



## Student Disciplinary and Grievance Procedure

### Introduction

Disciplinary action taken against a student for matters concerning performance, behaviour, absence and commitment will follow the procedure below. If the student is under eighteen years of age, a parent will be notified of any disciplinary action taken against the student. Parents of students over eighteen will be notified only with prior permission from the student.

### Formal Oral Warning

The student will be interviewed by the Course Leader, and given an opportunity to explain their case. If a disciplinary warning is deemed to be necessary, a Formal Oral Warning will be given and a record of this will be kept on the student's personal file. The warning will remain on file for the rest of the student's time on their course. The warning will detail the reason for disciplinary action, the expected improvement and time scale within which the improvement should occur, the names of the persons present during the meeting, and the consequences of not meeting the standards required.

### First Written Warning

Where further action is deemed to be necessary the Course Leader will issue a First Written Warning. This First Written Warning will be issued in the same way as for the Formal Oral Warning detailed above. A First Written Warning will remain on the students file for the rest of their course.

### Second Written Warning

If further action is deemed necessary, a Second Written Warning will be issued by the Course Leader in the same way as detailed above but will state that further disciplinary action will result in expulsion. A second Written warning will remain on the students file for the rest of their course.

### Final Written Warning & Expulsion

If further action is deemed necessary, the student will be given the opportunity to explain their case to the Principal and Board of Governors who will then decide if expulsion is appropriate.

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## Gross Misconduct

In the case of Gross Misconduct, the Principal will suspend any student without notice and without issuing warnings as detailed above. Gross Misconduct includes physical violence, misuse of substances and alcohol. Bullying (cyber or otherwise), fighting, theft, physical or emotional abuse of others in the college community, improper personal behaviour, malicious damage to property or other similar offences. This list is not exhaustive and other serious offences may also constitute gross misconduct. Whilst suspension is in place, the Principal will decide the next course of action, which may be expulsion or return to the college under strict conditions and monitoring. A meeting will take place without the suspended student.

## Right to be accompanied

Students will have the right to be accompanied by a family (or similar) representative from the formal First Written warning disciplinary to the Final Written Warning and Expulsion meeting. The accompanying person will be allowed to address the hearing and to ask questions but will not have the right to answer questions on the student's behalf. The student's chosen companion will be allowed reasonable time to confer privately with the student either within the hearing room or outside.

## Appeals

The student will have the right to appeal against any disciplinary or dismissal decision made by Bodywork Company. Any appeal must be made in writing, stating the reason for the appeal, and submitted to the Board of Governors within seven days of receipt of the disciplinary warning or notice of termination. When attending an appeal hearing, the student will have the right to be accompanied by a family (or similar) representative.

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### *Grievance Procedure*

If a student has a grievance, they should in the first instance raise the matter with their student representative or group tutor who will try to resolve the issue in question.

#### **Informal stage**

Most grievances should be resolved at this informal stage. If the student is not satisfied with the answer given at this informal stage, they should raise the matter in writing to the Course Leader.

#### **Formal Stage**

The student will be given the opportunity to discuss their grievance at a formal hearing which will be arranged within seven working days of the student's grievance being reported to the Course Leader and the student will receive an answer within seven working days of the hearing. The student has the right to be accompanied by a family (or similar) representative beyond the informal stage of the Grievance Procedure.

If the student raises a grievance maliciously or fictitiously, they may be subject to disciplinary action if, after investigation the grievance proves to be lacking substance.

#### **Appeals**

If the student wishes to appeal against the decision given at the formal stage, they should raise the matter in writing with the Principal giving full details of their appeal. A formal hearing will be arranged within seven working days of the student's appeal being received and they will receive an answer within seven days of the hearing.

If unresolved, the student has the right to appeal for a formal hearing with the governing body requested in writing to the Chair or Governors.

If after this stage the issue is still unresolved, the Governing Body may refer the matter to the College Visitor, whose decision is final.

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