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Student Code of Conduct and Disciplinary Procedures for Academic year: 2026-27

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SIXTH FORM EDUCATION AT ITS BEST

• RIGHTS
• RESPECT
• RESPONSIBILITY

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1 Introduction

1.1 The Student 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 College values:

- Rights
- Respect
- Responsibility

1.2 Rights

- Everyone has the right to feel safe
- Everyone has the right to be treated with respect upholding the principles of the Equality Policy and the Anti-Bullying and Harassment Policy
- Everyone has the right to an education. Behaviour that inhibits others' education is not permitted

1.3 Respect

- Everyone is expected to behave in a mature manner whilst at College, travelling to and from College or whilst engaged in any College activity
- Everyone is expected to behave in a respectful and considerate manner towards staff, students and the local community and should always uphold and maintain the reputation of the College
- All members of the College community should treat College premises, facilities and equipment with respect

1.4 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
- Using College IT and artificial intelligence tools (AI) appropriately and responsibly (in line with College and JCQ guidelines), not causing offence and ensuring it is limited to College activities
- When using Social media in or out of College respect the rights of others, be kind and respectful and protect and promote the reputation of the College and its student and staff community. Students must not share images and/or text without consent of the sender
- All students should be prepared for lessons by:
    - Bringing the appropriate resources to lessons
    - Completing all work set (Structured Learning, Homework and classwork) to the best of their ability and in a timely manner
    - Ensuring that all work completed and submitted is their own and not plagiarised
    - Ensuring mobile phones are turned off and out of sight in lessons, unless instructed otherwise by a member of staff
    - Food and drink, other than bottled water, is not permitted in classrooms or the Independent Learning Centre (ILC)
- Students are required to wear their College identity card and lanyard at all times when they are on the College site or on an off-site College activity

1.5 Disability and Reasonable Adjustments

- The College will comply with the Equality Act and make reasonable adjustments to its processes, procedures and decision-making as reasonable and relevant
- Should a student consider that they require reasonable adjustments to engage in College study and activities and fulfil their potential at the College, the College encourages all students to discuss this with an appropriate member of staff at the earliest opportunity
- For full details students and parents/guardians should read the Learning Support Policy on the College website

2 General Expectations

2.1 Clothing

- General common sense should apply in a student's 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 (unless outside and raining). The Premises Team may regard anyone wearing a hood as an intruder and could ask to inspect that person's identity card

2.2 Parking and Visitors

- Parking on College property is permitted for staff and visitors only, apart from motorcycles and bicycles, which students may be permitted to park onsite in specified places. Unauthorised parking may attract a fine
- Limited parking for students is available onsite and this is reserved only for students that have been granted a car park permit
- Irrespective of any formal parking arrangements, all students who drive to College should pass on their vehicle registration details to the College to enable any issues to be dealt with efficiently
- 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
- **Students must not bring visitors onto the College site without the express written permission of the College**

2.3 Student ID Cards

- **Students are required to always wear their Identity Card with their lanyard**
- Students who forget their IDs and/or lanyard must obtain a temporary ID and lanyard from Reception as soon as they enter the College site. This must be returned at the end of that College Day
- Persistent failure to wear a College lanyard, failure to produce an ID when asked to present it by a member of staff and giving your ID to another student or an intruder, will be treated as gross misconduct and subject to our Disciplinary procedure

2.4 Searching Students

Whilst the need for this at the College is expected and hoped to be minimal, the Principal, and staff authorised by them, have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used:
    - To commit an offence, or
    - To cause personal injury to, or damage to the property of, any person (including the student)

The Principal and authorised staff can search for any item bullet pointed above.

2.5 Confiscation

2.5.1 A College staff member can seize any prohibited item found because of a search. They can also seize any item they consider harmful or detrimental to College discipline.

2.5.2 College's general power to discipline, as set out by Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

2.6 Restrictive Interventions

2.6.1 Restrictive interventions, including reasonable force and seclusion, should only be used when absolutely necessary to prevent injury, serious disorder or significant harm, and must always be the least restrictive, safest option applied for the shortest possible time.

2.6.2 Staff should prioritise prevention and de-escalation, supported by positive relationships, effective behaviour management and personalised strategies, especially for students with SEND.

2.6.3 All incidents involving force, restraint or seclusion must be recorded promptly, reported to parents as soon as practicable, and reviewed to understand triggers, impact and future prevention.

2.6.4 After any incident, staff and students should receive appropriate medical and emotional support, and behaviour plans or risk assessments should be updated as needed.

3 Acceptable Use Policy for IT Resources

3.1 The Acceptable Use Policy (AUP) at Reigate College outlines guidelines for students' use of IT resources, emphasising responsible, legal, and respectful usage. IT resources should support education and research, with strict rules against accessing harmful content, plagiarism, unauthorised games and unauthorised AI use. Network usage is restricted to educational purposes, and any malicious activity will lead to disciplinary actions.

