

reigate•college

**Students' Code of
Conduct & Disciplinary
Procedures
2016-2017**

Reigate College

Students' Code of Conduct 2016-17

This is all for and about you...

The aim of Reigate College is to enable you to make a smooth transition from school to university or employment. The College gives you a degree of freedom and responsibility for making your own decisions. To support you, the College has established this Code of Conduct in which expectations, rules and disciplinary procedures are clearly defined.

Through this Code of Conduct, the College aims to protect the rights of its students, its staff and visitors.

Everyone in the College has the following basic rights:

- The right to feel safe
- The right to learn
- The right to be treated with respect

Our general expectations of you are that you should:

- Conduct yourself in accordance with the College's Equality Policy.
- Show commitment to your studies with excellent attendance and punctuality so that you reach your academic potential.
- Maintain high standards in your personal behaviour as would be expected of an adult at work, whether this is in lessons, elsewhere in College, out on a trip or making your way to, and from, College.
- Be courteous and considerate to other students, the staff, visitors and our neighbours.
- Maintain the good reputation of the College in the local community, and whilst attending any activities organised off site, or sponsored by the College.
- Show care and respect for the fabric of the College's buildings and its facilities.

The right to feel safe – your responsibilities

The foundations of a supportive community

- You are expected to behave in accordance with the College's Equality Policy so all types of discrimination, harassment and bullying are completely unacceptable. You will be regarded as having carried out an act of harassment and/or bullying if you cause distress to another person (student or member of staff).
- The language you use at College should not be obscene, offensive or aggressive.
- Physical aggression, which includes aggressive body language and spitting, is unacceptable in any circumstances. Violence towards another member of the College community will result in exclusion.
- If you are found to be in possession of an offensive weapon, you will be permanently excluded from College.

- Students must not bring non-students, or intruders, onto the College premises. If a student sees a stranger or intruder on site, this must be reported to Reception.
- Students should note that when any member of the Premises team, or any other member of staff, makes a request such as asking a student to go to Reception, they have the endorsement of the Senior Leadership team - refusal to follow instructions could result in exclusion.
- You must not consume, be under the influence of* or be in possession of, alcohol during the College day either on site or off site.
- Being in possession or under the influence of* illegal substances (including 'legal highs' which could mean any substance other than tobacco, caffeine, food and medicinal products) or in possession of any equipment/paraphernalia associated with substance usage on or off the College site during the College day or whilst involved in a College function will be deemed as Gross Misconduct.
 - *If there is an aroma of alcohol/an illegal substance about the person of a student they will be subject to the disciplinary procedure.
- You may only smoke cigarettes/e-cigarettes in the one designated 'Smoking Area'.

Vandalism

- If you carry out an act of vandalism, you will be excluded from College. If you are allowed to return, you will be required to pay for any damage, including the time taken to put things right again.
- If you set off a fire alarm without good reason, you should expect to be permanently excluded from College.

Breaches of the above foundations are likely to result in permanent exclusion from the College.

- You are required to have your College Identity Card with you at all times when you are in College.

The right to learn – your responsibilities

- **Behaviour in lessons**
 - In lessons and around the College site, you are expected to behave in an adult manner.
 - If you persistently disrupt a lesson, you will be asked to leave the room. Being asked to leave a lesson is a serious matter, which may result in you being excluded from College.
 - IT facilities are used extensively in some lessons. You need to remain on task throughout the lesson and are expected to adhere to the Acceptable Use of IT Policy at all times.
 - You are expected to arrive for lessons fully equipped and ready to learn.
- Mobile phones must be used in accordance with the College's Mobile Phone Policy.
- **Deadlines and time management**
 - You must complete all the homework that is set to the best of your ability and by the required deadline.
 - Any extension of a deadline must be negotiated with the member of staff concerned.
 - In completing coursework, you are expected to follow the standards defined by individual departments.

