

Student Disciplinary Policy and Procedures

Date Approved:	August 2018
Approved by:	Principalship
Review Date:	August 2019
Responsible Manager:	Assistant Principal Student Experience
Principalship Lead:	Vice Principal Curriculum & Support
Accessible to Students:	Yes
Applicable to TMC:	Yes
Applicable to UCEN MCR:	Yes
Relevant to Total People:	No
Relevant to MOL:	No
Relevant to Novus:	No

SCOPE AND PURPOSE

The College operates under a policy of positive behaviour management. Rather than responding to poor behaviour we will establish a culture of mutual respect through strategies that recognise and reward good behaviour. The Deal sets out The College's promotion of the values, standards and regulations that students will experience in the work place.

- We have established College expectations when it comes to student behaviour, these expectations are set out clearly within The Deal. All students are supported to meet the expectations set out in The Deal and a positive culture is fostered by all staff
- This disciplinary code of conduct therefore relates to any behaviour that is contrary to the maintenance of good order, discipline or health and safety within The College or on official college visits or functions. It also sets out the procedure to be followed when a student fails to meet the expectations of behaviour as set out by The College. This policy should be viewed alongside the At Risk Support Policy, where relevant. A student could have an At Risk Support Plan and be at any of the stages of the disciplinary procedures simultaneously.
- Breach of the code of conduct may lead to disciplinary action being taken against a student and repeated breaches, or a single, very serious breach may result in a student being suspended or excluded from The College. Other sanctions may be employed by The College, such a change of campus, course or the requirement to pay for damage to property caused by the student.
- The College has a zero tolerance policy in relation to acts of bullying, harassment or discrimination of any kind. Similarly The College operates a zero tolerance policy in relation to weapons, illegal drugs and alcohol and excessive acts of violence. Any student found to have engaged in any activity falling within these categories will be deemed to have committed Gross misconduct and therefore may be taken through to stage three of this process immediately.
- The policy applies to all students of The College, whether full-time or part-time, and applies at all times during the year. Pupils under 16 who are still on school registers are also

subject to The College's disciplinary code of conduct whilst they are in College. Higher Education UCEN Manchester students studying on partner University courses will be subject to the relevant Awarding Body academic regulations.

- The Vice Principal Curriculum and Support has overall responsibility for implementing this code and will delegate this responsibility as appropriate.

Obligations of students and examples of misconduct and gross misconduct are provided later in this document.

Issues relating to student academic performance must be dealt with initially through the Student Progress and Review process, or through moderation boards and by the HoD Curriculum. Only when it can clearly be shown that this has taken place, should the disciplinary procedure be used, and then only if it is reasonable to do so.

GENERAL PRINCIPLES

- No disciplinary action will be taken against a student until the circumstances have been investigated but a student may be suspended whilst the investigation is carried out.
- A student will be advised of the reason for the disciplinary hearing.
- They will hear the evidence against him/her.
- They will be given opportunity to state his/her case.
- 16-18 year old students or vulnerable adults must be accompanied by a parent/ guardian or carer.
- Parents/ guardians or carers will be informed of the outcome via Parent Portal and by telephone, email or letter at Stages 1 and 2 and by letter at Stage 3.
- Adult students (aged 18+) can be accompanied by a friend or relative.
- If a student fails to attend a disciplinary hearing, the hearing will still take place and a decision made in their absence (*in absentia*).
- If the disciplinary process results in a warning about unacceptable behaviour, attendance or academic performance, then relevant support will be offered to help him/her reach the required standards. The student will be expected to engage fully with the support offer.
- For 14-16 year old students on School Links programmes, any disciplinary action will be taken in conjunction with the relevant partner high school.
- Students with a recognised learning difficulty or disability will be given due consideration during any disciplinary process;
- At every stage of the disciplinary process, staff should be aware of the needs of students who may be disadvantaged by a formal and written process and adapt the process with advice from the Supported Learning Team, so that everyone is treated fairly and equitably.
- All stages of the informal and formal procedure will be recorded on ProMonitor: Cause for concerns will be logged by any member of staff, a named tutor should monitor the number of CFCs raised, offering support as needed and should refer for a first stage warning if appropriate. Each formal stage will be recorded as a meeting with a reason and clear targets will be recorded and dated for review. These will be visible to both staff and students
- The outcomes from stage 1 and stage 2 meetings will normally stay on a student's record for the academic year. They may be closed if a student meets the targets set as part of the process but will remain visible should the behaviour be repeated.
- Stage 3 meetings may stay on a student's record permanently and could impact on the student's ability to progress or to re-join The College at any future point. Where a student is excluded as the outcome from a stage 3 meeting then they should write a letter to the Vice Principal Curriculum and Support or the Dean of Higher Education (for HE students

