



# **Student Disciplinary Policy & Procedures 21-22**

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## **Introduction**

The Student Disciplinary Policy and associated procedures supports the College mission and values by encouraging appropriate behaviour and creating the conditions under which learning can most effectively take place.

St. Mary's College aims to ensure good behaviour standards and recognises that an effective disciplinary policy is essential to promoting fairness and order.

The aims of the policy are:

- To ensure that all instances of misconduct and the circumstances are investigated (suspension may be applied whilst this takes place)
- To ensure consistent and fair action is applied recognising minor breaches of discipline and serious offences as requiring different action
- To recognise that students, have the right to be advised of the reason for formal disciplinary measures, to hear the evidence against them and to state their case
- To enable individuals to appeal against a final decision and to be accompanied at any appeal meeting should they wish.

Minimum standards include:

- Student awareness of the standards of behaviour expected and types of behaviour that will not be tolerated
- Ownership of the responsibility to monitor and re-enforce behaviour standards expectations by all St. Mary's College employees
- A simple formal disciplinary procedure that is consistently applied where all other approaches / interventions fail.

## **Compliance: Legal, Statutory and Internal Regulations:**

- Keeping Children Safe in Education 2021
- GDPR 2018
- Equality Policy & Procedures
- Student ICT Acceptable Use Agreement
- Student Code of Conduct

## **Scope:**

The Student Disciplinary Policy applies to all students at St. Mary's College except those on HE programmes, who fall under the procedures of the relevant university.

Specific accountabilities of parties are:

- The Principal holds ultimate accountability to ensure appropriate policies and procedures for the recruitment and protection of students
- Delegated responsibility for the application, monitoring and revision of these procedures lies with the Head of Safeguarding and Student Discipline
- All employees have responsibility for application of the procedures.

### Summary of any key COVID-19 considerations

In these very difficult and unprecedented times, the behaviour and safeguarding of our students is still at the heart of our policy and practice at St Mary's College. St Mary's College fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus pandemic. The aim of the addendum to our behaviour policy is to inform all key stakeholders of the key changes to promote a positive and safe learning environment, under the guidelines set out by the Government. At St Mary's College we will continue to advocate high standards and expectations of our student cohort. Our changes and processes for the dealing with behaviour during COV-19 are outlined below and year 13 students will receive a reminder of this information via a College and tutorial presentation.

The management of behaviour and COVID-19 guidelines at St Mary's College requires that every student and staff member take personal responsibility and adheres to the measures implemented to keep themselves and others safe. Where a student fails to adhere to the following measures, the colleges' disciplinary system will be evoked.

### Vulnerable Groups

Prior to students returning to College, up to date information will be requested from parent/carers and students detailing any student, family member with a serious underlying health condition.

### Students with symptoms outside of College

Parents/Carers/students will be required to notify college **immediately** if either their son/daughter or someone within their household is displaying symptoms of COVID-19. Students should then follow the Public Health England, 'Stay at home guidance,' and arrange to have a test.

### Students with symptoms inside of College

Students who begin to feel unwell with COVID-19 related symptoms whilst at College will report directly to the designated isolation room and toilet (First Aid Room) **immediately** as per the Colleges' COVID risk assessment.

### Face Coverings

Advice on the wearing of face coverings whilst on the College premises is subject to change and will be dependent on the local COVID R Rate and advice from the DfE, Public Health England and Blackburn with Darwen Borough Council. The wearing of face coverings is subject to step-up measures being initiated.

### Instructions for face coverings

During step-up measures, it is vital that face coverings are worn correctly and that clear instructions are provided to staff and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

## **Intervention areas**

Consistent with WHO's new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is high and we are subject to step-up measures. These areas are defined as area of national government intervention. In these intervention areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and students when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain.

## **Access to face coverings**

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to wear a face covering. The wearing of face coverings is subject to step-up measures being initiated.

However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs. No-one should be excluded from education on the grounds that they are not wearing a face covering. As a college we will meet and greet students each morning, if students do not have a face mask, they will be issued with one.

## **Face covering exemption**

Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. Students who are exempt can be identified through the wearing of a red/green lanyard.