- In particular, you must not submit any work as your own which you have copied (i) from another student or (ii) from another source, for example, the Internet, unless the examination regulations permit this and the source is acknowledged and referenced.
 - If any student is found to have plagiarised work or is suspected of plagiarism, this will be investigated and dealt with under the College disciplinary procedure.
 - We strongly recommend that you do no more than ten hours of paid employment per week.
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The right to be treated with respect – your responsibilities

- **General behaviour around the site**

- You are expected to behave as an adult in a workplace. You need to show respect for those around you and for the College's buildings and facilities.

- **Attendance & Punctuality**

- Attendance is compulsory. You are expected to attend all timetabled sessions and activities. Frequent, short-term, sickness absences are a concern to the College, as they would be to an employer. All sickness absences must be verified by medical evidence.
- If you have a poor record of actual attendance in lessons, without good reason, you may not be entered for external examinations.
- If you are unable to attend College, you or a parent/guardian, must phone the College on the first day of absence before 10.00am. This will be recorded on the registration system so staff are aware of your absence.
- If whilst at College, you feel unwell and are unable to attend your classes, you should report to Reception.
- If you need to go home during the day, you must sign a 'Self-certification Form' at Reception so that the register can be adjusted.
- Whenever possible, any unavoidable absence should be agreed with the tutor and teachers in advance and written confirmation of the absence handed in at Reception.
- The College will not normally authorise absence for holidays during term time.
- The College will only authorise a maximum of two days absence during the summer timetable for you to attend university open days. If you attend these open days, you should make arrangements with your teachers to attend alternative summer timetable lessons.
- In all cases, it is your responsibility to catch up on any work missed through absence.
- All timetabled lessons must be attended punctually. You are late if you arrive after the lesson's published start time.
- If you are late, you should knock on the classroom door and wait outside the room until you are asked to enter.
- Students who have poor punctuality without good reason may not be entered for external examinations.
- If, after ten minutes, no member of staff has arrived to take a lesson, a student from your class should go to Reception to report the matter. The class, meanwhile, should remain in the room or wait outside in the case of a laboratory/workshop.

- **Examinations**

- You are expected to prepare thoroughly for all examinations and you must adhere to the rules and regulations governing the conduct of examinations and the completion of coursework.
- You must not, under any circumstances, take a mobile phone into an exam. Such behaviour is likely to result in you being disqualified from the examination.

- **Smoking**
 - The College is 'anti-smoking'. If you do smoke, you may do so in the one, clearly identified, smoking area near the Garden Building. If you are found to be smoking anywhere else in College, you are likely to be excluded. Please note that 'Smoking' includes the use of e-cigarettes.

- **Information Technology**
 - The College's IT resources and network are provided for educational purposes. You must observe the standards as defined in the College's Student Use of IT Policy. Any breach of this Policy is likely to be regarded as gross misconduct.
 - You must not give anyone else your network log on details.
 - You should not log in to another student's user area, even with their permission.
 - You may not copy any material covered by copyright.
 - The downloading and/or viewing of pornography, or other unsuitable material, is strictly forbidden and may result in your exclusion from College.
 - You may only access the areas of the College network for which you have specific permission to use.
 - You must not use the College's IT facilities to 'hack' into any external IT networks. You need to note that under the Computer Misuse Act 1990, such behaviour can lead to a criminal prosecution.

- **Food, drink and litter**
 - No food or drink should be taken into or consumed in classrooms apart from bottled water.
 - You should dispose of your litter in one of the many bins that are around the site.
 - If you chew gum, please dispose of it in a bin – do not just drop it on the floor or stick it under a table.

- **Clothing**
 - General common sense should apply in your choice of clothing for College (*if in doubt please think about what would or would not be appropriate in a workplace such as an informal office*). Students should not wear clothing which is excessively revealing. Its design must not cause offence to others by displaying images or language which may cause offence.
 - In order to improve security, hoods should not to be worn around the College site. The premises team may regard anyone wearing a hood as an intruder and could ask to inspect that person's identity card.

