



Good Behaviour and Sanctions Policy

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1.0 Introduction

- 1.1 This policy should be read in conjunction with the College Safeguarding and Child Protection Policy, E-safety Policy, Substance Misuse Policy Conducting a Search and Use of Physical Intervention Policy and the Peer on Peer Abuse Policy.
- 1.2 **Behaviour and Discipline in Schools: Advice for headteachers and school staff, January 2016**
- 1.3 This policy applies to both CSAs, GSCE, AS and A Level pupils and at all times when the student is:
 - At the College or representing the College
 - Travelling to or from the College
 - On a field trip, visit, expedition, holiday or involved in any activity associated with the College, except where the conditions of the activity expressly state otherwise associated with the College
- 1.4 Misconduct of any kind outside Cardiff Sixth Form College will be subject to this policy if the welfare of another student or the reputation of the College are placed at risk. All students are made aware of College and boarding sanctions, along with being rewarded for positive behaviour during the induction process.
- 1.5 At Cardiff Sixth Form College, we work to enable every student to increase their self-awareness and to grow as an individual. The Deputy Head, Pastoral and the Deputy Head, Academic oversee the Academic and Pastoral Systems respectively. They are available to discuss ways of overcoming any barriers a student may face in achieving their full potential in a confidential and sensitive manner.
- 1.6 Support processes in the College are designed to guide students throughout their studies and life at the College and prepared them for life outside of the College community.

2.0 Expectations and Requirements

- 2.1 In order to make their time at Cardiff Sixth Form College successful, it is important that students understand our expectations and requirements. We therefore expect that they will:
 - Maintain a high standard of appropriate behaviour
 - Always wear uniform appropriately and correctly
 - Keep track of their academic learning and progress with the support of their Head of House and subject teachers.
 - Complete homework to the best of their ability and by the required deadlines.
 - During College hours, converse with one another and with staff in English only.

- Attend all classes punctually and abide by the Absence and Monitoring Policy.
 - Abide by the school policies including those on Health and Safety, Substance Misuse, E-safety and Anti-bullying and Peer on Peer abuse and bringing into College any sort of object that may be harmful to others and themselves.
 - Accept that it is each student's responsibility to help keep the College clean and tidy.
 - Abide by the College's Code of Conduct during College trips or visits.
 - Acknowledge their responsibility to inform the College of any dealings with Police or other authorities.
 - Notify their Head of House of any changes of contact details
 - Check emails regularly for notifications/updates
 - Abide by the expectations and standards of behaviour outlined in the CSFC Student Charter as highlighted within the student handbook
- 2.2 Disciplinary action is likely to follow any breach of the above requirements and will follow the procedure outlined later in this policy. Where noted within the procedure, parents/guardians will be contacted in serious cases of a breach of College policy (please refer to disciplinary procedures later on in this policy). In serious cases of a breach of college policy, students may be excluded or withdrawn from the college completely. Exclusions and withdrawals will be made in circumstances where it is felt that a student has knowingly placed themselves and/or another in unnecessary danger and/or at risk. Each disciplinary case is always looked at individually and student involvement will always take into consideration any support programmes that are already in place, along with any known safeguarding concerns or additional learning needs.

3.0 Attendance – Authorised Absences

- 3.1 Full attendance at the College is an expectation and attendance is regularly monitored by Heads of Houses. Patterns and trends in attendance will be regularly monitored by the Head of House team and lateness, along with poor attendance will be flagged to pupils during weekly individual or group tutor sessions. In addition to this, students should note that references may also include attendance statements and so unauthorised absences will always be challenged.
- 3.2 All students are required to attend all timetabled lessons unless they are ill and have permission from the College nurse to take sick leave. All students who are ill are fully cared for within the College sick bays and in addition to the College nurses and matrons on site; the students also have access to a local medical centre and emergency care if needed. All cases of illness certified by College medical personnel will be authorised. If a student has to leave the College premises for either part or the rest of the timetabled day due to sickness or unforeseen circumstances, they must seek authorisation from the College nurse. For cases of repeated illness, students will have access to additional

medical treatment and will be monitored carefully to ensure they return to full health and attendance. In these instances, a Pastoral Support Plan may be formulated in order to set students targets from a wellbeing perspective in order to further support them.

