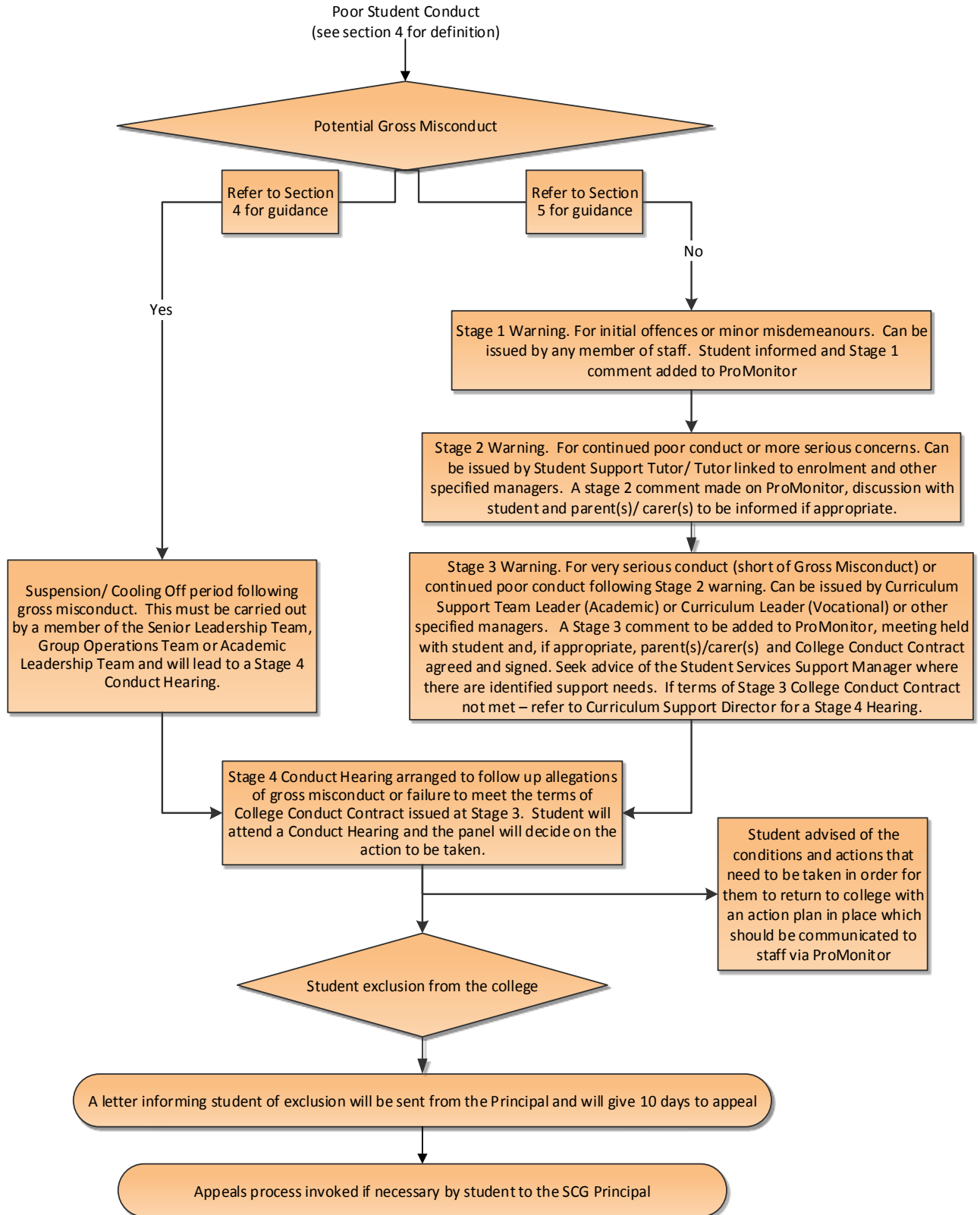


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STUDENT CONDUCT POLICY & PROCEDURE