## **Personal Hygiene**

All staff and students will be continually reminded of the importance of a regular hand hygiene measures and routines. The College will be promoting Public Health Guidance for handwashing, which stipulates that hands are to be washed for 20 seconds and more frequently than normal. Students will be requested to utilise hand sanitiser upon entering and exiting the college premises and when entering and exiting all classrooms, including when returning from breaks. The College will promote the 'catch it, kill it, bin it' approach and posters will be displayed prominently in classrooms and around college. Classrooms and social spaces will be equipped with a cleaning pack and the college will implement a rigorous and regular cleaning regime. All rooms have been checked to ensure good ventilation.

## **Learning Equipment**

Students are expected to be prepared for learning and ensure they are equipped with their own bag, pens, paper, pencils, ruler, white-board pen and calculator as the minimum requirement, preferably in a wipeable case. This is imperative as the borrowing of equipment is prohibited. Students will be required to take all their equipment home; there will not be an opportunity to store resources in classrooms.

## **Timetable/Classroom access**

Students must adhere to the Colleges' timetable and only access the classrooms specified.

## **Break and Lunchtime**

The Refectory will be open at lunchtimes offering refreshments and snacks.

## **Arriving at College**

Upon entering the College, students will be requested to use the hand sanitiser provided. Students should bring a plastic bag to store their face covering or mask when they arrive at College.

## **Lesson Rules**

All students are expected to follow the routine lesson rules as well as the COVID-19 measures for acceptable behaviour during lessons:

Students will be placed following a pre-planned seating plan. This will ensure students are sat in the same place. Staff will teach and support students abiding by the COVID-19 measures. Students are not permitted to get up and out of their seats during lessons whilst step-up measures are in place.

## **Corridors/Communal Spaces**

All students are expected to follow COVID-19 measures whilst outside of the classroom environment.

## **Smoking**

In order to promote a positive and safe environment, the College is a 'NON-SMOKING' College. There will be no smoking allowed within the College premises.

## **Toilets**

Accessing the toilet during lesson time should be minimised and only agreed where students have informed the College of a pre-existing medical condition.

## **Prayer room/Sport facilities**

Prayer facilities will be made available for all students. Sport facilities will be open at over the lunchtime period offering a range of recreational activities, with COVID measures in place.

## **Transport -Buses**

Students should be encouraged to walk to College where possible. Face masks will be mandatory on the dedicated college buses. Students should bring a plastic bag to store their face covering or mask when they arrive at college.

St. Mary's College operates a dedicated bus service. Students using the College's transport will need to ensure they implement the COVID-19 measures whilst travelling to and from College and use the hand sanitiser provided upon embarking and disembarking. Students will be seated facing forwards and where possible spaced apart. Staff will support the queuing and boarding at the end of the College day to ensure a staggered embarkation.

## **Inappropriate behaviour**

Any student found to be violating the Colleges' COVID-19 measures will face immediate disciplinary action and could be requested to return home while an investigation is undertaken.

If any student is found spitting, they will face immediate disciplinary action.

## **Disciplinary Meetings**

Where there is no alternative but to arrange a face to face meeting with parent/carer and student, only one parent should attend. The room allocated will be well ventilated and large enough to allow for social distancing.

## **Responsibilities:**

### **Staff**

The Colleges' Senior Leadership team are responsible for the implementation and day to day management of the policy and procedures.

All staff have a responsibility for ensuring the policy and procedures are followed and consistently applied. Support amongst all staff in the implementation of this policy is essential. Staff are to challenge/report any instances where they believe social distancing and safety measures are not being adhered to. Where possible staff should be visible during a lesson changeover and promote positive corridor conduct.

### **Parents/Carers**

Parents and Carers are expected to take responsibility of their son/daughter both inside and outside the College linked to government guidelines. Parents and carers are to work in partnership with the college in ensuring and maintaining these new measures linked to COVID-19 as well as the high standards of behaviour and expectations in line with policy.

### **Students**

Students are expected to take responsibility for their own conduct and behaviour and will be made fully aware of the new COVID-19 measures outlined in this policy. Students are expected to adhere to the existing behaviour policy and Student Code of Conduct (SCC). Students are to report any instances where they believe COVID-19 measures are not being adhered to.

