

SALISBURY 6TH FORM COLLEGE

STUDENT DISCIPLINARY POLICY

Approval Body	P&P Committee
Date of Approval	March 2015
Approval Period	3 Years
Review Date	September 2018

Student Disciplinary Policy

Scope and Purpose

To provide a set of procedures to ensure that students who fail to meet the expectations of Salisbury Sixth Form College are treated with fairness and consistency, whilst taking into account the individual circumstances of each student. By signing the learning agreement (Learner Agreement Form) at enrolment, students are accepting the terms and conditions of this policy. Through tutorials and on an ongoing basis, we will provide students with a clear understanding of the commitments that they make to their studies, to the Salisbury Sixth Form College community and its environment.

The College Disciplinary System

On the occasions that we have concerns about a student's behaviour, students may be subject to the S6C Disciplinary System as outlined below:

Stage 1 Contract

A subject teacher or other member of staff will refer a student to their Tutor for:

- Unauthorised absence or lateness
- Failure to submit homework on two or more occasions
- Use of offensive language
- Disregarding a reasonable instruction by a member of staff
- Behaviour, which disrupts the learning of others
- Disregard for the College environment

The Tutor will place the student on a Stage 1 contract after a one-to-one meeting and the parent/carer will be informed.

Stage 2 Contract

If a student fails to respond positively to a Stage 1 Contract, a student will be placed on a Stage 2 Contract by their Tutor and Line Manager. The parent/carer will be invited in to College to discuss the situation with their Tutor and Line Manager..

A student can also be placed onto a Stage 2 Contract for any of the following:

- Persistent unauthorised absence/lateness
- Non-submission of homework
- Threatening behaviour or language
- Vandalism, graffiti, damage to furniture, equipment or college property
- Misuse of College facilities or resources
- Behaviour that brings the College into disrepute

Stage 3 Contract

Failure to respond to a Stage 2 Contract or if a student's behaviour matches a Stage 3 trigger as outlined below, a student may be suspended from College by a member of the Senior Leadership Team until a meeting can be arranged with parents/carers. After the meeting, a student will again be monitored in the normal way. Failure to respond to a Stage 3 Contract may result in permanent exclusion by the Vice Principal, with the opportunity for an appeal via a written letter to the Principal.

In the more serious cases however, where a student has believed beyond reasonable doubt has committed an illegal act or put other students or staff at risk, a student will be excluded with immediate effect by the Vice Principal. In such a case, there also be the right of appeal to the Principal.

A student can also be placed on a Stage 3 Contract for any of the following:

- Extended unauthorised absence
- Failure to submit homework or coursework over an extended period
- Theft
- Possession of illegal substances
- Assault
- Bullying, harassment, victimisation and all forms of aggressive or threatening behaviour, including the use of racist or sexist behaviour
- Accessing prohibited websites
- Inappropriate use of email and cyber bullying

There is no time constraint on a College Contract and Tutors and Senior Staff monitor all students that are on a contract.

Exclusions

- A student may be excluded from college by the Vice Principal or Assistant Principal as outlined above.
- The S6C Student Disciplinary System is such that chronological progression through the stages is not necessary – a student can be placed on any stage of contract according to the seriousness of the offence
- In some cases, a series of regular offences can result in an exclusion. In such circumstances, there is a right of appeal to the Principal
- If appealing against a decision to exclude a student, a parent/carer must write a letter to the Principal who will hold a meeting with the excluded student and his/her parents/carers to listen to the case and any evidence. **In all cases, the decision of the Principal is final.**