

THE C&M  
COLLEGE  
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THE  
CHEADLE  
COLLEGE.

MARPLE  
SIXTH FORM  
COLLEGE.

# Student Disciplinary Procedure

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## Process

<b>Responsibility of</b>	Assistant Principal Student Progression
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<b>Section Number</b>	<b>Title</b>	<b>Amendment Summary / Reference</b>	<b>Date</b>
Introduction	Compliance	Keeping Children Safe in Education updated to 2016	16/06/2017
All	Responsibilities	Revised to reflect new job titles / roles	16/06/2017
2.1	Formal Disciplinary Procedure	Added action required	16/06/2017

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## Introduction

The Student Disciplinary Procedure supports the Student Charter and Code of Conduct and The C&M College Network Quality Standards. The Cheadle and Marple College Network aims to ensure good behaviour standards behaviour and recognises that a disciplinary procedure is essential to promoting fairness and order.

The aims of the procedure are:

- To ensure that all instances of misconduct and the circumstances are investigated (suspension may be applied whilst this takes place)
- To ensure consistent and fair action is applied recognising minor breaches of discipline and serious offences as requiring different action
- To recognise that students' have the right to be advised of the reason for formal disciplinary measures, to hear the evidence against them and to state their case
- To enable individuals to appeal against a final decision and to be accompanied at any appeal meeting should they wish

Minimum standards include:

- Student awareness of the standards of behaviour expected and types of behaviour that will not be tolerated
- Ownership of the responsibility to monitor and re-enforce behaviour standards expectations by all of The C&M College Network employees
- A simple formal disciplinary procedure that is consistently applied where all other approaches / interventions fail

During development of these procedures consultation took place with specialist senior managers and sample of those to whom it applies.

### **Compliance: Legal, Statutory and Internal Regulations:**

- Keeping Children Safe in Education 2016
- Equality Policy & Procedures
- E Safety Policy, Protocol & Acceptable Use Agreement
- Student E Handbook & Code of Conduct

### **Scope:**

The Student Disciplinary Procedure applies to all students of The C&M College Network.

Specific accountabilities of parties are:

- The Principal holds ultimate accountability to ensure appropriate policies and procedures for the recruitment and protection of students
- Delegated responsibility for the application, monitoring and revision of these procedures lies with the Assistant Principal Student Progression
- All employees have responsibility for application of the procedures

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## Procedure:

### 1. Principles of Discipline:

**1.0** Expected high standards of behaviour should be well understood by all students as a condition of joining The C&M College Network. These standards will be embodied within the Learning Agreement each student declares a commitment to at enrolment, will be reinforced at induction (Appendix 3) and referenced at the basis of ground rules at commencement of each programme of study

**1.1** The principles of discipline are the responsibility of all The C&M College Network employees and sub-contractors. Low level breaches of discipline within learning environments or any areas of The Cheadle College and Marple Sixth Form College require consistent, fair and professional action by any employee or sub – contractor. Examples of a single low level breach issues are:

- Talking during lessons / sessions that disturbs and disrupts others
- Playing music or on line gaming too loudly in communal areas
- A heated discussion or disagreement

This list is not exhaustive. Such breaches will be treated as Informal Misconduct and would not invoke the formal Student Disciplinary Procedure unless such breaches occurred persistently.

### 2. Formal Disciplinary Procedure:

**2.0** The Formal Student Disciplinary Procedure will comprise of three stages (Appendix 2):

Misconduct	(Amber),
Serious Misconduct	(Red)
Gross Misconduct	(Purple)

Gross Misconduct (Appendix 2) is a single event of the severity to justify dismissal without initially invoking the two stages of the Student Disciplinary Procedure

**2.1** Formal disciplinary action will be taken relating to three specific strands:

- Attendance
- Behaviour
- Performance (Gross Misconduct does not apply to this strand)

Action should be formally recorded and centrally stored so that records can be readily made available on request.

Interview notes should be taken and retained in a Discipline File by the interviewer for that academic year.

