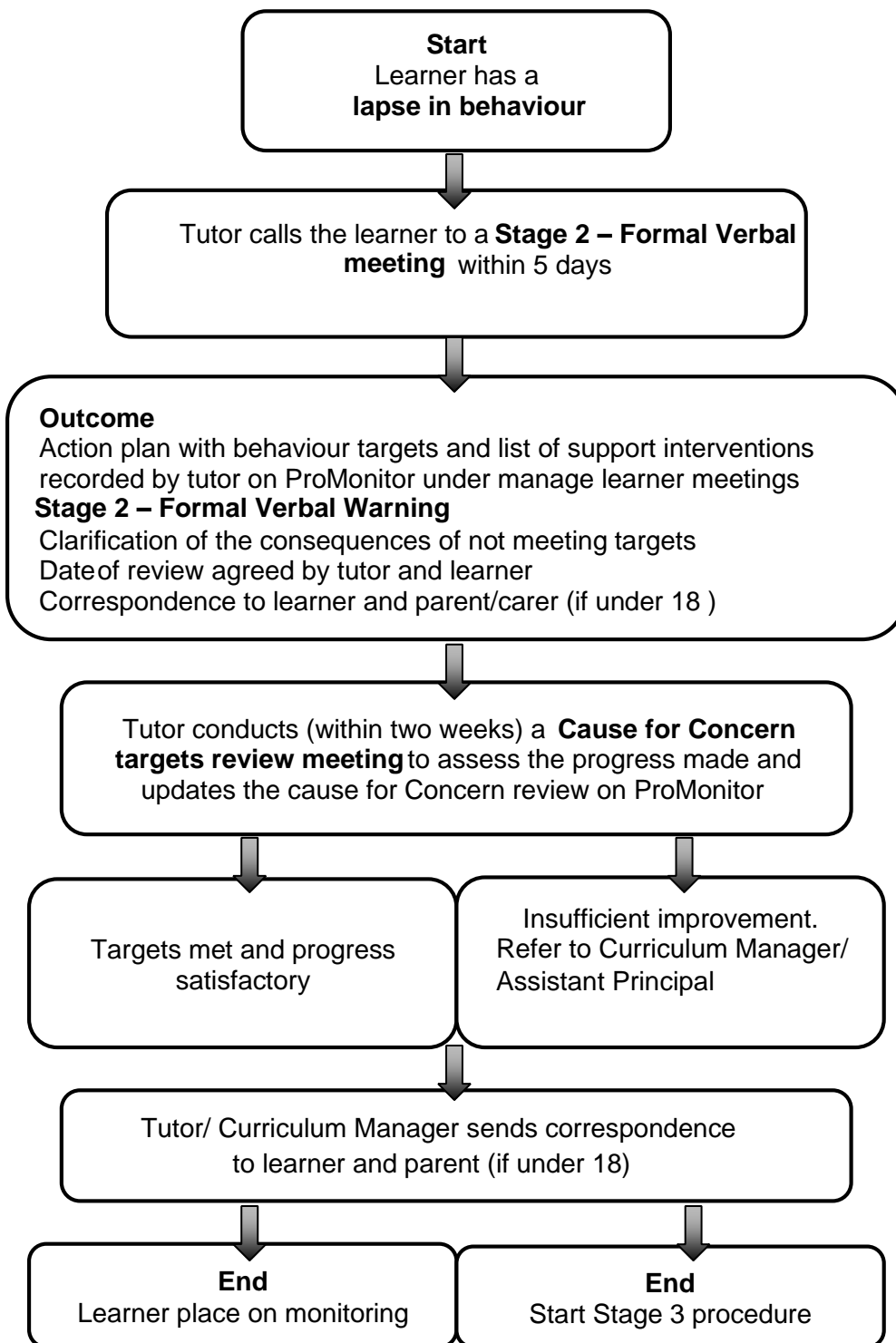
Who may be involved?

