

Title: Student Code of Conduct and Discipline Policy

Policy Date: January 2021

Contents

1. Overview
2. Student Code of Conduct and Learning Agreement - Overview
3. Student Disciplinary Process - Overview
4. Student Appeals
5. Annexe A – Student Learning Agreement
6. Annexe B – Student Code of Conduct
7. Annexe C – Student Discipline Process

Author: Assistant Principal – Student Journey

Date to be Reviewed: May 2023

Cross Ref to other Policies/Procedures:

1. Lanyard Policy
2. Drugs and Alcohol Misuse Policy

Publication:

Staff area of Intranet



Student and Public area of Intranet



Impact Assessment:

Leader: _____

Date: _____

Overview

Here at Thomas Rotherham College we aim to support you in making a smooth transition in your next steps from college to higher education 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 policy document, setting out our clearly defined expectations and rules. A strict adherence to these expectations and rules will help to ensure that TRC is a safe and welcoming environment that will support all students in maximising their progress.

Student Code of Conduct and Learning Agreement

Our general expectations of you are outlined in our Learning Agreement (Annexe A) Student Code of Conduct (Annexe B) and. Through the Student Code of Conduct, the College aims to protect the rights of its students, staff and visitors.

Everyone in the College has the following basic rights:

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

Student Disciplinary Process

A failure to meet the expectations set out in the above could result in a student entering the College's formal discipline system. The stages of the discipline system are set out in Annexe C.

Discipline Process: Student appeals

- A student has the right to appeal against the outcome of a formal disciplinary meeting. Students and parents/carers will be informed of this right.

Possible reasons for appeal include:

College policies and procedures have not been followed
All evidence was not taken into account

Bias or discrimination was shown in reaching a judgement.

- Notification of a wish to appeal against the outcome of a Stage 1 or Stage 2 warning should be made in writing to the Assistant Principal - Student Journey, within 5 working days of the date of the warning.
- Appeals against the outcome of a Stage 3 warning should be made in writing to the Principal within 5 working days of the date of the warning.
- An appeal meeting will be convened within 5 working days of receipt of the appeal letter.

Learning Agreement

This Learning Agreement is the basis on which your place in college is awarded and maintained. Failure to abide by the terms of this agreement may lead to disciplinary action. Breaking the terms of this agreement could result in the withdrawal of your college place.

I have enrolled as a student at Thomas Rotherham College. In doing so, I agree to:

- Complete all work to the best of my ability and within scheduled deadlines;
- Maintain a full and punctual attendance for all college activities, including examinations;
- Treat all members of the College Community with respect in line with the Equality Act 2010;
- Abide by the standards of behaviour and effort outlined in the College Code of Conduct;
- Respect the site and its security; and,
- Abide by the Information, Communication and Learning Technology (ICLT) Usage Agreement;
- Check college emails regularly for important updates.

I understand my duty to:

- Wear my College ID card/ lanyard (or a temporary replacement) at all times;
- Understand there will be a charge for replacement ID cards in the event that mine is lost or stolen;
- Ensure that the work I submit for assessment is my own and not copied from someone or somewhere else;
- Inform Student Services of reasons for any unavoidable absences;
- Come to classes with the correct equipment and be prepared for work;
- Make use of the available support in college if asked to do so; and,
- Not book holidays during the enrolment period or term time.
- Follow any such guidance enforced by the college to keep learners safe.

Level 2 students only - Progression and Re-enrolment Information

A key purpose of the L2 programme at TRC is to achieve the qualifications necessary to give you access to L3 learning. Therefore, students need to be aware of the following criteria which - if achieved - will allow further progress.

If you wish to continue onto level 3 qualifications at TRC, by the end of the year you will need:

- 5 or more 4-9 GCSE grades (A*-C) in at least 4 different subjects, including English Language or English Literature [1 of which could be GCSE equivalent qualifications].
- to have achieved your Level 2 programme of study (by passing 75% of the courses you have enrolled in at grade 4 and above (or equivalent)) and met the individual entry criteria for the courses you wish to take;
- a good attendance record;

- a good behaviour record.

There are some specific requirements for individual subjects which you would need to make yourself aware of as well. The college prospectus will provide you with further details regarding individual course entry and this will be available from November.

Level 3 students only – Progression into Y13

Your progression will be automatic. There are two exceptions:

- Where there is concern about your attendance and/ or conduct, your progress into Y13 will be subject to review. Where your conduct or attendance are deemed not to meet standards expected, your college place might be withdrawn.
- Where there is robust evidence that you are likely to fail a course (achieve a U grade), you will receive additional guidance and support. As part of this, you may be guided to change your course/s, necessitating a full restart on a new L3 study programme.

