

1. Introduction

This document reflects the very essence of the College's vision and values. Our vision is to be exceptional. We do this by placing you, the learner, at the centre of everything we do and by being a dynamic educational institution that collaborates with our community and its employers.

Halesowen College is more than just a place of education; it's a vibrant learning community where every member of staff and student, is essential to our vision and our values. This policy serves as a compass, guiding all students towards creating an inclusive and safe environment for all, while setting clear expectations for behaviour and consequences when these expectations are not met.

Our values are the cornerstone of our community, and we expect all students and staff to embrace and embody these principles:

Inclusion

All members of the college community feel that they are valued, respected and included regardless of their background or identity.

Care

Our students have concern and interest for each other and the community and in turn all students are cared about.

Ambition

We have a strong desire and determination to see all of our learners succeed and our students have a strong desire for success, achievement and distinction.

Respect

We have due regard for everyone's well-being, wishes and rights. Students and staff are respectful of each other, their community and their environment.

Empowerment

We commit to ensure staff and students feel in control of their own decisions and actions and are autonomous individuals.

In keeping with these values, staff will:

- Align their behaviour with our values

- Provide students with clear, accurate, and impartial information to guide your educational journey, including details on fees, financial support, and available bursaries.
- Deliver high quality teaching, learning and assessments tailored to individual needs, fostering good progress and high achievement.
- Support transition into college with a comprehensive induction programme, setting clear targets for development.
- Offer learning resources and identity necessary support to meet individuals' unique requirements.
- Ensure that assessments and progress reviews are fair, clear, regular and consistent.
- Provide frequent, fair impactful and constructive feedback on students' learning, both verbally and in writing.
- Share progress review reports with parents of students under eighteen through parent communication events.
- Offer access to various enrichment and career advice services throughout the programme of study.
- Collaborate, when relevant, with external agencies.

This underlines our shared commitment to creating a welcoming, supportive and empowering learning environment at Halesowen College for all learners.

Support

- The College will familiarise students with the policy and clearly state behavioural expectations as part of their induction programme.
- Student conduct standards will be clearly outlined by the Principal and Deputy Principal to each learner as part of the BiS Assembly programme.
- Where students enter into the disciplinary policy, they are supported at each stage
- Students are able to seek support from the Safeguarding and Wellbeing Team, Learning Support or curriculum staff to help understand the process.
- Students can have a parent/ carer/ guardian to accompany them to formal stage 2 and stage 3 meetings.

2. Positive Behaviour Standards

At Halesowen College, we aim to foster an environment of learning, personal growth, and professional success. Students actions and commitment to study play a vital role in achieving

success. Below are the key standards of behaviour and performance that we expect from all our students.

Attendance, Behaviour and Commitment (ABC)

1. Link between success and ABC

Research indicates that a student's attendance, behaviour and commitment to their studies directly impacts their achievements, progression, and future employment opportunities.

2. College values and procedures

The college has established values and procedures to support students in achieving excellent attendance, punctuality, and learning behaviours.

3. MyHalesowen

All relevant information about student performance is recorded on MyHalesowen.

4. Student Code of Conduct

Our code of conduct is clear about expectations, which include aspiring to 100% attendance (except in exceptional circumstance) meeting assessment deadlines and having a positive attitude to learning.

5. Settling In Period

During the first six weeks of a study programme (September – October) there is a “settling in” period to ensure students are on the right course with the right support. Provided a student's attendance, punctuality, and work rate are good they will be signed off to study during this period.

6. Performance Review

After the “settling in” period there is a clear system to address poor performance in attendance, punctuality, behaviour and commitment to study. If needed there will be communication with next of kin/ parent/ guardian for students aged 16-18, or under 25 for students with an EHCP. Disciplinary action will be taken if the expected standards are not met.

Performance Values:

Students are expected to uphold the college values consistently.

Attendance

- Excellent Attendance: **95%** or higher
- Good standard: **90%** or higher
- Requires improvement: **85%** or higher

- Poor & must improve: Below 85% triggers a stage 1 meeting
- Unacceptable: Below 75% triggers stage 2/3 and includes an enhanced Action Plan

Behaviour

In addition to good attendance and punctuality, the right learning behaviours include:

- Respect: Show respect to peers and staff
- Learning Materials: Always have the necessary materials
- Following Instructions: Follow instructions and activities in every lesson
- Taking responsibility: Show commitment, engage in additional activities, and respect the learning needs of others.
- Behaving in line with the Code of Conduct.

Commitment and Coursework

Students are expected to commit to their studies, meet deadlines, and submit work according to assessment schedules

- Submit work: Submit work as per the assignment submission date
- Undertake Exams and Assessment: Participate in all exams, tests, and assessments as per awarding's body regulations
- Positive Commitment: Be a positive part of the college community by displaying the behaviour values set put in this document.

In summary, excellent attendance, positive behaviour and commitment are a crucial role in succeeding at Halesowen College.

The college will provide the necessary support to help all students excel in these areas, but it is every student's responsibility to meet these standards and uphold our college values. Dedication to these principles will lead to personal and professional success, benefitting both quality of life and future opportunities.

3. Halesowen College Student Code of Conduct

Students play a crucial role in maintaining a respectful, inclusive and safe environment for everyone at college. The Halesowen College Student Code of Conduct outlines the college's expectations for student behaviour and responsibilities. Failure to adhere to these requirements will invoke our disciplinary sanctions which ultimately lead to permanent exclusion from college.

