

Referral and Disciplinary Procedure Information Flow Chart – Summary of Formal Procedure

	Stage 1 Minor Misconduct	Stage 2 General Misconduct	Stage 3 - Serious Misconduct	Stage 4 - Gross Misconduct
Examples	<ul style="list-style-type: none"> • Unsatisfactory behaviour • Unsatisfactory standards of work • Unsatisfactory attendance and/or punctuality 	<ul style="list-style-type: none"> • General rowdiness and thoughtless behaviour • Failure to complete or hand in work on time • Poor attendance and/or punctuality • Use of mobile phones or personal stereos in teaching areas 	<ul style="list-style-type: none"> • Repeated minor misconduct • Failure to complete course work or major assignments • Failure to disclose their identity when reasonably requested for it or giving incorrect information • Swearing or verbal abuse directed at students or staff • Failure to comply with Health and Safety regulations including smoking regulations • Inappropriate use of internet or other college systems 	<ul style="list-style-type: none"> • The copying of other student's work for assessment • Serious breaches of Health and Safety regulations • Physical abuse or threat of physical abuse • Harassment or discriminatory behaviour • Bullying and victimisation • Carrying offensive weapons • Driving without due care and attention on College premises • Criminal activity including theft, drugs, alcohol or violence • Serious misuse of internet or other college systems • The unauthorised taking or publishing of photographic images of students or staff and the posting of such images using internet technologies without their permission • Persistent failure to pay fees
Action	<ul style="list-style-type: none"> • Oral warning (recorded) 	<ul style="list-style-type: none"> • Referral Interview 	<ul style="list-style-type: none"> • Disciplinary hearing 	<ul style="list-style-type: none"> • Disciplinary hearing
Responsibility	Any member of staff	Personal Tutor / Lead Tutor	Head of Area	Director or Deputy Director of Academy
Possible Outcome	<ul style="list-style-type: none"> • Oral warning (recorded) 	<ul style="list-style-type: none"> • Written warning • Referral to Stage 3 for persistently repeated minor misconduct 	<ul style="list-style-type: none"> • Written warning • Referral to Stage 4 for persistently repeated serious misconduct 	<ul style="list-style-type: none"> • Written Warning • Final Written Warning • Temporary Exclusion • Recommendation for permanent exclusion. Refer to Stage 5*
Paperwork	Cause for Concern referral to personal tutor (FTP18 / PTP4)	Forms RD1 and RD2, accompanied by written warning as appropriate	Forms RD1 and RD2, accompanied by written warning as appropriate	Form RD3 if appropriate

***Stage 5** – If at Stage 4 it is recommended a student be permanently excluded then this will be referred to the Exclusion Panel chaired by the Vice Principal (Academic and Student Affairs) – See page 8

Stage 6 – A student may appeal the outcome of Stage 5 to the Principal – See page 8

Student Referral and Disciplinary Procedure

For implementation with effect from 1 September 2007 (subject to Academic Board approval)

Contents

	Section	Page
	Information Flow Chart - Summary	i
1	Introduction	2
2	Responsibilities for Student Conduct and Discipline	2
3	Suspension	3
4	Educational Visits/ Off Site Activities	4
5	Informal Procedure	4
6	Formal Procedure	4
7	Process (inc. examples of misconduct)	4
8	Stage 1 – Minor Misconduct	5
9	Stage 2 – General Misconduct	6
10	Stage 3 – Serious Misconduct	6
11	Stage 4 – Gross Misconduct	7
12	Stage 5 – Exclusion Panel	7
13	Stage 6 – Appeals	8
14	Conduct of Hearings, Exclusion Panels and Appeals	8
15	Retention of Records	9
16	Confidentiality	9
17	Standard Forms and Letters	9
	Appendices	10-19

If you require any help or guidance in using the Referral and Disciplinary Procedure then one of the following should be able to help.

- Lead Tutor/Senior Tutor
- Head of Area
- Director of Academy / Deputy Director of Academy
- Student Services Manager

STUDENT REFERRAL AND DISCIPLINARY POLICY AND PROCEDURE

1. Introduction

The College expects students to take responsibility for their learning and actions and behave in a mature and appropriate manner at all times while involved in College activities.

