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# STUDENT STANDARDS



HEART OF  
WORCESTERSHIRE  
COLLEGE

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## **HOW COLLEGE IS A PLACE WHERE:**

Those joining us from school learn new skills alongside business attitudes and behaviours so they are ready to start their career or move to higher education; people with special educational needs learn life skills and skills for employment; apprentices of all ages gain their qualification learning new skills, knowledge and behaviours alongside their job; adults come to upskill to help them find employment or gain new roles and promotions; businesses come together to learn new things and share best practice; and those who have achieved a Level 3 vocational qualification come to study higher qualifications.

There are so many people from our community learning here at HoW College. Your College is not a school, it is a business environment where our students prepare for their next steps. Our expectations of you are that you behave as if this was the workplace, showing respect to everyone, staff and students, as well as the buildings, surrounding areas and to people in our communities.

Our students repeatedly feedback that College is a safe and welcoming place, somewhere they feel valued and respected, where they are making good progress towards their next steps, and that they would recommend to others. These are all part of our ethos and culture, which are the key pillars of our Student Standards. In short a safe, adult and professional environment.

At HoW, you are responsible for your own learning, ensuring that you are always ready to study with the appropriate equipment, behaviour and attitude. We expect you to make good decisions regarding how you use your time, the effort and motivation you apply towards your studies, attendance and punctuality on a daily basis, and also how you develop the knowledge skills and behaviours that prospective employers look for, or that may assist with future study options.

The College is a busy and diverse community that serves the needs of many individuals and groups with different and sometimes complex issues, attitudes and behaviours. In creating and maintaining an inclusive atmosphere that students value and flourish in, we will take action to discourage and stop any discrimination so that we promote a supportive and welcoming culture. If you think that you may have problems complying with our Student Standards, you should discuss this with a member of staff. If you encounter any disrespectful behaviour, report it.

We hope that your time at HoW is a happy and fulfilling time that enables you to progress and achieve your ambitions.

### **Michelle Dowse**

Principal and Chief Executive Officer



## **SCOPE**

All learners studying on a full time Study Programme, Apprentices and those studying on substantial part-time programmes, including HE and Adult learners (including online, onsite and offsite learning).

**All College staff have the right and responsibility to challenge concerns regarding behaviour and conduct.**

## **RELEVANT DOCUMENTS AND POLICIES**

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

- Acceptable Use Policy
- Safeguarding (incorporating Child Protection and Prevent) Policy
- Equality, Diversity & Inclusion Policy
- Search, Screening & Restraint Policy
- Fitness to Study Procedure
- Prevent Strategy
- Examinations Policy
- Learner Involvement Strategy
- Work Experience Guidelines
- Educational Trips and Visits Guidance (See H&S Tile)
- English and Maths Guidelines

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

## **HOW COLLEGE STUDENT STANDARDS**

**Being a successful HoW student is dependent on three main things;**

 Being a positively minded and professional student

 Being focused and ambitious in your studies at all times

 Being safe and supporting others



## **BEING A POSITIVELY MINDED AND PROFESSIONAL STUDENT MEANS THAT YOU WILL BE EXPECTED TO:**

- Treat all members of the College community with courtesy and respect at all times (including other students, staff and visitors).
- Follow instructions from any member of staff, be truthful and fully co-operative in all dealings with the College.
- Demonstrate positive student behaviour in contributing to a safe working and studious environment (we expect that students will respect College buildings, facilities, property and other people's property).
- Behave professionally at all times, treating the College environment in the same way as you would any other professional setting.
- Act as positive representatives for the College, recognising that student behaviour contributes to the reputation of the College within the wider community.
- Provide the College with constructive feedback, telling us what you think about the College in an open and honest way.
- Ask for help and support when it is needed
- Do not use offensive, inappropriate or discriminatory language (including swearing), in personal comments or communications about College staff or students. This includes comments made on social media networks and internet forums (e.g. Microsoft Teams)
- Consider the impact of your language and behaviour on others. Refrain from behaviour or using language that are contrary to British Values (in particular Mutual Respect and Tolerance). We have a zero tolerance policy towards any form of discrimination.
- Use College property and resources in a responsible manner. If you damage College equipment or property, including through litter or graffiti you will be required to contribute towards any replacement costs. Such behaviour could mean you lose your place at College.
- Dress appropriately when attending College and when undertaking College activities, and where appropriate for your subject area, display your ID card on your lanyard.
- Inform the College immediately of any change in your personal details.