1) Respect and Equality

- Value Everyone Equally: Respect British Values and the democratic right of freedom of speech, different beliefs, rule of law and individual liberty.
- Kindness and Politeness: Be kind, hard-working, and respectful at all times. Treat peers, colleagues, staff and visitors with politeness.
- Champion Diversity: Embrace diversity and promote a sense of community and belonging

2) Responsibility and Learning

- Resilience and Support: Be resilient and seek support when needed. Develop good learning habits, including attendance, punctuality, effective communication and a willingness to learn.
- Compliance: Follow all reasonable requests, rules and instructions from college staff, including areas such as the Hub and Elliotts.
- Maintain College Standards: Uphold acceptable standards of conduct and college performance.

3) Behaviour

To ensure a safe and welcoming environment, students must follow the following positive behaviour standards:

- Positive Behaviour: Treat all members of the College Community with respect. Engage in conduct that is considerate, non-threatening, and promotes a positive environment, including the appropriate use of social media. This includes behaviour in the workplace behaviour on. College coaches and behaviour in the community.
- Respectful communication: Communicate in a manner that is professional, inclusive and free from bullying, harassment, including sexual harassment, or inappropriate comments related to protected characteristics such as race, gender, age, sex, etc. This applies to in-person written and online interactions.
- Non-violence: Foster a safe environment by refraining from physical violence, reckless behaviour, or carrying weapons of any kind. Students should conduct themselves with decency and respect for others.
- Upholding Reputation: Represent the institution positively through good conduct both on and off campus.

4) Student Health, Safety and Security

- ID Card and Lanyard: It is mandatory to always wear current lanyard and ID on campus, in public areas.
- Proper Access: Only access facilities with a valid ID card. Giving access to others is prohibited and subject to college disciplinary. If a student requires a replacement ID, obtain one from the student Hub or reception. A charge will be levied.
- Safety Protocols: Adhere to all general and specific health and safety regulations, including proper fire safety practices and designated smoking areas. Prioritise personal safety and that of others.
- Respect for Property: Students should be responsible for their property, belongings, equipment and clothing. Respect the belongings of others. Do not take or use others' property without permission, and ensure lost property and the college is handed into reception.
- Health Environment: Do not take part in gambling, possession or use of illegal substances, abusing alcohol or inappropriate prescription drug use.
- Parking: Park and behave respectfully when doing so in the local area as a representative of the college.

5) College Campus Environment:

- Respect Facilities: Treat college buildings, facilities, equipment and the environment with care and respect.
- Notices and Posters: Seek approval from college staff before displaying notices or posters.
- Food and Drink: Clear your litter, be considerate of the environment and treat staff in our catering outlets with respect.
- Report Damage: Report any damage to property or equipment to a staff member.
- No Vandalism: Do not cause deliberate damage to buildings, equipment, books, furnishings or other properties.

6) Use of Information Technology

- IT Responsibilities: Use technology responsibly, including checking college email and communication tools regularly.
- Equipment Care: Safeguarding IT equipment, borrow and return resources responsibility, and do not download or distribute inappropriate files.
- IT Usage: Do not misuse IT by taking part in online bullying, accessing inappropriate content, abusing email facilities, or interfering or theft of college IT or software.
- Recording: Recoding of classes or college staff may only take place with the consent of the the relevant Curriculum Director and in accordance with the requirements of the General Data Protection Act 2018.

7) Generative AI (e.g. ChatGPT, Claude, Bard etc)

- Academic Honesty: Ensure assessments are in the students own words and properly attributed to sources, including generative AI technology.
- Prohibited Use: Avoid inappropriate use of generative AI, such as copying and pasting answers without proper referencing.

4. Student Disciplinary Procedure

The following procedure will be used when the student code of conduct is broken. It includes guidelines for dealing with cases of gross misconduct and clarification of suspensions.

4.1 Purpose

The purpose of the Disciplinary Procedure is to ensure that good standards of behaviour are upheld. Formal disciplinary action is the last resort when other supportive action has been exhausted or when an offence is serious enough to necessitate immediate, formal action. This policy and procedure relates to all students of the college, including apprentices and adult learners.

5. General Principles

5.1 Disciplinary action will only be taken when there is sufficient concern or evidence to warrant such action.

5.2 If appropriate, the Principal (or staff acting with the authority of the Principal e.g. Curriculum Director, Curriculum Manager, Pastoral Lead), may suspend the student whilst an investigation is carried out or where a student is subject to police involvement

5.3 At every stage, a student has the right to be advised of the reason for formal disciplinary meetings, to hear the evidence against them and to state their case

5.4 If a student fails, without good reason, to attend a disciplinary meeting which they have been instructed to attend on two separate occasions, the meeting can take place and a decision made in their absence

5.5 A student has the right to appeal against any disciplinary penalty imposed from the final formal warning stage and against any decision to expel. Students aged 16-19 study programmes (including apps) have the right to be accompanied to an appeal hearing by a parent / carer / guardian and a student on the adult programme may be accompanied by another student. If at any stage of the disciplinary procedures, a student receives a warning about unacceptable behaviour or unsatisfactory academic performance, guidance and support will be offered, as necessary, to help them reach the required standards.

5.6 If a student fails to respond to a warning then they may elect to withdraw from the college before any further action is taken. If the student chooses to withdraw they may make a new application after for the next academic year. The students conduct will be considered as part of the admissions process

5.7 Electronic recordings of any formal meetings disciplinary or appeal hearing are not permitted by any party.

5.8 Consideration will be given to mitigating or extenuating circumstances such as learning difficulties, where behaviour might be the consequence of a recognised Special Educational Need (SEN). Consideration may also be given where serious personal or family problems have been disclosed. However, these factors may not excuse unacceptable behaviour.

5.9 Where appropriate, special consideration will be given to Children who are Looked After (CLA) or students on 16-19 study programmes who are living independently and we will offer a trauma informed approach will be adopted.