The need for disciplinary action is kept to a minimum by ensuring that students are made fully aware of their responsibilities as students and ensuring that when things do go wrong, support measures are put in place to enable students to get back on track.

All students should be made aware of their responsibilities and The College's expectations of them as part of their induction through discussion of:

- College Rules and Regulations
- The Student Agreement
- The Student Charter

Copies of these documents are available from the main receptions or Student Services. In addition this policy will be available in alternative formats for students with a sight impairment from the Study Advice Centre.

This procedure has been prepared in consultation with representatives of students, the Academic Board and the Board of the Corporation and is in accordance with the Articles of the Corporation:

21.(3) After consultation with representatives of the students, The Corporation, shall make rules concerning the conduct of students, including procedures for their suspension and expulsion (including expulsion for unsatisfactory standard of work or other academic reason).

2. Responsibility for Student Conduct and Discipline

2.1 All members of College staff are expected to deal with minor incidents of an informal nature (eg behaviour in corridors, cafeteria etc.) and if necessary issue an oral warning. More serious misconduct, necessitating formal action, should be reported to the Academy in which the student has enrolled.

All formal proceedings should only be dealt with by the Academy and must be recorded centrally within that Academy. This will ensure that a consistent and systematic approach is maintained at all times. A member of the support staff in each academy should be identified to maintain students' personal records and provide administrative support in the operation of the referral process eg letters inviting parents to attend, circulating information / students' action plans to the teaching team etc.

2.2 Students may not administer sanctions against other students except as allowed for within the Students Union Constitution.

2.3 EMA disciplinary issues are handled, in the first instance, under separate procedures (see Appendix 1). Repeated breaches of the EMA procedures may be referred under The College's Referral and Disciplinary at Stage 3 (Gross Misconduct).

2.4 Responsibility within the Academy

Subject Tutors – In some cases the Subject Tutor may feel it appropriate to issue an informal warning (not recorded) or an oral warning (recorded). If no improvement is observed then a Cause for Concern form should be forwarded to the Personal Tutor. *(NB The Cause for Concern form is used for all matters causing concern – not just disciplinary).*

Personal Tutor/ Lead tutor – In the event of minor misconduct Personal Tutors may give recorded oral warnings, written warnings or undertake a Referral Interview with the student (Stages 1 and 2).

Head of Area – In the event of serious misconduct the Head of Area will convene a **Stage 3 Disciplinary Hearing**. In the event of alleged gross misconduct the Head of Area can authorise a temporary suspension (see 3.1 below) of up to 5 working days.

Director/ Deputy Director of Academy – A Director or Deputy Director of Academy may sanction a suspension of up to 7 working days (see 3.1 below) during an investigation into gross misconduct. In the event of gross misconduct the Head of Centre will convene a **Stage 4 Disciplinary Hearing** and may issue a written warning, final written warning authorise a temporary exclusion (max. 10 working days) or recommend the student is permanently excluded.

Vice-Principal (Academic & Student Affairs) – In the event of a student being recommended for exclusion by a Disciplinary Hearing the Vice-Principal will convene a **Stage 5 Exclusion Panel** and may either reject or accept the recommendation for permanent exclusion or issue a Written or Final Written Warning

3. Suspension

3.1 In dealing with allegations of gross misconduct suspension may be used to remove a student or students from a potentially difficult or dangerous situation whilst an investigation is carried out. Students can only be suspended by one of the following: A Head of Area, Director or Deputy Director of Academy, the Duty Manager, an Assistant Principal or member of the College Executive.

NB Where students are suspended care must be taken to ensure that all parties are treated equally. In personal disputes it is usually necessary to suspend both parties unless one can be reasonably certain that the offence was either unprovoked or that the victim's innocence has been clearly established.

3.1 Key Stage 4 / Entry to Employment - In cases where students are enrolled on Key Stage 4 or Work Based Learning programmes suspension may be authorised by the Key Stage 4 Co-ordinator and Senior Training Co-ordinator for WBL or E2E respectively.