- 3.3 If a student has to leave College for an extended period of time to recover from an illness and then wishes to return to CSFC to continue studies at a later date – a full and up-to-date medical examination must take place and must be sent to the Deputy Head, Pastoral and College nurses at least one month prior to re-admission. Medical examination records and reports will be assessed by the College medical staff and the College reserves the right to make a final judgement as to whether a student is fit and well enough to return to study.
- 3.4 For students returning late (through illness) back to the College after a holiday period, the College should be notified as soon as possible so that arrangements can be made to provide work for students to study from home, so long as they are well enough to do so. In these instances, the student's Head of House should be contacted.
- 3.5 For day students, on the first day of any absence parents/guardians should telephone/email their student's Head of House and/or the Day Houseparent at college before 08:00am. If a student is absent, s/he should bring on his/her return a written explanation addressed to respective Head of House and or the Day Houseparent.
- 3.6 In either of the above two cases, a medical certificate should be provided for absence of more than 7 consecutive days and parents are required to inform the College immediately if a student develops, or is in contact with, an infectious disease.
- 3.7 In the case of being absent due to unforeseen circumstances, such as family emergencies then a written request seeking permission for absenteeism should be made to the respective Head of House who will communicate the information to the College Head of Boarding.
- 3.8 Any students requesting permission to be absent for any other reason, including absence for religious reasons, holidays, interviews and medical appointments must follow College procedure by completing the relevant forms on REACH and showing proof of absence to their Head of House. The Head of Boarding and the Head of Houses will determine if leave is approved. Please note that all requests for leave of absence and breach of curfew should be made ONE WEEK prior to departure no later than 18:00 on the Tuesday before the student requires the leave and no students should be absent for holiday leave during term time.

4.0 Attendance – Unauthorised Absences

- 4.1 In line with College policy and procedures, no student should be absent without the permission of College staff. It is NOT acceptable to get other students to inform staff of absences.
- 4.2 If College attendance drops to 90% then the relevant authorities (e.g. UKVI) by law may be notified.

- 4.3 Students are required to swipe their entry and exit from the College in line with the Health and Safety Policy. Registers will be taken at the start of every timetabled lesson. Punctuality is also expected and the teacher may mark a late student as an unauthorised absence and refuse entry.
- 4.4 Failure to attend without good reason will involve the following disciplinary procedures. These procedures are the same for GCSE and AS/A Level students.
- 4.5 For Unauthorised Absences the following 4 stage procedure will apply:
- 4.6 A verbal warning (VW1) will be given for any students who have 5% unauthorised absence or who are late 5 times to curriculum lessons without appropriate reason. CSAs will be placed on an 8-week contract at this stage to ensure that they are being set targets in order to positively improve their place at College before any serious sanctions occur. Meetings with the College Wellbeing Officer will also be utilised to ensure that the student is given every opportunity to get back on track.
- 4.7 If at any point non-attendance amounts to 10% then a Formal Warning (FW) will be issued and both the student and parents will be notified of this in an official letter. The student will also be placed on a CSFC contract by their Head of House which will be reviewed over a 4-week period. If after this, the student is not improving and an additional offence occurs, a meeting will be held with Senior Management to review the student's attitude and commitment to their studies.
- 4.8 If after the Senior Management meeting the student shows no signs of improvement an overall decision will be reached regarding their continuation at the College.