5.10 Disciplinary warnings will normally remain on a student's record for two years or for the duration of their programme of study. If an allegation is not upheld this will also be recorded.

5.11 The Six Week Probationary Period

For full time FE students the first six weeks is a probationary period. During the probation period if a student's behaviour is of a serious concern (e.g. gross misconduct), the Assistant Principal Safeguarding and Students and Head of Pastoral, or a member of College Executive reserve the right to exclude the student. Any decision to withdraw or exclude will follow a documented meeting with the students and notification to parents.

If a student is progressing within the college and has low attendance or some behaviour concerns they may be placed on a Provisional Enrolment – Learning and Behaviour Agreement which will outline conditions they will need to meet in the first six weeks of their course. Failure to meet these conditions may result in exclusion following a documented meeting with the student and notification to parents.

The provisional enrolment targets are as follows:

- 90% attendance to all aspects of the study programme.
- 90% punctuality to lessons.
- Meet all deadlines set in relation to your study programme.
- Follow the Student Code of Conduct at all times.
- Achieve personal targets as agreed by the Curriculum Manager or Pastoral Lead.

Students wishing to appeal the withdrawal decision must do so in writing to the Deputy Principal within five working days. The appeal letter/email must state the grounds for the appeal.

5.12 Every effort will be made to avoid the use of formal disciplinary action where problems can be remedied informally. All staff carry the responsibility for the informal disciplinary of students and for ensuring that misconduct or poor academic performance is consistently dealt with.

5.13 Cause for Concern (CFC)

A CFC can be issued to address first time or minor incidents of classroom management issues or behaviour concerns within college. The issue should be discussed with the student and logged by the person issuing it on MyHalesowen. Actions to be monitored are set by the person issuing the CFC. Where informal measures prove insufficient to establish a satisfactory standard of conduct, a Cause for Concern may be given. If there is no improvement, then four formal disciplinary stages may be invoked and may include the possibility a fixed period of suspension or permanent exclusion from the college.

Where breaches of discipline occur such as a failure to comply with the Code of Conduct or any incident of academic misconduct, the following procedure will be used.

6. Stages of the Formal Disciplinary Procedure

Please note: any disciplinary action, including CFC's must be logged electronically on MyHalesowen.

In all cases staff should ensure they are aware of any learning difficulty or disability which may affect the student and seek advice and support from the Learning Support Team as appropriate and always before implementing formal action.

Students can be placed on any stage of disciplinary without having undergone the previous stage, the principle here being that the level of disciplinary action is determined by the alleged misconduct (see appendix – for guidance). Where a disciplinary meeting forms part of an investigation into an alleged act of misconduct, the chair of the meeting may decide that there is no case to answer and the student (and parent / representative if appropriate) will be informed accordingly.

<p>6.1</p>	<p>Stage 1</p> <p>A stage one meeting will be used to formally discipline a student when informal approaches by Staff and CFCs have either not affected the required change in student conduct or when they are deemed insufficient to affect the required change in student conduct. It can be implemented at the discretion of any member of staff. First time offences of deliberate plagiarism (including submitting work produced by AI as their own) will be addressed in a Stage 2 meeting.</p> <p>The Personal Coach will conduct a one-to-one meeting with the student and discuss the problem with the student. Where relevant they will direct the student to support from Student Services and other support services within the College. The Disciplinary Agreement Stage 1 is completed on MyHalesowen.</p> <p>The student may be issued with an attendance report to have signed in all of their sessions for a minimum of two weeks.</p> <p>After two weeks on report, the student will return the report card to their Personal Coach for inspection.</p> <p>An email will be sent to the nominated emergency contact of students under 18 years of age by the Personal Coach to inform them that this meeting has taken place.</p> <p>RESOLUTION OF PROBLEM: End of Process NO IMPROVEMENT: Progress to Stage 2</p>
<p>6.2</p>	<p>Stage 2</p> <p>A Stage 2 meeting will be used to formally discipline a student there is no improvement from a Stage 1 meeting are not met, or when a Stage 1 meeting is deemed to be insufficient by the Curriculum Director/ Curriculum Manager/ Engagement and Support Office/ Campus Community Officers/ Personal Coaches due to an allegation of misconduct.</p> <p>The Curriculum Manager will conduct a meeting with the student.</p> <p>Parents / guardians are invited to attend for students under 18 years of age. In exceptional circumstances, a suitable adult can attend on behalf of the parents / guardians. In the case of children who are looked after a member of the safeguarding team should attend, and for learners with an EHCP a member of Learning Support.</p> <p>The Curriculum Director / Curriculum Manager will outline the actions that the student must take in order to resolve the issues raised. Where appropriate the student will be informed of timescales as to how long the Stage 2 'warning' will remain in place. This could be up to a period of 6 months.</p>