### **Incidents**

The College will investigate, as appropriate, reported incidents of student misbehaviour. All incidents will be logged on Cedar on a student's pastoral record. If an incident occurs in a classroom the initial responsibility lies with the subject teacher to deal with the incident, using the procedures outlined in this policy.

However, if the incident is linked to rule breaking associated with COVID-19, the Head of Safeguarding and Student Discipline will act accordingly.

## **Policy:**

### **1. Principles of Discipline:**

**1.0** Expected high standards of behaviour should be well understood by all students as a condition of joining St. Mary's College. These standards will be embodied within the documentation each student signs entitled 'Student Code of Conduct.' (Appendix 2)

**1.1** The principles of maintaining good discipline are the responsibility of all St. Mary's College employees and sub-contractors. Low level breaches of discipline within learning environments or

any areas of St. Mary's College require consistent, fair and professional action by any employee or sub-contractor. Examples of a single low level breach issues are:

- Talking during lessons / sessions that disturbs and disrupts others.
- Playing music or on-line gaming too loudly in communal areas.
- A heated discussion or disagreement.

This list is not exhaustive. Such breaches will be treated as Informal Misconduct and would not invoke the formal Student Disciplinary Procedure unless such breaches occurred persistently.

## 2. Formal Disciplinary Procedure:

The Formal Student Disciplinary Procedure will comprise of 5 stages (Appendix 1):

- Informal
- Minor Misconduct (Yellow)
- Misconduct (Orange)
- Serious Misconduct (Red)
- Gross Misconduct (Purple)

Gross Misconduct (Appendix 1) is a single event of the severity to justify dismissal without initially invoking the two stages of the Student Disciplinary Procedure

2.1 Formal disciplinary action will be taken relating to two specific strands:

- Attendance and Punctuality
- Behaviour (inside and outside the classroom)

Action should be formally recorded and centrally stored securely to enable records to be readily made available on request whilst complying with statutory GDPR 2018 regulations.

Interview notes should be taken and retained in a Discipline File by the interviewer for that academic year.

2.2 Types of behaviour associated with stage are listed in Appendix 1. This list is not exhaustive.

## 3.0 Recording Breaches of Discipline:

3.0 If a member of staff deems an act or behaviour necessary to call upon and use the Formal Student Disciplinary Procedure this must be recorded on Cedar.

3.1 Continuing the Formal Student Disciplinary Procedure as a result would be the decision of the Safeguarding and Student Disciplinary Officer/Head of Safeguarding and Student Discipline, following investigation and consultation with the appropriate member of staff.

3.2 All breaches of discipline where the Formal Student Disciplinary Procedure is applied must be recorded on Cedar, with a full factual account and the action taken.

**3.3** Where there is culmination of persistent, unacceptable low level breaches resulting in the Initial Stage being invoked it is this action with an overview of the preceding series of events that should be recorded on Cedar. It is not necessary to record each individual low level incident which has subsequently resulted in disciplinary action being taken.

#### **4.0 Monitoring Absence and Late Attendance:**

**4.0** The Attendance Officer is responsible for daily monitoring student's attendance and will review attendance records with Tutors, Teachers, HOF, Head of Safeguarding and Student Discipline and the Director of Curriculum (health checks) on a weekly basis.

**4.1** There may be specific personal circumstances affecting individual student attendance that require consideration and appropriate discretionary flexibilities, however for consistent practice triggers for intervention and the usual response may include:

- **A single unauthorised absence:**

- Parents contacted by text

- **Overall attendance on a course / module falls below 95% or a pattern of poor attendance for specific lessons / sessions becomes apparent:**

- Parents contacted by text

- Absence identified by the Teacher/Tutor/Attendance Officer

- Initial stage of the Student Disciplinary Procedure invoked (unless special or discretionary circumstances apply)

#### **5.0 Mobile Phones/Mobile Technologies**

**5.1** St Mary's College recognises that mobile phones/mobile technology are now an integral part of our culture and can be of considerable value in supporting teaching and learning as well as personal security and safety.

