

## What we expect of you

There are four fundamental obligations which are the basis of your Student Contract with the College. These are as follows:

1. **To attend all lessons, tutorials and timetabled commitments and to be punctual meeting all these commitments.**
2. **To produce work, which reflects your best efforts and is of the highest possible standard of which you are capable.**
3. **To complete all pieces of work set, by the specified deadlines.**
4. **To behave in a courteous, considerate and responsible manner at all times respecting the needs and rights of others whether staff or students at the College or members of the local community.**

In addition you should:

- Prepare systematically for all examinations and qualifications.
- Comply with the regulations laid down by the examinations boards for exams and the submission of coursework.
- Limit the amount of part-time work during college terms to no more than 10 hours per week.
- Adhere to the general code of conduct by: ensuring that no alcohol, drugs or illegal substances are brought into or used within college; not frequenting licensed premises during the College day; smoke only in the designated area on college campus; asking your parents to contact college when you are absent.
- Comply with the College Health and Safety Regulations and Procedures.

## Disciplinary Procedures

**Failure to comply with any of the four fundamental obligations of the Student Contract and related College Regulations will result in the following disciplinary action:**

**Preliminary Action** In the first instance the case will be dealt with by the Subject Tutor and Personal Tutor who may negotiate an action plan. The Head of Department will be informed and may be involved in the subsequent review and setting of additional targets.

### Disciplinary steps

1. If there is no improvement in the situation you will be referred to the Senior Tutor, who after consultation with the appropriate members of staff, will interview you and negotiate an action plan or arrange for a review of your performance. Parents or guardians will be informed and a record will be kept (D1).
2. In the case of persistent failure to adhere to the Student Contract the student will be referred to the Assistant Principal Student Guidance, who will assess the evidence and take appropriate action e.g. a further action plan or formal review or contract. Your parents will be informed by letter (D2).
3. If the student continues to default he/she will be referred to the Principal and the student's place at college could be withdrawn. This action will be accompanied by a letter informing your parents or guardians of the decision (D3).
4. At each stage in the disciplinary procedure you will be offered appropriate guidance and support, which may include counselling and careers advice. In most cases the disciplinary procedure will follow the sequence described above but in other instances a student may be referred directly to the Assistant Principal Student Guidance, or Principal.

## **Serious misconduct**

Serious misconduct (a major breach of the fourth of the four main student obligations) may entail one of the following:

- Fighting on the premises
- Verbal abuse or harassment
- Bullying in general, to include mobile phones and e-mail
- Criminal damage
- Being under the influence of illegal substances or drink on the premises
- Bringing illegal drugs or alcohol onto the premises
- Dangerous driving
- Abuse of the computer network.

When taking disciplinary action the following may be taken into account

- Whether the misconduct results automatically in a particular penalty
- The penalty imposed in similar cases in the past
- Any special circumstances which may lessen the severity of the penalty.

The following procedure may be followed. However, in certain cases a formal suspension will be issued immediately.

### **ORAL WARNING**

In the case of minor offences this will be given by the Assistant Principal Student Guidance and a record will be kept.

### **FORMAL SUSPENSION**

This will be given by the Principal and a letter will be written to the parents/guardians. A copy will be put on the student's file. This may be removed at a negotiated date or when the student leaves college if there are no further instances of misconduct.

## **The College Charter**

The College Charter provides you with detailed information about all aspects of the College; what you can expect from the College and what the College expects from you.