Student Conduct Procedure – at a glance



1. AIM

If we are to be successful in providing our students with a positive experience at college and with any college activities then we require excellent standards of conduct, both in and out of the classroom. This policy, and the procedure within, is designed to support the maintenance of good classroom behaviour and to provide a fair and transparent system for dealing with any situation related to conduct that may arise on any Shrewsbury Colleges Group (SCG) campus. It also relates to student conduct on trips/visits and towards other members of the college community off campus (including via social media). There should be an early emphasis on rewarding good behaviour and utilising targets to encourage improved behaviour unless gross misconduct has occurred. We should also, at all stages, look to provide and signpost to support to give students a reasonable chance to achieve success. The purpose of this document is to ensure that students and staff can work in a safe and considerate environment that supports learning.

2. SCOPE AND PURPOSE

This Policy applies to all students enrolled at SCG (hereafter known as the College), whether full-time or part-time (including Apprentices and Higher Education students), whether or not their course is validated by or associated with any other Institution. This Policy aims to encourage good conduct in terms of behaviour and also good conduct in terms of orientation to learning, manifesting itself in areas such as attendance and the completion of work. Gross misconduct may lead to action being taken against a student. Repeated poor conduct or a single act of gross misconduct may result in a student being suspended or excluded from the College.

3. OBLIGATIONS OF STUDENTS

Students must behave reasonably and should follow other College policies and procedures including:

The Equality and Diversity Policy
The Anti-Bullying Policy
The IT Acceptable Usage Policy
The e-safety policy
The Health and Safety Policy
The Criminal Convictions Policy
The Visits/ Trips Policy
The Safeguarding Policy (Including Prevent)
The Mental Health and Well Being Policy
The Fitness to Study Policy

All these policies are available on InfoPoint.

4. GROSS MISCONDUCT

This is conduct which compromises the safety and/or educational experience of members of the college community. It also refers to conduct which may damage the reputation of Shrewsbury Colleges Group.

The following are examples of gross misconduct which may result in suspension. This list is not exhaustive.

- Any breach of any of the student's obligations set out in the code of conduct and including the Learner Agreement and any breach of health and safety or other Group regulations.
- Failure to follow the reasonable instructions of a member of staff, thereby putting themselves or others at risk.
- Aggressive or confrontational behaviour towards a member of staff, student or person visiting or working within the Group.
- Non-compliance with assessment guidelines procedures. Cheating, plagiarism or copying of the work of other students.
- Deliberately or by gross negligence causing damage to any Group buildings, equipment, books or furnishings or any property of others.
- Unauthorised access, use of, or interference with software or data belonging to or used by the Group.
- Theft of property or any other dishonest acts.
- Bullying, harassment, intimidation, taunting, verbal abuse, defamation of character or the use of any violence or threat of violence towards any person, whether in person, on line or via social media platforms.
- Any illegal act which has an adverse effect on the work of the Group or on other students.
- Contravention of regulations regarding the receipt of Bursary and Hardship funds or Educational Maintenance Allowances, or any other grant monies.
- Any incident which misuses cameras, mobile phone cameras or videos where consent to take pictures has not been obtained in relation to other students enrolled at the college both during the college day and out of college hours.
- Possessing, supplying or being under the influence of any controlled drugs or alcohol on College premises. This also includes the possession of drug related paraphernalia.

Other similar incidents may be considered as gross misconduct, in addition to the examples outlined above. Students may be charged for any damage to property.

5. POOR CONDUCT

It is expected that all staff will address poor conduct there and then.

The following are examples of poor conduct which may result in the conduct procedure being followed. This list is not exhaustive.

- Intentionally missing lessons or non-attendance at College and repeated poor punctuality
- Noisy or unruly conduct or the use of foul language.
- Disrupting any class or any other College activity, whether or not involving staff or other students.
- Smoking in non-designated areas.
- Conduct which could bring the Group into disrepute, e.g. misconduct on public transport or annoyance to Group' neighbours.
- Non-return of Group library books and other Group property loaned to students for the duration of their enrolment.
- Failing to display a current student ID card and lanyard.