## **BEING FOCUSED AND AMBITIOUS IN YOUR STUDIES AT ALL TIMES MEANS:**

- Fully committing yourself to your programme of study by being ready to learn.
- We will expect you to attend **ALL** of your lessons on time and to take off outdoor clothing in classrooms, put away your mobile phone and other electrical devices and bring appropriate equipment and materials for your studies including pens, notebooks and calculators.
- Students are expected to attend **ALL** of the sessions included in their Programme, including English and mathematics classes, Thrive , Elements , assessments and examinations. Students are expected to attend work experience, industrial placements and other related activities as required.
- Being considerate if you are late to classes, by entering quietly, so as not to disrupt the learning of others.
- Informing the College of all absences at the earliest opportunity. Holiday trips should be arranged outside of term times. Permission for holidays during term time will only be granted in exceptional circumstances. Repeated and unexpected absence without notification, or persistent lateness will result in disciplinary proceedings.
- Completing all set tasks and assignments required of you within the time frame set by College staff, and to the appropriate standard. Where this is not possible you are expected to anticipate and discuss the difficulties you have completing work with the appropriate member of College staff.
- Familiarising yourself with the assessment rules, regulations, policies and procedures applicable to you as a student; either the FE Assessment Procedures or Higher Education Assessment Protocol, as appropriate.
- Refraining 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.
- Not displaying any smoking related items inside College premises, including College car parks, College vehicles and the inter-campus bus.
- Not using mobile phones, or other electronic devices for any purpose including, but not limited to: recording or filming sessions, making phone calls, instant messaging or other social media activity during any class or practical sessions unless you have been 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.
- Consideration of others must be given in communal areas of the College, including corridors and the College grounds.



## **BEING SAFE AND SUPPORTING OTHERS MEANS:**

- **Carrying your College ID card at all times** and showing your identification badge on demand when on College premises and/or when undertaking College activities. Friends, parents, carers and other people CANNOT enter the College site unless attending a formal College event. You cannot allow others to access College buildings using your ID card and must not open security doors for anyone who is not a member of College staff or a student. You can hold doors open for people but first you must ask to see their ID badge.
- All visitors to College, including parents and carers, must report to reception and wear a visitor's badge at all times.
- Not smoking (including e-cigarettes, vaporisers and all similar devices or any other form of smoking paraphernalia) on College premises, including College car parks, College vehicles and the inter-campus bus.
- Refraining from the unlawful use, possession or distribution of illicit drugs or substances, the misuse of legal drugs, or the consumption of alcohol. This includes substances consumed off site which could affect any student's ability to learn safely and effectively.
- Not carrying any type of offensive weapon.
- Complying with any requests by the Principal or delegated members of staff to search you or your belongings. This also applies to any request to search storage used by you such as lockers.
- Familiarising yourself with the College safeguarding processes and procedures, including Prevent.
- 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. The College monitors electronic communications made using College equipment and/or via College networks and expects all students to adhere to the Acceptable Use Policy.
- Whilst on College premises and/or on College activities, you must consider the health and safety of yourself and others who may be affected by your actions. You must not intentionally or recklessly damage, misuse or otherwise interfere with anything provided by the College and specifically for anyone's safety. You must follow all safety instructions and procedures in place, whether written or verbal.

## **ZERO TOLERANCE**

Bullying is recognised as a serious breach of Student Standards. All accusations of bullying will be considered seriously and dealt with in the strictest confidence and subject to safeguarding considerations. 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, exclusion, 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. Students should report any incidents of bullying they witness to College staff. Students who are being bullied should report this to their Personal Tutor, CRQ Leader, Lecturer or the Wellbeing Team. Students should avoid the temptation to retaliate against bullies rather than reporting the incident as this can make it harder to resolve any dispute that may have arisen. Sanctions may be in the form of a warning but in more serious cases it could involve either suspension or exclusion from College. If appropriate, parents / guardians will be informed and asked to accompany the student accused of bullying to a disciplinary hearing with a CRQ Manager or Leader, Assistant Principal or Vice Principal.

