

Student Disciplinary Code

2017 - 2018

Informal Procedure: This could be with any member of teaching staff or a Learner Mentor & your Personal Tutor may be involved

Formal Procedures: 3 formal stages as outlined below will begin if informal measures cannot resolve the problem

STAGE 1

• OFFICIAL VERBAL WARNING

- This may result in a progress review
- An incident report could be kept in your personal file
- A copy will be sent to the Director of Student Services



STAGE 2

• FORMAL INTERVIEW

- The interview can be conducted by any Manger
- You could receive a formal written warning or be asked to sign a behaviour contract
- This interview could result in suspension from college pending a Stage 3 interview



STAGE 3

• FORMAL INTERVIEW

- This interview is with Nicola Colenso (Director of Student Services) and Jayne Wilson (Chief Executive)
- Your Parents /Guardians will be involved and other professionals such as Social Workers could be invited
- You could be suspended pending a recommendation to the Board of Trustees
- This may result in withdrawal from the course or exclusion from the College



APPEALS

• RIGHT OF APPEAL TO THE BOARD OF TRUSTEES

- Before a final decision is made the student has the right of appeal against any recommendation for expulsion or withdrawal from the course
- Appeals should be made formally in writing and addressed to Mr. Peter Hickson, Chairman of the Board of Trustees, c/o The Petty Pool Trust
- The Board of Trustees will respond to all appeals in writing within twenty working days of receipt

***In the event of serious misconduct, formal procedures may progress immediately to either stage 2 or 3**

If this Disciplinary Code is deemed unsuitable for any reason, South Cheshire College's Disciplinary Code may be used as an alternative