Any serious cases of poor conduct may be treated as gross misconduct (Please refer to section 4 on gross misconduct)

6. EQUALITY AND FAIRNESS

Students with learning difficulties and/or disabilities or other students with identified support needs including Looked After Young People and Young Carers, may show conduct that is determined by factors out of the control of the student, e.g. a disability, medical or drug controlled behaviour. In this case, it is important that the student is reviewed by the Student Services Support Manager **before** formal processes at **Stage 3 or above** are considered. In addition, the Safeguarding Team can assist in assessing the problem and can offer advice on suitable strategies. All warnings at Stage 3 or above involving Looked After Young People must be reported to the Safeguarding Manager (Sue Croxon) as Designated Teacher for LAYP. The Student Services Support Manager will agree with the relevant Curriculum Leader or Curriculum Support Team Leader whether other factors had an effect on the conduct and advise on the next stage. However, any student with or without learning difficulties or other support needs, is subject to the Conduct procedure in cases of alleged gross misconduct.

Opportunities should be taken to ensure that specific needs or circumstances arising from the protected characteristics of any student are taken into account in the interpretation of this policy.

7. CONDUCT PROCEDURE

IMPORTANT: All stages/instances of the Conduct procedure **MUST** be recorded within 24 hours on ProMonitor. **There is a comment type relating to each of the 4 stages of the process.**

Stage 1 Warning

This stage is for dealing with minor misdemeanors and initial offences. Where a student is found to have engaged in poor conduct, a Stage 1 warning can be issued by any member of staff. Where a Stage 1 warning is given, the learner **must** be informed why they are receiving the warning. Strategies to address any issues should be discussed and a SMART Target may be set. The warning must then be recorded on ProMonitor, under the Stage 1 comment type and made FAO the Course Tutor assigned to their enrolment or Student Support Tutor. **Parents/ Carers do not have to be informed at this stage.** If the member of staff issuing the warning would like to issue the student with a written record of the warning this can be done using the template in Appendix 2.

Stage 2 Warning

Stage 2 is for continued poor conduct or more serious concerns than would be pursued at Stage 1. Examples include continued poor attendance, disruptive behaviour in class or some types of bullying behaviour. **Stage 2 warnings can be issued by the Course Tutor assigned to their enrolment, Student Support Tutor, Curriculum/ Programme Leader, Student Services Support Manager, Curriculum Support Director/ team Leader or any member of SLT.** If the conduct is witnessed by another member of staff they should refer to one of the above as appropriate.

The warning must be recorded on ProMonitor under the Stage 2 comment type and made FAO the Course Tutor assigned to their enrolment or Student Support Tutor. **Parents/ Carers should be informed at this stage if the student is under 18 and this contact recorded in the ProMonitor comment.** This can be done via any medium, including the template found in Appendix 3.

There is an option at this stage to create a contract stating the behaviour required from the student. If this is the case a copy should be saved to the student's Uploaded Documents section of ProMonitor.

Refer to Appendix 1 for information relating to Subject Contracts for students on Academic Study Programmes.

Stage 3 Warning

Students can be 'fast tracked' to this stage of the procedure, if the conduct causes major disruption or where the offence warrants it. A Stage 3 warning is also issued if a student's conduct does not improve following the issuing of a Stage 2 warning.

Stage 3 warnings are issued by the Curriculum Support Team Leader for students on Academic Study Programmes and Curriculum Leaders for students on Vocational Study Programmes. They may also be issued by Curriculum Support Director and any member of SLT as appropriate.

The student (and their parent(s)/ carer(s) if they are under 18) are invited to a Stage 3 meeting where the issues are discussed and a contract signed agreeing to the terms for the student's continued enrolment at college. There must be 7 days' notice given for the meeting.

Templates for inviting parent(s)/carer(s) and the student to a Stage 3 meeting are included in Appendix 4.

