

# Student Disciplinary Procedure

The C&M College Network  
where people flourish, and achieve  
extraordinary things

## Process

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2.0	Gross Misconduct	Addition: Reference to the Student Suspension Procedure	14/05/2021
5	Appeals	Addition: Timescale to Appeal to the Principal	14/05/2021

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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
- Data Protection Act & GDPR 2018
- Equality Policy & Procedures
- Online 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 and Heads of Faculty
- All employees have responsibility for application of the procedures

## 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. In the case of Gross Misconduct, the Student Suspension Procedure should be referred to.

**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 securely to enable records to be readily made available on request whilst complying with statutory GDPR 2018 regulations.

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

**2.2** Types of behaviour associated with each 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 applicable Head of Faculty alerted by e mail.

**3.1** Invoking the Formal Student Disciplinary Procedure will be the decision of the Heads of Faculty 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 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 / work related learning students.

**4.1** For full time students, the Head of Faculty is responsible for monitoring student’s attendance and will review attendance records with Tutors, Teachers and 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 of 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 Faculty / House Monitors
- Student invited to a meeting with their Head of Faculty, or 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 The Cheadle and Marple College Network the individual has the right to appeal against the decision. Appeals should be made in writing within 5 working days addressed to The Principal.

**5.1** The decision of the Principal will be final.

**Appendix 1: Frequently Asked Questions: Recording Disciplines**

**Q. Could a student be on more than one misconduct or serious misconduct at once?**

**A. Yes, although the Head of Faculty would need to look at the bigger picture if this occurs**

**Q. Should class teachers aim to tackle behaviour as far as possible before it is escalated?**

**A. Yes**

**Q. Who issues Fitness to Study?**

**A. The Head of Faculty should discuss with the Assistant Principal in the first instance and the correct procedure must be followed**

**Appendix 2: Checklist for Recording Disciplines**

Have You?	Yes
Recorded on ProMonitor	
Set SMART targets (this is essential)	
Set an Outlook calendar reminder to review in two weeks	
Asked the House Monitor to send a letter to parents / carers (if applicable)	
Posted a ProMonitor message to all relevant colleagues and managers to ensure awareness that the student is on a disciplinary stage	
Added a coloured square around the student ProMonitor photograph	

Appendix 3:

## Who Actions Verbal Warnings and Misconducts?

### Attendance and Behaviour:

<b>Verbal Warning</b> Teacher	<b>Misconduct</b> House Monitor/Progress Tutor	<b>Serious Misconduct</b> Head of Faculty
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### Performance / Progress: (if due to lack of effort – if due to lack of 'ability', should just be SMART targets)

<b>Verbal Warning</b> Teacher	<b>Misconduct</b> House Monitor/Progress Tutor	<b>Serious Misconduct</b> Head of Faculty
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### Checklist for Recording Disciplinary:

**DO**

- Use common-sense – don't fret over whether a sanction is behaviour or performance or attendance – if you spot it, act (check if already on stage first, and action if not)
- Use common-sense – if an issue lies between Faculties agree who is actioning
- Use the checklist for recording and monitoring

**DON'T**

- Assume someone else is chasing-up - check
- Issue sanctions 'like toffees' – be realistic in their issue
- Send messages on ProMonitor that are just a 'list of moans' – either act yourself OR detail in the message WHO you want to act (see above)

<b>Misconduct: Amber</b>	<b>Responsibility</b>	<b>Possible Behaviour (examples - list is not exhaustive)</b>
	In the majority of cases, House Monitor/Progress Tutor	<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>
<b>Serious Misconduct: Red</b>	<b>Responsibility</b>	<b>Possible Behaviour (examples - list is not exhaustive)</b>
	Head of Faculty	<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 Online 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. In its own right it therefore forms part of the Final Stage.

Gross Misconduct Purple	Responsibility	Possible Behaviour (examples - list is not exhaustive)
	Assistant Principal Head of Faculty	<ul style="list-style-type: none"> <li>• Cheating, plagiarism or copying of others' work for assessment</li> <li>• Bullying in all forms including online and via social media</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>

\* Possession or use of a weapon in College will **always** result in exclusion and will usually lead to notification to the Police.

