

reigate•college

**Students' Code of
Conduct & Disciplinary
Procedures
2018-2019**

Students' Code of Conduct & Disciplinary Procedures 2018-2019

The Students' Code of Conduct aims to protect the rights of students, staff and the local community

Everyone in the College should share and adhere to the following basic principles:

- Rights
- Respect
- Responsibility

Our general expectations of students are:

Rights

- Everyone has the right to feel safe and be treated with respect
- Everyone has the right to be treated with respect upholding the principles of the Equality Policy and the Anti-bullying & Harassment Policy
- Threatening, intimidating or offensive behaviour or language is not permitted
- Everyone has the right to an education. Behaviour that inhibits others' education is not permitted
- Drugs and alcohol (including paraphernalia and legal highs) are not allowed on College premises or whilst involved in any College activity
- Being under the influence of, or smelling of, drugs or alcohol is not permitted during the College day or on the way to or from College or whilst involved in any College activity
- Offensive weapons are not allowed on College premises or whilst involved in any College activity
- 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 staff makes a request to a student, such as asking a student to go to Reception or to pick up an item of rubbish, they have the endorsement of the Senior Leadership Team. Refusal to follow instructions from any member of staff will result exclusion

Respect

- Everyone is expected to behave in an adult manner whilst at College, travelling to and from College or whilst engaged in any College activity
- The College body is expected to behave in a respectful and considerate manner towards staff, students and the local community and should maintain the reputation of the College
- All members of the College community should treat College premises, facilities and equipment with respect
- Acts of vandalism or littering are not acceptable. Everyone is expected to put litter in the bins provided. Students will be required to pay for any damage, including the time taken to put things right again
- Offensive language whilst on premises, travelling to and from College or whilst engaged in a College activity is not permitted

- Smoking or vaping is only permitted in the designated smoking area
- No student parking is available on-site. Students who wish to drive themselves to College must ensure they park legally and considerately in the local community. Failure to do so will result in exclusion
- Setting off a fire alarm without good reason is not permitted

Responsibility

Everyone has a responsibility to the College, the College community and themselves. It is expected that everyone should be ready to engage with College activities by:

- Maintaining a high level of attendance (over 95%)
- Being punctual
- IT and social media use should be appropriate, not cause offence and be limited to College activities
- If students persistently disrupt a lesson, students will be asked to leave the room. Being asked to leave a lesson is a serious matter, which may result in students being excluded from College

All students should be prepared for lessons by:

- Having the appropriate resources during lessons
- Completing all work set to the best of their ability and in a timely manner
- Ensuring mobile phones are turned off and out of sight in lessons, unless instructed otherwise by a member of staff

In addition:

- Food and drink, other than bottled water, are not permitted in classrooms
- **Students are required to wear their College identity card and lanyard at all times when they are in College or on a College activity.**

Breaches of the above foundations will be treated as 'gross misconduct' and disciplinary procedures outlined in this Code of Conduct will be followed.

General Expectations

- IT facilities are used extensively across College and students are expected to adhere to the Acceptable Use of IT Policy at all times
- Any extension of a deadline must be agreed with the relevant member of staff in advance of the deadline
- In completing coursework, students are expected to follow the standards defined by the examination boards, individual departments and BTEC regulations
- 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. This could result in being disqualified from examinations or courses
- Students are expected to behave as an adult in the workplace

Attendance and Punctuality

- Attendance is compulsory. Students are expected to attend all timetabled sessions and activities. All sickness absences must be verified promptly by medical evidence
- If students have a poor record of actual attendance in lessons, students may not be entered for external examinations/coursework and may be asked to leave College
- If students are unable to attend College, students or a parent/guardian, must phone the College on the first day of absence before 10.00am
- If students feel unwell and are unable to attend their classes whilst at College, students should report to Reception for assistance
- If students need to go home during the day, students must sign a **Self-Certification Form**
- For unavoidable absences, the Attendance Officer should be notified in advance and written confirmation should be provided
- 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 students to attend university open days
- It is the student's responsibility to catch up on any work missed through absence
- It is advised that student should carry out no more than 10 hours of paid work a week
- All timetabled lessons must be attended punctually
- If students are late to class, they should knock on the classroom door and wait outside the room until they are asked to enter
- Students who have poor punctuality may not be entered for external examinations or coursework and may be asked to leave College
- If, after ten minutes, no member of staff has arrived to take a lesson, a student from the 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 and Assessments

- Students are expected to prepare thoroughly for all examinations and assessments and must adhere to the rules and regulations governing the conduct of examinations and the completion of coursework
- Students must not, under any circumstances, take a mobile phone into an exam. Such behaviour is likely to result in students being disqualified from the examination
- Students need to ensure they turn up on time for examinations. Lateness may result in the exam board not accepting a completed paper

Information Technology

- The College's IT resources and network are provided for educational purposes. Students must observe the standards as defined in the College's **Student Use of IT Policy**. Breaches of the IT policy are likely to result in exclusion
- Students must not give anyone else their network log on details
- Students should not log in to another student's user area, even with their permission
- Students 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 exclusion from College
- Students may only access the areas of the College network for which they have specific permission to use
- Students must not use the College's IT facilities to 'hack' into any external IT networks. Students need to note that under the Computer Misuse Act 1990, such behaviour can lead to a criminal prosecution
- Student's use of the internet is monitored

