



STUDENT STANDARDS

WHAT WE EXPECT FROM YOU
DURING YOUR TIME AT HEART
OF WORCESTERSHIRE COLLEGE

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HEART OF
WORCESTERSHIRE
COLLEGE

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INTRODUCTION

We at Heart of Worcestershire College expect all our students to agree to abide by our College Values and Student Standards policy. These are designed to enable students to achieve their full potential in a positive and safe environment.

Students will be expected to take responsibility for their own learning, ensuring that they are always ready to learn with the appropriate equipment, behaviour and attitude. We expect our students to make good decisions regarding the use of their time, effort and motivation towards study, attendance and punctuality.

The opportunities afforded to students through their Study or Apprenticeship Programme can only be maximised when students take ownership and responsibility effectively and actively participate in all aspects of their education and college life. The College is a busy community that serves the needs of many individuals and groups with different and sometimes competing interests, attitudes and behaviours. In order to create an effective learning environment, the College has to regulate some conduct, discouraging behaviour that is detrimental to the well-being and progress of others. If you think that you may have problems complying with our Student Standards, you should discuss this with a member of staff.

This policy sets out the Code of Conduct that students at Heart of Worcestershire College are required to abide by and explains the sanctions that would be applied where the policy is infringed.

SCOPE

For the purpose of this policy, the definition of a student is any individual studying on a full-time Further Education Study Programme, apprentices and those studying on substantial part-time programmes.

MONITORING & REVIEW

This policy will be reviewed annually by the Senior Leadership Team and College Governors.

RELEVANT DOCUMENTS AND POLICIES

Relevant policies and documents which are not found in this policy or appendices are:

- Learner Agreement
- The Attendance and Punctuality Policy
- Student IT Policy
- Safeguarding Policy
- Equality & Diversity Policy
- Prevent Strategy
- Search & Restraint Policy
- Anti-Bullying Code
- Learner Voice Policy
- Work Experience Policy
- Probation & Progression Protocols
- Educational Trips and Visits Protocol
- English and Maths Guidelines
- Apprenticeship Guidance

These are available on the Portal or can be requested from College staff.

PRINCIPLES

1. The purpose of the College is to promote and enable learning and prepare students to progress into further learning and work. Students should ensure their behaviour allows teaching and learning to proceed safely and effectively without distraction, interruption or interference.
2. It is essential that all members of the College community treat each other with the utmost respect and consideration. Students are therefore required to ensure that their behaviour, at all times, is governed by common sense and consideration for others.
3. Whilst implementation of this policy will depend upon individual circumstances and the age of the student, we must be consistent in the application of sanctions to ensure equality and fairness for all. Personal factors which may contribute to concerns, such as LDD or home environment issues will be considered.
4. The College is committed to promoting fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Our Learner Voice strategy provides students with a framework through which they can provide feedback on College provision. Students are required to contribute to this in a mature and constructive manner.
5. Students are required to attend all classes and study sessions, including English and maths and all provision that enhances employability and personal effectiveness on time. Students must be ready to learn, demonstrating motivation, commitment and be prepared with the necessary equipment and materials for all activities. Students must dress appropriately for their College activities. Students who do not comply with expectations around attendance and behaviour may be required to attend extra study sessions.
6. Students are required to familiarise themselves with College safeguarding processes and procedures, including the Prevent agenda. Students are required to report any concerns in a timely and appropriate manner and act in the best interest of others at all times, including in matters of bullying and discrimination
7. Positive student behaviour contributes to a safe working environment and therefore we expect that students will respect College buildings, facilities and other people's property. In addition, the College monitors use of the Internet and students are expected to adhere to the Acceptable Use protocol.
8. The principles of Student Standards extend beyond the internal College environment. Students will be expected to maintain these Standards when off campus on work placement and on educational visits. Students are expected to act as ambassadors for the College, recognising that their behaviour contributes to the reputation of the College within the community.

STUDENT CODE OF CONDUCT

By becoming a student at Heart of Worcestershire College, you are agreeing to:

1. General Conduct

- a) **Treat all members of the College community with courtesy and respect at all times** (including other students, staff and visitors). You are expected to follow instructions from any member of staff, and be truthful and fully co-operative in all dealings with the College.
- b) **Fully commit yourself to your programme of study by being ready to learn.** This means taking off outdoor clothing in classrooms, putting away your mobile phone or other electrical devices and bringing appropriate equipment and materials such as pens, notebooks and calculators.
- c) **Refrain from acting in a manner which brings the College into disrepute,** and instead act as a positive ambassador at all times.
- d) **Refrain from behaviour or expressing views that are contrary to fundamental British Values** including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- e) **Show on demand your identification badge** when on College premises and/or when undertaking College activities.
- f) **Use College property and resources in a responsible manner.** Those who damage College property, including through litter or graffiti, will be subject to disciplinary proceedings and will be expected to pay the costs of repairing the damage.
- g) **Refrain from taking food or open drinks** other than water, into classrooms or learning areas.
- h) **Dress appropriately** when attending College and when undertaking College activities.
- i) **Refrain from making personal comments about staff or students** on social networks or other internet forums.