**2.2** Types of behaviour associated with stage are listed in Appendix 1. This list is not exhaustive.

**2.3** A system of “contract” in relation to expected improvements of behaviour or performance will add a colour code to student records on ProMonitor to:

- Monitor progress toward improvements or progression to the next stage of the formal disciplinary procedure
- Identify students whom enter the disciplinary process repeatedly
- Leave or return to College whilst a disciplinary penalty remains

Conduct codes as follows:

- Identification of an expired formal disciplinary action (white)
- Leaving College whilst on remaining on the formal disciplinary procedure (black)
- Returning / progressing in College whilst a contract remains (green)

### **3. Recording Breaches of Discipline:**

**3.0** A circumstance that any employee deems grounds for invoking the Formal Student Disciplinary Procedure must be recorded on ProMonitor and the Assistant Principal Student Progression alerted by e mail.

**3.1** Invoking the Formal Student Disciplinary Procedure will be the decision of the Heads of House / Cross College Leader or, in their absence, an appropriate senior manager, following investigation and consultation with the appropriate employee / sub- contractor.

**3.2** All breaches of discipline where the Formal Student Disciplinary Procedure is applied must be recorded on ProMonitor, with a full factual account and the action taken.

**3.3** Where there is culmination of persistent, unacceptable low level breaches resulting in the Initial Stage being invoked it is this action with an overview of the preceding series of events that should be recorded on ProMonitor. It is not necessary to record or each individual low level incident which has subsequently resulted in disciplinary action being taken.

### **4. Monitoring Absence and Late Attendance:**

**4.0** Records of student attendance should be reviewed weekly for full time students and monthly for part time / occupational students.

**4.1** For full time students, the Head of House / Cross College Leader is responsible for monitoring students’ attendance and will review attendance records with Tutors, Teachers and Achievement and Progress House Monitors on a weekly basis.

**4.2** There may be specific personal circumstances affecting individual student attendance that require consideration and appropriate discretionary flexibilities, however for consistent practice triggers for intervention and the usual response may include:

- **A single unauthorised absence:**
  - Student contacted quickly by text for an explanation to convey to the personal tutor and if appropriate an explanation to the individual the potential consequences of further absence:
- **More than one unauthorised absence in a week (full – time student) or a month (part time student) or;**
- **Overall attendance on a course / module falls below 95% or a pattern of poor attendance for specific lessons / sessions becomes apparent:**
  - Absence identified by the Head of House / Cross College Leader / Achievement and Progress House Monitors
  - Student invited to a meeting with their Head of House / Cross College Leader, or Achievement and Progress House Monitors
  - Initial stage of the Student Disciplinary Procedure invoked (unless special or discretionary circumstances apply)

## 5. Appeal:

**5.0** Where invoking the Student Disciplinary Procedures results in suspension or termination from College the individual has the right to appeal against the decision. Appeals should be made in writing within 10 working days addressed to The C&M College Network Principal. The decision of the Principal will be final.

## Appendix 1: Example Possible Behaviours

Misconduct: Amber	Responsibility	Possible Behaviour (examples - list is not exhaustive)
	Progress & Achievement House Monitor work with Personal Tutor (keeping Head of House / Area, Head of Centre and Assistant Principal Student Progression informed)	<ul style="list-style-type: none"> <li>• Repeated lateness</li> <li>• Pattern of poor attendance</li> <li>• Repeated inappropriate behaviour</li> <li>• Failure to submit work</li> <li>• Persistent late submission of work</li> <li>• Repeated misuse of mobile phones in the classroom / lesson</li> <li>• Failure to comply with a reasonable request from a member of staff</li> <li>• Disruption to the work or recreation of others</li> </ul>
Serious Misconduct: Red	Responsibility	Possible Behaviour (examples - list is not exhaustive)
	Head of House / Area (keeping Head of Centre and Assistant Principal Student Progression informed)	<ul style="list-style-type: none"> <li>• Failure to meet the terms of an Initial Stage contract</li> <li>• Repetition of action leading to an Initial Stage contract</li> <li>• A series of breaches of the Learner Agreement</li> <li>• Breaches of the E Safety Acceptable Use Agreement</li> <li>• Harassment, bullying or discriminatory behaviour</li> <li>• Breach of the Health &amp; Safety endangering others</li> <li>• Persistent failure to complete course work or assignments</li> <li>• Refusal or failure to show correct ID</li> </ul>