**5.2** These guidelines aim to promote safe, respectful and responsible use of mobile phones by all members of the St Mary's community.

##### **Respectful use**

- Mobile phones and Headphones must not be used when moving around the College site, in particular on corridors.
- Mobile phones can be used for learning with the teacher's permission, however the making or receiving of calls and text messages is not permitted, unless in an emergency.
- Mobile phones must not disrupt lessons with ringtones, beeping or music.
- No photographs, videos and images of students/staff should be captured via a personal mobile in any setting.
- It is forbidden for students to 'gang up' on another student and use their mobile phones to take pictures/videos of acts to denigrate and humiliate that student and then send the pictures to other students or upload to a website for public viewing. This also includes using mobile phones to photograph or film any student without consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be

traced. As will all college incidents, the college may consider it appropriate to involve the police.

- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors at the college.

### **Responsible use**

- It is the responsibility of staff and students who bring mobile phones to College to abide by the guidelines outlined in this document and to understand and sign the relevant staff or student ICT Acceptable Use agreement.
- If it is reasonably suspected that inappropriate use of a mobile phone has occurred, a member of SLT will ask a student to reveal a message of other content. These incidences will be dealt with under the College's Digital Safety Policy.
- The College accepts no responsibility for replacing, lost, stolen or damaged mobile phones.

### **Safe use**

- It is strongly advised that student use passwords/pin numbers and keep these confidential.
- Students are reminded of the illegal nature of sending explicit images of themselves or others. Such cases will be dealt with via the Safeguarding Procedures, including informing the Local Authority if necessary.
- Students must ensure that files on their phones do not contain violent, degrading, racist, homophobic or pornographic images. The transmission of such images could be a criminal offence.
- Students are strongly urged not to communicate with individuals unless they are known to them.

### **5.3 Exams**

**Any student caught using a mobile phone in key assessments or exams will face disciplinary action as well as the consequences sanctioned by the applicable Awarding body.**

*Further information regarding mobile phones/mobile technologies can be found within the Mobile Phone/Mobile Technologies Policy embedded within the College's Digital Safety Policy.*

## **6.0 Bullying**

**6.1** St. Mary's College is committed to students' right to learn in an environment that is safe and free from discrimination and bullying. Bullying is totally unacceptable. The College will challenge bullying in all its forms and take quick clear and decisive action to protect students.

**6.2** The College will investigate, as appropriate, reported incidents of student bullying and act accordingly in line with College's Anti-Bullying Policy and formal disciplinary procedure.

*Further information regarding bullying can be found within the College's Anti-Bullying Policy 2021-2022.*

**6.3** Sexual Violence and Sexual harassment between children (Peer on Peer Abuse):

St Mary's College recognises its duty of care to all students and will handle any allegation of peer on peer abuse with sensitivity and always consider the wellbeing and needs of the student(s) involved. The College will ensure abuse will not be tolerated or passed off as 'banter' or 'part of growing up'. Specific guidance can be found in the SMC Safeguarding Policy.

## **7.0 Social Media**

*Further information regarding the inappropriate use of social media can be found within the Social Media Policy embedded within the College's Digital Safety Policy.*

## **8.0 Appeals**

**8.1** Where invoking the Student Disciplinary Procedures results in suspension or termination from College, the individual has the right to appeal against the decision. Appeals should be made in writing within 10 working days addressed to the Principal.

