

NOTTINGHAM COLLEGE



Central College
Nottingham



new college
nottingham

Student Disciplinary Policy

September 2017

For review in August 2018

Procedure Flow Chart

The starting point for disciplinary action will depend on the gravity of the situation. Most issues relating to student academic performance should be resolved at Stage 1 or Stage 2 of the Procedure. Stage 3 will be used when stages 1 or 2 have been unsuccessful, or at any point when it is deemed that serious misconduct has occurred. The Passport to Study is used to monitor attendance, punctuality, behaviour and standard of work prior to the first review during PD Central week.

<u>ACTION</u>		<u>EVIDENCE</u>
<p><u>Informal Resolution</u></p> <ul style="list-style-type: none"> • Discussion between Progress/Course Tutor and student at a review meeting. Setting of action plan with timescales. • Progress/Course Tutor and student review whether action plan has been achieved within 2-4 weeks. • All staff involved with the student will be informed of outcome. <p>Responsibility: Progress Tutor</p>	<p>Stage 1</p>	<ul style="list-style-type: none"> • Cause for Concern Form online eILP referral, used by Subject Tutor/other member of staff to raise initial concern with Progress Tutor, if not raised initially by them. Action plan to be completed and reviewed by Progress Tutor/Course tutor. • Verbal warning issued • Outcome of review meeting is recorded on the eILP and scanned to the eILP
<p><u>Case Conference</u></p> <ul style="list-style-type: none"> • Student to attend a Case Conference, chaired by relevant Faculty Area Manager. Progress/ Course Tutor and parent/guardian (if under 18) invited to attend. • At the Case Conference an Action Plan and timescales are agreed. • Faculty Area Manager and student review whether Action Plan has been achieved within 4-6 weeks. • All staff involved with the student will be informed of outcome. <p>Responsibility: Faculty Area Manager</p>	<p>Stage 2</p>	<ul style="list-style-type: none"> • Action Plan with timescales is recorded on the Case Conference Form, SD4 and scanned to the eILP • Progress is reviewed using the Review Meeting Form, SD3 (Stage 2).
<p><u>Formal Disciplinary Procedure</u></p> <ul style="list-style-type: none"> • Investigating Officer, usually the Faculty Area Manager, is appointed to undertake a thorough investigation of the facts. • A panel will be formed normally chaired by the Head of Faculty and the student invited to attend a Disciplinary Hearing. • The Hearing will take place after which a decision will be made by the panel. • All staff involved with the student will be informed of the outcome. <p>Responsibility: Head of Faculty</p>	<p>Stage 3</p>	<ul style="list-style-type: none"> • The panel will have access to the full evidence gathered throughout the disciplinary procedure. • A note taker will record discussion at the Hearing. • A formal letter, SD5, will be sent informing the student of the outcome. The parent/guardian (if under 18) and employer (if apprentice) are informed as appropriate. • If the student returns conditions may be set and monitored on the Record of Outcome, SD7
<p><u>Appeal Process</u></p> <p>A student may appeal to the Director of Curriculum within 10 working days of the notice of the outcome of the Disciplinary Hearing, giving grounds for appeal.</p> <ul style="list-style-type: none"> • All staff involved with the student will be informed of the outcome. <p>Responsibility: Director of Curriculum</p>	<p style="text-align: center;">↓</p> <p>Appeal</p>	<ul style="list-style-type: none"> • New evidence supporting the case. • Evidence of procedural error. • Following an appeal a letter will be sent informing the student of the outcome. This decision is final.