## **SEXUAL VIOLENCE AND HARASSMENT**

The College has a zero tolerance of sexual violence and harassment (including sexualised language). Abuse should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up". In dealing with disclosures of this nature, the College will adhere to the Sexual Violence and Sexual Harassment guidance and Keeping Children Safe in Education which may result in the incident being reported to the police, children's social care, or other external agencies

## **ABUSE TOWARDS STAFF**

Refers to any incident in which staff are intentionally abused, threatened or assaulted (either physically or psychologically). This includes verbal abuse and insults, and aggressive behaviour. Students who behave in this way, or whose friends, family, carers, associates or guardians behave in this way towards College staff are likely to face immediate exclusion with no right of appeal.

## **ABUSE TOWARDS STUDENTS**

We recognise the gendered nature of peer on peer abuse (i.e. that it is more likely that females will be victims and males perpetrators), and some groups are potentially more at risk for example, females, children/young people with SEND and LGBTQ+ children/young people but that all peer on peer abuse is unacceptable and will be taken seriously.

- Bullying (including cyberbullying);
- Sexual violence (such as rape, assault by penetration and sexual assault);
- Sexual harassment, such as sexual remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sharing of nudes and semi-nudes both consensual and non-consensual
- Initiation/hazing type violence and rituals;
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing

In addition, due to the sensitive nature of these disclosures and to help build student confidence in reporting, students can report concerns in confidence through our Whisper Reporting System below:

**CLICK HERE** to report your concerns in confidence

The College will adhere to safeguarding legislation such as Keeping Children Safe in Education, Sexual Violence and Sexual Harassment between children in schools and colleges, Working Together to Safeguard Children and Children Missing Education, which may result in the incident being reported to the police, children's social care, or other external agencies.

The College will follow safeguarding protocols and put measures in place to safeguard all students involved.

The principles of the Student Standards extend beyond the internal College environment. Students are expected to maintain the behaviours and attitudes outlined in the Code when off campus, on work placement, on educational visits and when travelling on the intercampus bus or College minibus.

### **Safeguarding Phone Numbers**

Redditch/Bromsgrove: 07881 379 252

Worcester/Malvern: 07789 754 161

## **PRINCIPLES OF THE STUDENT STANDARDS**

The principles of the Student Standards extend beyond the internal College environment. Students are expected to maintain the behaviours and attitudes outlined in the standards when off campus, on work placement, on educational visits and when travelling on the intercampus bus or College minibus.

Whilst we treat everyone as adults, it should be noted that legally anyone under the age of 18 is a child. Anyone over the age of 18 should be clear that those under 18 are children and act accordingly.

## **DISCIPLINARY ACTION**

In some instances, the formal disciplinary procedure will be used when student behaviour cannot be dealt with through everyday classroom management, or when behaviour remains unsatisfactory following informal warnings.

Inappropriate/unacceptable behaviour is classified as minor misconduct, serious misconduct or gross misconduct, depending on the seriousness.

## **MINOR MISCONDUCT**

It is not possible to provide a comprehensive definition of what constitutes misconduct. Examples of academic or professional misconduct leading to a Stage 1 Warning and Action Plan would include, but are not limited to:

- Unauthorised absence
- Poor punctuality or attendance
- Failure to meet set deadlines
- Refusal to comply with instructions given by a member of staff
- Failure to carry student ID card on College premises
- Dropping litter
- Smoking/vaping on College property or any College transport
- Rowdy or inconsiderate behaviour
- Repeated classroom disruption which impacts on the learning environment for others
- Failure to adhere to professional standards in salons, workshops or other practical learning spaces

## **SERIOUS MISCONDUCT**

As with cases of misconduct, it is not possible to provide a comprehensive definition of what constitutes serious misconduct. Examples of serious misconduct may include, but are not limited to:

- Persistent repetition of minor acts
- Persistent acts constituting misconduct
- Breach of College safety rules
- Plagiarism, collusion or cheating, including use of artificial intelligence (AI) to produce assessed material
- Knowingly inviting or aiding non-students to access College premises

## **GROSS MISCONDUCT**

As with cases of misconduct and serious misconduct, it is not possible to provide a comprehensive definition of what constitutes gross misconduct. Examples of gross misconduct may include, but are not limited to:

- Violence or threat of violence
- Harassment or victimisation of another member of the College community (including sexual harassment and peer on peer abuse)
- Theft
- Possession or use of an offensive weapon or other items which might be regarded as offensive weapons, or any article made or adapted for causing injury, or intended to cause injury
- Wilful damage to College property or the property of a member of the College community

This list is not exhaustive. Acts of gross misconduct, particularly those involving violence or threat of violence to any member of the college community, sexual harassment, sexual violence, or possession of offensive weapons could lead to **permanent** exclusion unless significant mitigating circumstances are present.