5.0 Academic Misconduct

- 5.1 Academic misconduct can take many forms. The College considers that the following activities constitute academic misconduct:
- 5.2 **Plagiarism** may occur in all forms of assessment and falls broadly into three areas:
 - 5.2.1 Generally, plagiarism is defined as taking the work of another person or source and using it as if it were one's own. It can encompass ideas, written works, musical compositions, computer programs, survey results, diagrams, graphs, drawings, images and designs. The original sources are (deliberately) hidden from the marker by not referencing the source. Words, phrases and passages taken verbatim from a published work must be in quotation marks and the source acknowledged and should normally be less than 100 words in length.
 - 5.2.2 If you want to make more use of a published work you may summarise or paraphrase the author's words, but you must properly acknowledge the source. Paraphrasing, when the original statement is still identifiable and has no acknowledgement is still plagiarism.
 - 5.2.3 Self-plagiarism (or double submission) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the

form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work. You should note that this applies even if you are re-taking a module or level.

- 5.3 **Collusion:** A student colludes when he or she submits work for assessment done in collaboration with another person as entirely his or her own work, or collaborates with another student to complete work which is submitted as that other student's work. Collusion does not apply in the case of the submission of group projects, or assessments that are intended to be produced collaboratively.
- 5.4 **Misleading material:** Inclusion of data which has been invented or obtained by unfair means or an academic offence; for example, falsifying the results of questionnaires or interviews.
- 5.5 **Cheating:** Any irregular behaviour during examinations such as the unauthorised possession of notes; attempting to give or receive help in a formal academic exercise or examination; unauthorised possession of notes; the copying of another candidate's work; giving a false excuse for missing a deadline or falsely claiming to have submitted work; submitting work that is not your own; the unauthorised obtaining of examination papers.
- 5.6 **Bribery or paid services:** Submitting work for assessment that you have purchased from an essay procurement website or offering a bribe to another student or member of staff.
- 5.7 **Sabotage:** Attempting to prevent others from completing their work.
- 5.8 The above list is not exhaustive and you should always seek advice if you are concerned that you may be breaching required standards of academic conduct. The College is keen to help you maintain the highest academic standards and will always endeavour to support you provided you seek help at the earliest opportunity.
- 5.9 **How the College determines whether plagiarism has taken place**
 - 5.9.1 Plagiarism may be detected based on either the academic experience of the marking tutor(s) or through the use of software such as 'Turn It In'. As experienced academics, markers may already know source material that is being presented as your own; they may also recognise changes in writing style, language or even spelling which can flag-up concerns.
- 5.10 **Disciplinary Procedure for Academic Misconduct**
 - 5.10.1 If you are suspected of academic misconduct, the following informal and formal procedures will be followed.
 - 5.10.2 Cases of suspected academic misconduct by a student will be dealt with by the Deputy Head, Academic informally – the Preliminary (Informal) Procedure. More serious and/or repeated cases of academic misconduct may be referred upwards to the Head / Principal depending on the severity of the case. (Formal Procedure)
- 5.11 **Preliminary (Informal) Procedure**

5.11.1 If the tutor/assessor suspects academic misconduct, you will be invited to meet with the Deputy Head, Academic at the earliest convenient occasion. If the tutor is also the Deputy Head, Academic they will ask another member of academic staff to attend. The purpose of this meeting is to ascertain whether:

- plagiarism or other academic misconduct has taken place;
- you fully understood the College's definition of academic misconduct;
- the misconduct was essentially inadvertent or intentionally deceptive.

5.11.2 Where the preliminary consideration finds that the misconduct was inadvertent or an example of poor academic practice, you will be informed of this in writing and be invited to discuss the issues with an appropriate member of academic staff at the earliest possible opportunity. You will be given clear advice on the steps you must take to prevent a recurrence of this poor practice. A note of this discussion should be given to you within 5 working days of the meeting and a copy kept on your student record for future reference if you are suspected of a further case of academic misconduct.

5.11.3 Where the preliminary consideration finds that the misconduct was inadvertent or an example of poor academic practice, you will be informed of this in writing and be invited to discuss the issues with an appropriate member of academic staff at the earliest possible opportunity. A note of this discussion should be given to you within 5 working days of the meeting and a copy kept on your student record for future reference if you are suspected of a further case of academic misconduct.