**8.2** The decision of the Principal will be final.

## Appendix 1: Discipline System

Stages					
	Informal 0	Minor Misconduct 1	Misconduct 2	Serious Misconduct 3	Gross Misconduct 4
<b>Process</b>	Verbal warning, student to be made aware of the standard required  Post on Cedar – include tutor Extend work deadline if necessary	Verbal warning and make it clear to the student the behaviour /action required Post on Cedar – <b>include tutor</b> Extend work deadline if necessary	Meeting with Safeguarding & Disciplinary Officer to discuss the issues Post on Cedar and include all teachers Contract issued Letter home/phone call	Meeting of student and parents with Head of Safeguarding and Student Discipline & Safeguarding & Disciplinary Officer Red contract issued and recorded on Cedar  Clear indication that this is the final stage before suspension pending exclusion	Automatic suspension followed by investigation Meeting of student and parents with Head of Safeguarding and Student Discipline & Safeguarding & Disciplinary Officer Decision on whether to apply a Gross Misconduct contract or exclusion
<b>Outcome</b>	Improvement or move to Level 1	Improvement within 2 week or move to Level 2	Improvement within 2 week or move to Level 3	Improvement within 2 week or suspension	Gross Misconduct contract or exclusion  Student will remain on the contract of the academic year
Attendance and Punctuality					
Who	Class teacher	Class teacher/Tutor/Attendance Officer	Safeguarding and Disciplinary Officer	Head of Safeguarding and Student Discipline	Head of Safeguarding and Student Discipline
<b>Attendance and punctuality</b>	Absent from lessons without notification/reason  Late without notification/reason Text message will be sent to parents  Record minutes late via Cedar register	Regular absence from lessons, without notification/reason  Regular poor punctuality which is becoming an issue  Record minutes late via Cedar register	Persistent absence for lessons, without notification/reason  Persistent poor punctuality Failure to improve form Level 1	Failure to improve following Level 2 contract	Failure to improve following previous level

<b>Strand</b>	<b>Informal 0</b>	<b>Minor Misconduct 1</b>	<b>Misconduct 2</b>	<b>Serious Misconduct 3</b>	<b>Gross Misconduct 4</b>
<b>Who</b>	<b>Class teacher</b>	<b>Class teacher/Tutor</b>	<b>Safeguarding &amp; Disciplinary Officer</b>	<b>Head of Safeguarding and Student Discipline</b>	<b>Head of Safeguarding and Student Discipline</b>
<b>Behaviour in class</b>  <b>Including completion of class/home work</b>	<p>Lack of focus and engagement in class or evidenced in work submitted</p> <p>Phone out in class without reason</p> <p>Low level disruption</p> <p>Failure to submit work by initial deadline set</p>	<p>Continued lack of focus and engagement in class or evidenced in work submitted</p> <p>Phone out in class after warning given</p> <p>Disruption to the work of others</p> <p>Failure to submit work by revised deadline set</p> <p>In-line with summative assessments, if a student is identified with an effort grade of 4/5</p>	<p>Serious lack of focus and engagement in class or evidenced in work submitted</p> <p>Persistent phone use in class</p> <p>Continued disruption to the work of others</p> <p>No evidence of effort to improve the standard of work</p> <p>Repeated failure to submit work by deadline</p> <p>Cheating, plagiarism or copying of others' work (Not assessment or coursework)</p> <p>Continued poor effort</p> <p>Failure to meet the terms of a Level 1 contract</p>	<p>A series of breaches of the Student Code of Conduct</p> <p>Any action that prevents teaching and learning from taking place</p> <p>Persistent failure to complete coursework or assignments</p> <p>Persistent poor effort, risk of failure</p> <p>Failure to meet the terms of a Level 2 contract</p>	<p>Lack of work to such an extent that passing their course is highly unlikely/impossible</p> <p>Persistent behaviour that prevents teaching and learning from taking place</p> <p>Cheating, plagiarism or copying of others' work for assessment or coursework</p> <p>Failure to meet the terms of a Level 3 contract</p>