The meeting will be attended by the member of staff issuing the Stage 3 warning, parent(s)/ carer(s), the student and any other members of staff as seen as appropriate. The conduct of the student, appropriate sanctions and any support needs will be discussed in the meeting as well as appropriate referrals (relating to Progression, Safeguarding or Additional Learning Support).

At the end of the meeting a contract clearly stating the expectations on the student if they are to remain on their Study Programme will be agreed and signed. A template for a Conduct Contract can be found in Appendix 5.

A Stage 3 comment must be made on ProMonitor FAO of all staff supporting or teaching the student. A copy of the contract must be uploaded onto the Uploaded Documents section of ProMonitor. A date for the contract to be reviewed, by the member of staff who has issued it, must be agreed and the outcome of this review shared with the student, parent(s)/carer(s). Any renewed contract should be uploaded onto ProMonitor and a follow up comment to the initial Stage 3 comment should be provided. If the student has made sufficient progress they can be removed from Stage 3. If they have not responded they may be referred to The Curriculum Support Director for a Stage 4 meeting.

Students on Stage 3 of the conduct procedure will be added as 'High Risk' to the At Risk register.

A Stage 3 warning will ordinarily be issued where a student has been asked to leave a subject on their Academic Study Programme having failed to meet the terms of a Subject Contract or as a result of Academic Misconduct.

Suspension

At any stage where there is a danger of further poor behaviour or gross misconduct, a student may be suspended from the Group immediately or asked to 'cool off' at home by **any member of Senior Leadership Team, Group Operational Team or an Academic Leadership Team**. In some circumstances a manager might request a member of staff to suspend the student to enable the manager to be on the subsequent panel.

In a case of gross misconduct involving more than one student, for example, a fight, all students involved will usually be suspended during the investigation and until a disciplinary hearing takes place. Suspension / cooling off in this case is not a punishment, but an opportunity for the Group to investigate the incident/ allegations and to protect all parties from allegations or further incidents.

Students with learning difficulties and/or disabilities or other students with identified support needs including Looked After Young People and Young Carers, may show behaviour that is determined by factors out of the control of the student, e.g. a disability, medical or drug controlled behaviour. In this case, it is important that the student is reviewed by the Student Services Support Manager **before** a suspension takes place. If a Looked After Young Person is suspended the Safeguarding Manager (Sue Croxon) as the Designated Teacher for LAYP must be informed within 1 working day.

A student in receipt of Bursary payments who is suspended 'pending' a Stage 4 meeting, should not be paid their Bursary. If the students involved are allowed to return to College with no conditions applied, they will receive their Bursary back-paid for the period of their suspension, unless exceptional circumstances are present and reviewed by the Student Services Support Manager.

Stage 4 – Conduct Hearing and Decision

A Stage 4 Conduct Hearing is where a decision is made on the future in college of a student who has been suspended and/or involved in gross misconduct or who has failed to meet the terms of a Conduct Contract issued at Stage 3.

The student will be asked to attend a Conduct Hearing and 7 days written notice of the hearing will be given. Parent(s)/Carer(s) will be invited to attend where the student is under 18.

The Chairperson conducting the Conduct Hearing will not have had prior involvement at any previous stage of the process relating to the complaint, but will have seen all the documentation. Disciplinary hearings will be chaired by a member of the Senior Leadership Team or the Curriculum Support Director. Panel members could be any member of the Group staff elected by the Group's Academic Leadership Teams. There should be a minimum of two panel members (ideally there will be 3 members including the Chair). However the member of staff who suspended the student or issued the Stage 3 Conduct Contract cannot form part of the panel, to ensure that it remains impartial and fair. Any student with a recognised support need may be accompanied by an advocate.

The panel will take the student through their alleged conduct. Normally, witness statements/ evidence from college staff will be in writing and may be referred to throughout the panel meeting, whilst protecting the identities of other students. The student will be given the opportunity to state his or her case and to question the evidence presented, the Chairperson will then bring the hearing to a close. The hearing panel will make a judgement which will be notified in writing to the student and their Parent(s)/Carer(s) within five working days of the interview.