- Tutor
- Curriculum Manager
- English and Maths Teacher
- Learner
- Parent/Guardian

Possible next steps

- The learner has made good progress and continues to be monitored by the tutor.
- Escalated to Stage 3 if progress has not been achieved.

Stage 2 – Formal Verbal Warning flow chart



9.3 Stage 3 – Written Warning

When does this apply?

If further misconduct occurs, the student's behaviour does not improve, or if the misconduct is deemed more serious, the student will be required to attend a formal disciplinary interview with the

appropriate Assistant Principal.

Examples (Not Exhaustive)

- Any breach of obligations set out in the Code of Conduct for learners, Equal Opportunities, Health and Safety, and Safeguarding policies or other regulations of the College
- Attendance below standards set in the Attendance Policy
- Refusal to wear Learner ID Card in a visible way
- Refusal to cooperate with a request to hand over a Learner ID card to a member of staff.
- Any failure to follow the instructions of a member of staff
- Any undue noise or unruly behaviour in class
- Disrupting any class or any other College activity whether or not involving staff or other learners
- Deliberately, or by negligence, causing damage to any College buildings, equipment, books, furnishings or any property of others
- Any infringement of the College IT User Code
- Any other act which may have an adverse effect on the work of the College or on other learners
- Anti-social behaviour
- Abusive on social media
- Bullying incidents
- Failure to improve behaviour after a Cause for Concern
- Non-attendance at Work Experience

Outcome

The outcomes of the process are based on the level of misconduct. In some cases, the misconduct may require an investigation before the disciplinary meeting can take place. If the learner is aged 16 or 17 years of age, Parents/Carers/Guardians (PCGs)s must be informed. The potential outcomes could be no case to answer if misconduct is not proved or a Stage 3 Written Warning if misconduct is proved. If proved the Stage 3 Written Warning with expectations going forward must be logged on Pro Monitor under: Manage Learner Meetings – Stage 3 Written Warning.

Who may be involved?