only) and will always be required to have an interview before they can access a place at The College.

- The Assistant Principal for Student Support will make termly reports to the Principalship team about the numbers of students receiving Stage 1 - 3 meetings. This will be part of the quality process within The College.

SUSPENSION

- Suspension is without prejudice and does not judge a situation or a student, however there may be some occasions when immediate action is required to remove a student from College premises. Examples of such occasions may include, but are not limited to the following:
 - to prevent immediate risk of harm to others or damage to the premises;
 - to prevent interference with evidence of misconduct; as a response to the possession of illegal substances;
 - for serious misuse of internet sites
 - to ensure individual safety
- In such circumstances, the student may be required to leave the premises immediately and their ID to be temporarily withheld until the outcome of the investigation is completed. This will be authorised by a Head of Department in liaison with a Senior Manager who may also involve Duty Managers or the police. The student is not allowed to enter College during the period of the suspension and any attempt to enter the College during this period will be regarded as a serious breach of expectations.
- The parents or guardians of students aged below 18 will be informed of the suspension immediately or as soon as is practicable. A disciplinary hearing will where practical be arranged within 5 working days of the suspension. A student who is facing possible exclusion will normally be suspended until a disciplinary hearing is held.

CONTACT WITH POLICE

Where staff suspect a student of committing a criminal offence or being involved in criminal activity, The College reserve the right to report the matter to the police. The College will always comply with its lawful obligation to help investigate alleged criminal activity.

APPEALS PROCEDURE

Students are unable to appeal against the outcome of Stage 1 and Stage 2 hearings. At Stage 3, students can make a formal appeal against a decision if they have information or evidence that they do not think was presented at the original Stage 3 meeting or if they think they have been unfairly treated.

- The student must write a letter detailing the reason for the appeal within 5 days of receiving the outcome of a Stage 3 meeting. This should be addressed to the Vice Principal Curriculum and Support or Dean of Higher Education (UCEN Manchester students only)
- The appeal will be reviewed by a nominated member of the Principalship team.
- Following an appeal being considered and concluded by a nominated member of the Principalship team, the student will be notified in writing, with reasons, of the decision made on their appeal. This will normally be within 10 working days. This decision is final and there will be no further right of appeal within The College.
- For Further Education students only – At the end of this process students will be informed of the right to appeal to the Education and Skills Funding Agency
- For UCEN Manchester Students Only – At the end of this process students will be informed of the right to appeal to the Office of the Independent Adjudicator



MISCONDUCT AND GROSS MISCONDUCT

The following are examples of misconduct and gross misconduct which may result in disciplinary action being taken against students. This is not intended to be an exhaustive list.