<b>Strand</b>	<b>Informal 0</b>	<b>Minor Misconduct 1</b>	<b>Misconduct 2</b>	<b>Serious Misconduct 3</b>	<b>Gross Misconduct 4</b>
<b>Who</b>	<b>Class teacher/Tutor Any member of staff</b>	<b>Class teacher/Tutor Any member of staff</b>	<b>Safeguarding &amp; Disciplinary Officer</b>	<b>Head of Safeguarding and Student Discipline</b>	<b>Head of Safeguarding and Student Discipline</b>
<b>Behaviour out of class</b>	<p>First incident of poor behaviour</p> <p>Loud or Inappropriate behaviour</p> <p>Not wearing ID badge</p> <p>Smoking other than in the designated area</p>	<p>Poor behaviour</p> <p>Continued loud or Inappropriate behaviour</p> <p>Continued failure to wear ID badge</p> <p>Continued smoking other than in the designated area</p> <p>Failure to maintain a clean and tidy environment</p>	<p>Repeated inappropriate behaviour</p> <p>Persistent loud or Inappropriate behaviour</p> <p>Failure to comply with a reasonable request from a member of staff</p> <p>Persistent failure to wear ID badge</p> <p>Failure to comply with Health &amp; Safety guidance</p> <p>Any behaviour that shows a lack of respect for anyone</p> <p>Minor inappropriate use of IT/Social Media</p> <p>Engaging in any form of gambling in college</p> <p>Failure to meet the terms of a Level 1 contract</p>	<p>A series of breaches of the Student Code of Conduct</p> <p>Refusal to wear ID badge</p> <p>Bringing/Being in college with an intruder</p> <p>Smoking (including E-cigs) inside the college premises.</p> <p>Harassment, bullying or discriminatory behaviour</p> <p>Failure to comply with Health/Safety guidance that endangers anyone</p> <p>Any behaviour that shows a serious lack of respect for anyone</p> <p>Serious inappropriate use of IT/Social Media</p> <p>Failure to meet the terms of a Level 2 contract</p>	<p>Violent conduct on College premises or against any student or member of staff</p> <ul style="list-style-type: none"> <li>• Any serious type of harassment or bullying</li> <li>• Use or possession of alcohol or any illegal substance or being intoxicated at College or during the College day</li> <li>• Any other illegal act committed at College, during the College day or when engaged in any College related activity</li> <li>• Any action which is reasonably considered to be a threat to any student or any member of staff, or which has brought the College into disrepute</li> </ul>



## Appendix 2: St Mary's College Student Code of Conduct 2021- 2022

### St Mary's College Student Code of Conduct 2021-2022

Student ID Number:		Tutor Group:	
Student Name (BLOCK)			

St. Mary's College aims to provide you with a first-class education consistent with the Colleges mission and values. As a young adult you must take responsibility for your own learning and behaviour.

In particular, you are expected to;

**Ensure you maintain the values of the College by:**

• ***Abiding by all COVID-19 measures which include;***

- *Informing College immediately if you or someone in your household has COVID-19 symptoms*
  - *Adhering to the Colleges' hygiene measures and routines, e.g. regular washing of hands, utilizing hand sanitiser upon entering and exiting*
  - *Following the Colleges' one way system on corridors*
  - *ensuring you bring your own learning equipment daily: bag, pens, paper, pencils, ruler, white-board pen and calculator as the minimum requirement, preferably in a wipeable case*
  - *accessing the classrooms specified on their individual student timetable only*
  - *Wearing a face mask on College buses*
  - *Not smoking. St Mary's College is a 'NO SMOKING' campus. The smoking of cigarettes and E-cigarettes is prohibited.*
- 
- Treating all members of the College community with courtesy and respect – St. Mary's College is an inclusive environment that expects students to show respect for each other's racial, religious and cultural backgrounds, treating each other with dignity. Bullying, harassment or discrimination in any form is totally unacceptable.
  - Keeping the College and the surrounding area tidy and taking good care of the premises and equipment
  - Visibly wearing your ID badge at all times
  - Informing staff if anyone is on the College campus who should not be there
  - Using the College ICT facilities in line with the relevant policies e.g. ICT Acceptable Use-Student Agreement
  - Looking after the well-being of yourself and others

**Ensure your learning is as effective as possible by:**

- Attending 100% of your lessons on time (this includes both face to face lessons and virtual learning) and with the right equipment
- Completing all work including homework to the best of your ability and by the deadline set

- Making effective use of your study periods
- Limiting part-time work to ten hours a week or less and not letting work or other activities interfere with your study
- Not making or receiving calls or texts during a lesson. Phones must be switched off.
- Behaving in an appropriate manner that does not interfere with either your own learning or that of another student
- Not talking whenever anyone is addressing the class as a whole
- Not recording any session without the permission of the teacher
- Not having food or drink other than bottled water in classrooms