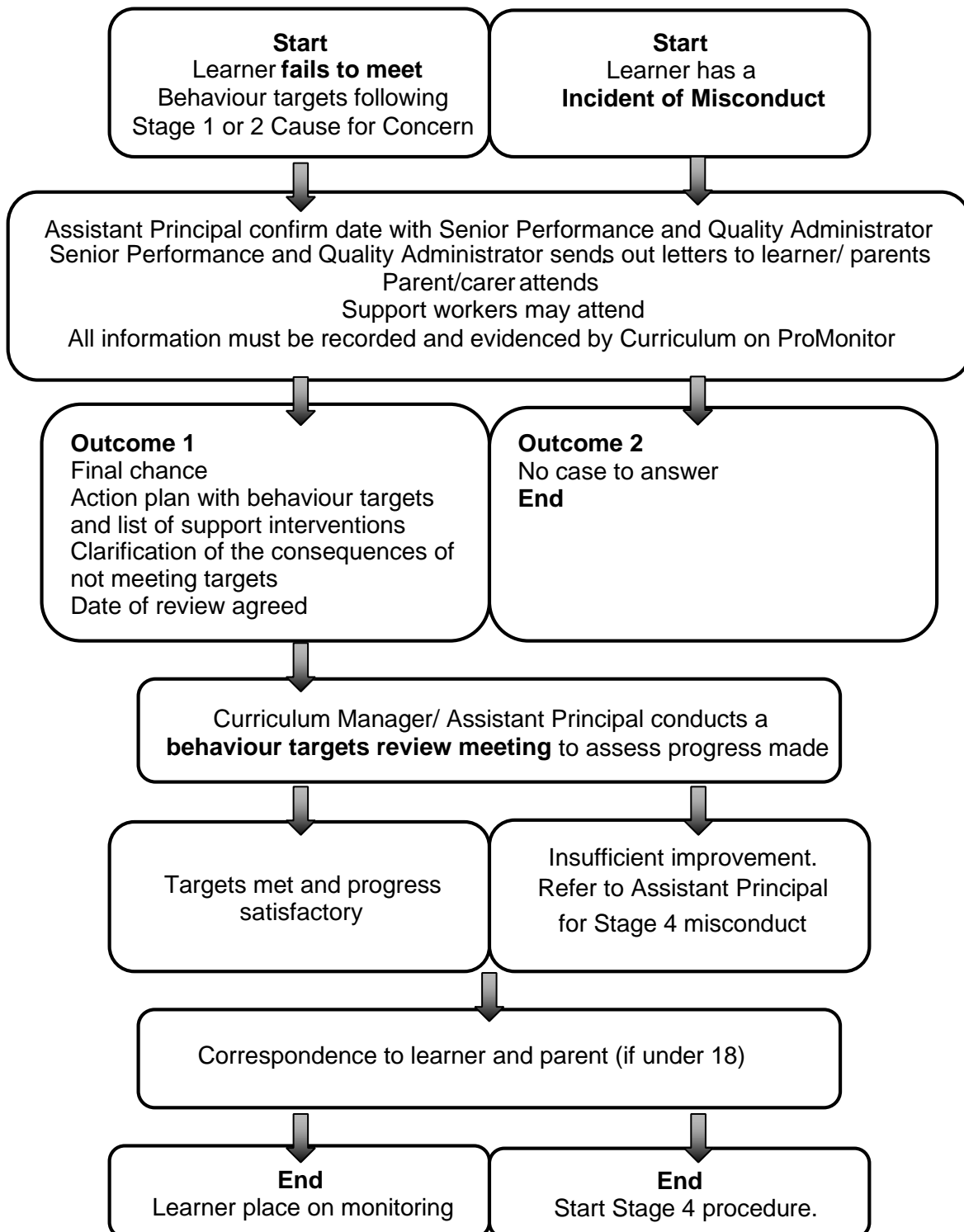
- Safeguarding
- Curriculum Manager
- Assistant Principal
- Witnesses
- Student Services
- Performance and Quality
- Learner
- Parent/Guardian

Possible next steps

- The learner has made good progress and continues to be monitored by the Curriculum Manager/ tutor/ Assistant Principal

- Escalated to Stage 4, Final Written Warning if progress has not been achieved.

