

## **COLLEGE RULES AND DISCIPLINARY PROCEDURES**

### **INTERPRETATION**

In this document:

'the College' means Stanmore College,

'the Principal' means the Principal of the College, her Deputy or a Vice-Principal.

### **COLLEGE RULES**

#### **1) COLLEGE CODE OF BEHAVIOUR**

**It is your responsibility to make yourself aware of the regulations governing attendance at the College and of the student code of practice and procedures relating to academic standards and discipline. Other rules may apply at other institutions in the Harrow Collegiate.**

#### **As a student of Stanmore College you should:**

- Abide by your learning agreement with the College.
- Abide by all local site rules at any Harrow Collegiate premises you visit.
- Behave in an appropriate manner in a way which does not conflict with the College's commitment to equal opportunities.
- Carry your ID card with you at all times and obey all reasonable requests from staff.
- Always report anyone you have any suspicions about to the nearest member of staff.
- Behave in a safe manner at all times taking into account H&S rules in specific areas.
- Attend all your timetabled classes on time, obtain prior permission for any planned absence and inform the college if you are absent due to illness as soon as possible.
- Make sure that you know and obey the rules governing the use of computer hardware and software and the use of the learning centre.
- Respect College property and the property of others and take lost property to the Premises department.
- Dispose of litter appropriately.
- Always be considerate of others including local residents.

#### **You should not:**

- Bring any offensive weapon onto the College site including knives of any kind or for any reason.
- Consume alcohol or attend the College under the influence of alcohol, smoke anywhere on the College site except in the designated smoking area or possess or use unauthorised drugs of any kind.
- Misuse the fire alarm in any way.
- Wear hoods indoors and your face must be visible at all times.

- Bring cars onto site before 6pm.
- Bring unauthorised visitors onto the College site.
- Take part in any form of gambling on College premises or in the local vicinity.
- Use classrooms without permission.
- Eat or drink in any classroom or the Learning Centre.
- Use mobile phones or other equipment in any way, time or place that disrupts the learning environment of the College.

## 2) **EXCLUSION**

Subject, where appropriate, to the procedures laid down in the “Disciplinary Procedures for all Students”, the Principal may exclude any student from the College without refund of fee for any serious breach of these academic standards and rules.

Examples of conduct which might lead to immediate exclusion are:

- i) Threatening, abusive or violent behaviour towards other students, staff or visitors.
- ii) The possession of a knife, firearm or any other offensive weapon.
- iii) Theft.
- iv) Behaviour which would place other students, staff or visitors at serious risk of injury.
- v) Failure to obey instructions if there is a risk to the health and safety of the student, other students, staff or visitors.
- vi) Breach of examining body or of validating body regulations.
- vii) Any acts which, in the opinion of the Principal, are likely to bring the College into disrepute. Behaviour held likely to damage relationships with the local community in any way will be treated as a serious disciplinary matter within the College.
- viii) Falsifying entry requirements.

## 3) **ADMISSION**

Application for admission to Sixth Form programmes of study must be made on the College application form. Approval for enrolment on to College programmes will only be given if the Principal is satisfied as to the suitability of the programme for the student and of the student’s ability to profit from it.

Students who have been subject to disciplinary action while studying on College programmes will not normally be accepted on to any further programmes.

Persons under sixteen years of age are not normally accepted as full-time students of the College. Pupils still in attendance at school will not be admitted to part-time classes unless there are very exceptional circumstances. Attendance must be approved both by the Headteacher concerned and the Principal.

**4) STUDENTS' WORK**

Articles made from materials provided by the College remain the property of the College. In certain circumstances, permission may be given for students to purchase the articles they have made on payment of the cost.

All work executed in the College by students whether from materials provided by the College or materials supplied by the student must, if required, remain on the premises for one year after completion and be available for exhibition purposes.

All students must equip themselves with the text books, stationery and materials required for their courses, except where these are loaned by the College.

**5) ALTERATION AND CLOSURE OF CLASSES**

The Principal may change the syllabus, day, time and location of meeting of any class, and may cancel classes where enrolment or attendance is considered inadequate.

**6) ENTRY TO EXAMINATIONS**

Students are responsible for ensuring that they are entered for the correct external examinations. The College cannot accept any responsibility for a student whose entry has not been made or who has not paid the fee by the required date.

**7) SAFETY IN LABORATORIES AND WORKSHOPS**

Students attending courses which include work in laboratories, media, performing arts, craft or other specialist workshop facilities must observe the appropriate health and safety rules and codes of practice at all times. These will be made available to students at the commencement of their courses by the appropriate specialist lecturers.