3.2 Students Under 16 and Students Under 18 in College Supported Accommodation

In order to ensure that all necessary child protection obligations are met no student within these categories can be suspended or removed from premises without first contacting parents/guardians or their main education provider.

4. Educational Visits / Off-Site Activities

In the event that disciplinary action is required whilst on an educational visit the named leader / senior member of staff shall make a discretionary decision as to the most appropriate immediate course of action, taking into account the principles of this procedure. This must be followed up on return to college with completion of appropriate paperwork.

5. Informal Procedure

Any member of staff can discuss minor issues of misconduct or unsatisfactory standards of work with students. Any member of staff can issue a verbal warning and advise students of the standards expected and the possible consequences of further or repeated unsatisfactory work or behaviour.

6. Formal Procedure - Principles

6.1 Recorded – All aspects of the formal process will be recorded and kept on the student's personal file.

6.2 Action Planned – In all cases the referral should identify the action that is required by the student to reach agreed target(s) for improvement.

6.3 Additional Support – In some cases it may be necessary to identify and suggest additional support, either from within The College or from external agencies, that may aid the student's progress.

6.4 Reviewed – All referrals must be reviewed to see that target(s) have been achieved.

6.5 Supportive – Referrals should be seen as supportive. The referral process is intended to identify what The College can do to support the student in improving their conduct / attitude.

6.6 Representation – Students should be offered the opportunity to bring a representative to any meeting – this could be a friend, Students Union Officer, Student Services staff, Student Rep or other person.

7. Process

In all instances where a student's standard of work or behaviour is not of a satisfactory standard it is necessary to identify at what stage the procedure should be applied. These lists are provided as an example only and there will obviously be varying degrees of seriousness within the definition. It is the responsibility of the individual member of staff to identify at what level the procedure should be applied.

7.1 Examples of Misconduct

Stage 1 Minor Misconduct	Stage 2 General Misconduct	Stage 3 - Serious Misconduct	Stage 4 - Gross Misconduct
<ul style="list-style-type: none"> • Unsatisfactory behaviour • Unsatisfactory standards of work • Unsatisfactory attendance and/or punctuality 	<ul style="list-style-type: none"> • General rowdiness and thoughtless behaviour • Failure to complete or hand in work on time • Poor attendance and/or punctuality • Use of mobile phones or personal stereos in Teaching areas 	<ul style="list-style-type: none"> • Repeated minor misconduct • Failure to complete course work or major assignments • Failure to disclose their identity when reasonably requested for it or giving incorrect information • Swearing or verbal abuse directed at students or staff • Failure to comply with Health and Safety regulations including smoking regulations • Inappropriate use of internet or other college systems 	<ul style="list-style-type: none"> • The copying of other student's work for assessment • Serious breaches of Health and Safety regulations • Physical abuse or threat of physical abuse • Harassment or discriminatory behaviour • Bullying and victimisation • Carrying offensive weapons • Driving without due care and attention on College premises • Criminal activity including theft, drugs, alcohol or violence • Serious misuse of internet or other college systems • The unauthorised taking or publishing of photographic images of students or staff and the posting of such images using internet technologies without their permission • Persistent failure to pay fees

7.2 Repeated Misconduct

In the event of repeated misconduct, whether for a similar or different matter, it is within the Personal Tutors discretion as to whether it is referred directly to the next stage for further action or whether they would want to allow a student a further opportunity at Stage 2.

7.3 Failure to attend

If a student has had reasonable written notification of the need to attend a meeting but fails to do so it is at the discretion of the Personal Tutor (Stage 2) or Chair (Stage 3/4/5) as to whether the meeting will progress without the student being present and sanctions imposed in their absence.

8. Stage 1: Minor Misconduct

8.1 The issue of a Recorded Oral Warning

Where students display unsatisfactory behaviour, standards of work or attendance and punctuality that staff feel are insufficient to warrant a referral or disciplinary hearing but are important enough to be addressed by more than an oral warning then a recorded oral warning may be issued. Students should be advised that the matter is closed but may be re-opened if further incidents occur within the time on their course.