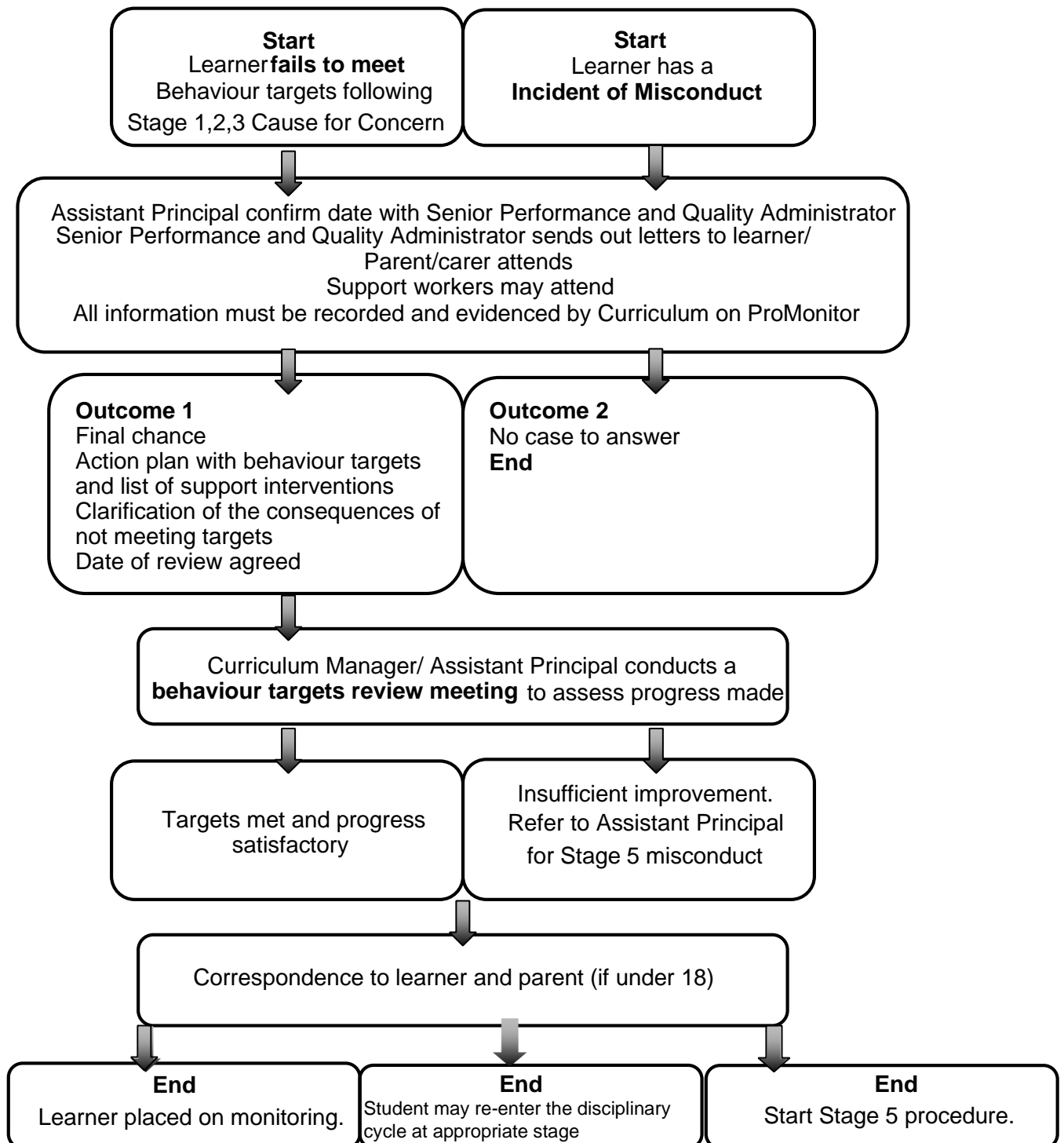
Stage 3 – Written Warning flow chart



9.4 Stage 4 – Final Written Warning

If further misconduct occurs following previous warnings, a final written warning may be given. The Assistant Principal and Curriculum Manager will review whether targets and requirements to satisfy Stage 3 have been met or not. If not, the student will be required to attend a formal disciplinary interview with the appropriate Assistant Principal and Curriculum Manager

Stage 4 – Final Written Warning flow chart



9.5 Stage 5 – Serious Incidents and Gross Misconduct

In cases where there is a Serious Incident and/or Gross Misconduct, the disciplinary process will automatically jump to Stage 5. Examples of Gross Misconduct can be found in section 7.2 in this policy.

9.5.1 Suspension

In cases where the alleged misconduct is considered gross misconduct and it is potentially detrimental to the safety of the population of the campus for a student to remain on site, a suspension will be considered. A suspension is a neutral act and will remain while the case is being investigated, normally 7 working days up to a maximum of 14 working days, unless the case is being investigated as a criminal offence (see 2.1). A message from Pro Monitor will be sent to the Assistant Principal, Curriculum Manager, Course Tutor and the Vice Principals and the Performance and Quality Administrator.

9.5.2 Students with an Educational Health and Care Plan

In the case of a student with an Educational Health and Care Plan (EHCP), the College will adhere to the conditions confirmed in the relevant Local Authority contract and the SEND Code of Practice. In all cases the Head of Department for Additional Learning Support (ALS) must be contacted prior to their suspension.