5.11.4 If it is determined that the misconduct was more serious or deliberate, the formal procedure will be followed and the case considered by the Principal/and or Head of School.

5.12 Formal procedure

5.12.1 In more serious cases of academic misconduct, the informal procedure may conclude that:

- there is evidence of proven repeated offences of academic misconduct (three cases of bad academic practice or the second occasion of deliberate misconduct);
- you are at an advanced stage in your programme of study.
- the academic misconduct is compounded by deliberate deception or lying (e.g. purchasing an essay from an essay procurement website; stealing work from another student);
- other students have been disrupted or affected in some way by your academic misconduct;
- there are other aggravating factors.

- In such cases, you will be asked in writing to attend a formal Academic Panel consisting of the following or their nominees:
 - The Principal / Head
 - The Deputy Head, Academic
 - Academic Data Manager
- An Administrator will be present to maintain a record of the meeting.
- You will be given full information about the allegation being made you.
- The case must not be discussed by the Panel before you are present, other than to agree or clarify procedure. You must be given the opportunity to hear all the evidence and to present an explanation, but will not be present whilst the Panel comes to a decision.
- The subject teacher/tutor concerned will be required to present the case to the Panel.
- The Academic Panel cannot impose penalties. This is the responsibility of the Examination Board. Rather it makes recommendations to the Examination Board. The panel may at its discretion, choose to recommend a more serious penalty for ratification by the Chair of the Examination Board, including possible termination of the student's programme of study.
- In all cases of alleged academic misconduct, full records of the plagiarised assignment, relevant evidence of plagiarism and meeting minutes are to be kept by the Head of Academic Studies and Outreach or by the Chair of the Panel if the matter is escalated as above, and the Chair of the Examination Board must be informed in writing.
- Following the conclusion of the plagiarism procedure, the student has the normal right of appeal as laid down in the College Appeals Procedure.

5.12.2 How will the panel be conducted?

- 5.12.2.1 You will be given notice of the hearing outlining the nature of the academic misconduct at least three working days before the hearing.
- 5.12.2.2 The Panel will be chaired by one of the College's senior Academics and will proceed as follows:
 - Introductions
 - Allegation of academic misconduct set out by the Deputy Head, Academic
 - The student, responds to the allegations;

- The Panel has the opportunity to question both the subject teacher and the student;
- Deputy Head, Academic sums up the allegations.

5.12.3 Penalties for academic misconduct

- 5.12.3.1 In considering which academic penalty to recommend, the Panel will take into consideration admission of guilt on your part, the seriousness and the extent of the misconduct. Relevant precedents will also be considered. For example, an admitted misconduct would normally be treated more leniently than a denied offence.
- 5.12.3.2 If you admit misconduct or misconduct is found to be proved, the Panel may issue a **reprimand and warning about future conduct** or recommend to the Examination Board one or more of the penalties:
- a mark of 40% (or the pass mark whichever is the lower) awarded for the component or module in question
 - a mark of 0 is awarded for the component of assessment in question;
 - a mark of 0 is awarded for the module in question
 - a mark of 0 module in question and marks for all other modules at that level will be kept at the minimum pass mark
 - a limitation on progression and award
 - termination of the student's studies
- 5.12.3.3 Where the recommendation is for a mark of 0 to be awarded, the penalty may be imposed without "loss of credit" where it is judged that such a penalty would have a disproportionate effect on the outcome for the student.
- 5.12.3.4 Proven cases of Academic Misconduct will be referred to the relevant Examination Board for confirmation of the penalty. The Examination Board will inform the student of its decision in the normal way and of any academic requirements following the implementation of the penalty.