The recorded oral warning should be made on a 'Cause for Concern' form (FTP18 or PTP4 – see Appendix 2) and passed to the tutor for information and filing in the student's personal file. (NB The Cause for Concern form is used for all matters causing concern – not just disciplinary).

9. Stage 2: General Misconduct

9.1 Referral Interview

If a student is not meeting the expectations being placed upon him or her by The College it is the responsibility of the Personal Tutor to undertake a "Referral Interview" and record the discussion using Form RD1 (Appendix 3). The purpose of this is to:-

- Discuss the reason for the referral
- Listen to the student's point of view and opinion
- Issue a **Written Warning** or agree and complete an improvement action plan (using Form RD1) with SMART objectives
 - Specific
 - Measurable
 - Achievable
 - Realistic
 - Time-constrained
- Set a Review date for 2 weeks time

9.2. Review

In either case the tutor should sign off Form RD2 (Appendix 4) and advise the student that the matter is closed but may be re-opened if any further incidents occur within their time on the course.

9.2.1 Satisfactory Progress

If after 2 weeks the Personal Tutor feels the student has made significant progress and achieved the required standard it is at the Personal Tutor's discretion as to whether there is the need for a further formal meeting.

9.2.2 Unsatisfactory Progress

The Personal Tutor should meet with the student again and decide whether to refer the matter to Stage 3 or allow an extended time to improve.

10. Stage 3: Serious Misconduct

10.1 In the event of alleged serious misconduct, or if at a stage 2 referral no progress has been made, or a student has already been referred for a similar matter during the previous 6 months, a disciplinary hearing will be convened within 10 working days.

10.2 Prior to a disciplinary hearing the Head of Area will arrange for an investigation into the allegation of serious misconduct. The purpose of the disciplinary hearing is to assess the allegation or, in the case of a stage 2 referral, review the student's progress against targets to date and identify the most appropriate course of action, details to be recorded on Form RD1 (see Section 14 - Conduct of Disciplinary Hearings, Exclusion Panels and Appeals).

10.3 Attendance A stage 3 hearing will be attended by:

- The appropriate Head of Area
- The Personal Tutor / Lead tutor
- The Student, who may bring a friend or representative
- Parent(s) / Carer as appropriate
- Sponsor e.g. School / Employer etc. – if appropriate

10.4 Possible Outcomes

- No case to answer
- Issue of a written warning
- Placing the student on a two week review. (See stage 2 above)
- Where the disciplinary hearing is convened because insufficient progress has been made at stage 2 review then the following should be considered:
 - The issue of a written or final written warning and
 - Placement on a further 2-week extended review period
- Student voluntarily withdraws from course. Refer to the Advice and Guidance Team or Connexions
- If appropriate additional sanctions may be imposed such as restricted participation in college events or trips (including Students Union), loss of internet access etc. Students cannot be removed from elected positions without prior consultation with the Student Services Manager.

11. Stage 4 – Gross Misconduct

11.1 Disciplinary Hearing

In all cases of alleged gross misconduct the Director of Academy will carry out a thorough investigation and convene a disciplinary hearing within 10 working days of the alleged offence. The hearing will be chaired by the Director of Academy or in their absence by the Deputy Director (see Section 14 - Conduct of Disciplinary Hearings, Exclusion Panels and Appeals).

11.2 Attendance

A stage 4 hearing will be attended by:

- The appropriate Director of Academy
- The Head of Area and Personal Tutor
- The Student, who may bring a friend or representative
- Parent(s) / Carer as appropriate
- Sponsor eg School / Employer etc. – if appropriate

11.3 Possible Outcomes

- No case to answer
- Final Written Warning – To be held on file for up to 2 years. Copy to Information Services.
- Temporary Exclusion – To a maximum of 10 working days. Copy to Information Services.
- If appropriate additional sanctions may be imposed such as restricted participation in College events or trips (including Students Union), loss of internet access etc. Students cannot be removed from elected positions without prior consultation with the Student Services Manager.
- Recommendation for Permanent Exclusion – Refer to Stage 5