1. Purpose and Objectives

- Nottingham College aims to provide a safe and supportive learning environment for students and staff. At Induction, students will work through and sign up to the Nottingham College Student Professional Standards ([SD1](#)). This identifies the professional standard of student conduct expected by the College.
- Most minor breaches of the Student Agreement are addressed and successfully resolved at a local level, by swift and effective informal intervention by the member of staff witnessing low level misconduct or low level classroom disruption.
- During the first 6 weeks of a full time 16-18 student's Programme of Study (PoS), the Passport to Study ([SD2](#)) is used to monitor attendance, punctuality, behaviour and standard of work. The first 1-1 review is completed by week 5 and at this review the Progress Tutor will decide whether the student is to be awarded their Passport to Study. Based on performance at this stage a student may remain on the chosen PoS or be transferred onto a different level or subject area if it is agreed that this PoS is not appropriate at this point. For a small number of students it may be decided that a PoS at Nottingham College is not appropriate and the student is withdrawn at this point.
- The Disciplinary Procedure applies to all students at the College, and is used to deal with a minority of cases where informal intervention is not successful or appropriate. It consists of three stages, and a student can enter the process at stage 1, 2 or 3 depending on the nature and severity of the case:
 - Stage 1 – Cause for Concern referral- Verbal Warning issued on the eILP
 - Stage 2 – Case Conference – Written Warning- paperwork to be scanned to eILP
 - Stage 3 – Formal Disciplinary Interview-paperwork to be scanned to eILP
- The first 2 stages of the procedure are primarily designed to encourage the student to improve attendance, work and/or behaviour with help from his or her Progress Tutor, and therefore avoid reaching Stage 3 of the Policy
- Stage 3, the Formal Disciplinary Interview, will be immediately implemented in cases of serious misconduct, without first going through Stages 1 and 2 of the Disciplinary Procedure, including during the Passport to Study period.
- Where a student is under the age of 18, the parent/guardian and any associated employer will be advised in writing of any cause for concern about academic or non-academic

behaviour and performance, and will be invited to any meetings arranged to address concerns.

- Where there is reason to believe that a student has committed a criminal offence the college may continue disciplinary proceedings under this procedure and/or may refer the matter to the police.
- The Progress Tutor retains all records relating to the Student Disciplinary Procedure on the student file until the student ends their study with the college.

B. The Disciplinary Procedure

Where there are persistent issues or failure to comply with the Student Code of Conduct a Cause for concern will be issued to the student.

2. Stage 1: Cause for Concern – Verbal Warning

- Where the academic performance and/or non-academic conduct of the student is giving cause for concern the Subject Tutor or other member of staff will report this concern to the Progress Tutor, completing the Cause for Concern form referral (eILP) ([Link](#)) on the eILP.
- The Progress Tutor will know whether the student is receiving support and will take advice/representation from Support Staff as appropriate.
- The Progress Tutor will discuss matters with the student. If appropriate a verbal warning will be issued specifying the reasons for the warning and the consequences of further misconduct. The Progress Tutor will agree an action plan with the student and targets will be set to be achieved normally within 2 working weeks. In certain circumstances this can be extended to 4 weeks. Support will be offered, where appropriate, to help the student achieve the necessary improvement. The action plan and any verbal warning will be recorded on the Cause for Concern in the eILP.
 - A copy of the Cause for Concern referral (link to eILP)
 - Given to the student
 - Reviewed by the Progress/ Course tutor

An action plan will be completed, logged within the eILP and agreed with the student.

- At the end of the agreed period (2-4 weeks) a meeting will take place with the Progress Tutor and the student to review the action plan.
- If the action plan is completed satisfactorily and signed off by the student and Progress Tutor, the Disciplinary Procedure stops at Stage 1, and evidence is recorded on the student

eILP. The outcomes will be recorded on the Review Meeting form ([SD3](#)), which will be scanned and attached to the eILP:

- If the student has failed to show the required improvement, the Progress Tutor will advise the Faculty Area Manager, who will call a Case Conference.
- All staff involved in the teaching and support of the student will be informed of the outcome of Stage 1.