The decision may state that:

- no action should be taken
- that a lesser action should be taken, such as the issue of a Conduct Contract at Stage 3
- the student is recommended for permanent exclusion, but is given advice and conditions regarding a potential application for a place in the following academic session or is signposted to other agencies or providers for support
- the student is recommended for permanent exclusion. (Nb. This information should be passed to the MIS team to be entered on the Group's MIS system – students who are excluded should be 'flagged' on their record, to avoid the potential of the student in question returning, unnoticed, the following year) and referred to The Agency for support in Progression
- the student is recommended for a temporary exclusion
- Mediation can be considered at any stage of the procedure.

The recommendation for any type of exclusion is to be made to the Principal

Appeals

Any student recommended for exclusion will have the right to appeal to the Principal within ten days of the decision to exclude them. The Principal or their nominee will arrange an appeal interview within twenty one days and invite a Senior Leadership Team member (this person must not have been on the original panel) to attend this meeting. A meeting will be held with the original panel prior to the appeal interview to discuss the reasons for the decision. The student will be given at least five days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, relative or carer.

- The Principal will need to be given all relevant documentation as soon as notice of the appeal is received.
- Within five days of the appeal interview, the final decision by the Principal or his nominee will be confirmed in writing to the student. There is no appeal against the Principal's decision.

Appeals are not accepted for any decision other than exclusion.

8. CRIMINAL OFFENCES

Where any member of staff has reason to believe that a student may have committed, or may be intending to commit, a criminal offence, the Group may refer the matter to the Police and may still continue proceedings under this procedure irrespective of any criminal process.

9. STUDENTS UNDER 18/ SPONSORED STUDENTS

If a student under 18 years of age at any stage of either the conduct process, a parent or carer will be invited to attend any formal meetings, hearings or appeal interviews and will also be sent copies of warnings issued at Stage 2 and above.

If a student who is being sponsored at the Group by an employer, training agency or a partner institution (i.e. University) is given a formal written warning or expelled or suspended the employer, the partner institution or training agency will be informed whenever practicable.

10. SCHOOL PUPILS 14-16 YEARS

Instances relating to the conduct of school pupils will be dealt with in accordance with the school's disciplinary procedure.

11. HIGHER EDUCATION STUDENTS

Higher Education students are subject to this policy unless the nature of the allegation invokes the partner HEI's relevant policy.

APPENDIX 1 - SUBJECT CONTRACTS AND SUBJECT AGREEMENTS (FOR STUDENTS ON A LEVEL or 2 PLUS PROGRAMMES)

Subject Contracts are a key element in the context of the College Student Conduct Procedures but also the corner stone of a structure which puts in place formal support arrangements to help to retain students on course and facilitate their success on that course. They are only to be used with students where their Study Programme is made up of multiple enrolments (ie) A levels or the 2 Plus Programme.

Fundamentals

Contracts are instigated by Programme Leaders or subject staff with PL agreement. Contracts will be signed by the student and a copy sent to parents. The contract is constructed by subject staff and sets out key criteria to enable the student to begin making progress and be successful in this subject. Actions should be achievable within the time period set out in the contract. (Exemplar available).

Subject contracts fall under Stage 2 of the College's Student Behaviour Procedures.

Subject Contract Review

It is essential that a review date is included on a contract. This date must allow sufficient time for a student to respond to the actions identified and also for parents to receive the contract.

Following the review date a meeting must take place with the student to consider how the contract has been observed. The student, subject tutor and Programme Leader should be present. How the student has responded to the contract should be documented on ProMonitor using the meeting type "Subject Contract" then "Stage 2 – Student Review".

Should the student not attend due to continued absence issues then the terms of the contract should still be reviewed.

Action post review

A contract may be extended with a new review date. The Curriculum Support Administrator needs to be alerted to the new contract so that a copy can be sent home.

