

Student Discipline Guidelines for Staff

Disciplinary Issues

Disciplinary issue – first occasion e.g. attendance, punctuality, unacceptable behaviour, meeting deadlines etc.

Informal Verbal Warning



Responsibilities

Personal Tutor (with mentor)



Procedure

Informal meeting between the student, the personal tutor and the mentor to discuss the issue/s and agree actions required.

For students under 18, if the issue/s is likely to progress to the formal stage then parent/s or guardian/s should be informed preferably by a short meeting

If progression is likely then the team leader should be consulted before progression occurs



Recording

Details on the ILP (XC005A) of issues and actions required by the student and agreed

(Copies to the students and to their file.) If necessary notes of the discussion can be taken (Copies to student and file)

Failure to resolve the issues or additional issues occur

Formal Verbal Warning(1 only)



Personal Tutor (with mentor)



A formal meeting should be held. The student should be informed of their right to bring a friend, parent or other representative to the meeting.

The mentor should attend with the personal tutor. For students under 18 parent/s, guardian/s should be informed as to when the meeting is to be held



Details recorded on the Student Discipline formal record (CS035) with action required by student. (Copies to student, team leader and file) (For students under 18 a copy should be sent to parent/s guardian/s)

Continued failure to resolve issues, additional issues occur, particularly serious unacceptable behaviour

Formal Written Warning



Team Leader (with personal tutor)

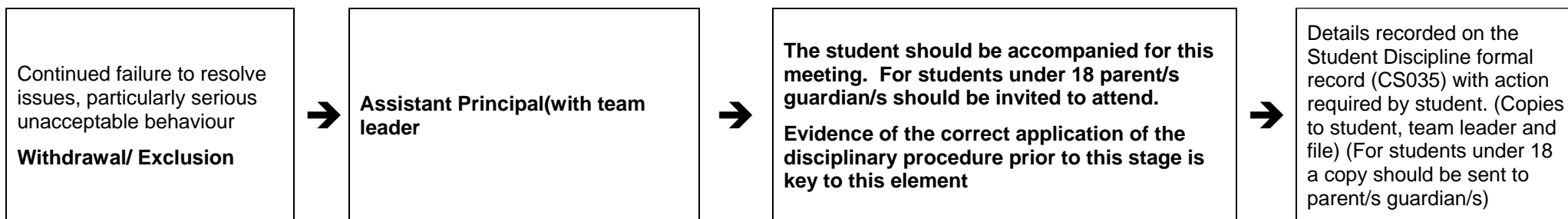


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The mentor should attend with the personal tutor. For students under 18 parent/s, guardian/s should be informed of when the meeting is to be held.



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At any stage during the above