### **Misconduct:**

**The following acts will lead to immediate suspension and possible permanent exclusion (these are examples and the list is not exhaustive):**

- Violation of the Colleges' COVID-19 measures which puts any student or member of staff at risk
- Violent conduct on College premises or against any student or member of staff
- Any type of harassment or bullying
- Indecent behaviour
- Sexual Violence or Sexual Abuse
- Carrying an offensive weapon
- Behaviour that falls under the PREVENT Agenda
- Use or possession of alcohol or any illegal substance or being intoxicated at College or during the College day
- Any other illegal act committed at College, during the College day or when engaged in any College related activity
- Any action or behaviour that affects the safety or well-being of students or staff or which has brought the College in disrepute

### **Attendance and Punctuality:**

Regular College attendance is directly related to achievement and is vital for the future prospects of the student. St Mary's College expects all students to aim for 100% attendance and must achieve at least 93%.

### **Student Responsibilities:**

- To attend all assigned classes (face to face lessons and virtual learning) and including tutorial and any directed curriculum support sessions.
- To be in class on time, prepared for academic work.
- To request any missed assignments due to an absence and to complete all missed class work and homework.
- To ensure that your parent/guardian informs college of your absence before

#### **9.30am**

on the day of the absence.

- ***(when out of college) To notify college immediately if they are displaying symptoms of COVID-19.***
- ***(when in college) To notify college immediately if they begin to feel unwell with COVID-19 related symptoms.***

### **Parent or Carer Responsibilities:**

- To ensure the student attends college and all of their lessons.
- To recognise that any absence, regardless of cause, has a detrimental effect on student achievement.
- To inform the college before **9.30am** (01254 580464, option 1) in the event of a student absence, stating the reason for the absence and the likely duration.

- ***(when out of college) To notify college immediately if they are displaying symptoms of COVID-19.***
- ***(when in college) To notify college immediately if they begin to feel unwell with COVID-19 related symptoms.***
- To inform College each day of the absence unless already specified.
- To work cooperatively with the college and the student to solve any attendance problems that may arise.
- To email (smccentral@stmarysblackburn.ac.uk) the reason for the absence to SMC Central within two 2 days of the student's return.
- To monitor your son/daughter's attendance on the online College Cedar system.

#### **General Procedures Regarding Absenteeism:**

- For an absence to be authorised, the parent/carer should notify the College by telephoning the absence reporting line on 01254 580464, option 1, before **9.30am** on the morning of the absence and also provide the likely duration of the absence. **The phone call should be made by the parent/guardian.**
- Failure to ring before 9.30am may result in a telephone call being made home/text message being sent to establish the reason for absence.
- Authorisation will be granted if the absence falls within the criteria.
- Regular College absences will have a detrimental effect on the student's learning and will result in one or all of the following:
  - Parental notification.
  - Request for written medical verification for illness.
  - Referral to the Senior Safeguarding & Disciplinary Officer/Director of Students.
  - Disciplinary Procedures which could result in exclusion from College.
- Bursary will be affected if attendance drops below 93%
- Any unauthorised absences will result in the bursary award being withdrawn for the week.
- Any medical appointment must be backed up with an official letter.
- Regular routine medical appointments are not acceptable as reasons for missing classes and therefore will not be authorised.
- Bursary will be affected if attendance drops below 93%

**The College reserves the right to ask for confirmation of the reason for any absence. The Attendance Officer will determine the nature of the evidence required in consultation with the Head of Safeguarding and Student Discipline.**

The following reasons may be considered as authorised absence:

- Care of a family member for whom the student has caring responsibilities. (Young carer.)
- Religious festival (1 day) University visit.
- Occasional extra-curricular activity if notified in advance.
- Driving Practical Test (official letter to be presented).
- Attendance at family funerals.
- Close family bereavement
- Career related interviews
- University Visit
- **All other reasons will be counted as unauthorised.**

#### **Arriving Late:**

- Arriving late to class is not acceptable.

- Arriving late on a regular basis will result in a referral to the Tutor, who will meet with the student to discuss patterns of unacceptable lateness.
- Persistent lateness will result in a referral being made to the Senior Safeguarding & Disciplinary Officer/Director of Students.