2. Academic

- a) **Attend all timetabled classes and activities punctually** so as not to disrupt the learning of others. Students must knock and wait if late to classes. Repeated and unexpected absence without notification, or persistent lateness, will result in disciplinary proceedings. Holiday trips must be arranged outside of College term times. Permission for holidays during term time will only be granted in exceptional circumstances.
- b) **Inform the College of all absences at the earliest opportunity** and attend all of the sessions included in your Study Programme, including English and maths classes.
- c) **Complete all set tasks and assignments** required of you within the time set by the course tutor, and to the appropriate standard. Where this is not possible you are expected to anticipate and discuss the difficulties with the appropriate member of staff.
- d) **Refrain from copying work** from other students, from the internet or from textbooks without direct acknowledgement or reference. Repeated and/or persistent plagiarism, cheating in exams or use of model answers will result in disciplinary proceedings.
- e) **Refrain from using mobile phones,** other forms of electronic communication or any musical device during any class or practical sessions unless permitted to by your lecturer as part of your lesson. Consideration of others must be given in communal areas of the College, including corridors and the College grounds.

- f) Refrain from noisy and/or disruptive behaviour.** Behaviour which disrupts the learning of others will result in disciplinary proceedings. This applies to all areas of the College and its grounds.
- g) Recognise that progression from your programme of study is not automatic,** but based on attainment, behaviour, attendance, punctuality and commitment (and is governed by Probation and Progression protocols on Study Programmes).

3. Health & Safety

- a) Take care of your own and others health and safety** while on College premises and/or on College activities. You must consider the health and safety of others who may be affected by your activities. You must not intentionally or recklessly damage, misuse or otherwise interfere with any devices or equipment provided by the College.
- b) Refrain from inviting adults or friends onto the College site unless attending a formal College event. In addition, do not allow others to access College building via your ID card.** All visitors to College must report to Reception and wear a Visitor's badge at all times.
- c) Inform the College immediately of any change in your personal details.**
- d) Follow the instructions of members of staff** in charge when on off-site educational visits.
- e) Refrain from smoking (including e-cigarettes and all similar devices) on College premises**
- f) Refrain from the unlawful use, possession or distribution of illicit drugs or substances, misuse of legal drugs, or consumption of alcohol.** This includes substances consumed offsite which potentially affect any student's ability to learn safely and effectively.
- g) Refrain from carrying any offensive weapon.**
- h) Comply with any requests by the Principal or delegated members of staff to search you or your belongings.** This also applies to any storage used by you such as lockers.

A breach of any of the above is likely to result in disciplinary proceedings. This may include attendance at additional detention and/or attendance promotion sessions, not being permitted to attend enrichment and sport activities, not being permitted to progress, and temporary or permanent exclusion.

Any student who carries out an assault, engages in fighting or other acts of violence, extremism, vandalism, bullying and harassment – (physical, verbal and cyber), theft, using or being in possession of illegal drugs, firearms or other weapons, committing or attempting to commit any act of arson, or behaves in a way likely to bring the College into disrepute will be subject to disciplinary proceedings the outcome of which is likely to be suspension or exclusion.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Any offence under English criminal law committed by a member of the College may constitute a breach of Student Standards and result in disciplinary proceedings. Any breach will be referred to the relevant police authorities. This includes activities committed in the vicinity of College, whilst travelling in connection with College or participating in any College related activity, or which are committed in a context unrelated to College activity but which brings the College into disrepute or which suggests that staff or students may be at risk from their presence at College.

Students are also expected to adhere to any relevant departmental Student Standards relevant to their area of learning.

ANTI-BULLYING CODE

DEFINING BULLYING

Bullying is the wilful, conscious desire to hurt, threaten, frighten, upset or embarrass another person. It may involve physical and/or verbal intimidation. It can also arise from silence, gestures, comments or images on social media, or from taking, or damaging, another person's property.

Such actions when they occur between individuals from different ethnic backgrounds may also be construed as racial harassment.

INFORMATION/ADVICE TO STAFF

All accusations of bullying will be considered seriously and dealt with in the strictest confidence, consistent with and subject to safeguarding considerations.

Bullying will be recognised as a serious breach of College Student Standards.