	<p>The Disciplinary Agreement Stage 2 is completed on MyHalesowen by either the Curriculum Manager or the Personal Coach and the agreed actions recorded. Students over 18 years of age will be informed that they can request to be accompanied by a representative or friend at the discretion of the Curriculum Director / Curriculum Manager.</p> <p>RESOLUTION OF PROBLEM: End of Process NO IMPROVEMENT: Progress to Stage 3</p>
<p>6.3</p>	<p>Stage 3</p> <p>A Stage 3 meeting will take place with the student when:</p> <ul style="list-style-type: none"> • The agreed targets from a Stage 2 meeting are not met. • A student's conduct is considered sufficiently serious to warrant a final warning or recommendation to exclude. • Despite receiving two warnings to carry their ID card, a student contravenes the ID policy on a further occasion or, <p>There is an alleged case of gross misconduct where exclusion is a likely outcome.</p> <p>Alleged cases of Gross Misconduct or where withdrawal is likely, will be heard in a Stage 3 meeting chaired by a Curriculum Director or Head of Pastoral with the Curriculum Manager.</p> <p>All other Stage 3 meetings can be chaired by a senior manager (Head of Pastoral or Curriculum Director) where the incident involves students from different areas the Head of Pastoral will (where possible) chair the meeting.</p> <ul style="list-style-type: none"> • The chair will conduct a meeting with the student present alongside another manager who will maintain a written account of the meeting and present investigation. • Parents / guardians are invited to attend for students under 18 years of age. In exceptional circumstances, a suitable adult can attend on behalf of the parents / guardians if agreed by the Head of Pastoral and the parents / guardians. • Students over 18 years of age will be informed that they can request to be accompanied by a representative at the discretion of the Head of Pastoral. • The chair will outline the reason(s) for the meeting, how the Student Code of Conduct has been broken and consider responses from the student and/or parent / carer. • Where the Chair (Head of Pastoral / Curriculum Director / Curriculum Manager) is satisfied that the conduct is, or on the balance of probabilities is gross misconduct the student will be informed at the meeting / or after the meeting of the decision to exclude and this will be confirmed in writing. • In cases other than gross misconduct the student will be made aware of the consequences of any further breaches of the student code of conduct. Where appropriate the student will be informed of timescales as to how long the Stage 3 'warning' will remain in place, for the duration of the students' course unless agreed otherwise. • The chair will outline the targets that the student must take in order to resolve the issues raised. • The Disciplinary Agreement Stage 3 is completed on MyHalesowen by the Curriculum Manager and the agreed targets recorded. <p>RESOLUTION OF PROBLEM: End of Process</p>

NO IMPROVEMENT:

When there is no improvement or a further act of misconduct takes place that warrants escalation from Stage 3, the student (and the parent / carer if the student is under 18 years of age) will be notified by the Head of Pastoral of the decision to exclude the student and this will be subsequently confirmed in writing, together with the details of the right to appeal against the decision.

A record of the exclusion will be kept on MyHalesowen.

6.4 Appeal

Students wishing to appeal must do so in writing to the Deputy Principal within 10 working days. The appeal should clearly indicate a reason for the appeal e.g. new evidence or new circumstances.

All relevant information is passed to the Deputy Principal who will review the information and consider the appeal and if necessary pass to the Assistant Principal Safeguarding and Students to meet with the student to consider the appeal.

Parents / guardians of a student under 18 are informed and invited to attend. The student (if over 18) will be informed that he / she / they can be accompanied by a representative or friend. The student is informed in writing of the outcome. When a student is aged 16-18 and has a statutory requirement to be in education or training, the college will notify the relevant local authority. Parents will be informed that removal from college will lead to automatic cessation of child benefit.

7. Cases of Gross Misconduct

Gross misconduct is defined as behaviour which is so serious that it is prejudicial to the wellbeing of other students in the college. In this definition we include acts of violence, acts of vandalism against property – including computer hacking – theft from college premises, incidents of racial or sexual abuse, any drug or alcohol abuse.

Where there is an alleged act of gross misconduct:

7.1 All students involved are suspended (i.e. temporarily excluded from college premises by the Curriculum Director, Curriculum Manager of Pastoral or Head of Pastoral while the incident is being investigated. This is not a presumption of guilt and is done to protect the student and allow an effective investigation.

7.2 The student(s) is/are informed verbally at the time of the incident. The Suspension Form on MyHalesowen is completed and notifies the Head of Pastoral, Assistant Principal Safeguarding and Students, Principal and Deputy Principal. If it is necessary a letter or email follows from a Senior Manager (Head of Pastoral / Curriculum Director/ Curriculum Manager) within two working days advising the student of the procedure. Parents of students under 18 should be informed.

7.3 The student(s) will attend a Stage 3 disciplinary meeting at the earliest opportunity when the investigation is complete.

7.4 The student(s) and parents/carers/guardians will be notified of the outcome.

8. Clarification of Suspension

Suspension of a student has two main purposes:

8.1 To Provide A Cooling Off Period

A cooling off period is used to:

- i. Provide a safeguard for people as necessary.
- ii. Enable incidents to be handled logically, rationally and effectively.
- iii. Staff with authority to suspend students on these grounds are members of SLT, Curriculum Directors and Curriculum Managers and Head of Pastoral. All suspensions must be notified to the Principal and Deputy Principal

8.2 To Enable An Investigation To Take Place

Suspension for investigation is used to:

- i. Enable circumstances to be investigated quickly.
- ii. Provide a safeguard where necessary.

In every case it is very important that staff:

8.2.a Explain the grounds of suspension to students where it is legally possible to do so

8.2.b Tell students when they should return and to whom they should report where possible

8.2.c Complete the Suspension Form on MyHalesowen

8.2.d Curriculum Manager will arrange for work to be sent to the student so that they can continue their studies at home.

9. Police Involvement

Where any member of staff has reason to believe that a student may have committed a criminal offence or is notified by the police that a student may have committed a criminal offence the

college would refer the matter to the police and suspend the student pending the outcome of police enquiries and any charges which may be brought against the student. Where possible the Head of Pastoral and Head of Safeguarding may agree to a safety plan to allow continuation of study on site whilst any police investigation is ongoing. A safety plan will detail specific plans such as timetable, travel, campus public space access which are agreeable to the principal. Once approved the student may return to site.

Failure to comply with safety plans would result in suspension and non access to site pending police investigation

Safety plans are there to support education and will be considered where possible at the discretion of senior management to protect our student cohort. Safety plans must be signed off by a senior post holder.