- **Parking and visitors**
 - Parking on College property is permitted for staff and visitors only, apart from motor cycles and bicycles. Unauthorised parking may attract a fine.
 - If you drive yourself to College, please park considerately around the neighbourhood. Neighbours will contact the police when cars are parked inconsiderately and the College fully supports such action. If you cause an obstruction, you may find that your car has been towed away when you return to it.

- **Student ID Cards**
 - **Students are required to carry their Identity Card at all times.**
The ID Card also enables students to access the facilities in the Independent Learning Centre and to pay for goods in the Refectory (via Reigate College Pay). Identity cards will be regularly inspected. Students who persistently fail to present their cards will be excluded from College.

Disciplinary Procedures for Students

The purposes of the procedures described below are to:

- Apply the Students' Code of Conduct in an objective, fair and consistent manner.
- Respect the individual circumstances of students.
- Encourage students to improve work performance, attendance and punctuality with help from their teachers, tutors and support staff.

Part 1: The disciplinary procedure relating to matters of misconduct

- i. In matters relating to misconduct, the student will be referred, as appropriate, to a senior member of the pastoral team or the Director of Estates (for premises related matters) who will consider:
 - The circumstances of the misconduct, including any evidence which is available;
 - Whether the offence is a matter of gross misconduct (Part 2);
 - The way the offence has been dealt with by the College on any previous occasion(s);
 - Any mitigating circumstances the student may wish to put forward.
- ii. The senior member of the pastoral team or Director of Estates will then decide whether to:
 - Take no further action;
 - Refer the student to an Associate Principal/Deputy Principal(s) or delegated authority (as appropriate);
 - Issue a verbal warning and make a record of the warning to be kept for future reference;
 - Give a written warning and inform the parent/guardian(s);
 - Suspend the student for a period of no more than 5 days.
- iii. In the case of suspension, the parent/guardian(s) will be informed immediately by telephone, if possible and in writing. Parent/guardian(s) will be required to attend a meeting with a senior member of staff before the student will be re-admitted to College.

Part 2: The disciplinary procedure relating to matters of gross misconduct

- i. In matters relating to gross misconduct the student will be referred to an Associate/Deputy Principal(s) or delegated authority, who will consider:
 - The circumstances of the gross misconduct;
 - The way the offence has been dealt with by the College on any previous occasions;
 - Any mitigating circumstances the student may wish to put forward.
- ii. The Associate/Deputy Principal(s), will then decide whether to:
 - Take no further action;
 - Issue a verbal warning and make a record for future reference;
 - Give a written warning and inform the parent/guardian(s);
 - Suspend the student for a fixed and defined period of time not exceeding 10 working days;
 - Permanently exclude the student with a right of appeal for re-admission to the Principal.

In the case of suspension, the parent/guardian(s) will be informed immediately by telephone, if possible, and in writing.

In the case of exclusion, the parent/guardian(s) will be informed by telephone, if possible, and in writing that the student has been suspended pending further investigation. If the student is subsequently permanently excluded, the student will have the right to appeal to the Principal.

If a decision to exclude is taken:

- The student will be informed of this right of appeal at the time the decision to exclude is made;
 - The student must exercise this right of appeal in writing following the College's Appeals Procedure within 10 working days of the original decision being communicated;
 - The Principal, after consideration, will then determine the outcome of the appeal and inform the student orally and then in writing.
- v. The Principal will decide whether to:
- Allow the student to return without precondition;
 - Allow the student to return subject to conditions;
 - Confirm the exclusion of the student from the College.

The decision of the Principal is final.