3.2 The College monitors IT usage. Downloading or installing software onto the College IT network is a very serious breach of the Student Code of Conduct and the Acceptable Use of IT Policy.

3.3 Communication on social media should be respectful, with cyberbullying and harmful content strictly prohibited. Online safety guidelines cover content evaluation, safe online interactions, respectful conduct, and secure online transactions.

3.4 The photographing or filming of a member of the College community is not permitted without their express permission. This includes taking photographs, filming, or using existing or AI-generated or manipulated images of any member of the College community without their consent.

3.5 Violations may result in disciplinary measures, including suspension or in the most severe cases permanent exclusion.

3.6 For full details students and parents/guardians must read the Acceptable Use of IT Policy, Mobile Phone Policy for Students and Social Media Policy on the College website.

4 Attendance and Punctuality

4.1 Reigate College requires full attendance and punctuality to maximise academic success. Attendance and punctuality below 95% can lower grades by one grade per subject.

4.2 Students must attend all scheduled classes from 9.00am to 4.15pm, including Community Days and Tutorials. Students must also be available to attend during this period, as it is commonplace for timetables to change during the academic year.

4.3 Absences must be pre-approved by parents/guardians, and holidays during term time are not permitted.

4.4 Persistent lateness is monitored, and non-compliance leads to disciplinary actions, potentially affecting exam entries and progression.

4.5 Regular Interim Reports assess attendance and punctuality.

4.6 For full details students and parents/guardians must read the Attendance and Punctuality Policy on the College website.

5 Work Performance and Disciplinary Policy

5.1 At the start of the academic year, a student's examination status will be 'Progression' for Lower Sixth and 'Entry' and Upper Sixth in all subjects.

5.2 As the academic year progresses, where there is cause for concern in respect of a student's studies and their performance in respect of the same, a student may progress through a three staged disciplinary process, which will be determined by the extent of a student's commitment to the course.

5.3 Interim Reports are published in each subject approximately every six weeks across the academic year. They provide a regular overview of a student's work performance by their subject teachers.

5.4 For full details students and parents/guardians must read the Work Performance and Disciplinary Policy on the College website.

6 Exams and non-examined assessment

6.1 To maintain the integrity of qualifications, strict regulations are in place for exams and non-examined assessments (NEAs).

6.2 Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies. The Joint Council for Qualifications (JCQ) provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions, such as talking, causing a disturbance or bringing unauthorised materials or equipment to the exam room
- Exchanging, obtaining, receiving, or passing on information which could be examination-related (or the attempt to), including social media posts
- Offences relating to the content of candidates' work such as writing inappropriate, offensive or obscene material, plagiarism or the use of AI
- Undermining the integrity of examinations/assessments such as having or sharing details about exam questions before the exam, whether you think these are real or fake; or not telling exam boards or the college about exam information being shared

6.3 For NEAs, students must only submit work that is their own, meet the deadlines given, properly reference materials, including the use of AI, and keep their work safe and confidential. Students must not write inappropriate, offensive or obscene material, copy the work of another student, share their work with others, or use AI so that the content of the work is no longer their own.

6.4 For full details students and parents/guardians should read the Exams Policy on the College website.

7 Disciplinary Procedures for Students

7.1 Any breach of the Student Code of Conduct is deemed as misconduct or gross misconduct and disciplinary procedures will apply as below:

7.2 The following examples (not exhaustive) will be considered as gross misconduct:

- Any threatening, intimidating, or offensive behaviour, including fighting, bullying, harassment, or the use of abusive language, whether conducted in person, online, or via social media, towards another student, staff member, visitor, or external individual. This includes behaviour occurring both on and off College premises, in and out of term time
- The recording, filming, photographing, or creation of images of any member of the College community, including the use of existing images, AI-generated or manipulated imagery, or an individual's likeness, without their explicit consent, and/or where such material is used to cause offence, bullying, harassment, or distress. This includes the creation, possession, sharing, or circulation of images
- Having drugs or alcohol (including paraphernalia and legal highs) on College premises or whilst involved in any College activity. Supplying, or helping to supply drugs inside or outside of the College whilst a student at the College
- Being under the influence of, or smelling of drugs or alcohol during the College Day or on the way to or from College or whilst involved in any College activity
- Carrying an offensive weapon on College premises or whilst involved in any College activity
- Bringing non authorised non-students or intruders onto the College premises or mixing with them on the College campus. If a student sees a stranger or intruder on site, this must be reported to Reception

