

PEOPLE INVOLVED	SANCTIONS/ TIMESCALES	STUDENT RIGHT OF APPEAL TO	EXAMPLES
<p>Level 1 Subject Teacher or Personal Coach or other designated member of College staff</p>	Verbal Warning recorded by staff on STaRS	Senior Tutor/Head of School	Failure to display College ID Lateness Poor attendance Inappropriate behaviour Failure to prepare work required for a class Failure to submit work Use of inappropriate websites Low commitment Making undue noise Creating litter, swearing or spitting Misbehaving on College Bus
<p>Level 2 Personal Coach to raise with student and inform parent or guardian</p>	Personal Coach to record on STaRS	Senior Tutor/Head of School	Lack of response to Level 1 Lack of respect to staff Inappropriate use of social networking sites Failure to follow the reasonable instruction of a member of staff Plagiarism or copying the work of others Disrupting any class or College activity Misbehaving on College Bus
<p>Level 3 Senior Tutor or Head of School to meet with student and issue written warning letter to student with a copy to parent or guardian.</p>	Senior Tutor/Head of School to record on STaRS	Faculty Director	Lack of response to Level 2 Consorting with trespassers Smoking Use of alcohol Involvement with illegal drugs Unruly behaviour Damage to property Dangerous use of vehicles
<p>Level 4 Designated member of Student Conduct Panel. The senior member of staff conducting the disciplinary interview will not have had prior involvement in any previous stage of the disciplinary process relating to the offence. Another member of staff will be present. Student Union rep, or friend or relative, as requested by the student, but not a legal or professional adviser may accompany the student.</p>	Recommendation to Principal for expulsion or a lesser sanction. The student will be given 3 working days written notice of the interview.	Principal	Lack of response to Level 3 Bringing the College into disrepute Endangering the health and safety of others Bullying, cyberbullying, intimidation, taunting, racism, sexism, homophobia Criminal acts of any kind Use or threat of violence Serious misconduct when involved in any College activity, on or off campus Dealing in drugs

LEVEL 4 DISCIPLINARY INTERVIEW

In cases where it is alleged that gross misconduct has occurred or where further misconduct is complained of after a formal written warning has been given to a student, the student will be invited to attend a disciplinary interview with a senior member of staff and one other member of staff. Parents/ Guardians will also be invited to attend.

The student will be given at least three working days written notice of the interview and will be entitled to be accompanied by a friend, student representative or a relative but not by a legal or other professional adviser unless the College otherwise agrees, having been given notice before the day of the hearing. A legal or other professional adviser will be allowed if the College intends to have an external adviser present. The notice will state:

- the nature of the conduct complained of and a summary of the evidence for the complaint;
- the student's entitlement to accompaniment (detailed above);
- confirmation of the time and place of the interview; and that,
- because of the nature of the misconduct alleged or because a formal written warning has already been given, it may be recommended that s/he be expelled or formally suspended from the College as a result.

The senior member of staff conducting the interview will not have had prior involvement in any previous stage of the disciplinary process relating to the complaint, will be accompanied by another member of staff and will take the student through the allegations which have led to the complaint of misconduct. The student will be given the opportunity to state his or her case (including any mitigating factors) and asked to state whether the alleged facts are disputed and, if so, which facts. If material facts are disputed the student will be asked to identify any sources of evidence supporting his or her case.

If the student does not dispute the material facts relating to any one or more complaints of further or gross misconduct, the senior member of staff conducting the interview may bring the interview to a close and make a disciplinary recommendation to the Principal in relation to those complaints, taking into account any mitigating factors.

If the student disputes the material facts relating to the complaints, the senior member of staff conducting the interview may or may not adjourn the interview for a future date within the next ten working days to allow relevant evidence including from sources identified by the student to be made available.

If a witness is not available to answer questions, that will be taken into account when assessing the weight to be given to conflicting evidence. Written statements which do not clearly reveal the name and identity of the witness will not be considered.

Within two working days of the end of the disciplinary interview, the student will be sent written notification of the recommendation of the senior member of staff to the Principal in relation to the case, stating the main findings of fact on which the recommendation is made. Parents/Guardians will also be informed.

The recommendation may be that the student should be permanently expelled or formally suspended for a fixed period, that a lesser disciplinary sanction should be taken or that no disciplinary action should be taken. If the recommendation is for expulsion or formal suspension, the student will be suspended pending consideration of the recommendation by the Principal and given details in writing of the right to appeal.

If there is no appeal against the recommendation within five working days from the date of the recommendation, the Principal may implement the recommendation or, if the Principal sees fit, any lesser sanction without any further proceedings within ten working days of the date of the recommendation.

The Principal may or may not ask the student to attend in person to hear the decision. The decision will, in any event, be confirmed in writing to the student within two working days of being taken.

APPEAL AGAINST RECOMMENDATION

The student will have a right of appeal to the Principal against any recommendation for permanent expulsion. Notice of appeal must be lodged with the Principal's Personal Assistant within five working days of the date of recommendation of expulsion and must give the grounds and brief particulars of the appeal. The recommendation will not be considered by the Principal until the expiry of the period for lodging the appeal.

The grounds for the appeal must be one or more of the following:

- the punishment is too severe for the offence
- the student is not guilty of the offence
- the procedures outlined have not been followed

If a notice of appeal is lodged within the time allowed, an appeal interview with the Principal will be arranged to take place within fifteen working days of the notice of appeal being lodged. The student will be given at least three working days notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, student representative or relative but not by a legal or other professional adviser unless the College otherwise agrees, having been given notice before the day of the hearing. A legal or other professional adviser will be allowed if the College intends to have an external adviser present. Any documents considered at the disciplinary interview will be available for the purposes of the appeal, together with the notes of the interview.

At the appeal interview, the student will be invited to explain the grounds of the appeal and to state his or her case.

The senior member of staff who made the recommendation to exclude will be asked to respond to the appeal and explain the reasons for the recommendation.

The Principal may ask questions of the student and the member of staff and will then consider whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any relevant new evidence which has come to light since the disciplinary interview.

If the appeal is allowed, the Principal may decide that disciplinary action lesser than that recommended by the member of staff should be taken. The Principal may also decide that no further disciplinary action should be taken.

If the appeal is dismissed, the recommendation of the senior member of staff will stand. The Principal may not impose any greater sanction against the student than that recommended by the senior member of staff.

Within five working days of the appeal interview, the final decision by the Principal will be confirmed in writing to the student.

CONDUCT OF DISCIPLINARY INTERVIEWS

Disciplinary and appeal interviews under this code will be conducted fairly and firmly by the senior member of staff conducting the interview, who will be accompanied by another member of staff.

The senior member of staff conducting the interview may give instructions in relation to the conduct of the interview, including the length of time which any part of the interview should take. Such instructions must be fair, particularly in allowing the student to question the evidence and state his or her case.

The senior member of staff conducting the interview may exclude from the proceedings any person, including the student or the student's friend, representative or relative, who behaves unreasonably or who disregards the instructions of the senior member of staff with regard to the interview. If the student does not attend any interview, disciplinary action may nevertheless proceed.

STUDENTS UNDER 18/SPONSORED STUDENTS

If a student under the age of 18 is given a formal written warning or expelled or suspended from the College, a parent or guardian will be informed in writing wherever practicable.

If a student who is being sponsored at the College by an employer is given a formal written warning or expelled or suspended the employer will be informed wherever practicable.

This Code may be amended by resolution of the Corporation from time to time.

Refer to Moodle for more detailed information about the Code of Conduct and Code of Student Discipline.

You are expected to:

- avoid bringing valuable items of personal property to College
- take due care of your own and the College's property