- Failure to uphold The College as described in The Deal.
- Failure to comply with Stage 1 and Stage 2 action plans.
- Any breach of the student's obligations including any breach of health and safety or any other regulations, rules or policies or guidelines of The College.
- Smoking except in designated areas.
- Bullying, intimidation, taunting, verbal abuse or the use of any violence towards any person.
- Deliberately or by negligence causing damage to any College buildings, equipment, books or furnishings or any property of others.
- Theft – from the College, other students or staff.
- Fraud – including forging signatures for claims/ work placement records.
- Any other criminal or dishonest acts.
- Refusal to obey reasonable, lawful instructions.
- Any behaviour which has an adverse effect on the work of The College, including vandalising or damaging or interfering with buildings or equipment.
- Any behaviour which is offensive to people on the grounds of their faith, belief, race, gender, sexual orientation, age, gender identity, learning and/or physical disability.
- Use of offensive behaviour or language.
- Any dangerous or inconsiderate driving, including speeding, on College premises.
- Any behaviour which could bring The College into disrepute.
- Any unauthorised interference with software or data belonging to or used by The College.
- Accessing, downloading or distributing offensive material from the Internet (or elsewhere).
- Persistent lateness for, or absence from, classes. (Mitigating or extenuating circumstances may trigger Fitness to Study or the Progress and Review procedures).
- Disrupting any classes or any other College activity, whether or not involving staff or other students.
- Putting a young person or vulnerable adult at risk, whether this is physically, sexually or emotionally
- Being under the influence of alcohol, non-prescribed drugs or solvents.
- Criminal Offences - an allegation or conviction may result in The College being brought into disrepute and could potentially cause significant damage to the reputation of the organisation or would place at significant risk, the welfare or safety of other members of The College community.
- Selling or supplying illegal substances~
- Plagiarism.*
- An act of Academic mis-conduct**

~ We operate a zero tolerance policy in relation to these actions and as such it is likely that all actions falling within these categories will be considered to be gross misconduct.

Immediate exclusion

The following acts are classed as gross misconduct and will lead to immediate exclusion

- Carrying an offensive weapon – i.e knife
- Intent to supply drugs whilst on college premises
- Excessive violent behaviour towards students and staff

* Plagiarism is defined as "passing off someone else's work as your own". It happens if you copy somebody else's work instead of doing your own. Most people at school level call this 'cheating' or 'copying'. Work must always be rewritten into an original hand, and the sourced referenced.

** Academic misconduct: includes collusion, UCEN Manchester students should refer to their awarding body regulations.

MONITORING AND RECORDING

- Cohort Analysis to track progress for 'Disciplined learners
- Individual Learning Plans (ILP's) on ProMonitor
- Support Plans
- Class profiles
- Curriculum Support Groups managed by the Heads of Department Tutorial and Support
- At Risk Report data on number of learners at Blue, Green, Amber, Red or Purple Risk ratings.
- Individual Learner Support Summaries tracking Blue, Green, Amber, Red or Purple Risk ratings.

AT RISK REPORTING

- The 'At Risk' report is available under Curriculum Reports, Learner Support 'LS01'.
- Summary 'At Risk' profiles by individual learner are available under Curriculum Reports, Learner Support 'LS02'.
- Class Profile report CL09
- The Progress and Forecasting Report 'LS10'

APPENDIX (included in this document)

Letters

Agendas for Meetings

EQUALITY AND DIVERSITY

Learners can expect an inclusive and supportive learning environment whatever their background. It is acknowledged as a part of this policy that achieving equality is not about the same approach for all learners but rather treating individuals fairly and equitably.

LINKED POLICIES AND PROCEDURES

Safeguarding Scheme

Single Equality Scheme

Disciplinary Policy

Attendance and Punctuality Policy

Student Progress and Review Policy

Fitness to Study Policy

LOCATION AND ACCESS TO THIS POLICY

Staff Intranet

DISCIPLINARY PROCEDURE

Informal Process (Issuing a Cause for Concern)

- This stage of the process is about the management of behaviour, it is the responsibility of all staff.
- Minor misdemeanours that take place within the classroom or other areas of The College will be dealt with on the spot by the member of staff informally.
- In most cases this will involve challenging the student about their behaviour and asking them to cease or modify their behaviour in line with our expectations and putting strategies in place to support the change in behaviour.
- Informal incidents will normally trigger a **Cause for Concern (CFC)** which must be recorded on Pro-Monitor by the member of staff issuing the CFC the same day with the reason for why the CFC was issued and marking the CFC for the attention of teacher/DTL and AT/PT and this will be made visible for students and aged below 18, communicated to parents/guardians/carers via the Portal. The teacher/DTL/ATs will monitor the number of CFCs issued to students and will escalate to stage 1 when 3 have been raised.



