Student Disciplinary Policy and Procedures

Preamble

The following procedures provide a framework within which action may be taken by the College at the appropriate level, whilst providing the student, parent(s), guardian(s) with clear guidelines and the opportunity for appeal. The procedures distinguish between the student in difficulty, and the student involved in a serious breach of discipline. The procedures apply to all students attending LONDON BROOKES COLLEGE.

1. The Student in Difficulty

Disciplinary action may be taken in a variety of circumstances. These may include:

- *frequent absences without satisfactory explanation*
- *failure to complete work by the set deadline*
- *anti-social behaviour*
- *breaches of college rules at college, during college time, or on college activities*
- *Poor effort and/or achievement grades*
- *failure to attend*

Stage 1: *The first line of action will be via the student's tutor. The tutor is made aware that a student is in difficulty in various ways:*

- *Receipt of a report of poor attendance*
- *Monitoring of Effort and Achievement grades*

The tutor will discuss the difficulty with the student and seek to put in place measures to ensure that the issue is appropriately dealt with. Action will be recorded on the individual students bromcom page.

Stage 2: *If outcome of discussions is unsatisfactory and/or the situation does not improve, the tutor will record any important issues or agreed actions and monitor these throughout and within an agreed timescale*

Stage 3: *If there is still no improvement, within the deadline set, the tutor notifies the Assistant Principal (if appropriate) of the student's continuing difficulties and provides the relevant evidence for stages 1.1 and 1.2 of the disciplinary procedures. The Assistant Principal will then arrange a meeting with the student, within a working week. The Assistant Principal may issue a* ***formal warning*** *to the student, together with further improvement guidelines which may include a period of 'On Report'. The outcome of the meeting is confirmed in writing to the student and the student must sign to confirm receipt of the formal written warning. The letter should draw their attention to the Student Disciplinary Policy and Procedures on our website and in all subsequent disciplinary correspondence.*

Stage 4: *If there is no subsequent improvement in the student's behaviour, the Assistant Principal or a member of the Senior Management Team will issue the student with a* ***final formal written warning*** *together with improvement guidelines and, in certain circumstances, will also suspend the student for a period not exceeding five working days. The student must sign to confirm receipt of the final formal written warning.*

Stage 5: *If there is again no improvement, the student will have their* ***course of study terminated*** *by the Assistant Principal and a member of the Senior Management Team. The student, will be notified in writing and sent the College's Student Disciplinary Policy and Procedures which draw attention to the appeals procedure. Where the student is studying under a CAS/Visa arrangement, the UKVI will be contacted and informed of the situation.*
If expulsion is the outcome the student may elect to have their case heard by the Appeals Committee. The student must write, within five working days of notification of expulsion, to the Appeals Committee c/o The Principal.

2. Serious Breaches of Discipline
Any member of staff should report any serious breach of discipline directly to the Assistant Principal, or a member of the Senior Management Team. Serious breaches of discipline may include:

- *anti-social behaviour*
- *theft*
- *fighting, assault on another person*
- *bullying*
- *deliberate damage to college property*
- *substance abuse or being under the influence of alcohol or illegal drugs*
- *possession of, or dealing in, any illegal drugs*
- *malpractice in external examinations*
- *misuse of computer equipment or software*

Stage 4: *The Assistant Principal, or a member of the Senior Management Team, shall have the power to suspend a student for serious breach of discipline for a period not exceeding five working days. The Assistant Principal must report immediately to a member of the Senior Management Team and also inform the Tutor. The Assistant Principal will be responsible for liaison with the suspended student. The reason for suspension will be given in writing to the student.*
Within three working days of the suspension the student concerned will be informed of any proposed further action, which shall be EITHER:

- *a* ***final formal written warning****. This will be sent by the Assistant Principal or member of the Senior Management Team and the student must sign to confirm receipt of the final formal written warning. OR,*
- *if the breach of discipline is sufficiently serious,* ***immediate expulsion****. If the outcome is expulsion, the Assistant Principal and a member of the Senior Management Team will confirm the reasons for this in writing to the student and send the College's Student Disciplinary Policy and Procedures which draw their attention to the appeals procedure.*