12. Stage 5 – Exclusion Panel

12.1 In the event that a Director of Academy considers that a student should be excluded then he/she will inform the Vice Principal (Academic and Student Affairs) of the need for an Exclusion Panel using Form RD3 (Appendix 5) and provide copies of all supporting evidence. The Vice Principal will convene a panel within 10 working days or less consisting of:

12.2 Attendance

An exclusion panel will be attended by:

- Vice Principal (Academic and Student Affairs) - Chair
- The Director of Academy (or Deputy Director of Academy in his/her absence)
- The Personal Tutor if required
- The Student, who may bring a friend or representative
- Parent(s) / Carer as appropriate
- Sponsor eg School / Employer etc. – if appropriate
- Student Services Manager

(See Section 14 – Conduct of Disciplinary Hearings, Exclusion Panels and Appeals)

12.3 Possible Outcomes

The panel will review the evidence, interview the student and make a decision as to the most appropriate action to be taken which may be one of the following:-

- No case to answer
- Final Written Warning
- Temporary Exclusion
- Permanent Exclusion

In the event of a Final Written or Temporary Exclusion, additional conditions may be attached and the panel must nominate a member of staff to monitor and review these. In the event that these conditions are not being met then a report will be forwarded to the Vice Principal who may permanently exclude the student without further reference, subject to sufficient evidence.

13. Stage 5 - Appeal

13.1 Any student may appeal the decision of the Exclusion Panel (Stage 4). This will be done in writing to the Principal of The College and within 5 working days of the student being informed of the outcome of the panel. The Principal will respond within 7 working days and his/her decision shall be final.

13.2 Attendance

An appeal will be attended by:

- The Principal
- At the Principals discretion, another senior member of staff who has not previously heard the case
- At the Principals discretion, the appropriate Director of Academy
- The Student, who may bring a friend or representative
- Parent(s) / Carer as appropriate
- Sponsor e.g. School / Employer etc. – if appropriate

(See Section 14 below)

14. Conduct of Disciplinary Hearings, Exclusion Panels and Appeals

14.1 At any disciplinary hearing, exclusion panel or appeal the Chair will open proceedings by introducing those present, explaining their roles. The Chair will then explain the procedure and state the possible outcomes.

14.2 The case against a student will then be made by the appropriate Academy staff member.

14.3 The student will then state their case outlining the issues from their perspective.

14.4 The Chair will then take questions in turn from the academy staff and the student or their representative.

14.5 When all relevant issues have been explored the chair will ask for any final comments from the panel, the student and their representatives and any others present.

14.6 The chair will close the hearing and inform the student that a decision will be taken shortly and that they will be notified in writing within 5 working days.

14.7 At the appeals stage the Principal's decision is final.

15. Retention of Records

The following information relates to the period of time that The College shall retain information on students who have been referred as part of this process. It is the responsibility of the chair of meetings to notify Information Services in the event Permanent Exclusion.

Outcome	Duration	Notes
Referral Interview Written warning	Course Duration	
Final Written Warning / Temporary Exclusion	2 Years	May be referred to in any application that the student may make to the College for any future course of study
Permanent Exclusion	5 Years	A block on applications from excluded students is placed on the College Management Information System. After two years have elapsed, excluded students may, after writing to the Principal, be permitted to apply for a further course in The College. Such permission will be at the Principal's discretion but will not be unreasonably withheld.

16. Confidentiality

Some aspects of discussions may be confidential or inappropriate to share amongst a wider audience. The person completing the forms should be sensitive to this and only circulate information as appropriate, or retain a separate record of confidential discussions.

17. Standard Forms and Letters

The following section contains examples of the paperwork and letters to be completed at each stage of the process. All formal proceedings must be recorded. A member of administrative staff should be designated within each Academy to support academic staff in the distribution and preparation of paperwork. Additional copies of these can be obtained from Student Services.

It is the responsibility of Personal Tutors, Heads of Area and Directors of Academy to ensure that proper records are maintained of all formal proceedings using the appropriate paperwork. Failure to do so may result in a delays and challenges to the process.