5.12.4 Communication of the decision of the hearing

- 5.12.4.1 The decision of the Academic Panel (subject to confirmation by the relevant Examination Board) will be communicated to you in writing within five working days of a decision being made.
- 5.12.4.2 **Appeals**

An appeal shall be heard by the Appeals Committee. Its composition shall be:

- Head / Principal (Chair)
- Deputy Head, Academic
- A senior teacher from a subject not associated with the student.

5.12.4.3 **The Appeal Hearing**

The Appeal Hearing shall be called as soon as is possible after receipt of the student's notice of appeal. The student will be given notice of the date of the hearing and the procedure to be adopted at least **three working days** before the hearing. The Appeal Committee shall not rehear the case afresh but shall:

- review the procedures followed by the Panel
- establish whether any new evidence that is material and substantial has been presented
- review the penalty imposed.

The student may submit a written statement for consideration by the Appeals Board

The manner in which the appeal shall be conducted and the evidence heard will be entirely at the discretion of the Chair of the Committee.

5.12.4.4 **The decision of the Examinations Appeals Board**

The Committee may:

- Confirm the original decision
- Uphold the appeal and quash the original decision
- Substitute its own decision for the original one. This may involve an alternative, lesser or greater penalty.

You will be notified in writing of the Board's decision within 5 working days of a decision being made and will be issued with a completion of procedures letter.

6.0 Behaviour Boarding House and Accommodation

- 6.1 All GCSE and AS/A Level students are representatives of Cardiff Sixth Form College for the duration of their studies. In line with this, the College expects all students to conduct themselves in a manner which reflects the expectations outlined to all students in the Student Charter which can be found in the student handbook and on the College website.

6.2 During College life it is expected that all students will abide by not just College rules and regulations but also by boarding house rules. This accounts for the following:

6.2.1 Entering and Leaving Boarding Houses:

- All students must sign in and out when entering or leaving the boarding house using the REACH MIS. Regular checks will be made on all students to ensure compliance.
- Behaviour in town should always be that which will bring credit to the individual and the College. School uniform is not required for town visits, but students should be tidily and respectably dressed and behaving in an acceptable manner. College uniform should not be mixed with home clothes. Students are advised to go into town in groups of at least two or three, and CSAs must always be in groups.
- GCSE students cannot visit town until receiving an in-depth health and safety induction by the Head of Boarding and must always inform the senior houseparent where they are going, if visiting town. In addition, all GCSE students must go into town in groups of at least 3.

6.2.2 Boundaries:

- Students may not enter the room of a student of the opposite sex. Students may not use College buildings and grounds during holidays without special permission. Public Houses, betting shops and amusement arcades are out of bounds. It is strictly forbidden to climb over fences or gates around the College site.

6.2.3 Sexual Relationships

- Cardiff Sixth Form College encourages positive and friendly relationships between students, but it has a responsibility to draw the line at sexual relationships between the students in its care.
- All students are given Sexual Education classes as part of Relationships and Sex Education sessions, along with positive and healthy relationship guidance. Please refer to the college's RSE (Relationships and Sexual Education) Policy for further details
- The law does not permit sexual intercourse in which one or both partners is under the age of 16.
- The College rules go further. Any sexual activity between students, of whatever age, either on school premises or at times when the school has the prime responsibility for the students concerned, will be treated as a serious offence and will be subject to behaviour disciplinary proceedings (as outlined later in the policy)

- If proven, it is likely that the parents of those involved will be invited to find an alternative College for their son/daughter.
- For further details, please see the Substance Misuse policy.