The student may be taken off subject contract. Please inform the Curriculum Support Administrator and they will send a letter to parents informing them.

If a student is failing to meet the terms of their subject contract then a further discussion on action to be taken is required between the Programme Leader, their line manager and the

Curriculum Support Team Leader. This meeting should be documented on ProMonitor using the meeting type "Subject Contract" then "Stage 2 – Staff Review".

Curriculum Support Team Leader to inform parents of outcome/progress.

Subject Contract guidelines

1. Ensure that a comment is created on Pro-Monitor to say that the student has been placed on a Subject Contract.

In the student's Learner Comments area create a new comment selecting the Subject Contract comment type as shown below, this will automatically mark the comment FAO Curriculum Support Administrator. This is critical as Stage 2 Subject Contracts are tracked by the according to the At Risk Procedure which is overseen by the Curriculum Support team Leader.

Make this visible to the student so that they can clearly see in ProPortal (their version of ProMonitor) that the subject contract has been issued to them.

2. Place an electronic copy of the contract, which has been signed by the student, on ProMonitor in the documents section. Please keep the original in your departmental records. If the student is not present to sign indicate why and upload the contract without signature.

To do this click on the uploaded documents link on the left hand side of the student's main screen.

Click on browse and you will then be able to locate the file in which you have saved the contract in your own network area.

Type in a name for the document e.g. 'Sociology Contract' under the heading Document Descriptions.

There is no need to add an expiry date.

Click on the Add button to upload your document.

3. Curriculum Support Administrator will send a copy (taken from the uploaded documents area) to the home address, to be signed by parents and returned to the Curriculum Support Administrator to be placed on ProMonitor.

Sending it home is essential for all subject contracts as failure can have a significant impact on a student's programme of study. This is subject to the correct permissions being in place.

A standard covering letter (see below) will be included with the contract. This will be signed by the Programme Leader.

4. Once the “Stage 2 – Student Review” meeting is complete please update the outcome and add any notes which are relevant as a part of the review of subject contract conditions.

Use the Add Comment facility in the “Comments resulting from this meeting” section. This will create a new comment called “Subject Contract Outcome”.

You need to select the enrolment and add text to say “Contract Completed”, “Contract reissue”, or “Contract failed” and the correct letter will be sent out and LCTR will arrange the staff review if needed.

Subject Agreements

Subject areas not wishing to involve parents at this stage, but wishing to set up a formal agreement with students, should record the presence of a subject agreement on Pro-Monitor, under the General comment type. Unlike subject contracts, because there is not a specific comment tab for this category, this means that this will not be picked up on a regular basis by the Curriculum Support Team Leader. This agreement will be a matter within the department and as parents are not contacted it is not seen as a measure via which a student can be directly asked to leave a subject.

SUBJECT CONTRACT

Student:	Tutor Group:	Date :
Subject:	Issued By:	

Following concerns about your progress in this subject we are placing you on a subject contract as outlined below. This needs to be signed by you and your parent/carer.

The conditions of your contract with this subject are as follows:

Instructions (to be deleted before printing & signing): Please delete / edit / reword / add to the list below as appropriate to the individual student. Please remember this document will be seen by those outside the college. Please make the actions as clear as possible e.g. identify pieces of work to be completed. Remember to make reference to any learning difficulties or disabilities as they might affect how the student is able to respond.

- i. To catch up on missed work by _____
- ii. To attend all lessons promptly.
- iii. To attend subject support sessions to which I am directed by the teacher.
- iv. To always work to the best of my ability.
- v. To complete homework by the required date.
- vi. To concentrate in class and not distract or be distracted by others.

This contract will be reviewed on _____.

These actions are intended to help you to begin to make progress in this subject which will enable you to be successful.

We wish to support you in your studies and this contract provides a constructive framework to do that. By meeting these conditions you can hopefully begin to make the progress expected of you.

You need to be aware however that failure to respond and not adhere to the terms of this contract will put in jeopardy your continuation on this course and consequently affect the viability of your Programme of Study in this college.