Students taking courses in laboratories or workshops are expected to provide themselves with white laboratory coats or other suitable protective clothing.

It is strictly forbidden to operate any of the machine tools in the workshops unless suitable protective clothing and eyeshields are worn.

**8) USE OF COMPUTER FACILITIES**

It is the responsibility of all students to acquaint themselves with and conform to rules and policies governing the use of computer hardware and software throughout the College. Copies of such rules and policies will be issued to students at the commencement of their courses by specialist staff.

**9) LEARNING CENTRE**

It is the responsibility of all students to acquaint themselves with and conform to the rules governing the use of the Learning Centre. The rules are displayed in the Learning Centre and copies are available on request.

**10) LOST PROPERTY**

Lost property must be taken immediately to Premises Department (or when closed to the caretaker on duty) where all enquiries should be made. Articles unclaimed after one month will be disposed of.

**11) LOSS OF, OR DAMAGE TO, PERSONAL PROPERTY**

All property (which includes clothing) brought to or left on the College premises or within the College grounds by students shall remain throughout at the sole risk of the student or owner of the said property. The College cannot accept any responsibility whatsoever for the safe keeping of such property or for the loss of or damage to such property.

**12) LOSS OF, OR DAMAGE TO, COLLEGE PROPERTY**

The cost of repair or replacement of College property lost, damaged or misused by a student shall on demand be paid to the College by the student responsible for such damage.

**13) CARS, CYCLES, MOTOR CYCLES**

There are no facilities for students to leave motor cycles and cars on site before 6.00 pm. Bicycles may be brought on site at any time, but must be left in the racks provided. The College can accept no responsibility for bicycles, motor cycles or cars parked on site. Full-time students who travel to College by car are encouraged to make car sharing arrangements and must park with consideration for local residents in order to ease congestion in the surrounding streets.

Part-time students using the College car parks after 6.00 pm should ensure that they park their cars within the marked spaces provided.

**DISCIPLINARY PROCEDURES FOR ALL STUDENTS**

- 1) Students will be given induction in:
  - i) The academic standards expected.
  - ii) College rules.
  - iii) Learning centre rules.
  - iv) Computer hardware and software rules.
  - v) Equality & diversity policy.
  - vi) College and statutory health and safety regulations.
  - vii) Other codes of practice.

- 2) All students are required to observe the rules and regulations specified above at all times. Any breach of College academic standards and rules will be pursued according to section 4 below. Any serious breach of College rules will be investigated immediately by the director of the sixth form in respect of sixth form students or appropriate faculty director in the case of adult students
- 3) All students should work as required by lecturers and personal tutors to maintain standards of **academic** performance, including attendance and punctuality, completing homework and handing in coursework on time. Progression within a course or to a further course will be dependent upon meeting these standards.

If students fail to maintain these **academic** standards in any respect lecturers will take steps to follow this up which could include setting additional work, requiring the student to work through breaks or any other strategy. Lecturers may take advice at this stage from their programme area manager (PAM) or head of department (HoD). The lecturer may also use the College reporting systems to alert the student's personal tutor to the situation.

If there is no improvement in the student's work the following procedure will be implemented:

- i) The student's tutor, taking note of the reports of concerns about the student, will hold an individual discussion with the student about the improvements required at the weekly tutorial, on tutorial days or as necessary. This may involve putting the student 'on report' for a period of three weeks. This should be signed off by the appropriate lecturers lesson by lesson. Improvements may also be assisted by a formal action plan identifying expectations of and/or support for the student. Progress would be reviewed at least on a weekly basis. At this point, parents or carers (in the case of sixth form students) will be informed that a student has become a cause for concern by standard letter.
- ii) If the student has made no improvement by the review date, or the case is serious, a meeting will be convened at the earliest opportunity between the appropriate head of department, the senior tutor, the student and the student's parents/guardians. In the case of adult students the director of faculty will meet with the student. Special arrangements may apply for some adult courses e.g. foundation degrees.
- iii) The purpose of the meeting will be:
  - a) to reach an agreement with regard to the standard of the student's academic performance;
  - b) in the event it is agreed that the standard of the student's academic performance is unsatisfactory, to reach an agreement that the student will be withdrawn from the College

unless there is a sustained improvement in performance acceptable to the lecturers/head of department.

Confirmation of the outcome of the meeting will be given in writing to the parents/guardians and/or to the student will be reported to the personal tutor and subject lecturers.