**Holidays During College Term Time:**

- Taking a holiday during College time will have a serious impact on learning and **could reduce the grades that a student achieves, hence affecting their future career.**
- The College discourages taking time away from study for holidays during term time, therefore holidays in college term time will be recorded as unauthorised.
- In the event you choose to do this, a letter from parent/guardian should be sent to the Attendance Officer.

**COVID-19 Attendance Recording (subject to change)**

- Where a learner cannot attend College due to illness the learner will be recorded as absent due to illness in the attendance register.  
**Code I (Illness)** will be used in this instance.
- Where a learner is in self-isolation and the College has medical evidence to show that this is necessary, in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the learner will be recorded as unable to attend due to exceptional circumstances in the attendance register. College may send work home for the learner to complete, as with other medical cases.  
**Code C (Unable to attend due to exceptional circumstances)** will be used in this instance.
- Where families choose to self-isolate as a protective factor, but there is no medical evidence of the need to self-isolate, and decide not to send their children to College, it will be recorded as an unauthorised absence. These learners should not be seen in other public places.  
**Code O (Unauthorised absence)** will be used in this instance.

**Declaration:**

I have read the College Student Code of Conduct and I am aware of the standard of behaviour and attendance and punctuality expectations, outlined above.

I realise that the College will take action up to and including permanent exclusion and withdrawal from exams should I breach these conditions.

Student Signature:	
Date:	

### Appendix 3: Checklist for Recording Breaches of Discipline

Have You?	Yes
Recorded on Cedar and included (as appropriate) Tutor Attendance Officer Class teachers Safeguarding and Disciplinary Officer Head of Safeguarding and Student Discipline Director of Curriculum (plagiarism)	
Sent a start date and end date for the contract (you will receive a reminder to your email when the contract is nearly ended, this will initiate your review)	
Set SMART targets (this is essential)	
Arrange for a letter or telephone call to parents / carers (if applicable) Include this in the Cedar log	
Review in two weeks. If the improvement/targets have been achieved, congratulate the student and explain the future standards required and end the contract  If targets have not been achieved, refer to the next stage	

#### Appendix 4: Progress (applicable to all key assessments)

Progress (applicable to all key assessments)			
ISSUE	RESPONSIBILITY	ACTION	CEDAR POST
<p>Student 1 grade below MEG and teacher concern</p> <p>Student 2 grades below MEG</p>	<p>Class teacher to refer to Curriculum Support</p> <p>PH to produce report for each HOF</p>	<ul style="list-style-type: none"> <li>• Post on Cedar and include progress tutor</li> <li>• HOF to discuss with class teacher and identify action to be taken including attendance at Curriculum Support</li> </ul>	Teacher to complete pastoral log SMART targets
Failure to attend Curriculum Support	<p>Class teacher to refer to HOF Safeguarding and Disciplinary Officer</p> <p>Curriculum support attendance report to HOF each week</p>	<ul style="list-style-type: none"> <li>• Student to have disciplinary meeting with HOF and Safeguarding and Disciplinary Officer where progress is monitored</li> <li>• Post on Cedar and contact home (letter/phone)</li> </ul>	HOF or Safeguarding and Disciplinary Officer to log SMART targets
Failure to attend Progress Meeting with HoF or Repeated failure to attend curriculum support	HoF to refer to Head of Safeguarding and Student Discipline	<ul style="list-style-type: none"> <li>• Head of Safeguarding and Student Discipline to hold weekly Review Meetings with student</li> <li>• Head of Safeguarding and Student Discipline to post on Cedar as red flag</li> <li>• Head of Safeguarding and Student Discipline meeting with Parent/Carer</li> <li>• Head of Safeguarding and Student Discipline level 3 contract</li> </ul>	3
Student has Multiple U Grades	MIS to produce report for Head of Safeguarding and Student Discipline	<ul style="list-style-type: none"> <li>• Head of Safeguarding and Student Discipline to meet each student, agree an action plan and post on Cedar and contact home (letter/phone)</li> </ul>	3