Part 3: The disciplinary procedure relating to meeting expectations in terms of work performance, attendance and punctuality

- **Examination Entry Status**

- All students join the College with the expectation of examination entry. However, **where a student fails to meet the College's expectations for attendance, punctuality or in an individual subject, they will not be entered for public examinations/BTEC assessment.**

- **Work performance**

- Interim Reports are published approximately every six weeks until late March. They provide a regular overview of a student's work performance.
- Where there is a cause for concern in a subject, either following an Interim Report or at any other time, the situation will be discussed fully with the student and clear targets will be set. If there is no substantial improvement in work performance, the student may be at risk of being made non-entry (NE) in a subject and parent/guardian(s) will be informed.
- Students who have an overall effort grade of 2.3 or below in two Interim Reports in a particular subject will be set a minimum grade which they must achieve if they are to progress to A Level in that subject. The minimum will be the highest of:
 - either one grade below the Interim Report target grade or the lower of a "split" Interim Report target grade (e.g. where the report grade is B/C the student will be set the C grade) or
 - a grade D.
- For BTEC a similar system will operate.
- If NE status is to be applied in a particular subject, the student's parent/guardian(s) will be required to come into College to discuss the situation with the Pastoral Director/Associate Pastoral Director/Senior Tutor and the Head of Department.
- Once a student's examination status has been changed to NE, their performance will be very closely monitored until early May, when a final decision on their entry status will be made by the Principal or his delegated alternative. The student will be notified of this decision, verbally or by e-mail, and their parent/guardian(s) will be informed in writing. This decision will be final – it is not subject to appeal and there will be no further probationary period.
- Where a student with NE status makes little or no effort to improve their performance, or disrupts the learning environment, the Head of Department may request that the student's status be changed to 'At Risk of Discontinuation' (RD). A student with RD status, who does not immediately improve their performance, and sustain that improvement, will be withdrawn from the subject by the Pastoral Director/Associate Pastoral Director/Senior Tutor without further discussion.

- If a student's status is changed to NE or RD, or they are subsequently withdrawn from a subject, their parent/guardian(s) will be informed in writing and they will have the right to appeal to the Principal.
- **Attendance**
 - The College's expectation of students' attendance is as follows. A student's actual attendance is monitored, that is, their attendance after sickness and other absences.
 - Regular sickness absences will count against the student's attendance unless they are covered by a doctor's confirmation of an ongoing health problem which may affect attendance.
 - If a student's actual attendance becomes a concern, the student will be set an attendance target which will apply with immediate effect and their parent/guardian(s) will be informed.
 - If the student fails to respond to the attendance target, their examination status will be changed to 'Non-Entry' (NE), subject to this change being agreed with the Pastoral Director/Associate Pastoral Director/Senior Tutor. The student will be informed of this verbally or by e-mail.
 - If NE status is to be applied, the student's parent/guardian(s) will be informed of the situation by letter confirming the change to NE status and explaining what this means.
 - Once a student's examination status has been changed to NE, their performance will be very closely monitored until early May when a final decision on their entry status will be made by the Associate/Deputy Principal(s) or his/her delegated alternative. The student will be notified of this decision, verbally or by e-mail, and their parent/guardian(s) will be informed in writing. This decision will be final – it is not subject to appeal and there will be no further probationary period.
 - Where a student with NE status makes insufficient effort to improve their attendance, their status will be changed to 'At Risk of Discontinuation' (RD). If an 'RD' student's attendance does not immediately, and significantly, improve, then their place at College will be withdrawn by the Associate/Deputy Principal(s) without further discussion.
- **Punctuality**
 - The College expects students to be punctual for all timetabled sessions.
 - If a student's punctuality becomes a concern, they will be notified.
 - The above procedure relating to attendance, bullet point 4 onwards, will then be followed.
- **Mitigating circumstances**
 - The College will always take into account mitigating circumstances when reviewing a student's work performance, attendance and punctuality, providing that the student, and/or their parent/guardian(s), have kept the College informed of such circumstances and, where requested, have provided documentary evidence of their existence. Such evidence is often required in order to gain any special consideration for the student from the examination boards.

The Code of Conduct is the main document which outlines the rules and regulations relating to conduct and disciplinary procedures in the College environment.

The following policies give more detail relating to some specific areas:

- Acceptable Use of IT
- Anti-Harassment & Bullying Policy for Students
- Safeguarding Policy
- Examination Policy
- Handbook for Parents
- Mobile Phone Policy
- Single Equality Policy for Students
- Social Media Policy for Students

These are available on the portal and the website.