Should the informal approach not have the desired effect, the behaviour continues to be repeated, there is a cumulative number of Cause for Concerns (e.g. 3) or a more serious breach of the code set out in The Deal takes place then the formal disciplinary process as described below will be invoked.



Stage 1 Verbal Warning

- If a student's behaviour or academic performance does not meet the required standards through the informal stage, or the behaviour is a more serious breach of the code set out in The Deal, (an action of misconduct), the student will normally be given a **Stage 1 Verbal Warning**. This could relate to a failure to fulfil a commitment to College by, for example, inexplicable poor attendance, disruptive behaviour, failure to complete and submit work on time, or disrespectful behaviour towards staff or fellow students.
- A meeting is set up for the student, support member of staff and tutor/DTL and for students aged below 18 (or up to 25 for vulnerable adults), parents/guardians/carers will be informed.
- The outcome of the meeting may be a **Verbal Warning** and an agreed support plan on behaviour management with SMART targets added under The Deal targets, along with a **Verbal Warning** recorded in the meetings section of ProMonitor, this will be made available to Parents on the Portal and copies sent to parents/guardians/carers for students aged below 18, or direct to 18+ with copies of this letter uploaded to pro monitor for tracking/monitoring.
- The students disciplinary status/badge will be updated automatically on ProMonitor when above is completed for all staff to view.



Stage 1 Verbal Warning Review

The support plan for behaviour management and SMART targets will be monitored on a weekly basis by the named teacher/DTL/AT as relevant.

The named teacher/AT will up-date the SMART target on ProMonitor with progress and ensure that all strategies are fully in place and being effective.

If at the next appropriate 1 to 1 Student Progress and Review meeting the behaviour has improved, the target can be signed off and the student can return to the informal stage of the process.

If at any point of the weekly monitoring reviews the behaviour has not improved the student can be taken to the next stage of the process.



Stage 2 First Written Warning

- If a student who has received a verbal warning that fails to meet the set targets, repeats the issues for which they received the verbal warning or departs from The College's standards in other aspects of his/her behaviour or academic performance, or commits misconduct (please see section 6) he/she will normally be given a **Second stage Written Warning**.
- A formal warning hearing will normally be chaired by a Head of Department
- Prior to this meeting any statements from students or staff relevant to be completed and uploaded to pro monitor by DTL/HOD – documents should be password protected in line with GDPR guidelines
- **HOWEVER IF CONTENT IS OF A SAFEGUARDING NATURE THEN THE DOCUMENTS SHOULD BE UPLOADED TO the MY CONCERN SECURE PORTAL ONLY**
- The parents/guardians/carers of students aged below 18 and student will be invited to attend a Stage 2 disciplinary hearing with the DTL/ Head of Department with at least 5 working days' written notice stating: The nature of the alleged misconduct and a summary of the evidence for the complaint. Confirmation of the time and place of the hearing. (see appendix for letter template)
- In circumstances where parents cannot attend then a telephone hearing can take place which needs to be recorded as contact under the comments section
- At the hearing the student will be entitled to state his or her case (including any mitigating factors) before any decision is taken. After hearing the student's case, the DTL/Head of Department may decide to issue a second stage formal written warning.
- Practical measures to avoid recurrence will be implemented, including a support plan on behaviour improvement with SMART targets which will be recorded on ProMonitor under The Deal target and made available to parents/guardians/carers of students aged below 18 via the portal. They will also be notified in writing of the decision within 5 working days of the hearing with copies of this letter uploaded to pro monitor for tracking/monitoring.

- The students disciplinary status/badge will be updated automatically on ProMonitor when above is completed for all staff to view.



Stage 2 First Written Warning Review

The support plan for behaviour management and SMART targets will be monitored on a weekly basis by the named teacher/DTL/AT as relevant.

The named teacher/AT will up-date the SMART target on ProMonitor with progress and ensure that all strategies are fully in place and being effective.

If the behaviour has not improved the student will be taken to stage three of the process.

