DISCIPLINARY PROCEDURE 2020/21 – ALL BEHAVIOURS (INCLUDING ATTENDANCE AND PUNCTUALITY)

CAUSE FOR CONCERN

Can be issued by any member of staff

Behavioural issues including poor attendance, disrupting others, not wearing ID card, inappropriate language, non-compliance, lack of prep, poor completion of work/homework misuse of phones etc.

Failure to respond or repeats behaviours

Formal Stage 1

First Warning (Verbal)

Any member of staff

Logged on student ILP

Personal tutor notified. Offered support where relevant

Cannot progress to next stage without Support plan

Formal Stage 2

Second Warning (Written)

Curriculum Manager/ Personal Tutor

Logged on student ILP. Meeting with student and letter to parents. Support plan.

Cannot progress to next stage without Support plan

Formal Stage 3

Third Warning (Written)

Curriculum Manager/ Deputy Head of School

Logged on student ILP. Meeting with student. Letter to parents and invite to the meeting.

Support plan.

Cannot progress to next stage without Support plan

Formal Stage 4

Final Warning (Written)

Head of School/ Pastoral Support Manager

Logged on student ILP. Meeting with student. Letter to parents and invite to the meeting. Support plan.

Failure to respond or repeats behaviours

HoS/PSM recommends

EXCLUSION PANEL

Vice Principal

(Including Head of School and Pastoral Support Manager)

Followed by

Meeting with student & parents.

Potentially WITHDRAWAL

You improve? Well done! You stay on this stage.

Major behavioural issue. Fighting, theft, criminal damage, bullying, drugs, bringing the college into disrepute, not following instructions.

Immediate suspension pending investigation (Senior/ duty manager, Pastoral Support Manager)

APPEALS AT ANY STAGE TO THE PRINCIPAL