Safety plans will be made accessible to Curriculum Managers and Curriculum Directors and agreements logged on MyHalesowen. They may also be shared with Safeguarding and/or Learning Support staff.

Upon suspension an initial 5 day suspension will be in place whilst the feasibility of a Safety Plan is agreed and approved by the principal

Any decision is final and an offer made by the college to support access to on-site education

A copy of the safety plan will be emailed to the student

The Safeguarding Team / Head of Pastoral or Assistant Principal Safeguarding and Students will liaise with the police to confirm whether there is any reason why the disciplinary proceedings should not continue.

Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the college reserves the right to recommence proceedings under this procedure in relation to the matter.

It is emphasised that in relation to the application of this procedure, the college is not bound by the results of any criminal proceedings against students

Reviewed / Approved	By
Reviewed by	Joanne Williams
Consulted with	Sarah Stott
Approved	-
CLT approved	

Website	Yes
Next Review date	06z

Appendix 1

STAGE	PROCESS	SANCTIONS	MISCONDUCT LEVEL	APPEAL
Cause for Concern	<p>Any member of staff / student can issue a cause for concern, this will usually be the Personal Coach or a course tutor but could be any member of staff who observes and challenges behaviour.</p> <p>This must be logged on MyHalesowen.</p>	<p>None other than advised that if behaviour is repeated it may lead to formal disciplinary.</p>	<p>Low level and isolated poor behaviour</p>	<p>None</p>
Stage 1 Verbal Warning	<p>The Personal Coach is informed, and discusses the problem with the student and the opportunities for support from Student Services and other support services within the college are outlined and the student is encouraged to use them.</p> <p>The Disciplinary Agreement Stage 1 is completed on MyHalesowen and targets set.</p> <p>Parents are informed for students under 18.</p>	<p>Stage 1 Disciplinary Agreement is completed on MyHalesowen by the personal coach, who issues the action plan with agreed targets.</p> <p>Additional sanctions and reparation as appropriate.</p> <p>This stage can be repeated once only if appropriate but then escalation to Stage 3 if required.</p>	<p>Issues such as continuous / repeated:</p> <ul style="list-style-type: none"> • Use of mobile phone in class. • Disrespect towards staff, visitors or other learners. • Disruptive behaviour / unacceptable language. • Non application to work in class. • Initial instance of bullying. • Unjustified absenteeism or lateness. 	<p>None</p>

			<ul style="list-style-type: none"> • Poor attitude to completing work. • Regularly unprepared for lessons. • Minor breaches of college values or the Code of Conduct. • Inappropriate / inconsiderate parking. 	
<p>Stage 2</p> <p>Written Warning</p>	<p>The student meets with the Curriculum Director/ Curriculum Manager. The Disciplinary Agreement Stage 2 is completed on MyHalesowen by the ESO/ CM/ CD and targets set.</p> <p>Parents / guardians are informed and invited to attend for students under 18. The student is informed that he / she / they can be accompanied by a representative or friend (over 18).</p>	<p>Stage 2 Disciplinary Agreement is completed on MyHalesowen by the ESO/ CM/ CD and action plan issued with appropriate agreed actions to be completed.</p> <p>Other sanctions and reparations as appropriate. This stage can be repeated once only if appropriate but then escalation to Stage 3 is required.</p>	<p>Failure to achieve a Stage 1 action plan.</p> <p>Issues such as the following should come straight to this level:</p> <ul style="list-style-type: none"> • Minor damage to property. • Minor levels of aggression / bullying / harassment towards other students or staff. • Minor health and safety infringements. • Discriminatory behaviour / comments of any kind. 	None

			<ul style="list-style-type: none"> • Abuse of any college facilities. • Unacceptable behaviour towards residents in the locality or their property. • Plagiarism/ unethical use of AI. 	
<p>Stage 3</p> <p>Final Written Warning or Expulsion</p>	<p>Investigation for incidents of serious misconduct will be conducted by Curriculum Manager.</p> <p>Referral for failure to meet targets agreed at Stage 2.</p> <p>Interview with Curriculum Director/ Curriculum Manager accompanied by a written statement / details to date.</p> <p>Interview with Curriculum Director/ Curriculum Manager accompanied by written statement / details to date. Parent / guardian informed and invited to attend for students under 18.</p> <p>The student is informed that he / she / they can be accompanied by a</p>	<p>Stage 3 Disciplinary Agreement is completed on MyHalesowen and action plan issued with appropriate Agreed Targets to be completed by CM.</p> <p>OR</p> <p>A recommendation for permanent exclusion is made by CD.</p> <p>Other sanctions and reparations as appropriate.</p> <p>This stage can be repeated once only if appropriate but then an exclusion will most likely be appropriate.</p>	<p>Failure to achieve a Stage 2 action plan. Issues such as the following should come straight to this level:</p> <ul style="list-style-type: none"> • Physical or verbal assault on another student or member of staff or visitor, or threatening behaviour. • The possession, use or dealing of any illegal substances including alcohol (see substance Misuse Policy). • The possession of any offensive weapon(s) or item that intends to be used as such. • Theft, fraud, deliberate falsification of records. 	