If improvements in behaviour have been noted, the student may be monitored at the next appropriate 6 weekly Student Progress and Review meeting or the period of the action plan if it is felt this would support the student to develop good habits.



Stage 3 Final Written Warning

- The Final stage will be triggered when 1. no significant improvement in behaviour or no achievement of the targets set after the Stage 2 Formal Warning OR 2. The student's actions are so serious – Gross Misconduct that the student is taken straight to the final stage without having to go through stages 1 and 2.
- A **Final Written Warning** hearing will be chaired by a Head of Department or Director
- Prior to this meeting any statements from students or staff relevant to be completed and uploaded to pro monitor by HOD – documents should be password protected in line with GDPR guidelines
- **HOWEVER IF CONTENT IS OF A SAFEGUARDING NATURE THEN THE DOCUMENTS SHOULD BE UPLOADED TO the MY CONCERN SECURE PORTAL ONLY**
- The parents/guardians/carers of students aged below 18 and student will be invited to attend the Stage 3 disciplinary hearing with the Head of Department or Director, with at least 5 working days' written notice stating: The nature of the alleged gross misconduct and a summary of the evidence for the complaint. Confirmation of the time and place of the hearing. (see appendices for letter template)
- The outcome of this meeting will not normally be given on the day but will be provided in writing to the student and parent/ guardian/carer of students aged below 18 within 5 working days and made available on pro monitor with copies of this letter uploaded to pro monitor for tracking/monitoring.
- Reports, outcomes and review dates at all stages of the procedure will be logged on ProMonitor for monitoring purposes, with SMART targets setting accordingly.
- The students disciplinary status/badge will be updated automatically on ProMonitor when above is completed for all staff to view.
- A **Final Written Warning** is extremely serious and can result in an exclusion from College, or from the campus/course.



Stage 3 Final Written Review

Should the student continue to fail to meet the targets, to comply with the conditions set or if there is any further incident, or the incident is deemed serious enough at the Stage 3 meeting, the student will not be given a further warning but will normally be excluded from college. This will be actioned by the Assistant Principal.

Exclusions will last for the remaining part of the academic year in which they take place.

Where a student has been excluded and wishes to return in a different academic year they should write a letter to the Vice Principal for Curriculum & Support or for HE students to the Dean of UCEN Manchester within 5 working days of the exclusion being issued. They will always be required to have an interview before they can access a place at The College

QUICK AT A GLANCE

WHAT STAGE?	WHAT IS IT?	RESPONSIBILITY	Recorded where/how?
Informal stage	This stage of the process is about the day to day management of behaviour and the positive way we can encourage our students to adapt any unacceptable behaviours.	All staff, including academic, support and facilities staff.	Cause for Concerns recorded on Pro-monitor made visible on the portal for students under age 18. This will be monitored by the achievement or named tutor
Stage 1: Verbal Warning	Warnings issued to students who breach The Deal, or who have accumulated 3 or more cause for concerns. Results in a formal behaviour SMART target being agreed and a verbal warning issued	Who attends the meeting: Tutor/DTL/student. The tutor must check that the student does not already have a disciplinary warning. A named tutor, for instance an achievement tutor, to monitor student improvements following the meeting.	Following the meeting a behaviour improvement target will be added to the action plan on Pro-monitor and Stage 1 verbal warning recorded on Pro-monitor in meetings section and for 16-18 students made available via Parent Portal No appeals process
Stage 2: Written Warning	Where the student fails to comply with the agreed action plan at Stage 1, or where there are more serious allegations of misconduct, Stage 2 of the disciplinary procedure may commence	Who attends the hearing: Chair: Any relevant Head of Department The DTL or tutor from the area raising the concern. The tutor must check that the student does not already have a disciplinary warning Mentor if appropriate. Student, (parent/guardian/carer/virtual school* for those below 18 or friend for 18+ students.) A named tutor, for instance an achievement tutor, to monitor student improvements following the hearing with weekly meetings with a Student Mentor if appropriate.	Following a disciplinary hearing, if upheld, a behaviour improvement SMART target will be added to Pro-monitor and Stage 2 formal warning recorded on Pro-monitor in meetings section and for students aged below 18 made available on the Portal for parents/guardians/carers/virtual school if appropriate. (e-mail or letter)