- Refusal to follow instructions from a member of staff. 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, and the student must observe the instruction
- Acts of vandalism or littering. Everyone is expected to put litter in the bins provided. Students will be required to pay for any damage, including the time taken to fix any broken equipment. Students are required to put their rubbish in the many bins provided on campus
- Offensive language (particularly directed to a member of staff) whilst on premises, travelling to and from College or whilst engaged in a College activity
- Smoking or vaping outside the designated smoking area. Please note, smoking and vaping is only permitted in the designated smoking area. Students are not permitted to smoke outside the College gates or in Castlefield Road or Rushworth Road and are discouraged from smoking in the local area
- Parking on College site without permission or permit and inconsiderate parking in the local community. Students who wish to drive themselves to College must ensure they park legally and considerately in the local community. 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
- Driving dangerously on College site, or in the local community
- Setting off a fire alarm without good reason
- Downloading or installing software onto the College IT network
- Persistently disrupting a lesson. If a student does this, they will be asked to leave the classroom. Being asked to leave a lesson is a serious matter. If a student is instructed to report to reception, they must do this
- Failure to act in a respectful and considerate manner towards staff, students and the local community and bringing the College into disrepute
- Persistent failure to wear a College lanyard, failure to produce ID when asked to present it by a member of staff or giving your ID to another student or an intruder, will be treated as gross misconduct
- If an issue arises in the classroom, a teacher should note this on the Student Individual Learning Plan (ILP). Students should be warned, but if the issue persists, the student should be sent out of the classroom, to report to Reception. At this stage, the procedures outlined under 'misconduct' will apply. If an incident arises at a college event e.g. a College trip, the staff member should inform a member of the interventions team at the earliest convenience. An ILP entry should also be made.

7.3 Misconduct

Misconduct is any breach of the expectations as outlined in the Student Code of Conduct.

7.4 Misconduct Procedures

7.4.1 In matters relating to misconduct, the student will be referred to a senior member of staff and may be asked to write a statement.

7.4.2 The staff member will consider:

- The circumstances of the misconduct, including any evidence which is available
- Whether the offence is a matter of gross misconduct
- Any mitigating circumstances the student may wish to put forward

7.4.3 The member of the Senior Management Team 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 suspension for a period of no more than 5 days
- In the case of a repeat or cumulative offence escalate the matter to the Gross Misconduct procedure

7.4.4 In the case of suspension:

- 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 readmitted to College
- There is no right of appeal in cases of suspension for less than 5 days
- During the suspension period the student should contact their teachers for work missed, via email/Teams and complete it ahead of return

7.5 Gross Misconduct Procedures

7.5.1 Where a potential incident of gross misconduct occurs, to protect the staff, themselves and other students, the student may be suspended on an interim basis pending investigation of the matter. In cases of suspected gross misconduct, the parent/guardian(s) will be informed by telephone, if possible, and in writing if the student has been suspended pending further investigation.

7.5.2 Prior to this interim suspension, the student may be asked to write a statement.

7.5.3 In matters of potential gross misconduct the issue will be referred to a member of the Senior Leadership Team who will consider and investigate:

- The circumstances of the potential gross misconduct
- Any mitigating circumstances the student may wish to put forward. A student must confirm a wish to provide such information (and will be offered this opportunity) at the point of interim suspension. All mitigating circumstances must be provided in writing with any supporting evidence, within 2 days of the misconduct unless the College accepts a reason for a longer time period

7.5.4 The member of the Senior Leadership Team, 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 further interim suspension
- Issue a further formal suspension
- Refer the matter to the Principal to consider permanent exclusion

7.5.5 In the case of a further formal suspension, the parent /guardian will be informed in writing. The parent/guardian(s) may be required to attend a meeting with a senior member of staff before the student is readmitted to College. There is no right of appeal for suspension unless the suspension is longer than 5 days.

7.5.6 The student can ask for the decision to suspend on an interim and/or formal basis which will be discussed prior to the suspension. It will be reviewed if:

- The student has been suspended for more than 5 days
- The suspension means they will miss a public exam/assessment

7.5.7 Interim suspensions will be kept under review in any event.

7.5.8 Consideration as to what pastoral and/or counselling support a student may need will be kept under review throughout the process.

7.6 Police Involvement

7.6.1 The College reserves the right to suspend all processes pending any Police involvement but following liaison with the Police may continue/resume its internal procedures.

7.7 Permanent Exclusion

7.7.1 The Principal, has the right to exclude a student and will make a final decision as to whether a student should be permanently excluded from the College if there is a serious breach/breaches of the code of conduct.