All instances of bullying should be reported to the perpetrator's Personal Tutor and CRQ Leader/nominated staff member who will interview the student(s) concerned and then decide what action, if any, is appropriate.

Sanctions may include:

- a) informing the perpetrator's parents and inviting them to an interview
- b) temporary, and in exceptional cases permanent, exclusion from College.

INFORMATION/ADVICE TO STUDENTS

Any accusation of bullying that is made will be treated in the strictest confidence, consistent with and subject to safeguarding considerations. Any incident should be reported to the student's Personal Tutor/CRQ Leader/nominated staff member.

Students should avoid the temptation to retaliate as this can make it harder to resolve any dispute that may have arisen.

Where a number of incidents have taken place over a period of time students should keep a record noting the date, time and place where the incidents took place (including incidents outside of College) and can report these to the Welfare team.

Any action proposed will only be undertaken with the full knowledge and consent of the person being bullied, subject to safeguarding considerations.

WHAT STUDENTS SHOULD DO IF THEY SEE SOMEONE BEING BULLIED

Students must recognise that bullying is a serious offence and that concern for the individual being bullied should override any other allegiances.

Students need to be encouraged to report incidents of bullying they witness as there is a danger that their silence may make it appear that they are on the side of the perpetrator.

WHAT WILL HAPPEN TO STUDENTS WHO BECOME INVOLVED IN BULLYING

The incident will be investigated and appropriate sanctions applied. This may be in the form of a warning but in more serious cases it could involve either suspension or exclusion from College. Parents/guardians will be informed and asked to accompany the student into College for a disciplinary hearing with a member of the College management team or SLT.

A copy of the incident will be held on the student's eILP.

Students will be expected to alleviate the harm done through recognition of the situation, apology and appropriate behaviour thereafter.

In the most serious of cases it may be necessary to inform the police in order for criminal procedures to be put in place.

SANCTIONS

Instances when a student demonstrates aspects of behaviour that do not conform to the Student Standards will see the following accumulative sanctions applied:

1. VERBAL REPRIMAND

College staff will challenge any behaviour that deviates from College Standards. Normally, this will be sufficient. However any resistance to change behaviour or to comply with requests will be reported to Personal Tutors or Assessors, as will any repetition of behaviour. This will be recorded on ProMonitor.

2. REFERRAL to a CRQ Leader/nominated staff member

Where staff decide that inappropriate behaviour has persisted despite their attempts to correct it, the student will be referred to the CRQ Leader/nominated staff member. This will be followed by a meeting with the CRQ Leader/nominated staff member whereby a reprimand may be issued and expectations regarding the required improvement in behaviour will be clarified and recorded on ProMonitor. The student's parent, guardian or employer will be notified if appropriate*

3. ON REPORT to a CRQ Manager.

If a student fails to respond to being 'referred' then it is likely that they will be placed 'On Report'. Students who are on report will be set targets, have their attendance and/or behaviour closely monitored by the CRQ Manager and the Personal Tutor. The student's parent, guardian or employer will be notified if appropriate* This will be recorded on ProMonitor and will be reported on via the TALQ group.

4. ON CONTRACT to a CRQ Director.

This sanction represents a significant escalation in the process of dealing with inappropriate behaviour and will only be considered when a student has been unable to respond to any previous form of disciplinary sanction. Actions will be recorded on ProMonitor and reported to the student's parent or guardian if appropriate* This will be reported on via the TALQ group.

Failure to meet the terms of the contract is likely to lead to a final written warning.

5. SUSPENSION. Referred to a member of SLT.

Where sanctions such as being placed 'On Report' or 'On Contract' fail to produce an improvement in behaviour, or if following a disciplinary meeting, a student's behaviour is found to be misconduct or gross misconduct then they may be suspended from College for up to five College days. This will be reported on via the TALQ group.

Where a student is suspended from College they must not come on to the College site or have any dealings with College staff during the period of their suspension.

An investigation may take place regarding the student's alleged behaviour. See 'Conducting an Investigation' procedure below.

Details of the suspension will remain on the student's eLP during their time at College but the College will not refer to it in external references unless the student is subsequently excluded.

* Always refer to Unit-E prior to contacting parents of students under the age of 18 to ensure we meet our statutory Data Protection duties.

6. EXCLUSION.

Where a suspension fails to produce an improvement or if following a disciplinary meeting, a student's behaviour is found to be misconduct or gross misconduct they may be excluded from College. This will be reported on via the TALQ group.

Where a student is excluded from College they must not come on to the College site or have any dealings with College staff. They will not be permitted to sit examinations or submit assignments or other work to College staff. Details of the exclusion will remain on the student's eLP and Unit-e records and will be used in any subsequent external reference.