WHAT STAGE?	WHAT IS IT?	RESPONSIBILITY	Recorded where/how?
			No appeals process.
Stage 3: Final Written Warning	Stage 3 of the disciplinary procedure may be invoked where it is alleged that the student has committed an act of gross misconduct, or where further misconduct is complained of after a Stage 2 formal warning has been given to the student at Stage 2. Exclusion of the student may be considered at this stage.	Who attends the hearing: Chair: Assistant Principal/Director Head of Department/DTL from area raising the concern Tutor/mentor if appropriate. Student, (parent/guardian/carer/virtual school* for those below 18 or friend for 18+ students.) A named tutor, for instance an achievement tutor to monitor student improvements and support with mentor weekly meetings for interventions following the hearing.	Following the disciplinary hearing, if upheld, an outcome letter sent home and made available on the Portal for students aged below 18, this will be up-loaded to the meetings section of Pro-monitor. Improvement SMART targets will be added to the action plan on Pro-monitor. Outcome letter is sent to all relevant parties. Appeals process applies.
Suspension	Suspension is always without prejudice and does not judge a situation or a student, there may be some occasions when immediate action is required to remove a student from College premises. It is not a punishment.	Assistant Principals/ Vice Principals/ Dean of Higher Education	The person suspending the student will contact parents/guardians if the student is under 18 and will inform tutor, log on Pro-monitor and instigate a disciplinary hearing.
Exclusion	Should the student continue to fail to meet the targets, to comply with the conditions set or if there is any further incident, or the incident is deemed serious enough at the Stage 3 meeting, the student will not be given a further warning but will	Assistant Principals/ Vice Principals/ Dean of Higher Education	Informed in writing and flagged on Pro-monitor and EBS.

WHAT STAGE?	WHAT IS IT?	RESPONSIBILITY	Recorded where/how?
	normally be permanently excluded from College (Options to exclude from the course or the campus can also be considered at this stage)		
Appeal	The student may appeal to the Vice Principal: Curriculum and Support (Dean of Higher Education for UCEN Manchester students only) within 5 working days of the date of the notice of exclusion, giving grounds for the appeal.	Vice Principal Curriculum and Support/ Dean of Higher Education An appeal interview with the Appeals Panel will be arranged to take place within 15 working days of the notice of appeal being lodged. The student will be given at least 5 working days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend or relative. At the appeal interview, the student will be invited to explain the grounds of the appeal and to state his or her case. (Please see appendices for templates for Appeals)	Any documents considered at earlier stages of the process will be available prior to the appeal, together with the notes taken at meetings with the student held prior to the decision to expel being taken. The outcome will be communicated in writing and documented on Pro-monitor

STAGE 1 VERBAL WARNING

Date

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<County>>
<<Postcode>>

Dear

Issue of Verbal Warning

Following our meeting on [date], I am now writing to confirm the details of our discussion.
(Warnings can be issued *in absentia*, where a student fails to attend a scheduled meeting).

You have been found to contravene The Colleges Disciplinary Policy as a result of the following action(s) on [date]:

As a consequence, I am issuing you with a Verbal Warning and now outline the actions which you are now expected to complete by [date].

Failure to comply with this Verbal Warning could result in further disciplinary action, the final stage of which could result in your exclusion from The College.

If you are unsure as to what is required of you then do not hesitate to contact your Tutor or Student Support.

Yours sincerely

Departmental Team Leader

STAGE 2 FIRST WRITTEN WARNING

Date

<<Name>>

<<Address 1>>

<<Address 2>>

<<Town>>

<<Postcode>>

Dear

Issue of First Written Warning

Following our meeting on [date], I am now writing to confirm the details of our discussion. (*Warnings can be issued in absentia, where a student fails to attend a scheduled meeting*). You have been found to contravene The Colleges Disciplinary Policy as a result of the following action(s) on [date]:

As a consequence, I am issuing you with a Stage 2 Written Warning and now outline actions which you are now expected to complete by [date].