- iv) If, subsequent to the meeting, the student's academic performance fails to reach, or to be maintained at, the agreed acceptable standards, the following procedure will apply:
  - a) The senior tutor will inform the student and, in the case of sixth form students, his/her parents/guardians that improvement has not been sufficient and invite the student to withdraw as agreed previously.
  - b) Parents/carers may be given the opportunity of a further meeting, however,
  - c) Should the student decline an invitation to withdraw from the College, the case will be referred to the Vice-Principal (Curriculum) who will determine whether to exclude the student from the College, having received the advice of the senior tutor.
  - d) A student excluded under this procedure shall have the right of appeal to the Principal whose decision will be final.
  
- 4) Any alleged **failure to observe College rules including the code of behaviour** in any respect by sixth formers should usually be addressed by the member of staff observing this breach and/or reported to the student's personal tutor using the appropriate means. In urgent or serious cases, staff should contact the executive support team's office to involve a senior member of staff. Normally breaches of College rules by sixth formers will be investigated and dealt with by the sixth form directorate and breaches by adults by the appropriate faculty director.
  - (i) Tutors will be made aware of breaches of discipline directly through the on-line reporting system or any other suitable means and will deal with it appropriately. If the situation warrants it the tutor may place the student on report as above. In this case the senior tutor should be informed who will inform the parents/guardians of the action taken.
  - (ii) The tutor may involve the senior tutor at an early stage for advice or assistance.
  - (iii) In the case of serious incidents, the director of sixth form, or faculty director in the case of adult students, should be involved at an early stage. Witness statements should be taken wherever possible.
  - (iv) In the interests of health and safety, the student may be required to work from home temporarily. Such temporary suspensions should be given only by members of the college leadership team, heads of department or senior tutors who will inform parents/carers and

appropriate staff. In this event, appropriate academic support will be provided until the case is resolved.

- (v) In serious cases, or where a student on report shows no improvement, a meeting will be convened by the senior tutor at the earliest opportunity between the staff concerned, the student and, for sixth form students, the parents/guardians of the student.
- (vi) The purpose of the meeting will be as follows:
  - a) to reach an agreement on a written record of the case (first written record);
  - b) to reach an agreement that the student will be withdrawn from the College if any further complaints with regard to the student's behaviour are substantiated.
  - c) confirmation of the outcome of the meeting will be made in writing to the student, and in the case of a sixth form student, the parents/guardians.
- (vii) Confirmation of the outcome of the meeting will be reported to the personal tutor, relevant subject lecturers and HoDs.
- (viii) Should the student fail to maintain an acceptable standard of behaviour subsequent to the meeting with the staff and, for a sixth form student, the parents/guardians, the following procedure will apply:
  - a) The Director of Sixth Form (or the Director of Faculty in the case of adult students) will inform the student and, in the case of a sixth form student, his/her parents/carers, that improvement has not been sufficient and invite the student to withdraw as agreed previously.
  - b) Parents/carers may be given the opportunity of a further meeting, however,
  - c) Should the student decline an invitation to withdraw from the College, the case will be referred to the Vice-Principal (Curriculum) who will determine whether to expel the student, having received the advice of the director.
  - d) A student expelled under this procedure shall have the right of appeal to the Principal whose decision will be final.
- (ix) If at any stage the director judges the case to be sufficiently serious, s/he may refer it directly to the Vice-Principal (Curriculum) with an appropriate recommendation.
- (x) Over and above the procedure outlined in this section, conduct such as the following could lead to immediate suspension pending a full investigation:
  - a) threatening or violent behaviour towards other students, staff or visitors
  - b) possession of a knife, firearm or other weapon
  - c) theft

- d) behaviour which would place other students, staff or visitors at serious risk of injury
- e) possession of illegal drugs
- f) failure to obey instructions if there is a risk to the health and safety of the student, other students, staff or visitors
- g) breach of examining body or of validating body regulations
- h) any acts which, in the opinion of the Vice-Principal (Curriculum), are likely to bring the College into disrepute.

The investigation could lead to immediate permanent exclusion.

- 5) It should be noted as good practice that:
- i) disciplinary action will be clearly distinguished from academic and pastoral counselling and support;
  - ii) there must be a written record made and filed at every stage of the above procedures, including a record of the student's views;
  - iii) all written records will be available for inspection by the student and, in the case of sixth formers, the student's parents/guardians;
  - iv) any action taken should normally be to correct the student's behaviour rather than to punish it;
  - v) students may elect to be accompanied at any stage by a friend;
  - vi) parents/guardians of sixth form students are involved as early as possible.
  - vii) in all behavioural issues involving sixth form full-time students, the aim of the College is to work in the closest co-operation with the parents/guardians of the students at all times. However, it is recognised that there will be cases where the involvement of parents/guardians will be either inappropriate or impractical.