In some cases exclusion may be for the remainder of the academic year in which the exclusion took place. In this case students may re-apply in subsequent academic years and their application will be considered subject to the College's admission criteria. Where however, it is believed that the student is unlikely to keep to the Student Standards and/or staff/students would be at risk from their presence, permanent exclusion may mean that a student will not be permitted to re-apply. Any conditions relating to an exclusion will be made clear at the time the sanction is imposed.

REASONS FOR EXCLUSION AND SUSPENSION

- causes offence or fails to treat members of the College community with courtesy and respect
- endangers themselves or others
- gives rise to concern for the safety of staff or students
- shows disregard of College rules, procedures or policies
- constitutes a refusal to comply with reasonable instructions from a member of staff
- brings the College into disrepute
- is dishonest or uncooperative in any dealing with the College

APPEALS AGAINST SUSPENSION

The student may appeal against the decision to suspend. This Meeting of Appeal would be chaired by a member of the Senior Leadership Team who has no connection with the student or course. The Chair's decision is final.

APPEALS AGAINST EXCLUSION

The student may appeal against the decision. This Meeting of Appeal would be chaired by the Vice Principal. The Chair's decision is final and completes the procedure.

MEETINGS OF APPEAL

This procedure is intended to afford a student a full and fair opportunity to present an appeal against any decision made under this policy.

Where the student is aged over 16 but under 18 years parents/guardians should also be invited unless Data Protection prevents this. Alternatively, parent's approval may agree that the student be accompanied only by an advocate from Learner Services but not legal representation.

Students aged over 18 years may choose to be accompanied by an advocate from Learner Services and one other adult but not legal representation.

Whenever possible a Meeting of Appeal should be set up within 10 working days of the notice of the appeal being lodged and the student given at least 5 days' written notice of the meeting.

The presiding chair should be given all relevant written material and accounts of the procedures followed. He/she should also inform all participants of:

- the procedural conduct of the meeting (see next paragraph)
- any time limits on oral submissions
- the identity of the case presenter (who in most cases would be the member of staff who first witnessed the negative behaviour),
- copy of the case presenter's note of the allegation or allegations against the student.

PROCEDURE OF MEETINGS OF APPEAL

Those present at the Meeting of Appeal should normally be the student (who may be accompanied as stated above), the member of staff presenting the case, the relevant CRQ Leader/Manager and the student's Personal Tutor plus any additional witnesses who may be called.

Part One

The case presenter will set out his/her case, and will refer to any witness statements relied on and call witnesses to give oral evidence where appropriate.

The opportunity is then afforded for the case presenter to ask questions of the witnesses.

The opportunity is then afforded for the student and/or his/her representative to ask questions of the witnesses.

The Chair of the Meeting of Appeal may also ask questions of all parties for clarification purposes.

Part Two

The student or his/her representative will then be given an opportunity to state his/her case, and may refer to any witness statements relied on and call witnesses to give oral evidence where appropriate.

The opportunity is then afforded for the case presenter to ask questions of the witnesses.

The Chair may also ask questions of all parties for clarification purposes.

Part Three

The student or his/her representative will be given an opportunity to make a short final summary of his/her appeal. The case presenter, the student and staff and other representatives present will then withdraw leaving the Chair to consider the decision.

DECISION

The final decision will be conveyed in writing to the student within three working days. This is the final decision for this sanction.

HOW TO APPEAL AGAINST AN EXCLUSION OR SUSPENSION FROM COLLEGE

Written confirmation of exclusion or suspension sent to a student and/or their parent/guardian will contain notification of the right of appeal.

An appeal against exclusion or suspension must be submitted to the College in writing within ten working days of the College's notification of exclusion signed by the student if over 19 years or from the parent(s)/guardian(s) of the student if under 19 years, for an appeal to be heard. The written request for an appeal must state the ground(s) for the appeal and the remedy sought.

An appeal against exclusion or suspension will be heard by a member of the Senior Leadership Team.

The date set for the appeal hearing will be notified to the student, and his/her parents/guardians if under the age of 19 years, and they will have a right of attendance to express their views.

The decision regarding an appeal will be final.

A full copy of the Student Standards Policy is available on the Portal or from the College Reception on request.

APPEAL FORM

You do not have to use this form but if you do it ensures we get the information we need to consider your appeal;

Name

Address

Tel

Relationship to the College, eg. Student/parent/guardian:

What are the grounds for your appeal? (Please continue on a separate sheet if necessary)

Any other reason why you should not have been excluded or suspended?

What result or outcome do you want from your appeal?

Signed

Date

Please hand this form into any College Reception for the attention of the Principal's Executive PA's Office.