Education Maintenance Allowance (EMA) – Disciplinary Process

Where students have allegedly falsified the information on their EMA form, the following actions will be taken:

1. The EMA Team will notify appropriate Directors of Academy of any discrepancies that have been discovered with regard to EMA forms.
2. The Director of Academy will interview the student and, where any discrepancy is proven, will inform the student that:
 - their payment for the relevant week(s) will not be paid, and
 - they will lose their next bonus payment

In cases where there is persistent falsifying of EMA forms, this will be dealt with under The College's Student Referral & Disciplinary Procedure as gross misconduct.

CAUSE FOR CONCERN



From
ACADEMY: _____ **DATE:** _____ **COURSE:** _____
SUBJECT TUTOR: _____ **SUBJECT:** _____ **CONTACT NO.:** _____

ACADEMY

To: PERSONAL TUTOR

I have reason to be concerned about the following student

NAME _____ **GROUP/COURSE** _____

<p>REASON:</p> <p>REPLY REQUESTED (Please Tick) <input type="checkbox"/></p>	<p>REPLY:</p>
<p>Signed _____</p>	<p>Signed _____</p>

Form RD2**Review Form**

Student's Name	Personal Tutor	
Course	Group	
Others Present (if applicable)	Date of Meeting	

In all cases section 1 should be completed. If the student has made significant / sufficient progress then it is at the discretion of the Personal Tutor / Head whether or not a formal meeting takes place.

1. Has the student shown significant progress against agreed actions?	YES – no further action	
	NO – see Section 2	

2. Further Action to be taken

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Signed (Academy member of staff)	Date:
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Distribution: White Copy – Academy
 Blue Copy – To be retained for future use if required for next stage
 Yellow Copy – Student

Form RD3**Recommendation
for exclusion**

To: Vice Principal – Academic and Student Affairs	
From:	Position:

Student's Name:	Personal Tutor:
Course:	Group:
Students Address:	Telephone (H):
	Telephone (M)

1. Details of referral : (Please provide all relevant details including reasons for reaching this conclusion)

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2. Summary of evidence attached

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3. Has the student been suspended as a result of the incident?	Y / N	Date Suspended?	
Authorised by:	Print Name	Signed	

Part 4 – Summary of Hearing – To be completed by Vice principal

Outcome	Green Copy	
Perm. Exc.	IS	
Temp. Exc.	IS	
Final Warning	IS	
Other (specify)		
Signed (VP)		Date

Distribution: White and Green copies – Vice Principal (Academic & Student Affairs)
Pink copy – Academy

SPECIMEN LETTER: WRITTEN WARNING

Applicable at Stage 2, 3 or 4.

To be sent within 3 working days of Referral Interview / Disciplinary Hearing

Dear

WRITTEN WARNING

Further to our meeting on *(date)*, having investigated the matter thoroughly and in accordance with The College's Student Referral & Disciplinary Procedure, I am issuing you with a **Written Warning**. This relates to the incident(s) outlined below:

- *Give details of the incident(s) and any prior formal action*
- *Give details of the action required to improve and the timescales – attach Form RD1 or RD2 as appropriate*
- *Outline the action that may be taken if there is a further breach of discipline*
- *If appropriate, set a review meeting date*

Details of the above will be recorded on College records for the duration of your course. A copy of this letter is being sent to

As appropriate:

- *Parents / guardian for students under 18*
- *Employer or training provider*
- *Other organisation as appropriate (eg school / university)*

You have the right to appeal this decision to the Principal, and this should be done in writing within 7 working days of receipt of this letter.

Yours sincerely

Copies: Student's Personal File
 Personal Tutor
 Third parties, as appropriate

SPECIMEN LETTER: FINAL WRITTEN WARNING

Applicable at Stage 4

To be sent within 3 working days of Disciplinary Hearing or by the day prior to the final day of temporary exclusion / suspension, as appropriate.

