## **Actions taken**

## **Student Discussion / Meeting**

CFC
Cause for Concern

Persistent breach of expectations set out within The Deal and Learning Agreement, i.e. poor attendance, punctuality, behaviour, commitment to the course

Student discussion with tutor to inform them of the Cause for Concern and how to improve

D1 Stage 1 Verbal warning Continuing breach of expectations set out within
The Deal and Learning Agreement. A 2-week
student action plan is issued to monitor
improvement. Failure to adhere to the action plan
will result in escalation to D2

Student D1 Meeting with tutor alerting you of the D1 and the letter sent to Parent / Carer.

Action plan agreed

D2 Stage 2
Written warning

Failure to meet targets set out in the Stage 1 action plan <u>or</u> has committed academic, minor or serious misconduct. A **2-week student action plan** is issued to monitor improvement. Failure to adhere to the action plan will result in escalation to D3

Student D2 Meeting with Head of Department & Parent / Carer Action plan agreed and the D2 letter sent to Parent / Carer

Suspension maybe issued at any time, without prejudice.
This allows the college to carry out an investigation and to ensure the Health and Safety of all staff and students.

D3 Stage 3 Final warning Failure to meet targets set out in the Stage 2 action plan <u>or alleged</u> gross misconduct beyond reasonable doubt will be investigated prior to a disciplinary hearing.

Student D3 Meeting with head of
Department & Parent / Carer.
Outcome letter sent
Possible outcomes
No case to answer / no sanctions
Positive behaviour contract / planned
intervention / sanctions

Transfer to alternate learning programme

Pastoral support is available to all students during suspension periods

D4 Stage 4
Exclusion

Continuing failure to meet targets and/or conditions set in Stage 3 or alleged gross misconduct. Students will be required to hand in their ID card, and arrangements will be made to collect any belongings.

Student D4 Meeting with Assistant
Principal & Parent / Carer.
Outcome letter sent
Possible outcomes
No case to answer / no sanctions
Positive behaviour contract /
planned intervention / sanctions
Transfer to alternate learning
programme or exclusion

10 working days from the date of the letter to appeal Stage 4 Permanent exclusion. Appeal hearings are held by the Vice Principal

WE RESERVE THE RIGHT TO ADAPT THIS
PROCEDURE ON A CASE BY CASE BASIS,
SHOUD A NEED ARISE