**Gross Misconduct** is a single event of the severity to justify dismissal without initially invoking the two stages of the disciplinary procedure. It is own right it therefore forms part of the Final Stage.

Gross Misconduct Purple	Responsibility	Possible Behaviour (examples - list is not exhaustive)
	Head of Centre or Assistant Principal Student Progression	<ul style="list-style-type: none"> <li>• Cheating, plagiarism or copying of others' work for assessment</li> <li>• Theft, fraud or unauthorised removal of College property</li> <li>• Violence or serious threat of violence</li> <li>• Serious breach of Health &amp; Safety regulations</li> <li>• Sexual Misconduct</li> <li>• Possession or use of alcohol, illegal substances. Weapons or laser pens</li> <li>• Other behaviour which jeopardises the safety of members of the College community</li> <li>• Failure to attend a work placement without notification to the employer or College</li> </ul>

## Students Returning / Progressing on a Contract: Green

**Contract** has been carried forward from Year 12 due to issues related to the previous year or based on results/performance.

Responsibility	Possible Behaviour (examples - list is not exhaustive)
Head of House / Cross College Leader	<ul style="list-style-type: none"><li>• Other behaviour which jeopardises the safety of members of the College community</li><li>• Not met the progression criteria</li><li>• Poor behaviour in previous year</li><li>• Poor performance in previous year</li></ul>

Students who have passed their disciplinary will have a **White** colour around their photograph on ProMonitor.

Students who leave college that have been placed on disciplinary will have a **Black** colour around their photograph on ProMonitor

## Appendix 2: Discipline and Support System

Stages				
Strand	Informal- classroom based	Misconduct	Serious Misconduct	Gross Misconduct
<b>Attendance</b>	<b>Verbal warning (recorded) Teacher/Tutor</b>	<b>Written warning (copy to parents/ carers if applicable) Progress &amp; Achievement House Monitor work with Personal Tutor</b>	<b>Written notification (parents/carers informed if applicable) Head of House / Area Head of Centre</b>	<b>Disciplinary Panel (with parents /carers in attendance if applicable) Head of Centre Assistant Principal Student Progression</b>
Continuation of texting system	First incidence of missed lesson – student challenged.	Persistent absence will trigger a misconduct stage	As with Misconduct, but parents / carers invited into college (if applicable).	Implementation of exclusion notice
Early intervention in first 2 weeks	Further incidence of missed lessons-verbal warning	Progress & Achievement House Monitor work with Personal Tutor	Head of House/Area	
Clear lines of responsibility and accountability	Teacher records absence on ProMonitor ‘student comments’	Head of House / Area scrutinise attendance data on a weekly basis	Red symbol appears next to students’ name on class registers and on student photo in ProMonitor	
If attendance initially improves but subsequently deteriorates at a future date the student moves to the next stage <b>not</b> the same stage	Teachers in other subject areas notified by ‘Messages on ProMonitor front page	Amber symbol to appear next to students’ name on class registers and on student photo in ProMonitor.	Contract issued available on ProMonitor	
	Tutor/ Achievement & Progress House Monitors continuously monitor developing issues.	Contract issued available on ProMonitor	Review after 1 to 2 weeks. Remove from Stage 2 if attendance is 100%	
	Tutor may issue further verbal warning to student – recorded on ProMonitor in ‘Meetings’	Head of House / Area and Achievement & Progress House Monitors to review students’ attendance after 1 to 2 weeks. If improvement i.e. 100% attendance, remove from misconduct stage	Clear indication that this is the final stage before suspension pending exclusion	
	‘Fast Track’ contract made available on ProMonitor e.g. for returning students.	Parents /Carer informed (if applicable), written warning, standard letter.		