6.2.4 **Drugs**

- Cardiff Sixth Form College is committed to ensuring and promoting the health and safety of its students and, if necessary, will take action to safeguard their well-being.
- We recognise that all young people are at risk from drugs and make every effort to deter drug-taking. Substance abuse is covered for all students in PSE (Personal and Social Education) and RSE (Relationships and Sexual Education) lessons at the College.
- It is a criminal offence to supply or to be in possession of a controlled drug, and it is illegal to allow premises to be used for the consumption of a banned substance.
- Any infringement of the law is automatically against College rules.
- Anyone who brings drugs or substances into College, either to use or to supply (that is to sell or to give), can expect to lose the right to be in the College and to be expelled.
- The College has a legal duty to safeguard and promote the welfare of all students in the College and this responsibility applies both to individual students and to the whole College community. Therefore, the College operates a ‘zero tolerance’ approach to drug use, misuse, possession, purchase or distribution either freely or for sale.
- For further details, please see the Substance Misuse policy.

6.2.5 **Substance Misuse**

- The word “substance” is taken to include those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and “legal highs” as well as illegal drugs e.g. cannabis, ecstasy, heroin, cocaine and LSD.
- The College has a zero tolerance towards alcohol, both on College premises and off. The College reserves the right to breathalyse any student whom they suspect has been drinking alcohol and the College nurse can authorise drug tests in conjunction with the Head of Boarding and the Deputy Head, Pastoral.
- The College has a zero tolerance towards drugs. To protect the safety and well-being of all students and staff, drugs must not be possessed or bought, sold or otherwise obtained at any time on College premises.

- For further details, please see the Substance Misuse policy.

6.2.6 Curfew

- The curfew time is 21:00 for CSA students who need to be back in their rooms by 22:00, to have all lights out 22:30. The curfew time for other AS and A2 pupils is 22:00. Students must be at their accommodation and in their own rooms by this time every night. This rule applies to all students living in College accommodation.

6.2.7 Fire and Fire Drill

- Students may not have any naked flames in their room (matches, candles, lighters, etc) because of the risk of fire.
- Fire drills are carried out on a regular basis but at least within 48 hours of the start of each term.
- Details of action to take are displayed around the College and boarding houses and is covered thoroughly during the College induction period.

6.2.8 Electrical Safety

- All electrical appliances will be tested by an electrician termly for compliance.
- Non-compliant appliances will be confiscated until the student is leaving for home.
- The Health and Safety Policy contains further details.

A list of boarding house rules and sanctions if rules are breached can be found in full within the Boarding Handbook, which all boarders and parents of pupils who are boarders should refer to. The Boarding Handbook can be accessed via the college website and in the student induction pack distributed at the start of the academic year.

7.0 General College Behaviour

7.1 Bullying and Equal Opportunities

- Bullying, whether verbal or physical, will not be tolerated and will always be sanctioned. Cyberbullying is a form of bullying. Please refer to the Anti-Bullying Policy, the E-safety Policy, the Peer on Peer Abuse Policy and the Safeguarding and Child Protection Policy.

- Cardiff Sixth Form College is committed to ensuring an environment that promotes equality of opportunity and does not tolerate any form of discrimination.
- The ethos of the College is to promote the ability of every individual to achieve their maximum potential, in a supportive and encouraging environment. Applicants, students and staff will be treated, at all times, in a fair transparent and non-discriminatory way, and will be selected and assessed solely on the basis of merit, ability and potential, regardless of gender, ethnicity, and religious/political beliefs, race, disability, socio-economic background or country of origin.
- Please see the College Equality, Diversity and Inclusion Policy for further details.

7.2 Food and Drink

- The College canteen provides three hot meals on weekdays and two on weekends, with a varied and nutritious menu, catering for a variety of dietary needs (i.e. vegetarian, vegan, coeliac, halal etc.).
- Students are expected to behave courteously when using the canteen and they should queue in an orderly fashion. Students may prepare and consume food in the kitchen and communal areas of the boarding houses. Chewing gum is not permitted on site.
- CSAs will be monitored during breakfast, lunch and dinner by both boarding staff and a Head of House.