Dear

FINAL WRITTEN WARNING

Further to our meeting on *(date)*, having investigated the matter thoroughly and in accordance with The College’s Student Referral & Disciplinary Procedure, I am issuing you with a **Final Written Warning**. This relates to the incident(s) outlined below:

- *Give details of the incident(s) and any prior formal action*
- *Give details of the action required to improve and the timescales – attach Form RD1 or RD2 as appropriate*
- *If appropriate, set a review meeting date*
- *Outline the action that may be taken if there is a further breach of discipline*

Details of the above will be recorded on College records for up to two years. A copy of this letter is being sent to

As appropriate:

- *Parents / guardian for students under 18*
- *Employer or training provider*
- *Other organisation as appropriate (eg school / university)*

You have the right to appeal this decision to the Principal, and this should be done in writing within 7 working days of receipt of this letter.

Yours sincerely

Copies: Student’s Personal File
 Personal Tutor
 Third parties, as appropriate

SPECIMEN LETTER: NOTICE OF SUSPENSION PENDING INVESTIGATION

Applicable at Stage 4

To be sent on day of suspension

Dear

NOTICE OF SUSPENSION

In accordance with The College's Student Referral & Disciplinary Procedure, I am writing to give you formal notice of suspension from The College pending an investigation into the following incident:

- *Give details of the incident and any prior formal action*

You are requested to attend a Disciplinary Hearing on *(date and time – within 5 working days of suspension)* at *(room number / site)*. In the meantime, under no circumstances should you enter any College premises or take part in any College activities.

A copy of this letter is being sent to

As appropriate:

- *Parents / guardian for students under 18*
- *Employer or training provider*
- *Other organisation as appropriate (eg school / university)*

Yours sincerely

Copies: Student's Personal File
 Personal Tutor
 Third parties, as appropriate

SPECIMEN LETTER: NOTICE OF TEMPORARY EXCLUSION

Applicable at Stage 4

To be sent on day of exclusion

Dear

NOTICE OF TEMPORARY EXCLUSION

Further to the Disciplinary Hearing held on *(date)*, in accordance with The College's Student Referral & Disciplinary Procedure and having investigated the matter thoroughly, I am excluding you from College for a period of *(state number of days – up to a maximum of 10)*. This relates to the incident outlined below:

- *Give details of the incident(s) and any prior formal action*
- *Give details of the action required to improve and the timescales*
- *If appropriate, set a review meeting date*
- *Outline the action that may be taken if there is a further breach of discipline*

During this period of temporary exclusion you should not enter any College premises or take part in any College activities. You may return to College on *(date and time)* when you should report to *(name of staff member and room number/site)*.

Details of the above will be recorded on College records for up to two years. A copy of this letter is being sent to

As appropriate:

- *Parents / guardian for students under 18*
- *Employer or training provider*
- *Other organisation as appropriate (eg school / university)*

You have the right to appeal this decision to the Principal and this should be done in writing within 7 working days of receipt of this letter.

Yours sincerely

Copies: Student's Personal File
 Personal Tutor
 Information Services

SPECIMEN LETTER: NOTICE OF SUSPENSION PENDING A DISCIPLINARY PANEL

Applicable at Stage 4 – Referral to Stage 5

To be sent immediately following Disciplinary Hearing where permanent exclusion is being recommended.

Dear

NOTICE OF SUSPENSION PENDING DISCIPLINARY PANEL

Further to the Disciplinary Hearing held on *(date)*, in accordance with The College's Student Referral & Disciplinary Procedure, I am writing to give you formal notice of suspension from The College pending an investigation into the following incident.

- *Give details of the incident and any prior formal action*

I have advised the Vice Principal (Academic & Student Affairs) of this incident and he will be in contact with you shortly to advise what the next course of action will be. Under no circumstances should you enter any College premises or take part in any College activities until advised that you may do so by the Vice Principal.

A copy of the Student Disciplinary & Referral Procedure is enclosed with which you should familiarise yourself. If you require any help or assistance then it is recommended that you contact either the Students Union or Student Support Services.

A copy of this letter is being sent to

As appropriate:

- *Parents / guardian for students under 18*
- *Employer or training provider*
- *Other organisation as appropriate (eg school / university)*

Yours sincerely

Copies: Vice Principal (Academic & Student Affairs)
 Student's Personal File
 Personal Tutor
 Student Services Manager
 Third parties, as appropriate