Annexe B - The Student Code of Conduct - Learning

You have agreed to:

- Keep to the terms of the Learning Agreement signed at enrolment;
- Not cause distraction to others or disrupt the teaching and learning taking place;
- Set mobile phones to silent in lessons, tutorials, the LRC and study areas and put them in your bag/pocket;
- Abide by the ICLT Agreement. Do not download games, send emails or surf the internet in lessons where IT facilities are being used unless your teacher gives you explicit permission to do so;
- Follow examination regulations and keep to related deadlines, eg exam entry and re-enrolment deadlines;
- Submit only your own work for assessments. Copying or cheating will be treated as a disciplinary matter and could result in your being disqualified from external examinations and being asked to leave college;
- Take any personal or family holidays outside college term times;
- Inform Student Services of any change in your circumstances that might affect your studies;
- Ask for help if it is needed or if you are dissatisfied with any teaching or other services provided by the College.
- Return all college property when leaving the course or finishing the year.

Your role as a member of the College community - You have agreed to:

- Behave in a respectful and considerate manner when in College, or when taking part in College activities or when in the College neighbourhood;
- Be aware of and respect the needs of other people and treat everyone as an individual regardless of age, ethnic origin, gender, disability, learning difficulties, class, religion or sexual orientation in accordance with the 2010 Equality Act;
- Behave in a courteous and honest way when using social media. Operate within the Law, respecting the privacy and the feelings of others at all times. Do not use the names, contact details or images of other students or staff without their prior permission;
- Smoke (including e-cigarettes), only in the designated area;
- Take care of your own and other people's property. The College is not responsible for personal belongings;
- Eat and drink only in the designated areas.
- Respect and take care of the College's facilities and environment
- Adhere to a flexible student dress code, which simply asks that you dress with decency and do not wear clothing displaying slogans or images that others may find offensive.

You have agreed not to:

- Behave in an aggressive or intimidating manner or with intent to cause harassment or embarrassment to another person. TRC has a zero-tolerance approach towards any form of bullying including cyber bullying.
- Behave in a way that is unacceptable e.g. using offensive language, dropping litter, spitting or gambling;

- Transmit any communications or images (via mobile phones, IT, or other means) to cause distress
- Be in possession or under the influence of alcohol or drugs whilst at College or involved in any College activity.

NB: Violent behaviour on site will result in permanent exclusion from College as will any other criminal activities committed on site, which will also be referred to the police.

Keeping TRC a safe college - You must:

- Wear and display your lanyard/student ID at all times whilst on the College site;
- Follow Health and Safety rules in accordance with the College's Health and Safety Policy and when appropriate, with College's fire evacuation procedures;
- Drive with care and attention on and around the College site. Park only in designated areas and with regard for others and their vehicles.
- Follow safe working procedures in laboratories and sports areas, working only in rooms supervised by members of staff or with specific permission to be there;
- Tell a member of staff of any dangers and make sure that any accident witnessed, where a member of staff is not present, is reported to the College authorities.

You must not:

- Invite non-students onto the College site;
- Associate with non-students on the College site;
- Bring any hazardous, harmful substances or implements on to College premises;
- Misuse, damage or interfere with any items of equipment, especially those provided for safety purposes.

Annexe C – Student Disciplinary Process

Informal Stage - Teacher – student discussion (dealing with issues quickly) “Getting it right every day”

The informal stage aims to discuss and reiterate our high expectations and standards and explain why behaviours need to change.

We will aim to work together with you, your teachers, your parent(s)/carer(s) and your progress tutor.

In this early stage you may receive a ‘Back on track’ letter.

Stage 1 – Formal Verbal Warning

This is issued after all informal approaches have been exhausted and there remains a persistent breach of the Student Learning Agreement/Code of Conduct.

A Stage 1 warning is requested by your subject teacher and parents are notified.

Stage 2 – Written Warning

A Stage 2 Written Warning indicates that there are very serious and persistent concerns regarding effort, behaviour, or attitude towards your studies.

Your teacher requests a move to this stage after discussion with the relevant Head of Faculty

Your parents/carers are invited to attend a meeting. Your response to this is reviewed after a minimum of 2 weeks.

Stage 3 – Final Written Warning

This is issued by the Assistant Principal – Student Journey and your parents/carers are again invited to attend.

This is reviewed at 2 or 3 week intervals.

Your failure to engage with agreed actions can result in your being asked to leave college.

Attendance and Discipline

Attendance is recognised as being key to progress and achievement and for this reason, the college monitors this centrally. Where attendance is a cause for concern, students will progress through the Disciplinary process as set out above.