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Strand	Minor/Initial	Misconduct	Serious Misconduct	Gross Misconduct
<b>Behaviour (In class)</b>	<b>Verbal warning (recorded) Teacher/Tutor</b>	<b>Written warning (copy to parents/ carers if applicable) Progress &amp; Achievement House Monitor work with Personal Tutor</b>	<b>Written notification (parents / carers informed if applicable) Head of House / Area Head of Centre</b>	<b>Disciplinary Panel (with parents / carers in attendance if applicable) Head of Centre Assistant Principal Student Progression</b>
	<p>First incidence of poor behaviour-student challenged</p> <p>Please see list of minor behavioural issues</p> <p>Further incidence of poor behaviour-verbal warning.</p> <p>Verbal warning recorded on ProMonitor by teacher in 'student comments'</p> <p>If poor behaviour continued teacher refers to relevant Head of House / Area</p> <p>Teachers in other subject areas notified by 'Messages on ProMonitor front page</p>	<p>Continued poor behaviour in class</p> <p>Progress &amp; Achievement House Monitor work with Personal Tutor to record on ProMonitor under meetings-targets set.</p> <p>Amber symbol on class registers and on student photo in ProMonitor.</p> <p>1 to 2- week duration</p> <p>Parents informed (if applicable) written warning, standard letter</p> <p>Head of House / Area to review students' behaviour after 2 weeks. If improvement remove from misconduct stage</p> <p>Teachers in other subject areas notified by 'Messages on ProMonitor front page</p>	<p>If within only the one subject area, Assistant Principal Student Progression records on ProMonitor</p> <p>1 to 2-week duration</p> <p>As with Misconduct, but parents /carers invited into college (if applicable)</p> <p>Head of House/Area</p> <p>Red symbol appears next to students' name on class registers and on student photo in ProMonitor</p> <p>Contract available on ProMonitor</p> <p>Review after 1 to 2 weeks</p> <p>Teachers in other subject areas notified by 'Messages on ProMonitor front page.</p> <p>Clear indication that this is the final stage before suspension pending exclusion</p>	<p>One serious incident. See list of possible instances of Gross Misconduct (Appendix 1)</p> <p>Automatic suspension followed by investigation.</p> <p>Purple symbol appears on class registers and on student photo in Promonitor.</p> <p>Decision on whether to apply a Gross Misconduct contract or exclusion.</p>

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Strand	Minor/initial	Misconduct	Serious Misconduct	Gross Misconduct
<b>Behaviour (Outside class)</b>	<b>Verbal warning (recorded) Teacher/Tutor</b>	<b>Written warning (copy to parents/ carers if applicable) Progress &amp; Achievement House Monitor work with Personal Tutor</b>	<b>Written notification (parents / carers informed if applicable) Head of House / Area Head of Centre</b>	<b>Disciplinary Panel (with parents / carers in attendance if applicable) Head of Centre Assistant Principal Student Progression</b>
	<p>First incidence of poor behaviour-student challenged</p> <p>Further incidence of poor behaviour-verbal warning.</p> <p>Verbal warning recorded on ProMonitor by teacher or Achievement &amp; Progress House Monitor in 'student comments'</p> <p>If poor behaviour continues teacher or Achievement &amp; Progress House Monitor refers to relevant Head of House / Area</p>	<p>Continued poor behaviour</p> <p>Progress &amp; Achievement House Monitor work with Personal Tutor to record on ProMonitor under meetings-targets set.</p> <p>Amber symbol on class registers and on student photo in ProMonitor.</p> <p>Contract issued available on ProMonitor</p> <p>Normally 2 week duration but can be one week.</p> <p>Parents / Carer informed (if applicable) written warning, standard letter</p>	<p>Continued poor behaviour</p> <p>Red symbol appears next to students' name on class registers and on student photo in ProMonitor.</p> <p>Normally 2- week duration but can be one week.</p> <p>Contract issued available on ProMonitor</p> <p>Head of House/Area to record on ProMonitor under meetings-targets set.</p> <p>As with Misconduct, but parents / carer invited into college (if applicable)</p> <p>Review after 1 or 2 weeks</p> <p>Clear indication that this is the final stage before suspension pending exclusion</p>	<p>One serious incident</p> <p>Automatic suspension followed by investigation.</p> <p>Purple symbol appears on class registers and on student photo in ProMonitor.</p> <p>Decision on whether to apply a Gross Misconduct contract or exclusion.</p> <p>No end date within the academic year if the decision is 'contract'</p>