Failure to comply with this First Written Warning could result in further disciplinary action, the final stage of which could result in your exclusion your course and from The College.

If you are unsure as to what is required of you then do not hesitate to contact your Tutor or Head of Student Support.

Yours sincerely

Name

DTL or Head of Department

STAGE 3 FINAL WRITTEN WARNING

Date

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<Postcode>>
Dear

Issue of FINAL Written Warning

Following our meeting on [date], I am now writing to confirm the details of our discussion. (*Warnings can be issued in absentia, where a student fails to attend a scheduled meeting*). You have been found to contravene The College's Disciplinary Policy as a result of the following action(s) on [date]:

As a consequence, I am issuing you with a Final Warning and now outline the sanctions which are imposed from [date] / the actions which you are now expected to complete by [date].

Failure to comply with this Final Written Warning could result in further disciplinary action, the final stage of which could result in your exclusion from The College.

If you are unsure as to what is required of you then do not hesitate to contact your Tutor or Student Support.

Yours sincerely

Name
Head of Department

COLLEGE SUSPENSION LETTER

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<Postcode>>

Dear

Date

I am writing to confirm that you are currently suspended from College until further notice.

The decision to suspend without prejudice has been taken to give you chance to reflect on the situation and also allow time for the College to investigate further.

This means that you are not allowed onto any College premises until requested to do so or until the suspension is lifted for safeguarding reasons and to ensure an impartial investigation takes place. Your ID will be temporarily withheld until an outcome of the suspension has been agreed.

.

I will contact you again to invite you in to a meeting to discuss the incident once our investigation is completed within 5 working days.

If you need to contact me during your suspension, please contact me on (*email*)
(*phone number*)

Yours sincerely

DTL/Head of Department

GROSS MISCONDUCT AND CONFIRMATION OF SUSPENSION LETTER

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<Postcode>>

Dear

I am writing to you in relation to the incident you were recently involved in here at The Manchester College. As you are aware this has led to an allegation of Gross Misconduct being made against you.

The decision to suspend without prejudice has been taken to give you chance to reflect on the situation and also allow time for the College to investigate further.

This means that you are not allowed onto any College premises until requested to do so or until the suspension is lifted for safeguarding reasons and to ensure an impartial investigation takes place.

I will contact you again to inform you of the result of further investigations.

If you need to contact me during your suspension, please contact me on (*email*)
(*phone number*)

Yours sincerely

INVITE TO DISCIPLINARY HEARING LETTER

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<Postcode>>

Dear

I am writing to you in relation to the incident you were involved in here at The Manchester College. We have now conducted an investigation into the situation.

You are invited to attend a disciplinary hearing on ***insert date, time and venue.***

Please report to reception and you will be met there by (name of DTL/Head of Department) conducting the hearing.

You may bring someone with you and a member of the Student Support team can also be present if you would like them to support you.

If you need to contact me please contact me on **[insert email address](#)** or ***insert contact number.***

Yours sincerely

APPEALS DECISION LETTER

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<Postcode>>

Dear Parent/Guardian

I have reviewed all the investigation documents and a decision has been made following your appeal. Your appeal has been upheld/not upheld (*delete as appropriate*) for the following reasons:

This decision is final.

(*Delete as appropriate*)

Please contact (*HOD Curr/SS*) to arrange a date and time when you can return to your study programme.

Please contact (*name and telephone number*) to arrange to collect any belongings you may have left on the College premises and to return your ID badge if you have not already done so.

Yours sincerely

(*AP and Details*)

PERMANENT EXCLUSION FROM COLLEGE

<<Name>>
<<Address 1>>
<<Address 2>>
<<Town>>
<<Postcode>>

Dear

As a result of the Disciplinary Meeting held on *(date)* the decision has been made to permanently exclude you from College for the following reason/s:

- 1.
- 2.
- 3.

Please ring *(name and telephone number)* to arrange to collect any belongings you may have left on the College premises.