I understand the conditions as set out above.

Student signature: _____ Date: _____

I understand the terms of the contract and the implications if my son/ daughter does not meet those terms.

Parent/carer signature: _____ Date: _____

Standard Covering Letter

Dear Parent/Guardian

<Forename> is currently not making the progress subject staff expect and they have serious concerns that the course will not be completed successfully.

These concerns have previously been raised with <forename> and actions identified. However, subject staff have not seen the required change as a consequence of those actions and it has become necessary to draw up a formal subject contract.

This contract, a copy of which is enclosed, makes clear the criteria that need to be met. In meeting these criteria <forename> can begin to achieve the right level of progress in order to continue studying the subject. This contract will be reviewed as indicated in the contract at which point you will be informed of progress.

I shall be grateful if you can sign and return the contract to college marked for the attention of the Curriculum Support Administrator.

Please do not hesitate to contact me if you require any further information.

Yours faithfully

Programme Leader

Enc

Standard Covering Letter Reissue

Dear Parent/Guardian

As indicated we have reviewed the progress made since the subject contract was issued.

We are pleased to note that some progress has been made towards the actions identified. However, subject staff have not yet seen all of the required change as a consequence of those actions and it has become necessary to issue a revised subject contract.

This contract, a copy of which is enclosed, makes clear the criteria that need to be met. In meeting these criteria <forename> can begin to achieve the right level of progress in order to continue studying the subject. This contract will be reviewed as indicated in the contract at which point you will be informed of progress.

I shall be grateful if you can sign and return the contract to college marked for the attention of the Curriculum Support Administrator.

Please do not hesitate to contact me if you require any further information.

Yours faithfully

Programme Leader

Enc

Standard Covering Letter – Contract successfully completed

Dear Parent/Guardian

I am writing to inform you that following an improvement in attitude and application to the subject we are ending <forename>'s subject contract for <subject>. There has been good progress of late and if this is maintained we are hopeful of a successful outcome. Please contact me if you would like to discuss <forename>'s progress in this subject further.

Yours sincerely

Programme Leader

Standard Covering Letter – Terms of Contract not met

Dear Parent/Guardian

I am writing to inform you that following a review with <forename> and their subject teacher the improvement targets set out in the subject contract have not been met.

The next stage is to review <forename>'s current study programme with a Curriculum Leader, the Curriculum Support Team Leader and myself. We will then contact you to discuss the outcome of that meeting.

Please contact me if you would like to discuss this matter further.

Yours sincerely

Programme Leader

SHREWSBURY COLLEGES GROUP	POLICY & PROCEDURE
	STUDENT CONDUCT POLICY & PROCEDURE

Appendix 2 – Stage 1 Warning Template

SHREWSBURY COLLEGES GROUP	Stage One Warning	
	Name of Student:	Name of staff member issuing warning:
Nature of issue (<i>include dates and locations where appropriate</i>):		
Action for student to take:		

SHREWSBURY COLLEGES GROUP	POLICY & PROCEDURE
	STUDENT CONDUCT POLICY & PROCEDURE

Appendix 3 – Stage 2 Warning Template

NAME:

ADDRESS:

Dear Parent/ Carer

I write to inform you, that poor conduct has been experienced at college, please see more details below;

SHREWSBURY COLLEGES GROUP	Stage 2 Warning	
Name of Student:	Name of staff member issuing warning:	
Nature of issue <i>(include dates and locations if appropriate)</i> :		
Action for student to take:		
Date:		

We would welcome support from you to address this poor conduct. If you would like to speak to me please contact me on.....

Yours sincerely

NAME

Appendix 4 - Stage 3 Warning Letter Templates

Dear **<student Name>**

Due to <insert reason for the issuing of Stage 3 warning> it has been necessary to issue you with a Stage 3 Warning under our College Conduct Procedure.

I would like to invite you to a meeting in order to discuss this warning, look at how we can support you to succeed and agree on a way forward for you on your Study Programme.

