

The Sixth Form College

Farnborough



Student Code of Conduct



Ethos of the College

All students at the College have chosen to continue in full time education beyond the age of 16 and as such are expected to behave as young adults, showing consideration for others and displaying a high level of commitment in everything that is undertaken.

Equality and diversity are an integral part of College life, respected by both staff and students. Action will be taken in order to ensure that staff and students have equality of opportunity regardless of age, disability, ethnic origin, gender/gender re-assignment, marriage/civil partnership, pregnancy and maternity, religion or belief or sexual orientation. The College welcomes The Equality Act 2010 and is committed to ensuring that disabled people, including those with learning difficulties are treated fairly and that reasonable adjustments will be made to provision to ensure that disabled people's needs are met.

The Code of Conduct outlines the rights and responsibilities of students in the context of student behaviour.

The aims of the Code of Conduct:

- to protect the individual rights of the students and staff who belong to the College community;
- enable each student to fulfil his or her Learning Agreement;
- support students as they assume responsibility for their own learning and behaviour;
- ensure acceptable standards of behaviour;
- maintain a safe and productive environment in which to work;
- foster respect for self, others and property ;
- ensure that students are fully aware of College policies relating to student behaviour;
- provide access to a fair grievance procedure;
- work in partnership with parents / guardians wherever possible;
- ensure that the good name of the College is upheld.

'As a member of the College community, you will be expected to uphold the College rules: in the event of transgression you will be subject to the College disciplinary procedures agreed by the Governing Body' (College Charter).

Grievance Procedures

If you have concerns about the conduct of a fellow student or member of staff and are unsure what to do, then speak to your Personal Tutor or Subject Tutor. The matter will then be referred to a more senior member of staff for further investigation.

Strategies for Supporting Success and Disciplinary Procedures

These provide a framework for supporting students and protecting the rights of those who belong to the College community. The aim is to uphold the principles embodied in the Code of Conduct and to provide opportunities for negotiation and consultation within the strategies for supporting success.

Strategies for Supporting Success

Successful behaviour

These strategies are for students who need help to achieve success in the following:

- time management including:
- deadlines;
- punctuality;
- attendance;
- standard of work;
- language, attitude or behaviour in lessons.

Extenuating circumstances

In all cases, staff should check with students or Personal Tutors if there are any extenuating circumstances and modify their actions appropriately. They should ensure that where there are extenuating circumstances students are alerted to the support and guidance services in College including the Personalised Learning team.

Stage	Help given by	Strategy
A - 1 week	Subject Tutor	Follow Curriculum Area guidance to support student to be more successful
B - 1 week	Curriculum Manager	Follow Curriculum Area guidance to support student to be more successful
First discussion - 1-2 weeks	Personal Tutor	Give support e.g. <ul style="list-style-type: none">• Discuss emotional intelligence• Refer to Personalised Learning team who will assess need, agree strategy with student and inform Personal Tutor
Second discussion – 2 weeks	Personal Tutor	<ol style="list-style-type: none">1) Student draws up e.g. "Time management contract" using private study periods to catch up work in Curriculum Area or Personalised Learning Centre - attendance verified by subject staff or Personalised Learning team2) Subject Tutor(s) sign(s) contract to indicate that all necessary work is included
Third discussion – 1 week	Lead Tutor and Personal Tutor	Internal suspension: <ol style="list-style-type: none">1) College contract drawn up by Lead Tutor2) Student out of lessons and working in a Silent Study Area until work is completed, including work from missed lessons

We hope that after all this support the student's behaviour will change to one that results in success.

Disciplinary Procedures — Misconduct

If all these interventions prove unsuccessful and the matter is referred to the Assistant Principal (Advice and Guidance) it will become a disciplinary matter and the Disciplinary Procedures — Misconduct will apply.

College Policies - Student Behaviour

Attendance

- It is a College requirement that students attend all timetabled classes. Absences will be followed up.
- Attendance is monitored through an electronic registration system.
- Explained absences such as university open days should be recorded in advance, whilst students/parents are requested to telephone the College Student Services Office (01252-688201) before 10.30 am, when there is an absence due to illness. Students will lose the right to explain their own absences if they abuse the system.
- Students must find out about the work missed during their absence from lessons and then complete it.
- Students have access to their own attendance record via CristalWeb.

Health and Safety

Assist in maintaining a safe environment

- Ensure that visitors sign in at main reception.
- Always carry ID card.
- Report trespassers to a member of staff.
- Keep the environment free of litter and graffiti — **there is a £10 fixed penalty fine for dropping litter.**
- Inform the security guards of dangerous or inappropriate behaviour.
- Observe fire regulations and leave the building immediately if the fire alarm rings.
- You are advised against bringing expensive items into College and should not leave your bags unattended.
- Corridors are thoroughfares and should be used as such.
- Hot food may be purchased and consumed in Café Direct, Time Out or Shades.

Dress

- Students should dress in a manner that is appropriate for the lesson or activities in hand and have with them any equipment required.

Verbal and Physical abuse

- All members of the College are expected to show respect for each other. Allegations of bullying and other forms of physical or verbal abuse will be treated as gross misconduct and will be fully investigated.

Harmful Substances

Alcohol

- The supply and consumption of alcohol on College premises is forbidden.
- Students under the influence of alcohol will immediately be excluded from the campus. This will be dealt with **as gross misconduct**.
- Students must abide by the rules laid down for alcohol consumption during College trips and organised social events. Failure to observe this will be dealt with as a disciplinary matter and may result in early return to College.