9.4.3 Suspension Process

A student can only be suspended by one of the following members of staff:

- Duty Manager

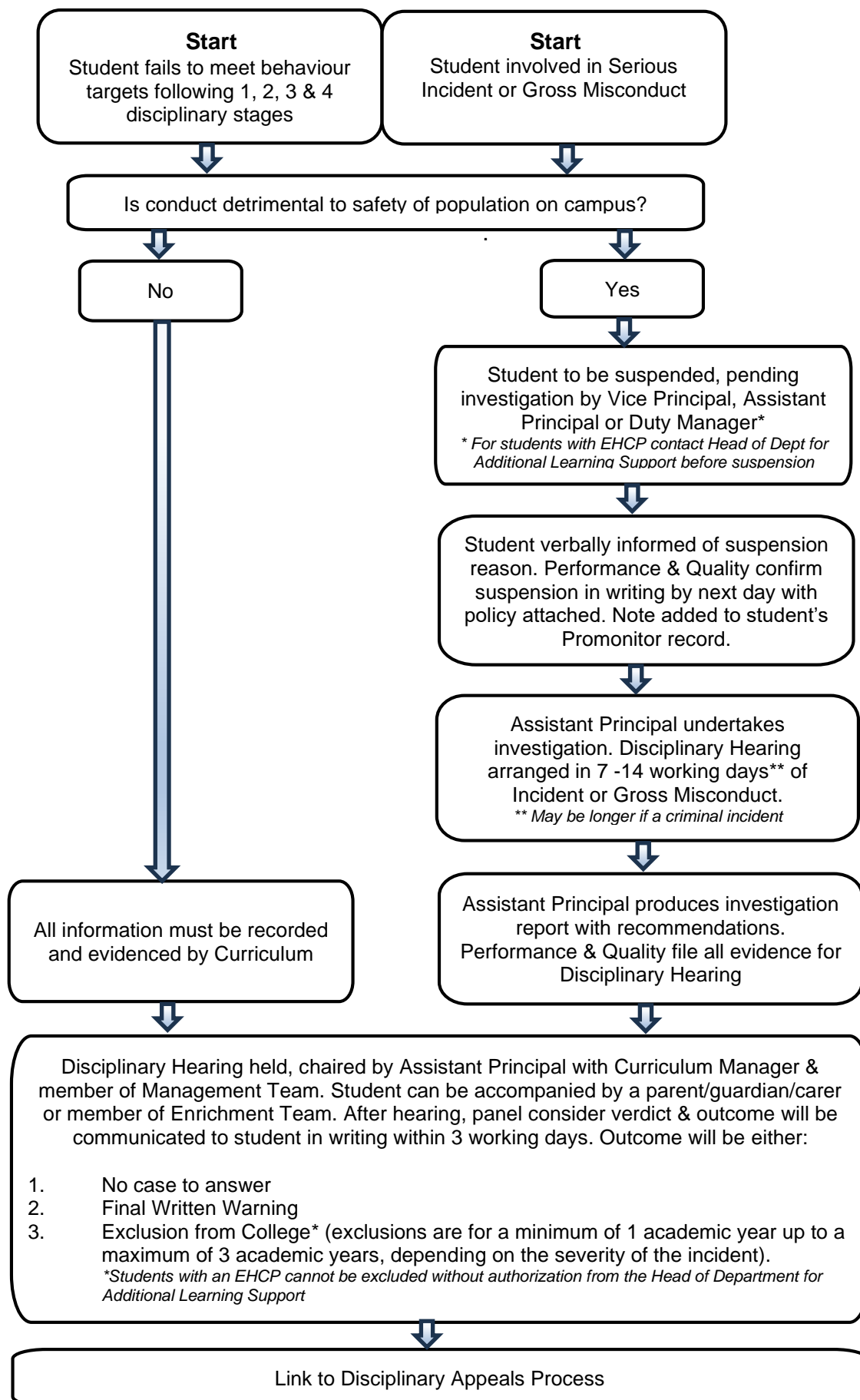
Where the Duty Manager is not available a suspension can be carried out by