I have arranged this meeting to take place at <Insert time and date> at <Insert Campus>. Please can you meet me at Reception and contact me if there are any questions or queries regarding this meeting.

<Insert here if you have invited parents as student under 18>

Yours sincerely

<Member of staff issuing Stage 3>

Dear **<parents/ carersName>**

Due to <insert reason for the issuing of Stage 3 warning> it has been necessary to issue <Student name> with a Stage 3 Warning under our College Conduct Procedure.

I would like to invite you to a meeting in order to discuss this warning, look at how we can support <Student name> to succeed and agree on a way forward for them on their Study Programme.

I have arranged this meeting to take place at <Insert time and date> at <Insert Campus>. Please can you meet me at Reception and contact me if there are any questions or queries regarding this meeting.

<Student name> has also been asked to attend the meeting

Yours sincerely

<Member of staff issuing Stage 3>

Appendix 5 - College Conduct Contract Template

COLLEGE CONDUCT CONTRACT

Student:	College ID Number:	Date :
Contract Issued By:		

Following the decision to issue you a Stage 3 this contract is being agreed in order to make clear our expectations necessary for you to achieve on your Study Programme.

The conditions of your contract with the College are as follows:

DELETE/AMEND AS APPROPRIATE

- To attend all lessons promptly.
- To work to the best of my ability in class
- To not be involved in <insert behaviour here> in college
- To access <insert type of support here>
- To submit assignments/ homework by the required date.
- To concentrate in class and not distract or be distracted by others.
- Any other conditions

This contract will be reviewed on _____.

We wish to support you in your studies and this contract provides a constructive framework to do that.

You need to be aware however that failure to respond and not adhere to the terms of this contract will put in jeopardy your continuation in college

I understand the conditions as set out above.

Student signature: _____ Date: _____

I understand the terms of the contract and the implications if my son/ daughter does not meet those terms.

Parent/carer signature: _____ Date: _____

APPENDIX 6 - Template for Letters to arrange a Stage 4 Hearing

Dear <student Name>

Due to <insert reason for the issuing of Stage 4 Conduct Hearing – see below for guidance> it has been necessary to convene a Conduct Hearing to discuss your future at college.

The letter MUST state:

- The details of the behaviour experienced and the allegations against the student (These must be sufficiently detailed for the student to prepare a response to the allegations beforehand, but will protect the identities of other students.)
- The student's entitlement to bring a relative or friend.
- If suspended – a reminder that the student should not be on Group premises in the intervening period if they have been suspended / asked to 'cool off'.
- That any suspension is not a punishment, but an opportunity for the college to investigate any alleged gross misconduct
- That a copy of the Student Conduct Procedure flow chart is enclosed.

I would like to invite you to the hearing which will take place at <Insert time and date> at <Insert Campus>

<Insert here if you have invited parents as student under 18>

Please contact us if you have any queries or concerns regarding this process.

Yours sincerely

<Member of staff organizing/ chairing the panel>

Dear **<Parent(s)/Carer(s)Name>**

Due to <insert reason for the issuing of Stage 4 Conduct Hearing – see below for guidance> it has been necessary to convene a Conduct Hearing to discuss <Student Name> 's future at college.

The letter MUST state:

- The details of the behaviour experienced and the allegations against the student (These must be sufficiently detailed for the student to prepare a response to the allegations beforehand, but will protect the identities of other students.)
- If suspended – a reminder that the student should not be on Group premises in the intervening period if they have been suspended / asked to 'cool off'.
- That any suspension is not a punishment, but an opportunity for the college to investigate any alleged gross misconduct
- That a copy of the Student Conduct Procedure flow chart is enclosed.

I would like to invite you to the hearing which will take place at <Insert time and date> at <Insert Campus>

<Student name> as also been invited to the hearing. Please contact us if you have any concerns or queries regarding this process.

Yours sincerely

<Member of staff organizing/ chairing the panel>