Stage 5: *If, following the final formal written warning, there is a further breach of discipline the student may have their* ***course of study terminated*** *by the Assistant Principal and a member of the Senior Management Team. The student will be notified in writing and sent the College's Student Disciplinary Policy and Procedures which draw their attention to the appeals procedure.*

If expulsion is the outcome the student may elect to have their case heard by the Appeals Committee. The student must write, within 3 working days of notification of expulsion, to the Appeals Committee c/o The Principal

3. The Appeals Committee

3.1 The Appeals Committee will be appointed annually at the start of the academic year and will consist of:

- *A Tutor from a different department to that of the student.*
- *A student representative*
- *One member of the Board of Governors or an impartial advisor*

The Governor member shall chair this Committee.

3.2 The Principal shall not be a member of the Appeals Committee.

3.3 No member of staff shall form part of the Appeals Committee if he or she has been involved in referring the matters which are the subject of the disciplinary action to the student's Tutor, to the Assistant Principal or to a member of the Senior Management Team, or if he or she has been directly involved in the circumstances surrounding any such matter.

3.4 The Appeals Committee shall meet as soon as possible and, in any case, not later than five working days from the date when it became necessary for it to be convened.

3.5 The student concerned shall have the right to appear (and be accompanied by a lay representative - normally - if he or she wishes) at a meeting of the Appeals Committee.

3.6 The Committee shall have the power to suspend or to expel the student.

3.7 The decision of the Appeals Committee shall be final.

4. Role of College Representative: *The Principal will represent the College.*

5. Appeals Committee Procedures

Once the student has indicated that he or she wishes to invoke the Appeals Committee hearing, the following parties must be informed in writing of the date of the hearing and the procedures for the Appeals Committee -

- *the student concerned (the complainant)*
- *the College representative*

6. Communications

The college administrator will act as Officer for the Appeals Committee and for all subsequent communication.

7. Statements

At least two working days before the hearing the administrator will supply the complainant, the members of the Appeals Committee -

7.1 A written statement by the complainant with any relevant background information.

7.2 A written statement summarising the College's position in the complaint.

7.3 Copies of any documents which are to be put before the Appeals Committee.

8. Meeting of the Appeals Committee

8.1 The Chair of the Appeals Committee will outline the complaint, the outcome of previous investigations and identify the principal issue(s) to be resolved.
8.2 Opinion will be sought from the complainant and the College representative. The Chair will then decide whether both parties will be present throughout the proceedings, or will be present only when explaining their position and answering questions. Whatever the decision, the Chair will have the right to ask a party to withdraw if it becomes necessary.
8.3 The complainant and/or her or his lay representative, will explain their position and answer any questions put by the Committee or the College representative.
8.4 The College representative will explain the position of the College and answer any questions put by the Committee or the complainant.
8.5 Witnesses may be called, whose anonymity may be protected at the discretion of the Chair of the Appeals Committee.
8.6 Both parties will sum up their case and then withdraw from the Appeals Committee.
8.7 The Committee will deliberate on the appeal in private.
8.8 The outcome of the hearing will be based on the majority decision of the Committee.
8.9 The Committee may adjourn any hearing to receive further evidence they may require, to enable an interested party to attend, or for any other appropriate reason.
8.10 The administrator or a representative, will keep brief notes of the proceedings and record the decision, which will be signed by the members of the Committee. This record will not be made public, but will be available to the parties.

9. The Decision of the Appeals Committee
After the formal hearing, the complainant and the Principal are to be notified in writing by the administrator as soon as possible, but within three working days, of the decision of the Committee and the reasons for it.

10. Dissatisfaction with the way the procedure has been used or the decision of the Appeals Committee
After receipt of the decision of the Committee there is a period of three working days in which the complainant may write to the Principal or Chair of Governors requesting a review where it is felt that the disciplinary procedure has been incorrectly or unfairly applied. Where a written request is received within the stipulated timescales, the appeal will be referred on to a mutually agreeable third party independent adjudicator appointed by the college. The adjudicator must have appropriate knowledge, skills and standing to make a final and binding decision e.g. a Justice of the Peace or Solicitor. The result of which could be ratification of the Committees original decision or the immediate reinstatement of the learner. Other caveats may apply depending on the individual case and pertinent circumstances.

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