7.7.2 A decision to permanently exclude a student will only be taken:

- In response to a serious breach or persistent breaches of the College's Code of Conduct
- Where allowing the student to remain in College would seriously harm the education or welfare of the student, other students or others in the College community
- Where other interventions have been explored and not deemed appropriate or have not been effective

7.7.3 Any decision to exclude a student must be lawful, reasonable, and fair. The behaviour or conduct of a student outside College can be considered grounds for an exclusion.

7.7.4 In cases of potential permanent exclusion, the parents/guardian(s) and student will be informed in writing with the following information:

- The reason(s) for the exclusion
- The terms of the exclusion
- The right to make in person or written representations through the appeal process and how these should be made

7.7.5 The student shall usually have a right to a meeting with the Principal to explain themselves and make representations before the Principal makes a decision as to permanent exclusion.

7.7.6 Where there is concern that disclosure of evidence might result in harm to a student and/or to other students/staff and/or to other people, this evidence will not be shared in line with Keeping Children Safe in Education guidance.

7.7.7 In the case of a decision to permanently exclude, the parents/guardian(s) and student will be informed in writing with the following information:

- The reason(s) for the exclusion
- The terms of the exclusion

7.7.8 In cases of permanent exclusion, the student will be informed of the right to appeal at the time the decision to exclude is made.

8 Appeals Procedure relating to Permanent Exclusions and Non-Progression which results in Permanent Exclusion

8.1 When a student is permanently excluded, the student will be informed of the right to appeal. The student must exercise this right within 10 college days of the original decision being made and the appeal must be communicated in writing to the Principal's Personal Assistant (principalspa@reigate.ac.uk). Where a student feels as though they are unable to make effective representation in writing, the College may, in its reasonable discretion, consider submission of a verbal appeal via pre-recorded video. The College will not usually consider appeals received outside of this timeframe.

8.2 The student may elect for a parent/guardian to make the appeal on their behalf, but this must be confirmed, in writing, by the student.

8.3 Where appropriate e.g. including some cases of SEND, LAC, EHCP or where there is a lack of parental support, representation may also be made from any supporting agencies e.g. Children's Services or via an Advocate. Detail of any Advocate arrangements should be provided to the College in advance for approval.

8.4 As this is an internal College procedure, legal representation is not normally permitted.

8.5 The appeal will be investigated and considered by an Appeals Panel, made up of the Chief Executive and two members of the Governing Body (Governors) from the Reigate Learning Alliance (the Trust). If the Chief Executive has been involved in the case at an earlier stage, another member of the Senior Leadership Team will consider the appeal, as part of the Appeals Panel, in their place. The Panel will consider the appeal and convene the Appeals Panel within 10 college days of the appeal being lodged in writing.

8.6 The student (or parent/guardian where appropriate) will be invited to make representation in person or in writing to the panel. The Principal will represent the College. The Panel will consider the following:

- Whether the College has breached the policy concerned and/or
- Whether the information used by the College in making its decision is incorrect or incomplete and/or
- Any relevant and significant mitigating circumstances that the College has not reasonably considered in reaching its decision

8.7 At any point, the panel may require additional information from the student or parent/guardian to effectively discharge its duties, in respect of this policy. In these circumstances the request must be made as soon as reasonably practicable after it becomes reasonably apparent that this information is required and, in any event, within 10 college days of the appeal being lodged. The Appeal response time of 10 college days will be paused at this point, until the additional information has been provided. Should the information not be provided by the student or parent/guardian within this timeframe, the College retains its discretion to continue the Appeals Panel Hearing in the absence of this information.

8.8 During the appeal period, the student can still contact their teachers for work missed, via email/Teams. Except for any pastoral/counselling support provided, the student must not engage in any conversation with any member of staff regarding the appeal nor the incident that has led up to it.

8.9 Following consideration, the Panel will decide whether to:

- Allow the student to return without precondition
- Allow the student to return subject to conditions with the potential for a panel/parent return meeting if the panel believes necessary
- Confirm the permanent exclusion of the student from the College

8.10 The decision of the Panel is final and will be confirmed in writing to the student within 10 college days of the appeal hearing.

8.11 Where a permanent exclusion is confirmed by the Panel, the student will, where appropriate, be offered Careers advice from the Careers Department at the College and may be referred to appropriate external agencies for support where appropriate.

8.12 For full details students and parents/guardians should read the Appeals Policy which can be found on the College website.

9 Other Policies

9.1 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.

9.2 The following policies give more detail relating to some specific areas and can be found on the College website:

- Acceptable Use of IT
- Anti-Harassment and Bullying Policy for Students
- Attendance and Punctuality Policy
- Safeguarding Policy
- Work Performance and Disciplinary Policy
- Handbook for Parents
- Mobile Phone Policy
- Single Equality Policy for Students
- Social Media Policy for Students
- Progression Policy
- Charging and Remission Policy
- College's Appeal Procedure