**Note:** The College does not tolerate any form of discrimination, harassment or victimisation. The Equality Act 2010 (s.149) introduces the Public sector equality duty. This supports the College's position on taking robust action against those who have knowingly discriminated, harassed or victimised another member of the College community. Students who are found to have deliberately behaved in such a way as to cause offence in relation to someone's disability, race, sex/gender, age, religion or beliefs, sexual orientation or gender re-assignment will be disciplined.

## CONSEQUENCES

There are consequences when there are instances of students demonstrating aspects of behaviour that do not conform to the Student Standards. The table below summarises the actions that can be applied.

<b>LEVEL OF SERIOUSNESS</b>					
<b>Low Level</b> (Negative Behaviour/Minor Misconduct)	<b>Minor</b> (Persistent)	<b>Serious Misconduct</b>		<b>Gross Misconduct</b>	
<b>Action:</b> Verbal Reprimand + Can be logged on ProMonitor	<b>Action:</b> Verbal Warning + Logged on ProMonitor / Smart Assessor Log  Reason for adding will be included in comments	<b>Action:</b> Written Warning + Logged on ProMonitor / Smart Assessor Log  Performance Reviews  Letter sent to parents / carers if under the age of 18 (under 24 with EHCP) or vulnerable adult.*	<b>Action:</b> Final Written Warning + Logged on ProMonitor / Smart Assessor Log  Performance Reviews and action plan  Letter sent to parents / carers if under the age of 18 or vulnerable adult.  Meeting with parents/carers if under 18, EHCP or vulnerable adult.*	<b>Action:</b> Suspension + Logged on Promonitor/ Smart Assessor Log  Letter sent to parents / carers if under the age of 18 or vulnerable adult.*  Logged centrally with Donna Gibson  Disciplinary hearing/meeting*	<b>Action:</b> Exclusion + Logged on ProMonitor / Smart Assessor Log  Letter sent to parents if under the age of 18 or vulnerable adult.*  Logged centrally with Donna Gibson  Logged with MIS  Disciplinary hearing/meeting*
<b>Undertaken by:</b> All Staff	<b>Undertaken by:</b> Personal Tutors / Teaching Staff	<b>Undertaken by:</b> CRQ Managers or CRQ Leaders	<b>Undertaken by:</b> CRQ Managers	<b>Undertaken by:</b> Any member of SLT	<b>Undertaken by:</b> Any member of SLT

\*Before contact check for consent, if there is no consent check with the Safeguarding Team

## **SERIOUS MISCONDUCT AND GROSS MISCONDUCT**

In the case of a more serious breach of the Student Standards or persistent repetition of minor acts where previous warnings have failed to improve the behaviour a more formal procedure will be implemented. Any member of staff who observes behaviour they believe to be serious misconduct must inform the student that the matter will be referred to their CRQ Leader.

Responsibility for invoking the formal procedure, e.g. written and final written warning lies with the CRQ Leader/Manager as per the table above.

## **SUSPENDING A STUDENT**

In some instances, it will be necessary to suspend a student from the College pending an investigation. Suspension of a student requires the agreement of a member of the Senior Leadership Team.

If it is necessary to suspend a student, the student must be advised that an investigation will take place and that they will be invited in to attend a disciplinary hearing as soon as is practicably possible.

The letter confirming the suspension process should be sent within 24 hours of the suspension.

The suspension should remain in force until the disciplinary hearing. Suspension normally involves complete exclusion from the campus.

In order not to disadvantage the student while under suspension, every effort should be made to enable the student to continue their studies, either by means of online learning or by notes, hand-outs and work activities being sent by post or email to the student.

During any suspension the student record will be marked with a **D**.

## **INVESTIGATION**

Any investigation will be conducted within 5 working days of notification wherever possible.

## **THE DISCIPLINARY HEARING**

After completing the investigation, if a disciplinary hearing is deemed to be necessary, it will take place as quickly as possible. To avoid unnecessary delays, arrangements for the hearing can be made before the investigation is fully complete.

The student(s) will be advised in writing of the date and time of the hearing, details of the allegation(s) against them and their right to be accompanied to the hearing by a parent or another person of the student's choosing other than a member of the legal profession acting in a professional capacity.

Every effort will be made to arrange the hearing at a time suitable to all concerned. The initial date and time set will be re-arranged if the student provides evidence of a genuine reason to be unable to attend.