3. Stage 2: Case conference – Written Warning

Reasonable notice of the date/time/place of the Case Conference together with an invitation to attend will be given to:

- The student
- The parent/guardian and employer (if the student is under 18)
- The Progress Tutor
- The Faculty Area Manager will chair the Case Conference. Issues giving rise to the Case Conference will be discussed. If appropriate a written warning will be issued specifying the reasons for the warning and the consequences of further misconduct. An action plan will be agreed and recorded on the Case Conference form ([SD4](#)) which is signed by the Faculty Area Manager and student and scanned to the eILP behaviour file.
- The Faculty Area Manager will send written confirmation of any written warning and the agreed action plan, using the Case Conference form ([SD4](#)), to:
 - The student
 - The parent/guardian and employer (if the student is under 18)
 - The Progress Tutor
 - The Subject Tutors and other members of staff as appropriate
- After 4 working weeks a review of the actions agreed at the Case Conference will take place with the student and the outcome will be recorded on the Review Meeting form ([SD3](#)), which is circulated to:
 - The student
 - The parent/guardian and an associated employer (if the student is under 18)
 - The Progress Tutor
 - The Subject Tutors and other members of staff as appropriate

- If the action plan is completed satisfactorily and signed off by the student and Faculty Area Manager, then the Disciplinary Procedure stops at Stage 2, and evidence is recorded on the student eLP within the student behaviour file.
- If after 4 working weeks there is no evidence of improvement/progress:
 - The student may decide to withdraw from the subject/course and be referred to the Admissions/Guidance Team, or
 - The Formal Disciplinary Interview (Stage 3) may be invoked by the Head of Faculty
- If the student has made some progress towards complying with the agreed course of action, the Faculty Area Manager may agree a 2 working week extension to allow for completion.
- Written notice of the decision to grant an extension will be given to:
 - The student
 - The parent/guardian and any associated employer (if the student is under 18)
 - The Progress Tutor
 - The Subject Tutors and other members of staff (if applicable)
- If at the end of the 2 working week extension the student has failed to comply with the agreed course of action the student may decide to withdraw from the subject/course. Otherwise, the Faculty Area Manager will inform the Head of Faculty and the Formal Disciplinary Interview will be invoked (Stage 3).

Note: In cases where more than one department is concerned, it is advised that there should be consultation between the relevant Heads of Faculty.

- All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

4. Stage 3 Formal Disciplinary Interview

This will be followed when Stages 1 and 2 of the Disciplinary Procedure have not been successful and/or when it is alleged that serious misconduct has occurred and a student is immediately moved into the formal process, without going through Stages 1 and 2.

The following lists some examples considered to be serious misconduct, but is not comprehensive or exclusive:

- Failure to comply with Stages 1 and 2:
- Conduct which constitutes a serious breach of the college safety regulations and which puts/might have put staff and/or students at risk;

- Conduct of a violent or potentially violent nature, either in person or on-line;
- Being intoxicated on college premises;
- Supplying intoxicating substances
- Serious harassment, discrimination (e.g. racial or sexual) or bullying or contravention of the Equality, Diversity and Inclusion Policy;
- Illegal computer misuse/hacking;
- Serious plagiarism/cheating;
- Theft;
- Damage to College Property;
- Other conduct, which might be damaging to the reputation of the College.

Serious misconduct alleged to have occurred on College premises, on College educational visits or on College transport is covered by this procedure.

A criminal conviction, whether or not it occurred on College premises, could also lead to a Formal Disciplinary Interview being invoked. There is the potential for a Head of Faculty with the authority of the Director of Curriculum/Director of Quality, or another Senior Manager in their absence, to make the decision to immediately suspend a student where there has been a potential criminal offence committed. Where a student is suspended pending the outcome of police enquiries, the College reserves the right to commence proceedings under the Student Disciplinary Policy when the results of the enquiries into any criminal proceedings are known. The Head of Faculty will inform the student in writing of any such suspension.

If a student has failed to comply with Stages 1 and 2, or serious misconduct has taken place, then the following procedure will be implemented by the Head of Faculty.