Drugs

- The supplying, possession and/or use of illegal drugs or drugs paraphernalia either on the College campus, on College trips or during organised social events is prohibited.
- The supplying and/or misuse of prescribed drugs either on the College campus, on College trips or during organised social events is prohibited.

Glues and Solvents

- Inappropriate use, e.g. inhaling, is prohibited.

Smoking

- Tobacco smoking is only allowed inside the smoking area.
- Students are accepted into the College on the understanding that they will not smoke in any other area of the site - **under a College bye-law a fine of £10 will be imposed** - or in the neighbouring area within 1 km of the College.
- Failure to comply with these regulations will be treated as misconduct under the College disciplinary procedures.
- The health hazards associated with smoking are clearly explained to students, the habit is strongly discouraged and we only accommodate smokers within College boundaries out of consideration for the local community.

Network abuse

Students are encouraged to make the fullest possible use of the excellent IT facilities and to improve their skills. However, inappropriate use of College equipment including scanning, sniffing, hacking, downloading offensive or pornographic material or the sending of offensive messages is gross misconduct and will lead to suspension and possibly permanent exclusion from College. Sophisticated monitoring of College systems means that students who abuse the facilities can be tracked and identified. In some cases this will lead to prosecution.

Plagiarism - Cheating!

Do not copy work from friends, textbooks or the Internet. It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation. **Plagiarism is cheating** and thus a serious offence which will result in disciplinary procedures and even disqualification from public examinations.

Disciplinary Procedures

Misconduct

Misconduct includes:

- persistent concern and strategies for success have not remedied the situation;
- disruptive behaviour in class or on an approved College activity;
- cheating and plagiarism;
- vandalism including graffiti;
- inappropriate use of College facilities e.g. Sports Centre, Resource Centre, parking area;
- inappropriate behaviour on a study visit or approved College activity;
- failure to comply with the College policy on smoking.

1. Investigation of misconduct

Where misconduct is alleged the Assistant Principal (Advice and Guidance) or a Lead Tutor will:

- inform the Personal Tutor;
- promptly carry out an investigation to establish the facts.

All statements of those who witness an incident will be signed and kept as a written record.

2. Temporary suspension

If the alleged misconduct is upheld then the Assistant Principal (Advice and Guidance) or Lead Tutor will:

- temporarily suspend the student until a disciplinary interview is convened. This should take place as soon as possible and within 5 working days;
- contact the parent(s) or guardian(s) explaining the grounds for the temporary suspension and the arrangements for the interview.

3. Disciplinary Interview

- The disciplinary interview will be attended by the student, parent(s) or guardian(s), the Personal Tutor, the Deputy Principal (Student Services) or Assistant Principal (Advice and Guidance).
- The interview will review the progress and conduct of the student from the start of the course.
- It will result in appropriate disciplinary action.

4. Outcome

- The Deputy Principal (Student Services) will confirm the disciplinary action in writing.
- Copies will be given to the student, parent(s) or guardian(s), the Personal Tutor and the Deputy Principal (Student Services).

5. Permanent exclusion

Permanent exclusion may be the outcome of the interview or at a later stage if problems persist.

Supportive action might include:

- an agreement for future conduct including a date for a review meeting;
- the position will be considered at the review.

Sanctions might include:

- daily registration at 8.45 and 4.15;
- sharing of login number with parent(s) or guardian(s);
- in College for lessons only, timetable may be changed;
- withdrawal of parking permit;
- withdrawal of computer access;
- community service;
- payment of exam fees.

Disciplinary Procedures

Gross Misconduct

Gross Misconduct is misconduct on the College premises or on an approved College activity, serious enough to make any further working relationship or trust Impossible. It includes:

- harassment and bullying;
- physical or verbal abuse of other members of the College community, student or staff;
- threatening behaviour towards other students or members of staff;
- possession of an offensive weapon;
- use of alcohol or drugs on the College premises (see policies);
- theft;
- large scale vandalism;
- abuse of any College FT Network system (see guidelines in Student Diary);
- dangerous driving on the College premises;
- action that brings the College into disrepute;
- mischievous allegations against other students or a member of staff.

1. Investigation of gross misconduct and temporary suspension

- Where gross misconduct is alleged to have taken place It will be investigated immediately by the Deputy Principal (Student Services) or a senior colleague and a written record kept of all statements made.
- The Deputy Principal (Student Services) or senior colleague will:
 - suspend the student pending the outcome of the investigations;
 - send a letter to the student, parent(s) or guardian(s) and the Principal explaining the grounds. for the suspension.

2. Disciplinary hearing

If the investigation confirms the allegations, the student will be required to attend a disciplinary hearing conducted by the Deputy Principal (Student Services) or Assistant Principal (Advice & Guidance). The student may be accompanied by parent(s) or guardian(s), and the Personal Tutor will normally be present. The results of the investigation will be presented and the student will be given the opportunity to respond.

3. Outcome

If the disciplinary hearing upholds the allegations, then the student will be permanently excluded and written notification will be given as above.

Appeals

- Where a student is permanently excluded s/he may appeal against the decision to the Principal.
- The appeal should be lodged in writing within 5 working days of the receipt of the letter confirming the final decision.
- At the appeal hearing the student may be accompanied by his/her parent(s) or guardian(s).

The decision at appeal IS final