Clothing

- General common sense should apply in their 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 display images or language which may cause offence
- For security reasons, hoods are not permitted 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 students drive to College, they should park legally and considerately around the neighbourhood. Neighbours will contact the Police when cars are parked inconsiderately and the College fully supports such action. If students cause an obstruction or block emergency services access, students may find that their car has been towed away when they return to it. Failure to park legally or considerately will be treated as 'gross misconduct'
- Any visitor to the College must first sign in at Reception and wait there for the appropriate member of staff to escort them. Visitors must wear College Visitor badges whilst on the College site and sign out when leaving

Student ID Cards

- **Students are required to wear 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 and College Shop (via Reigate College Pay). ID cards will be regularly inspected. Persistent failure to wear a College lanyard, will be treated as 'gross misconduct'. Failure to produce an ID when asked to present it by a member of staff will also be treated as 'gross misconduct'.

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

In matters relating to misconduct, the student will be referred to a senior member of staff 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)
- Any mitigating circumstances the student may wish to put forward

The senior member of staff will then decide whether to:

- Take no further action
- 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)
- Issue a fixed term exclusion for a period of no more than 5 days

In the case of fixed term exclusion:

- The parent/guardian(s) will be informed by telephone if possible and in writing. Parent/guardian(s) may be required to attend a meeting with a senior member of staff before the student will be re-admitted to College
- There is no right of appeal in cases of fixed term exclusion

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

In the cases of suspected gross misconduct, the parent/guardian(s) will be informed by telephone, if possible, and in writing that the student has been excluded pending further investigation.

In matters relating to gross misconduct the issue will be referred to an Associate/Deputy Principal(s) or delegated authority, who will consider:

- The circumstances of the gross misconduct
- Any mitigating circumstances the student may wish to put forward

The Associate/Deputy Principal(s) or delegated authority, 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)
- Issue a fixed term exclusion
- To permanently exclude the student

In the case of fixed term exclusion, the parent/guardian(s) will be informed by telephone, if possible, and in writing. The parent/guardian(s) may be required to attend a meeting with a senior member of staff before the student is re-admitted to College. There is no right of appeal for fixed term exclusions.

In cases of permanent exclusion:

- The student will have the right to appeal to the Principal
- The student will be informed of the 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 in writing

The Principal will decide whether to:

- Allow the student to return without precondition
- Allow the student to return subject to conditions
- Confirm the permanent 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 and Non-Progression

- Students who do not meet the College's expectations for attendance, punctuality or in an individual subject will be subject to either non-progression or non-entry status
- Lower Sixth and Intermediate students, who are not meeting the College's expectations for attendance, punctuality or in an individual subject will not be able to progress on to the next year of study and could be withdrawn from College
- Upper Sixth students who do not meet College's expectations for attendance, punctuality or in an individual subject will not be entered for public examinations/BTEC assessment and could be withdrawn from College

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 non-progression (NON) or being made non-entry (NE) in a subject and parent/guardian(s) will be informed
- If non-progression or non-entry status is to be applied in a particular subject, the student's parent/guardian(s) will be offered a meeting with a College Director and/or the Head of Department
- Once a student's status is changed to NP or NE, the student will be monitored regularly. The final decision on their progression or entry status will be made in early May for U6 or early July for L6 and Level 2 students

- Once a student's status has been changed to NP or NE, their performance will be very closely monitored until early May when a final decision on their entry/progression 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 email 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 NP or NE status makes little or no effort to improve their performance or disrupts the learning environment, the student's status will be changed to 'At Risk of Discontinuation' (RD). A student with RD status, who does not immediately improve and sustain their performance, will be withdrawn from the subject without right of appeal
- Students who have an overall effort grade of 2.3 or below in a particular subject in two or more Interim Reports in the Lower Sixth may not be able to progress in that subject for a second year of study

Please refer to the Work Performance Policy & L3 Progression Policy for further details.

Attendance

- Students are expected to attend College for all timetabled lessons and any other required College activity. 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 status will be changed to Non-Progression (NP) or 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 email
- If NP or NE status is to be applied, the student's parent/guardian(s) will be informed of the situation by letter confirming the change to NP and NE status and explaining what this means
- Once a student's status has been changed to NP or NE, their performance will be very closely monitored until early May for U6 or early July for L6 or Level 2 students when a final decision on their entry/progression 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 email 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 NP or NE status makes insufficient effort to improve their attendance, their status will be changed to 'At Risk of Discontinuation' (RD). A student with RD status, who does not immediately improve and sustain their performance, will be withdrawn from the subject without right of appeal

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 procedure relating to attendance will also apply for student who punctuality become a concern

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. Please note – for any likely extenuating circumstances, the College should be notified of these as soon as they arise and not after the publication of Progression exam/A-Level exam/Final BTEC grade results.

The **Students' Code of Conduct** is the main document that 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
- Work Performance Policy
- Handbook for Parents
- Mobile Phone Policy
- Single Equality Policy for Students
- Social Media Policy for Students
- Progression Policy
- Charging and Remission Policy

Copies of these policies are available on the College website www.reigate.ac.uk.