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Strand	Minor/initial	Misconduct	Serious Misconduct	Gross Misconduct
<b>Performance</b>	<b>Verbal warning (recorded) Teacher/Tutor</b>	<b>Written warning (copy to parents/ carers if applicable) Progress &amp; Achievement House Monitor work with Personal Tutor</b>	<b>Written notification (parents / carers informed if applicable) Head of House / Area Head of Centre</b>	<b>Disciplinary Panel (with parents / carers in attendance if applicable) Head of Centre Assistant Principal Student Progression</b>
	<p>Under-performance during induction period through lack of effort as opposed to ability. Student challenged.</p> <p>Teacher records on ProMonitor 'student comments'</p> <p>Teachers in other subject areas notified by 'Messages on ProMonitor front page</p> <p>Teacher/Tutor continuously monitors developing issues</p>	<p>Action to be taken in the event of repeated under-performance beyond induction period/informal stage</p> <p>Head of House / Area records on ProMonitor</p> <p>Amber symbol to appear next to students' name on class registers and on student photo in ProMonitor.</p> <p>Contract issued available on ProMonitor</p> <p>Head of House / Area to review students' performance after 1 or 2 weeks. If improvement i.e. remove from Misconduct Stage Parents / carers informed, (if applicable) , written warning, standard letter</p> <p>Teachers in other subject areas notified by 'Messages on ProMonitor front page</p>	<p>As with Misconduct, but parents invited into college (if applicable)</p> <p>Head of Centre involved</p> <p>Red symbol appears next to students' name on class registers.</p> <p>Contract available on ProMonitor</p> <p>Review after 1 or 2 weeks. Remove from Stage 2 if performance improves</p> <p>Clear indication that this is the final stage before suspension pending exclusion (by recommendation to Assistant Principal Student Progression)</p>	Does not apply

## Appendix 3: Learner Agreement

### Learner Agreement

By enrolling as a student at the Cheadle and Marple College Network (the College), I agree to the following. I recognise that any breach of these conditions may result in action being taken by the College through the Student Disciplinary Procedure, and may lead to me being required to leave the College.

I agree to:

- To attend **all lessons** unless there is an unavoidable reason for absence, such as through illness
- To submit all work on time and to complete it to the best of my ability
- To behave within the college in a way which shows proper respect for the needs of other students, staff and visitors
- To take good care of the College premises, facilities and equipment
- To use College IT facilities in line with the E-safety Acceptable Use Agreement (including acceptable use of personal electronic devices)
- To take note of and implement The C&M College Network Equality Policy at all times
- To take note of and implement The C&M College Network Health & Safety Policy at all times
- Not to smoke (including electronic cigarettes) in the buildings, car parks or grounds except in designated smoking areas
- To adhere to the rules relating to possession and consumption of alcohol and illegal substances
- To wear my student identification card at all times and produce it when requested to do so by a member of staff
- To comply with all other rules and regulations of the College which I am made aware of
- To read all information provided in the Student e Handbook and tick the completed boxes
- "Information I Have Read" on ProMonitor

**N.B.** The Learner Agreement is an electronic document held on ProMonitor from which reports can be generated to identify individuals who have not declared agreement to the terms of the Learner Agreement

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