- In some cases the student will be suspended, pending a formal investigation into the allegations. The Head of Faculty must make a recommendation for suspension, which must be approved by the Director of Curriculum/ Director of Quality or her/his Nominee, who will be a member of the Senior Leadership Team. The Head of Faculty will inform the student in writing of any such suspension within 2 working days.
- The Head of Faculty will appoint an Investigating Officer, normally the Faculty Area Manager, who will undertake a thorough investigation into the facts and compile related evidence.
- The student shall be notified in writing that he/she is required to attend a Formal Disciplinary Interview ([SD5](#)). Students should normally be given a minimum of 5 working days between receipt of the letter and the date of the interview to enable them to prepare.

- The letter will:
 - set out the allegations made;
 - enclose copies of all reports, statements and other evidence arising from the investigation, which will be considered at the interview;
 - advise the student (and his/her parents and any associated employer, if under the age of 18) of his/her right to be accompanied by a person of his/her own choosing, but that that person may not be acting as a legal representative;
 - advise the student of the Investigating Officer's right to call witnesses at the interview and, if so, supply names of such witnesses and the statement from each such witness;
 - advise the student of his/her right to call witnesses, in support of his/her case and that names of witnesses must be supplied to the College in advance of the interview;
 - attach a copy of, or include a signpost to the Student Disciplinary Policy.
- The student must indicate prior to the date of the meeting that he/she will attend the interview and inform the College of the name of the person who will be accompanying him/her and the names of any witnesses. If the student and his/her representative fail to attend the interview without good reason, then the hearing may proceed in their absence.
- The Formal Disciplinary Interview will be conducted by a Panel of at least 2 members of the Faculty Management Team who have not been involved in the investigation. This will include the Head of Faculty who will chair the meeting. If he/she is not available, another member of the College Management Team may be nominated by the Director of Curriculum to chair the interview. For students on a Higher Education course, the Head of Access and HE will also attend the interview.

A detailed note of the interview will be taken and retained as part of the documentation of the case.

- It is the responsibility of the Investigating Officer and student respectively to arrange for their witnesses to be present, if desired.

C. Format of Formal Disciplinary Interviews

5. The Head of Faculty will be responsible for convening the interview and for ensuring that the meeting is recorded. The Head of Faculty will chair the meeting and may exclude any person who behaves unreasonably or disregards the instructions of the chair.

- The meeting will normally take place within a maximum of 10 working days of the student being notified of the interview.
- The Investigating Officer will be responsible for presenting the evidence to the Panel. He/she will state the case in the presence of the student (and representative if present). Witnesses (arranged prior to the interview) may be called individually by the Investigating Officer in support of the case.
- When the Investigating Officer and any witnesses called have given evidence, they may be questioned about the evidence, by the student (or representative if present).
- The Panel may also ask questions of the Investigating Officer and witnesses on the submitted evidence.

NB After completion of the above stages any witness(es) will be:

- (a) instructed not to discuss the case with anyone until after the interview has been concluded.
- (b) asked to leave the meeting.
- The student (or representative) will state his/her case in the presence of the Investigating Officer. Witnesses (arranged prior to the hearing) may be called by the student (or representative) in support of the student's case.
- When the student and any witnesses called have given evidence, they may be questioned by the Panel.

NB After completion of these stages, any witnesses will be:

- (a) instructed not to discuss the case with anyone until after the interview has been concluded.
- (b) asked to leave the meeting.
- The Investigating Officer will have the opportunity to summarise their position.
- The student (or representative) will have the opportunity to summarise their position.
- The student (and representative if present) and the Investigating Officer will withdraw.
- The Panel will deliberate in private. If recall of the Investigating Officer or student (and representative) is necessary to clarify points then they will be called. The decision is that of the Panel alone.
- To ensure the disciplinary penalty is reasonable, account will be taken of:
 - the student's previous disciplinary and academic record.
 - the penalty imposed in similar cases in the past, though each case will be decided on its specific evidence and the panel will exercise discretion.