	<p>representative or friend (over 18).</p> <p>The Curriculum Director/ Curriculum Manager may seek improvement within a contracted time.</p> <p>If appropriate a verbal and / or written warning can be given, and the student is informed, where appropriate, that further supervision or exclusion could follow.</p> <p>The Disciplinary Agreement Stage 3 is completed and placed on MyHalesowen.</p>		<ul style="list-style-type: none"> • Deliberate damage to property owned by the college, its staff, students or visitors. • Behaviour likely to be offensive to public decency. • Bringing the college into disrepute. • Consorting with trespassers. • Failure to improve - despite two warnings to wear ID being issued. <p><i>Refer to Student ID Policy.</i></p>	
--	--	--	---	--

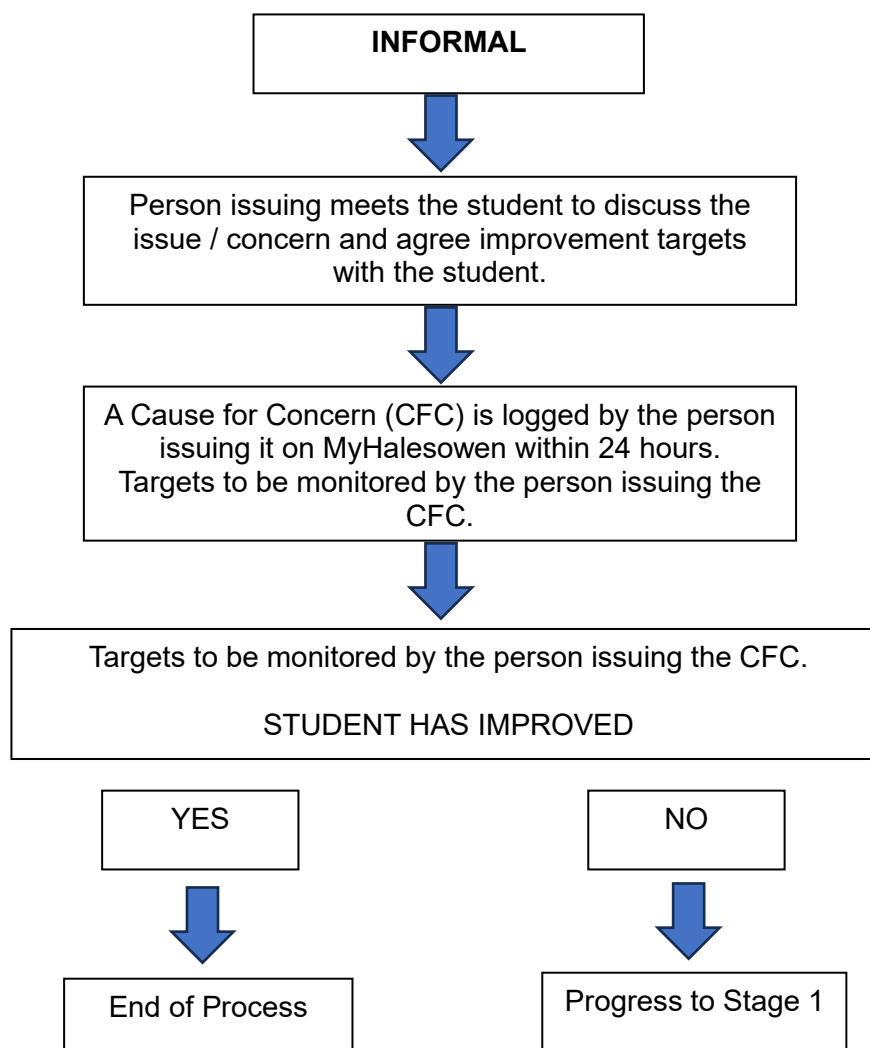
Disciplinary Flow Charts

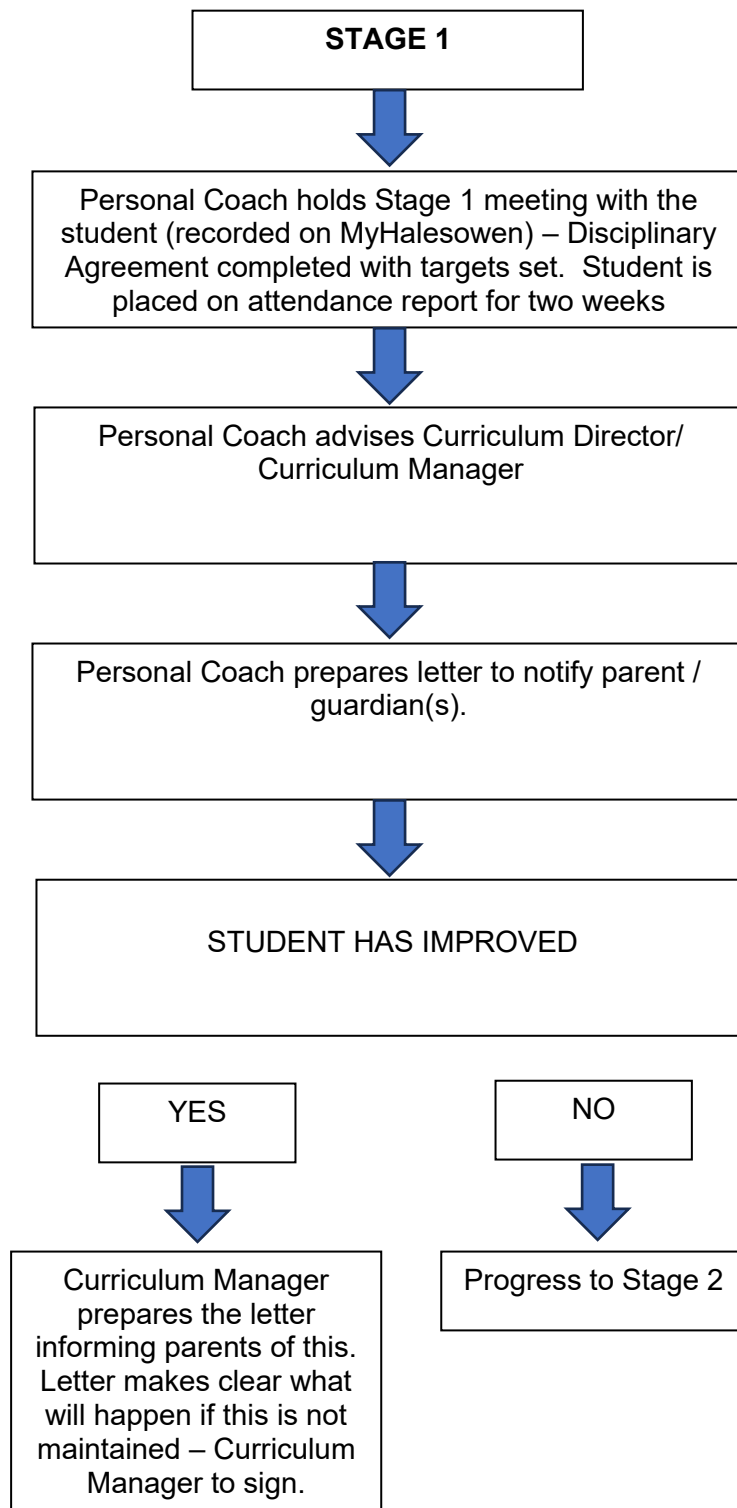
These flow charts should be used as guidance alongside the Student Disciplinary Policy.