7.3 Internet

- Students will be provided with guidelines on the use of the computer network and internet. They will be given their own account and password, which they must keep confidential. Students are also given a WIFI login and internet use is closely monitored by use of filtering systems.
- All students will be required to sign a form (Acceptable Use Policy) agreeing to abide by the College rules and guidelines relating to computer use, including the use of personal laptops and mobile devices in School in line with the Bring Your Own Device (BYOD) Policy.
- Internet safety is covered within PSE (Personal and Social Education) and RSE (Relationships and Sexual Education) lessons and via assemblies and induction.

7.4 Litter

- Students are strongly urged to help look after the site by not dropping litter, by picking up litter themselves and by alerting staff to damage or breakages.

7.5 Mobile Phones

- Mobile phones **MUST** be switched off completely (not on SILENT) during all lessons and school meetings and under no circumstances be taken into the examination room.
- Mobile phones are regarded as unauthorized material and can result in disqualification from all examinations.
- To avoid such a situation, the College provides storage to keep phones from the start of an exam until the end.
- The use of personal mobile devices is subject to the IT Acceptable Use Policy.
- Use of mobile phones in lessons is at the discretion of the member of staff leading the lesson.

7.6 Uniform

- All students are familiar with the appropriate code of dress and uniform expectations as outlined to them clearly within pre-arrival materials induction and also within the College student handbook. There is no excuse for students to not be in correct uniform on a daily basis, unless a medical certificate has been given for sustained injuries such as fractures or ligament issues which may involve students having to wear different attire for a short period of time. These circumstances however are classified as exceptional.
- If students are spoken to on more than one occasion regarding their uniform, then they will be required by their Head of House to attend a detention in the College supervised study area. If the student has to be spoken to on a second occasion and the issue has not been remedied and no extenuating circumstances are present, then the student will be issued with a verbal warning and will be subject to the behaviour sanctions as outlined within this policy in Section 7: Behaviour Sanctions.
- For security reasons lanyards containing student identification cards must be on person and visible at all times. Students are made aware to report any suspicious persons to staff, or anyone not wearing a staff lanyard. All pupils must also wear their lanyards at all times.

7.7 Vandalism and Damage to Property

- The College will not tolerate any intentional abuse, damage or destruction to its facilities such as structure i.e. walls, furniture, Electronic Entry Reader or any other item of College property/facilities (including accommodation and any external gym facilities).

- Students seen vandalising will have their deposit forfeited for the relevant amount.
- If a student is found to be responsible for vandalising books in the library or any other fixtures, fittings or items on any College owned premises, then their deposit will be forfeited the relevant amount and any extra charge will incur.

7.8 Work Observations and Commitments

- Students who are found to be acting inappropriately during their work observation will be disciplined according to the merit/ demerit system and may risk no further assistance in future work observations from the College.
- Students must consult the Principal/and or Head of School before taking a job or commitment which is likely to make heavy demands during term time.
- The College reserves the right to review the matter should it become apparent that the student's progress is being compromised.
- **Under no circumstances should any job interfere with College commitments.**

8.0 Behaviour Sanctions

8.1 The College expects all students to be aware of and abide by the disciplinary code as detailed below, which works in conjunction with the merit/demerit system.

- A verbal warning (VW) will be given for 5 incidences of poor behaviour or any rudeness to staff. This is also issued if a level 2 Boarding Sanction is reached.
- Once a student has a first verbal warning, a second verbal warning (VW2) can be issued if a further three offences occur.
- A formal warning (FW) will be issued if 10 incidences of poor behaviour is reached. Also issued if a level 3 Boarding Sanction is reached.
- A CSFC contract will also be issued at the formal warning stage, which will be reviewed over a four-week period. CSAs will be placed on a Pastoral Support Plan (please see later in the policy) in order to make every attempt to reduce destructive behaviour and will be asked to work closely with the College Wellbeing Officer.
- If after this four-week period the student continues to show poor behaviour, a meeting will be held with Senior Management to review the student's attitude and commitment to CSFC.
- An overall decision will then be reached regarding their continuation at CSFC.

8.2 Please be aware that if the College decides that an offence is sufficiently serious or if police/other authorities are involved, the College reserves the right to exclude the student at any stage of the standard disciplinary process.