- any mitigating circumstances which might make it appropriate to lessen the severity of the penalty.
- The Head of Faculty will communicate the outcome of the Formal Disciplinary Interview to the student (and representative), the Investigating Officer and the Director of Curriculum/ Director of Quality in writing, within 3 working days, with reasons.
- If the student is permanently excluded the letter will indicate the student's right to appeal against the decision ([SD6](#)).
- Where a student is not permanently excluded following Stage 3, the Record of Outcome ([SD7](#)) will be completed and placed on the student eILP within the student behaviour file. Failure to comply with the agreed conditions will result in immediate permanent exclusion until an agreed date at least after the end of the current academic year as decided by the Head of Faculty.
- Any temporary exclusion from the College, during this process, should not result in the student losing the opportunity to take part in any public examinations or external assessment for which the student is entered as a candidate.
- If the student is permanently excluded, they will be withdrawn with immediate effect, the right to participate in external assessment is forfeited and the exclusion will be recorded on the student file. The Director of Curriculum/ Director of Quality will keep a record of exclusions and ensure that they are recorded on the College's student record system until the agreed exclusion date has expired.
- All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

D. Appeal Procedure

6. The student will have the right to appeal in writing to the Director of Curriculum/ Director of Quality within 10 working days of the notice of exclusion.
- Normally Appeals are permitted only be on grounds that:
 - New evidence has come to light which supports the student's case.
 - Evidence of procedural error is presented.
 - The written Appeal will be considered by the Director of Curriculum/ Director of Quality who will make a decision on whether there are sufficient grounds for convening an Appeal Panel
 - The Director of Curriculum/ Director of Quality will convene the Appeal Panel as soon as it is reasonably possible to do so, and within 15 working days. The Director of Curriculum/

Director of Quality will inform the student of their right to be accompanied at the Appeal Meeting by a person of his/her own choosing, but that that person may not be acting as a legal representative.

- The Appeal Panel will consist of at least three people, of whom:
 - One will be the Director of Curriculum/Director of Quality, or if unavailable another member of the Senior Leadership Team.
 - Two will be members of the College Management Team.
 - A note-taker will be present.
- The Panel membership should reflect any equal opportunities issues of the case in question, where possible.
- The Panel and student shall have access to the notes of the Student Disciplinary Interview.
- At the Appeal Meeting, the student and/or his/her representative will present the grounds for appeal and evidence to the Panel. The Panel will be required to consider new evidence and/or evidence of procedural error.

On hearing the grounds for appeal and examining the related evidence the Panel may decide to uphold or amend the decision of the Formal Disciplinary Interview. In the event of the Panel not being able to reach agreement, the majority view will prevail, with the Director of Curriculum/Director of Quality having the casting vote.

The Appeal Panel's decision is final.

Within 5 working days of the Appeal Meeting the Director of Curriculum/Director of Quality will confirm the outcome of the Appeal in writing to the student with a copy placed on the student's file.

Where a student is not permanently excluded following an Appeal Meeting, the Record of Outcome ([SD7](#)) will be completed and placed on the student's file. Failure to comply with the agreed conditions will result in immediate permanent exclusion until an agreed date at least after the end of the current academic year as decided by the Head of Faculty.

All staff involved in the teaching and support of the student will be informed of the outcome as appropriate.