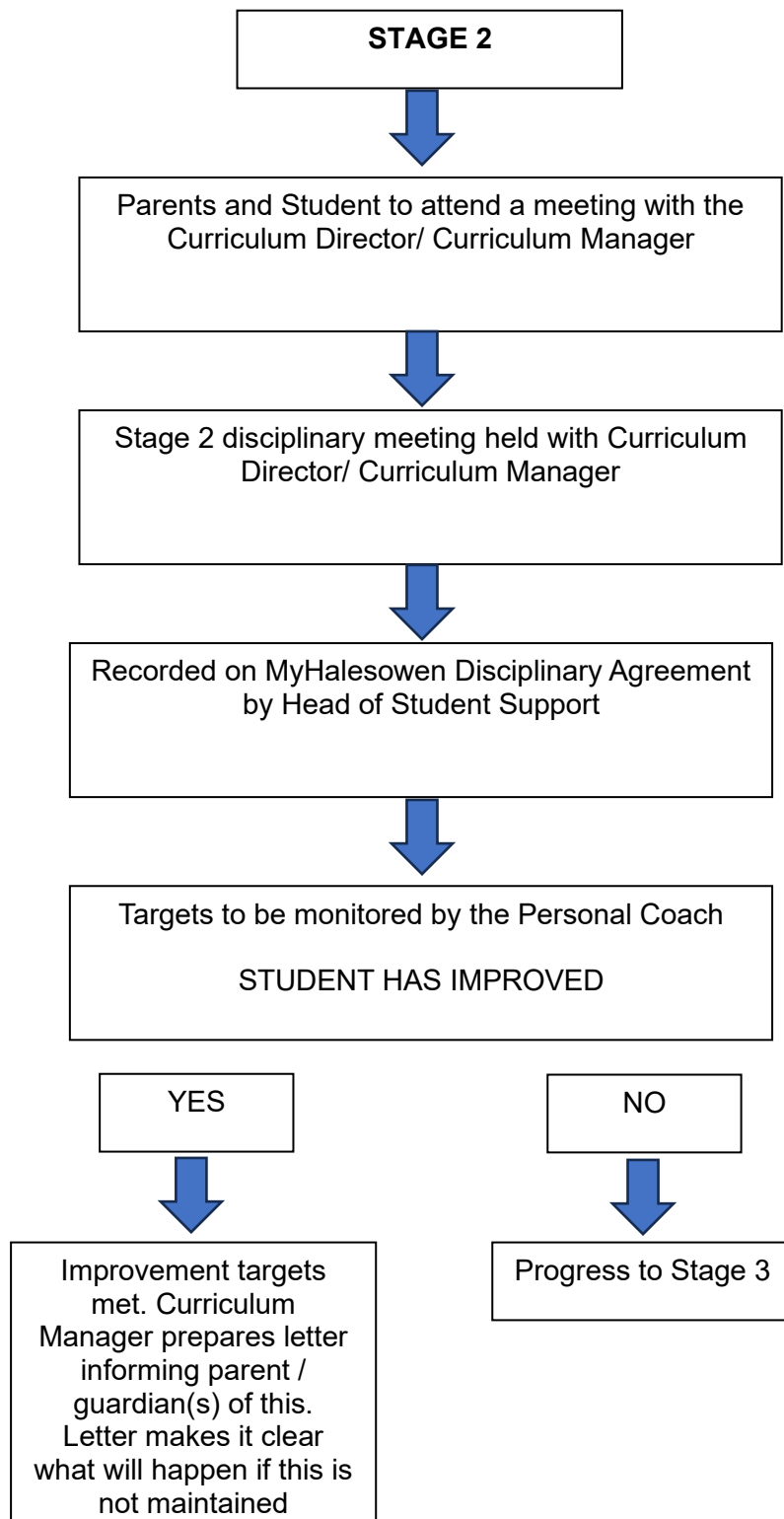
For full time students the first six weeks of the course is a probationary period. During this period if a student's progress, attendance or behaviour is of serious concern, the Assistant Principal Safeguarding and Students or the Head of Pastoral reserve the right to withdraw the student.