If you wish to appeal this decision you have 5 days from the date of this letter to contact me on *(email)* *(phone number)*. I am attaching the appeals procedure to this letter for you information.

Yours sincerely

(AP and Details)

PROCEDURE FOR CONDUCTING A DISCIPLINARY HEARING

1. Any written evidence relevant to the allegation must be provided to the student and the Chair prior to the hearing. It is the student's responsibility to ensure that any witnesses called on his/her behalf are informed of the date, time and venue of the hearing.
2. The student is entitled to be accompanied by relatives or friends.
3. A note taker will be appointed as a neutral party to record the discussions and ensure adherence to the procedures.
4. The member of staff who referred the student to the Disciplinary Hearing would normally be present at the Hearing.
5. The meeting will be chaired by the relevant DTL/Head of Department who will ensure that all people required at the hearing are present, and that everyone understands the purpose of his/her presence.
6. The Chair will question those providing the evidence.
7. The Chair will allow the student and/or his/her accompanying representative, friend or relative to question those providing evidence, and to raise queries concerning evidence provided.
8. The Chair will summarise the case against the student.
9. The student or his/her accompanying representative, friend or relative to summarise the student's position/situation.
10. The Chair will call a recess to the hearing, in order to consider the arguments and make a decision.
11. The Chair will reconvene the panel and inform the student verbally of their decision.

If at a stage 3 Final Written Warning disciplinary the issue is upheld, then the chair will indicate the means of appeal.

The Chair will close the hearing, confirming in writing the decision, giving details of the means of appeal, and enclosing an Appeals Form. If the student is under 18 inform his/her parents/guardians of the outcome.

APPEAL FORM

The student must complete this form and return it for the attention of the Vice Principal: Curriculum and Support or Dean of Higher education for UCEN Manchester students, within five working days of any disciplinary hearing. Until such time as the appeal has been heard, the student will abide by the decision of the disciplinary hearing.

Date of Panel:			
Student's Surname:		Forenames:	
Course attended			
Home Address			
		Post Code:	
Contact Telephone No	day/eve/any		
Email			
Please say why you wish to appeal:			
.....			
.....			
.....			
.....			
(Continue on a separate sheet if necessary)			
Names of any witnesses, appearing on the student's behalf			
.....			
.....			
.....			
.....			
Signed by Student Date:			
Signed by Parent/Guardian (If under 18):			

PROCEDURE FOR THE CONDUCT OF APPEALS

An Appeal is heard by the Assistant Principal or Vice Principal if an exclusion. The AP/VP will act as Chair. The College position should be presented by a member of the original Disciplinary Hearing. The student may be accompanied by a friend or relative who is designated to speak on his/her behalf (hereafter referred to as the Representative).

- 1 The Chair to introduce all people present at the appeal.
 - 2 The Chair to ensure that all people required at the appeal are present, and that everyone understands the purpose of his/her presence.
 - 3 The Chair to ensure that the student has an accompanying representative to speak on his/her behalf, if he/she so wishes.
 - 4 The Chair to invite The College representative to present The College position, calling witnesses if appropriate.
 - 5 The Chair to question those providing the evidence for The College position.
 - 6 The Chair to allow the student and/or his/her accompanying representative to question those providing evidence, and to raise queries concerning evidence provided.
 - 7 The Chair to allow the student and/or his/her accompanying representative to reply to the allegations, calling witnesses as required.
 - 8 The Chair to allow questions to the witnesses and/or the student.
 - 9 The Chair to invite The College representative to summarise the situation against the student, followed by the student or his/her accompanying representative to summarise the student's position.
 10. The chair to call a recess to consider the evidence.
 - 11 The following options are available as a result of the Appeal:
 - a) To uphold the decision of the disciplinary hearing.
 - b) To overturn the decision of the Assistant Principal and, where appropriate, commute that decision to that of a Stage 3 Final Warning.
 - c) To decide that no action should be taken against the student.
 12. All outcomes will be documented and provided to the student/parent/guardian and recorded on Pro-monitor.
 13. The decision of the Appeal panel is final and will not be revoked
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