8.3 In the event of a serious breach of discipline the following procedures may be implemented:

- A meeting of the Disciplinary Panel will be arranged.
- The panel will meet within 48 hours of the discipline breach.
- The student and parent will be notified of the date and time of the meeting.
- The student will be notified of the opportunity to present their case to the panel.
- The panel will give full and fair consideration to both the staff and student's report of the incident.
- The panel will make any further enquiries deemed appropriate.
- The panel will aim to reach a decision within 48 hours of the meeting.
- All parties will be informed formally, in writing, of the panel's decision.
- The panel's decision is considered to be final, however student / parents may pursue the College Complaints procedure
- In the event of expulsion, the student will be given an appropriate time frame to make the necessary arrangements to leave the College.
- The College reserves the right in exceptional cases, where warranted, to require students to leave the College within 48 hours of a serious incident.
- Full details of any sponsored international student who is issued with a third Formal Warning or who is involved in a serious breach of discipline will be forwarded to the UKVI within 10 working days

8.4 Appeals Procedure

- If a Formal Warning is gained the student will be met with and parents will be notified in writing .
- Students wishing to appeal will be given 5 working days' notice to attend a multi-party meeting and you can have a staff representative with you (your allocated Head of House)
- The notice of appeal (form on google) must be lodged with the Head within 10 working days of the date of the recommendation for suspension or exclusion, and must give grounds and brief particulars of the appeal.
- If the appeal is within the above time frame, the Head will arrange an appeal hearing within 14 working days of the notice of appeal being lodged. The student will be given at least 5 working days' notice of the time and place of the panel and will be entitled to be accompanied by their Head of House, if they wish (but not by a legal representative in either case). All documents from previous disciplinary events will be reviewed, along with attendance and studentship.

- A Senior Manager who has had no prior involvement in the case will be appointed by the Head to hear the appeal.
- The Senior Manager recommending the action will attend to present the management case.
- Witnesses for the student and the management may be present and can be questioned by the Senior Manager hearing the appeal and by the student or management as appropriate.
- If the Senior Manager hearing the appeal upholds the student appeal s/he can annul the disciplinary action previously decided or downgrade the disciplinary sanctions.
- If the Senior Manager hearing the appeal confirms the management decision, that decision stands.
- The final decision of the Senior Manager hearing the appeal, which is binding, will be confirmed in writing within 5 working days of the appeal panel.

8.5 Re-admission to College courses after expulsion

- Any student who has been expelled from the College following a disciplinary hearing and who wishes to re-apply, must disclose that information when applying. Failure to do so would constitute gross misconduct. The Principal/and or Head of School reserves the right to decide whether or not to re-admit an expelled student.

8.6 Record keeping

- Notes (not verbatim minutes) will be taken of all the relevant stages of the disciplinary process for the College record.
- All documents relating to an individual student's disciplinary process will be held on file until the recommended expiry date of the action, or until such other time as set out in this procedure.

9.0 Strategies to Improve Behaviour

- 9.1 If the student is struggling and genuinely wishes to improve then as part of the contract process for poor behaviour, a Pastoral Support Plan will be utilised in which targets for the student will be set based on the pupil, their Head of House, members of academic staff and the College Wellbeing Officer. Cases are always looked at individually and poor attendance and poor behaviour disciplinary actions take into consideration any additional learning need and any safeguarding or welfare concerns.

10.0 Rewards (and CREATE© Portfolio)

- 10.1 The College is aware of the need to encourage and motivate pupils. Verbal encouragement is part of daily practice.
- 10.2 Through the College CREATE© portfolio and the House system, students can gain additional rewards in the form of trips, group prizes and via the earning of house points throughout the year, in which all students in a set house are given a reward.
- 10.3 The College also issues student awards within its annual Cultural Event and pupils are recognised for their contribution to the College community and this is firmly celebrated.