If the student does not respond and does not attend the hearing; it will be conducted in their absence.

The written decision of the Hearing Officer will normally be sent to the student within 5 working days of the hearing.

## **POSSIBLE OUTCOMES FOLLOWING A DISCIPLINARY HEARING**

**Continued period of suspension** from the College during which time the student will be expected to continue their course work online and take time to reflect on their behaviour.

**Permanent Exclusion** - Student is withdrawn from their course. Recorded on Pro-Monitor and letter sent to student. Where a student has been permanently excluded from College, they will also be flagged on the College MIS system to ensure any future application(s) for any HoW College course is considered by an internal College panel who will assess the nature of the previous expulsion and the student's suitability for the course they are now applying to before any offer of a place can be made.

## **COMPENSATION ORDERS**

In some cases, where the breach of discipline involves causing damage to property, the student may be required, in addition to any disciplinary penalty, to reimburse the College for the cost of repairs. In addition, the College reserves the right to involve the Police in relation to the damage of property or any part of the campus or buildings.

## **ACADEMIC MISCONDUCT**

In cases where the misconduct relates directly to matters of an academic nature (for example plagiarism, cheating or collusion) the procedure to be followed differs in some respects from that detailed above.

If the student concerned is a Further Education student, the matter will normally be treated as an educational issue and the student will be given further advice and guidance regarding appropriate conduct in examinations and assessments.

If further repetitions of similar behaviour occur, the matter will be treated as any other disciplinary issue and the procedure above will be followed.

If the student concerned is a Higher Education student, the current published version of the College's Higher Education Assessment Protocol will be followed (see Part 4 Academic Misconduct - Principles and Procedures).

## **REASONS FOR EXCLUSION AND SUSPENSION\***

- Causes offence or fails to treat members of the College community with courtesy and respect – including any forms of discrimination or sexual harassment
- Endangers themselves or others - including violence or threat of violence and harmful sexual behaviours
- Gives rise to concern for the safety of staff or students
- Shows disregard of College rules, procedures or policies - including use of/under the influence of alcohol or drugs on College premises, wilful damage to College property
- Refuses to comply with reasonable instructions from a member of staff
- Brings the College into disrepute
- Is dishonest or uncooperative in any dealings with the College – including theft

**\*This list is not exhaustive.**

## **RECORDING OF ACTIONS**

Any sanctions that are issued during a student's study or apprenticeship programme will be recorded and held on their Pro-monitor or Smart Assessor record for the remainder of their programme of study. These records will be referred to should any further breaches of the Student Standards occur and may influence any future disciplinary sanctions issued.

Where a student has been permanently excluded from College, they will also be flagged on the College MIS system to ensure any future application(s) for any HoW College course is considered by an internal College panel who will assess the nature of the previous expulsion and the student's suitability for the course they are now applying to before any offer of a place can be made.

## **APPEALS**

Students may appeal against any decision made during this process to exclude them within 10 working days of notification. See "How To Appeal".

To do this the student must inform the College in writing of their intention to appeal and must state the reasons for their appeal in this communication.

The Meeting of Appeal will be chaired by an Assistant or Vice Principal who has not been involved in the process so far, or by the Principal. **The Chair's decision is final and completes the procedure.**

As outlined above, in rare and extreme cases a student can be excluded automatically with **no right of appeal. The student will be notified of this.**

## **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. When appealing against a suspension or exclusion the student must clearly state the reasons for their appeal.

**Where the student is aged under 18 years** parents/guardians should also be invited to the appeal meeting unless Data Protection prevents this. Alternatively, where a parent or guardian is not able to attend the student may be accompanied by another adult nominated by their parent or guardian, or by an advocate from Student Support. Learners may not be accompanied by legal representation.

**Students aged over 18 years** may choose to be accompanied by an advocate from Student Support, or one other adult but not by legal representation.

The appeal meeting will be held as soon as reasonably practicable after the notice to appeal has been received. This will normally be **within 10 working days of the notice of the appeal being lodged, with the student receiving at least 5 working days' written notice of the meeting**. The written notification will detail the date and venue of the hearing and the student's right to be accompanied.

At the appeal meeting, the student will be given the opportunity to state their case and has the right to be accompanied as detailed above.

The Chair of the appeal meeting should be given all relevant written material and accounts of the procedures followed. They should also inform all participants of:

- The procedural conduct of the meeting (see next paragraph)
- Any time limits on oral submissions

Students are required to notify the Chair of the appeal meeting at least 2 working days before the appeal of the names of any witnesses they intend to call.