Appendix

SD1 Student Professional Standards

SD2 Passport to Study

SD3 Review Meeting Form

SD4 Case conference form

SD5 Formal Disciplinary Interview sample letter

SD6 Permanently Excluded/Exit from College sample letter

SD7 Record of Outcome Form

Student Professional Standards

College Commitments	Student Commitments
<p>At Nottingham College every student is valued as an individual. Nottingham College promises to do its best to:</p> <ul style="list-style-type: none"> ● Treat you respectfully ● Help you choose the right Programme of Study ● Help you fulfill your potential as a student ● Deliver so much more than your qualifications ensuring you leave the College with Professional and Employment Skills to support your successful progression ● Develop productive working relationships with you ● Give you the support that you need to succeed ● Set targets for you which are challenging but achievable ● Ensure assessments and reviews are clear and regularly carried out, with feedback provided ● Provide resources which meet your needs in college ● Liaise with parents, employers and outside bodies to support your progress and provide information ● Offer advice on further opportunities when course finishes ● Deal promptly with any complaints you have <p>All the College’s policies, including those on Health and Safety and Equality, Diversity and Inclusion, are available on StudentNet. Forms for comments, commendations and complaints are available on StudentNet and from the College receptions.</p>	<p>We want you to succeed on your Programme of Study with Nottingham College, developing your professional skills and preparing for employment along the way. Therefore it is expected that you:</p> <ul style="list-style-type: none"> ● Follow all College policies and procedures ● Attend all sessions ● Arrive in good time for the start of all sessions ● Wear the College identity card at all times ● Remove, and store safely, all outdoor wear and bags ● Bring all necessary equipment to sessions ● Use IT and electronic devices responsibly and respectfully and only when authorised by the teacher ● Avoid taking food and drink, other than water, into the learning environment ● Behave in a way that shows respect for others and their right to learn productively ● Listen carefully to your teacher and peers and respect other people’s views and opinions ● Avoid the use of swearing and bad language ● Seek help when you need it and take the support offered ● Complete all work to the best of your ability and within the timescale agreed ● Follow assessment guidelines and avoid plagiarism and cheating ● Play an active part in promoting Equality, Diversity and Inclusion by: <ul style="list-style-type: none"> ➤ Refusing to take part in behaviour which degrades others ➤ Reporting inappropriate behaviour ● Make Nottingham College a safe learning environment by: <ul style="list-style-type: none"> ➤ Following Health and Safety guidelines ➤ Taking care of college buildings,

<p>PLAGIARISM</p> <p>The College and Exam Boards will not tolerate plagiarism or other forms of academic cheating. In addition to the normal checks the College will be actively sampling student work with anti-plagiarism software. Those caught cheating will face appropriate disciplinary procedures.</p>		<p>furniture and equipment</p> <ul style="list-style-type: none"> ➤ Leave your learning space tidy and ready for use by the next group • Respect the local community and represent the college in a positive manner <p>I will meet these expectations to the best of my ability.</p>	
<p>Progress Tutor Name:</p>		<p>Student Name:</p>	
<p>Signed:</p>		<p>Signed:</p>	
<p>Date:</p>		<p>Date:</p>	

We want you to succeed on your programme at Nottingham College developing your Professional and Employment skills, and progressing successfully to further study or work.

Therefore it is expected that you:

- Wear the College identity card and show it when requested
- Follow all college policies and procedures
- Attend all sessions
- Arrive in good time for the start of all sessions
- Remove, and store safely, all outdoor wear and bags
- Bring all necessary equipment to sessions
- Use IT and electronic devices responsibly and respectfully and only when authorised by the teacher
- Avoid taking food and drink, other than water, into the learning environment
- Behave in a way that shows respect for others and their right to learn productively
- Listen carefully to your teacher and peers and respect other people's views and opinions
- Avoid the use of swearing and bad language
- Seek help when you need it and take the support offered
- Complete all work to the best of your ability and within the timescale agreed
- Follow assessment guidelines and avoid plagiarism and cheating

Play an active part in promoting Equality, Diversity and Inclusion by:

- Refusing to take part in behaviour which degrades others
- Reporting inappropriate behaviour

Make Nottingham College a safe learning environment by:

- Following Health and Safety guidelines
- Taking care of college buildings, furniture and equipment
- Leave your learning space tidy and ready for use by the next group
- Respect the local community and represent the college in a positive manner

Passport to Study

Student Name:	
Student Number:	
Programme of Study:	
Progress Tutor Name:	

To be completed at or before induction

Why I have chosen to be on this Programme of Study:

My Long Term Goal:

I am looking forward to doing the following at College:

I think I may need help with the following:

First Review

	My Attendance (aiming for 100%)	My Punctuality (aiming for 100% on time)	I have displayed positive behaviour and attitude	I have produced work to the required standard/ timelines
Main course				
English				
Maths				

Actions Required:

SMART Targets:

Minimum Target Grades:

Signed: Student **Date:**.....

Signed: Progress Tutor..... **Date:**.....