- Vice Principal
- Assistant Principal

When a student is suspended pending an investigation, they will be informed of the reason for their suspension and that it is a neutral act that does not imply guilt or innocence of misconduct. The suspension will be confirmed in writing that day using standard templates. Where an incident occurs in the evening, written confirmation may be sent to the learner the following day. The letter will be issued by the Senior Administrator for Performance and Quality with the Student Learning and Behaviour Policy enclosed, copied to the appropriate parent/guardian, if the learner is under 18. A note of this will be recorded in ProMonitor by the Assistant Principal, Duty Manager or Vice Principal suspending the learner. This will be logged centrally by the Performance and Quality Administrator.

Whilst a student is suspended, work must be completed remotely and the learner may still need to attend College for external exams. The tutor provide work for the student, together with deadlines for its completion within 5 working days of the suspension.

Stage 5 – Serious Incidents and Gross Misconduct flow chart



9.6 Investigation

A thorough investigation into alleged misconduct will take place before a disciplinary interview is held or disciplinary action taken. The investigation will be carried out by the Assistant Principal for the area that the student is studying in.

The investigation is likely to involve the collection of the following evidence:

- Statements from:
 - Any witnesses
 - The student accused of the misconduct
 - Any victims of the incident
- Incident Report
- CCTV footage, if available – recorded and stored

The investigating officer will produce a report for the hearing based on the evidence gathered which will be laid out as follows:

- A summary of what happened in chronological order
- A paragraph judgment of who they think is blameworthy, and how they have breached the Policy
- A recommendation as to the outcome for the disciplinary hearing panel

A pack will be filed by the Performance and Quality team for the disciplinary hearing panel which will include:

- The Investigation report
- Data from Pro Solution e.g. personal and attendance pages
- Incident report form
- Comments, meetings and targets from Pro Monitor
- All statements
- CCTV evidence if available
- Any other relevant evidence

9.7 Disciplinary Hearing

A disciplinary hearing should normally take place within 7 working days of the date of a suspension and will be no longer than 14 working days (unless the College is awaiting the outcome of criminal proceedings). The college reserves the right for this period to be extended in exceptional circumstances.

The disciplinary hearing provides the student the opportunity to give their account of the alleged misconduct and for the disciplinary panel to consider the evidence presented and the outcome of the investigation.

All behaviour incidents are considered individually and on their own merits, and decisions are normally based on the balance of probability that an incident did or did not take place. Students have the right to be accompanied to the hearing by a parent/guardian/carer or a member of the Student Enrichment Team. It is the student's responsibility to organise an appropriate person to accompany them. The role of this person is to ensure the student has understood the process and any questions being asked. It is not the role of the person to speak on the student's behalf. It is expected that all students under the age of 18 will be accompanied by a parent/guardian/carer, or in exceptional circumstances an alternative responsible appropriate adult.

The disciplinary hearing panel will consist of an independent Assistant Principal and another member of the Senior Management Team (not the Principal or Vice Principals). The hearing will be chaired by the relevant Assistant Principal.

After the disciplinary hearing has taken place, the panel will consider their verdict and the outcome will be communicated to the student in writing within 3 working days.

The potential outcomes of the disciplinary hearing are:

- No case to answer
- Final Written Warning
- Exclusion from College

9.8 Exclusions

Exclusions can be for a minimum of 1 academic year up to a maximum of 3 academic years, depending on the severity of the incident. No exclusions of any learner with an EHCP are permitted without the authorization of the Head of Department for Additional Learning Support.

If the outcome of a disciplinary hearing is that a student is excluded from College, they will receive a letter outlining the reason for their exclusion and the conditions placed on any future return to College. All outcomes must be communicated to the parent/guardian/carer, the course team, security and the enrichment team leader/s. Outcomes and all documentation will be recorded and stored centrally by the Performance and Quality team.

If the student breaches the terms of their exclusion, for example by being on College premises without valid reason, their period of exclusion may be extended.