At the appeal, the penalty imposed will be reviewed, but it cannot be increased.

**The appeal decision is final** and will be notified to the student in writing without unreasonable delay.

## **PROCEDURE OF MEETINGS OF APPEAL**

Those present at the Meeting of Appeal will normally be the student (who may be accompanied as stated above), the relevant CRQ Leader or Manager and the student's Personal Tutor plus any additional witnesses who may be called. The Chair of the earlier formal meeting that led to the suspension or exclusion will also be in attendance in order to explain the decision made.

During the hearing, adjournments may be requested by either party or by the Chair and will not be refused unreasonably.

The Chair will ask whether any new evidence has been made available that could not be circulated prior to the hearing and will make a judgement as to whether an adjournment is necessary to allow consideration of such evidence.

The Chair will introduce all those present.

The Chair will set out that the student's companion may:

- Address the hearing to put the student's case;
- Confer with the student during the hearing;
- Sum up the student's case;
- May ask questions on the student's behalf.

The Chair may ask questions at any time. Not every hearing will be conducted in exactly the same way and will depend on the particular circumstances and nature of the allegations. A typical procedure to be followed at an appeal hearing is outlined below.

### **Part One**

The student or companion will state the precise nature of the appeal. They will then explain the student's case and any special circumstances which may exist.

Where appropriate, the student or their companion may introduce any witnesses. The Chair of the hearing may question any witness(es).

Each witness will attend only for their own evidence and will withdraw once their evidence is given.

### **Part Two**

If necessary, the Chair of the hearing may call the manager who made the original disciplinary decision in order to ask any relevant questions.

The student or their companion may question the manager who made the original disciplinary decision.

The manager who made the original disciplinary decision will withdraw.

### **Part Three**

The student or their companion will be given an opportunity to make a short final summary of the appeal, with no new factors to be introduced.

Those present will then withdraw. After the hearing, the Chair will review the case before making a decision, taking account of the original disciplinary decision and the student's representations from the appeal hearing.

### **Decision**

At the appeal, the sanction imposed will be reviewed, but it cannot be increased. If the Chair hearing the appeal is presented with different evidence against the individual from that presented at the original hearing, a further disciplinary procedure may be instigated.

The appeal decision will be notified to the student in writing without unreasonable delay (usually 3 working days) following the appeal hearing.

## **HOW TO APPEAL AGAINST AN EXCLUSION OR SUSPENSION**

Written confirmation of exclusion or suspension sent to a student and/or their parent/guardian will contain notification of the right of appeal. **Students, their parents and/or guardians are unable to appeal against immediate exclusions made because of threats, physical or verbal abuse or assaults as outlined above. Where there is no right of appeal this will be clearly stated in the exclusion letter.**

An appeal against exclusion or suspension must be submitted to the College in writing within ten (10) working days of the College's notification of exclusion or suspension.

The appeal against exclusion or suspension will be heard by a member of the Senior Leadership Team, a Vice Principal or the Principal.

The date set for the appeal hearing will be notified to the student, and their parents/guardians (if under the age of 18 years), and they will have a right of attendance to express their reasons for the appeal.

The decision regarding an appeal will be final.

Appeals should be made either via email to [studentappeals@howcollege.ac.uk](mailto:studentappeals@howcollege.ac.uk), or by writing to Donna Gibson, Principal's Office, Slideslow Drive, Bromsgrove, B60 1PQ - requests for an appeal should include the following information:

- Name, Address, Contact Telephone Number, or Email Address
- Relationship to the College, e.g. student / parent / guardian

Note:

- The appeal should be submitted by the student if over 18 years
- For students under 18 year the appeal should be submitted by the parent(s) or guardian(s)
- The grounds for requesting an appeal
- Any supporting information as to why you should not have been excluded or suspended
- What result or outcome do you want from your appeal

By enrolling, students are agreeing to abide by the Student Standards that are upheld in College, particularly those affecting the health and safety of students, staff and visitors. In addition, students are undertaking not to behave in a manner that is detrimental to the work or reputation of the College, and to abide by the Student Standards and to accept the authority of the College Principal on all matters affecting college life.

By upholding the Student Standards, we can ensure that students are able to learn in a safe, welcoming and professional environment, and are clear on the expectations required by employers and will be well prepared for their next steps.