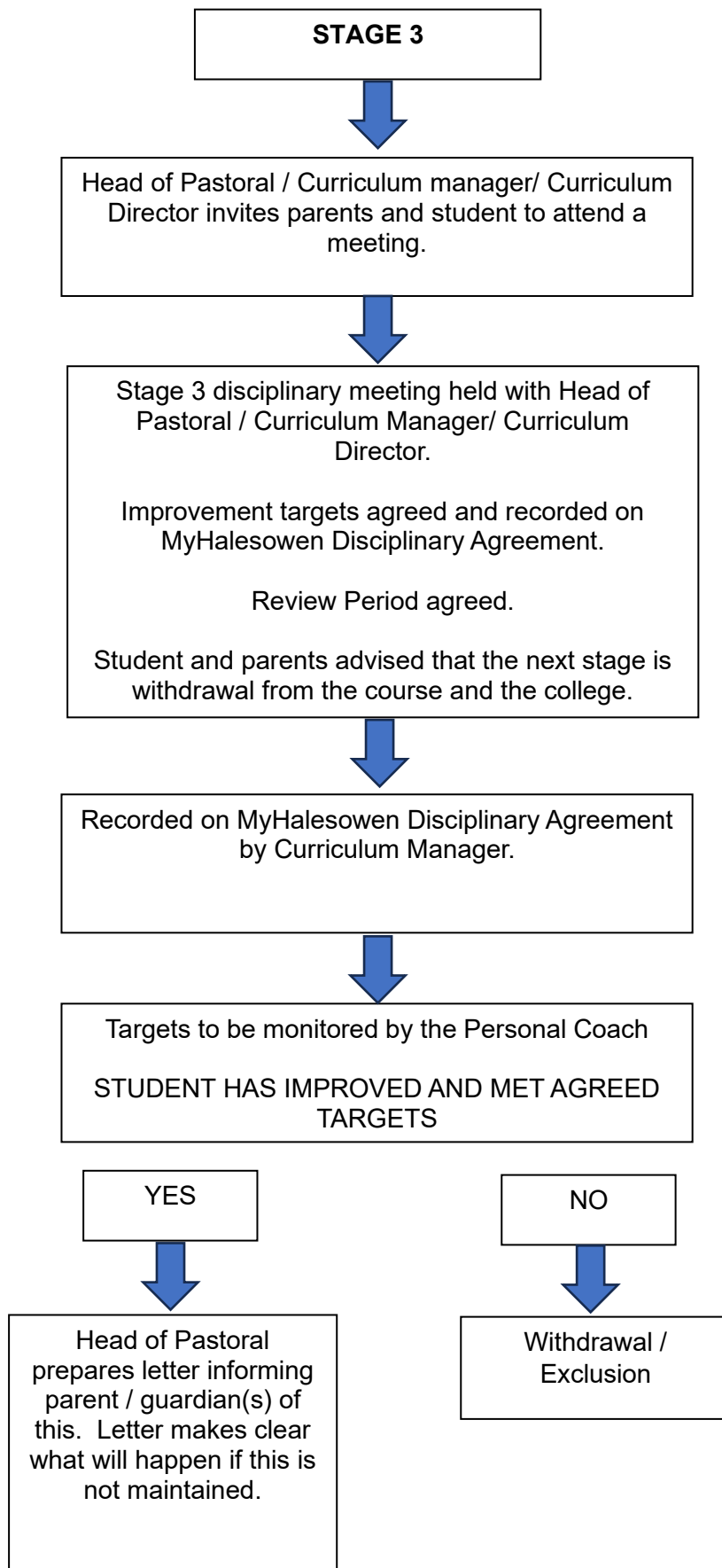
If a student is progressing within the college and has previously low attendance or some behaviour concerns they may be placed on provisional enrolment – Learning and Behaviour Agreement which will outline the conditions they will need to meet in the first six weeks of their course. Failure to meet these conditions may result in exclusion following a documented meeting with the student and notification to parents.

Incidents of gross misconduct go to Stage 3 to be investigated and may move on without improvement targets being agreed. Parent / guardian(s) must be involved for students under the age of 18.









CLARIFICATION OF SUSPENSION

In every case it is very important that staff:

- a. Explain the grounds of suspension to students.
- b. Tell students when they should return and to whom they should report.
- c. Complete the notification of student suspension.



Cooling Off Period



Cooling off period is used to:

- Provide a safeguard for people if necessary.
- Enable incidents to be handled rationally and effectively.
- Staff with authority to suspend students on these grounds are Assistant Principals, Curriculum Directors/ Curriculum Managers and Head of Pastoral.

ALL SUSPENSIONS MUST be notified to the Principal and Deputy Principal.



Investigation



Suspension for investigation is used to:

- Provide a safeguard where necessary.
- Enable circumstances to be investigated quickly.

PROVISIONAL ENROLMENT – LEARNING / BEHAVIOURAL AGREEMENT

The purpose of this agreement is to provide:

- The student with a clear set of conditions which must be met, throughout the length of the agreement to ensure standards of behaviour and/or attendance are improved.
- The Personal Coach will have the responsibility to review progress against these conditions at regular intervals.

THIS PROVISIONAL ENROLMENT HAS BEEN PRODUCED UNDER THE PROVISIONS OF THE STUDENT DISCIPLINARY PROCEDURE IN RESPONSE TO UNACCEPTABLE CONDUCT BY THE STUDENT.

The below conditions must be met in full by:

Name	Student Number		
Date Agreement Starts	Date Agreement Finishes		
Name of College Staff Reviewing Progress			
Course	Division		
Terms Of Provisional Enrolment – Learning / Behavioural Agreement Terms:			
1.			
2.			
3.			
Review Dates			
1.	2.	3.	4.
5.	6.	7.	8.
I agree to meet the conditions of this Agreement.			
Student Signature		Date	
In the Presence Of		Position	
Parent / Carer Signature (where appropriate)		Date	