**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 Faculty	<ul style="list-style-type: none"> <li>• Other behaviour which jeopardises the safety of members of the College community</li> <li>• Failure to meet 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

**Note:** Where the stage of a disciplinary matter is the responsibility of a Head of Faculty, it is the Head of Faculty relevant to the issue that will take that responsibility for action. Where the issue has occurred over multiple Faculties, the Heads of Faculties involved will come to a common-sense agreement as to which Head of Faculty will be responsible for action with the student(s).

## Appendix 5: Discipline and Support System

Stages				
Strand	Informal- classroom based	Misconduct	Serious Misconduct	Gross Misconduct
Attendance	Verbal warning (recorded) Teacher	Written warning (copy parents/ carers if applicable) House Monitor/Personal Tutor	Written notification (parents/carers informed if applicable) Head of Faculty	Assistant Principal or Head of Faculty
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	House Monitor work with Progress Tutor	Head of Faculty working with Progress Tutor / House Monitor	One serious incident. See list of possible instances of Gross Misconduct (Appendix 1)
Clear lines of responsibility and accountability	Teacher records absence on ProMonitor ‘student comments’	House Monitor scrutinise attendance data on a weekly basis	Red symbol appears next to students’ name on class registers and on student photo in ProMonitor	Automatic suspension followed by investigation.
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	Purple symbol appears on class registers and on student photo in ProMonitor.
	Progress Tutor/ 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%	Decision on whether to apply a Gross Misconduct contract or exclusion.
	Progress Tutor / House Monitor may issue further verbal warning to student – recorded on ProMonitor in ‘Meetings’	Progress Tutor / House Monitors to review students’ attendance after 1 to 2 weeks. If improvement i.e. 100% attendance, remove from misconduct	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.		
<b>Heads of Faculty will meet regularly with House Monitors to review attendance issues</b>				

Strand	Minor/Initial	Misconduct	Serious Misconduct	Gross Misconduct
<b>Behaviour (In class)</b>	<b>Verbal warning (recorded) Teacher</b>	<b>Written warning (copy parents/ carers if applicable) House Monitor/Personal Tutor</b>	<b>Written notification (parents/carers informed if applicable) Head of Faculty</b> (if concerns are across more than one Faculty, the different Heads of Faculty will come to a common-sense agreement as to who will process)	<b>Assistant Principal or Head of Faculty</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 Faculty</p> <p>Teachers in other subject areas notified by 'Messages on ProMonitor front page</p>	<p>Continued poor behaviour in class</p> <p>House Monitor work with Progress 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>House Monitor / Progress Tutor to review student's 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>1 to 2-week duration</p> <p>As with Misconduct, but parents /carers invited into College (if applicable)</p> <p>Head of Faculty working with Progress Tutor / House Monitor</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>

Strand	Minor/initial	Misconduct	Serious Misconduct	Gross Misconduct
Behaviour (Outside class)	Verbal warning (recorded) Teacher	Written warning (copy parents/ carers if applicable) House Monitor/Personal Tutor	Written notification (parents/carers informed if applicable) Head of Faculty  (if concerns are across more than one Faculty, the different Heads of Faculty will come to a common-sense agreement as to who will process)	Assistant Principal or Head of Faculty
	<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 House Monitor in 'student comments'</p> <p>If poor behaviour continues teacher or Progress Tutor / House Monitor refers to relevant Head of Faculty</p>	<p>Continued poor behaviour</p> <p>House Monitor work with Progress 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 Faculty working with Progress Tutor / House Monitor</p> <p>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>

Strand	Minor/initial	Misconduct	Serious Misconduct	Gross Misconduct
<b>Performance</b>	Verbal warning (recorded) Teacher	Written warning (copy parents/ carers if applicable) House Monitor/Personal Tutor	Written notification (parents/carers informed if applicable) Head of Faculty  (if concerns are across more than one Faculty, the different Heads of Faculty will come to a common-sense agreement as to who will process)	Does not apply
	<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 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 Faculty working with Progress Tutor / House Monitor, records on ProMonitor. Head of Faculty may also issue Performance Misconducts and may empower class teacher to issue if appropriate</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>Progress Tutor / House Monitor to review students' performance after 1 or 2 weeks. If improvement i.e. remove from Misconduct Stage</p> <p>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>SLT Lead involved (if concerns are across more than one Faculty, the different Heads of Faculty / SLT will come to a common-sense agreement as to who will process)</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)</p>	Does not apply

## Appendix 6: Learner Agreement

### Student 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 Online 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

**Note:** 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