Review Meeting Form for Stages 1 and 2

This form is to be completed by the Progress Tutor with the Student

Student Name		Name of Progress/Course Tutor	
Programme		Faculty Area	
Student ID Number		Date	

Outcome of Stage 1 – Cause for Concern (2-4 weeks)
 Satisfactory
 Extension given (If 2 weeks given can extend the period for another 2 weeks)

Comments

Signed: _____ (Progress Tutor)

Signed: _____ (Student)

Unsatisfactory

Outcome of Stage 2 – Case Conference (4-6 weeks)
 Satisfactory
 Extension given (If 4 weeks given can extend the period for another 2 weeks)

Comments

Signed: _____ (Faculty Area Manager)

Signed: _____ (Student)

Unsatisfactory

If unsuccessful, please attach copies of relevant documents (e.g. tutorial records, Progress Reviews, Cause for Concerns, Action plans) to a copy of this form and send to Head of Faculty. Retain copies for student file.

Copies to: Student, Parent/Guardian and associated employer (if student under 18 yrs), Progress Tutor, Subject Tutor and any other staff member concerned as appropriate.

Case Conference Form

Student Name				Student ID Number	
Programme				Date	
Written warning issued? (Please circle)	YES	NO			

This form is to be completed by the Progress/Course Tutor with the Student.

Date	Action/Targets Set	Review Date (4-6 weeks)

I agree to meet the targets outlined above by the date specified.

Signed:

Student		Progress Tutor	
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Use the Review Meeting Form (SD3) to record outcomes against these actions.

Sample Letter for 'Notice of Disciplinary Interview'

(Date)

(Name and address)

X

X

X

X

Dear

Following an allegation of and a subsequent investigation into this allegation, I am writing to inform you that a disciplinary interview will take place onin Room at

You may bring a representative to this hearing; a friend, relative or a student representative. This person may not act as a legal representative. You are also entitled to call witnesses in support of your case, provided that you inform us in advance of the hearing.

<IF RELEVANT> The investigating officer will be calling the following witnesses:

- Name
- Name

Their statements are enclosed.

I have enclosed a copy of the Student Disciplinary Policy and all documentation from the investigation. These will be considered at the interview.

Prior to the interview taking place, please confirm your attendance and the names of any person(s) accompanying you or acting as a witness.

Yours sincerely

(Head of Faculty)

cc:Progress Tutor
Faculty Area Manager
Parent/Guardian (if under 18)
Employer (if an apprentice)

Sample Letter for 'Exit from College'

(Date)

(Name and address)

X
X
X
X

Dear

At the disciplinary interview held on the panel considered all evidence presented and concluded that (insert outcomes/reasons for exclusion, from notes of meeting).....

Therefore, it is with great regret that this has resulted in you having to leave the College.

As you know, we have detailed notes of all the stages and meetings held in an attempt to encourage you to get back on track. If, however, you disagree with our decision to ask you to leave the college, you have a right to appeal.

A copy of the College's Student Disciplinary Policy, including the appeals procedure, is enclosed.

We wish you well in the future.

Yours sincerely

(Head of Faculty)

cc: Progress Tutor
Faculty Area Manager
Parent/Guardian (if under 18)
Employer (if an apprentice)

Record of Outcome

Student Name		Student ID Number	
Programme		Date of Interview	
Panel Members:			

Outcome

Withdrawn	Y/N	Excluded until:
Unconditional return	Y/N	
Conditional return	Y/N	Conditions as below
Conditions	Monitored By	Review Date (within 6 weeks)

Signed.....(Head of Faculty).....(Student)

Outcome of Review

Taken out of Student Disciplinary Process

Excluded from College

Signed:(Head of Faculty)

Signed:(Student)

This form is to be completed by the Head of Faculty with the student.

I agree to comply with the conditions outlined above. Failure to do so will result in instant exclusion.

cc: Student (with letter if excluded), Progress Tutor, FAM/CL, HoF, Director of Curriculum/Director of Quality, Director of Customer Experience