9.8.1 Immediate Exclusion

In exceptional circumstances, the Duty Manager will contact a Vice Principal or Assistant Principal who have the authority to immediately exclude a student, where they are satisfied, on the evidence immediately available, that a student has committed an act of gross misconduct that is sufficiently serious to warrant such action.

- The parent/ guardian/carer of a student aged 16 -18 years or a vulnerable adult must be informed of the immediate exclusion

- The employer/ training provider of a sponsored student must be informed of the action taken by the College
- The Assistant Principal will act on information provided to them at the time of the incident, or as soon as is practicable after the incident
- In the case of immediate exclusion, the Duty Manager will gather witness statements from staff and students and prepare a report for the Assistant Principal, together with a note in ProMonitor and the student will be given the opportunity to appeal as outlined in section 10.
- In the case of students with an EHCP, the Duty Manager will contact the Head of Department for Additional Learning Support.

10 Appeals Process

A student can submit an appeal at all stages of the disciplinary procedure except Stage 1 – Informal Verbal Warning. The appeal must be submitted in writing, within **ten working days** of the date of the warning/exclusion letter. The appeal should be submitted to the Senior Administrator for Performance and Quality to the following email address: andrea.edwards@cw.ac.uk who will then send the appeal to a Vice Principal not associated with the curriculum area involved

Appeals will only be considered based on one of the following grounds:

- Severity of the disciplinary action was disproportionate.
- A failure to follow procedures in this policy.
- New evidence that was not available at the time of the disciplinary hearing.

The written appeal letter should clearly outline the reasons for the appeal and on which grounds the appeal is being submitted. Students who require support with writing an appeal letter can request support from the Additional Learning Support team. An appeal will only be granted where it clearly meets one of the grounds for appeal identified above. In some cases, this may warrant an appeal hearing if the evidence requires further interrogation, otherwise the appeal will be desk based.

10.1 Appeal Hearing

An appeal hearing may be convened within 10 working days of the appeal being received. The appeal hearing will be chaired by a Vice Principal.

The appeal hearing will provide the student the opportunity to present the grounds of their appeal. The appeal hearing will not consider the original misconduct issue, unless new evidence is being provided.

Students will receive notification of the outcome from the appeal hearing in writing within five working days of the hearing taking place.

Where the Appeals hearing panel decision is to uphold the decision of a Student Disciplinary Hearing to exclude a student, the college may, in particular extenuating circumstances, explore opportunities to re-engage with a student either directly or indirectly through signposting to another organisation, on to a suitable learning programme where the college feels this would

be a more socially responsible outcome for an individual student, particularly if they are 16-18, a vulnerable adult or a student with an EHCP.

11. Communication during the Disciplinary Procedure

Students will receive formal communication at all stages of the disciplinary procedure (with the exception of stage 1 – Informal Verbal Warning and Stage 2 – Formal Verbal Warning)

Communication will be in writing addressed to the student using the address details contained on the student records system. It is the student's responsibility to ensure that their address details are kept up-to-date.

Students will receive confirmation of the outcome of a disciplinary action within 5 working days of the disciplinary hearing/meeting taking place.

Where a student is under the age of 18, communication will also be sent to the parent/guardian/carer.

In the case where communications have been sent to the student, but the contact address details have not been kept up to date by the student, the college will still maintain the deadlines for response as set out in this policy.

12. Records of Disciplinary Action

Details of all warnings and disciplinary meetings will be recorded in ProMonitor. Incidents of gross misconduct will also be recorded on the Pro Solution student record system.

Records of disciplinary action will remain on the student's file for 12 months and will be recorded in the college's central record of disciplinary action.

A central record of all exclusions and appeals will be kept by the Performance and Quality team.

The outcome of any disciplinary action will be communicated to the following staff:

- Student
- Parent/Guardian/Carer (where appropriate)
- Course Team
- Curriculum Manager
- Assistant Principal
- Security
- Performance and Quality Administrator