

PETER SYMONDS COLLEGE



DISCIPLINARY POLICY AND PROCEDURES - STUDENTS

Date Reviewed by SMT:	28 June 2023
Date Approved by Governors:	10 July 2023
Member of Staff Responsible:	Deputy Principal (Welfare & Progression)
Next Review Date:	June 2024

1.0 Policy Statement

- 1.0 The vast majority of students have an enjoyable and profitable time at College. Our regulations and requirements are designed to be in the best interests of both the individual and the College community as a whole. They, along with the Student Code of Conduct are communicated to students in various forms including in the Student Contract which all 16-19 year old full time students sign at the beginning of their course and in the Student Handbook (Adults). The HE Student Disciplinary & Exclusion Procedure is available in the HE student handbook, the AHED website and on Moodle.
- 1.1 It is a condition of entry to the College that students sign to confirm their acceptance of and adherence to the rules and regulations of the College. Students must abide by all policies and expectations. Students who contravene the College rules and regulations including the Student Code of Conduct can expect to be subject to disciplinary action.
- 1.2 Students are expected to behave at all times in ways which will reflect creditably upon the College; instances of misconduct off the College site either on a College activity or elsewhere which bring discredit upon the College may be treated as if they had taken place on College premises.
- 1.3 This policy will be applied with consideration to confidentiality, impartiality and equality of opportunity.
- 1.4 Allegations of misconduct will be treated seriously and will be dealt with in accordance with the procedures outlined below

2.0 Informal Disciplinary Procedures 16-19 Students

Every effort will be made to resolve minor lapses in conduct quickly and informally, wherever appropriate to do so. This will usually involve one or both of the following steps:

- Discussion - a discussion will be held between the student and a member of staff where the nature of the alleged inappropriate conduct will be established. Where minor lapses in conduct are established, the member of staff will clarify with the student the College's requirements in relation to conduct and identify the steps needed to remedy the situation. A record of the discussion will be recorded on the student's electronic record.
- Verbal or Written Warning - where the alleged inappropriate conduct is repeated or otherwise needs to be dealt with at a higher level, the student will be seen by their Senior Tutor who will put the allegation and evidence to the student who will have an opportunity to respond and, if the misconduct is substantiated, will receive a warning. Where appropriate, parents may also be informed of the matter in writing or by being invited to a meeting. A record of the discussion and the warning will be recorded on the student's electronic file.

3.0 Formal Disciplinary Procedures 16-19 Students

- 3.1 Inappropriate conduct which persists, alleged misconduct in respect of which informal procedures have proved ineffective, and alleged misconduct, which it is otherwise not appropriate to deal with informally such as serious or gross misconduct, will be dealt with under the Formal Disciplinary Procedures.

3.2 Investigation

- 3.2.1 Where appropriate, an investigation will take place prior to any disciplinary proceedings being commenced under Level 1 and/or 2 (below) and/or in connection with any formal disciplinary meeting. This will be conducted by one or more Directors of Curriculum & Support or members of the Senior Management Team or the Head of Boarding, who will be the Investigating Officer(s). Senior Tutors may be involved in an investigation to meet with and interview students and would pass the information they have gathered to the Investigating Officer(s). The investigation will involve, as is appropriate in the circumstances:

- establishing at the outset whether there were witnesses present who could provide relevant information about the incident
- interviews with any relevant witnesses and requests for written statements
- an interview with the student including a request for a written statement
- further enquiries as necessary, including the calling for and review of documents, CCTV images and video and other information
- discussions with members of staff and other individuals not limited to members of the College community

Covert audio or video recordings will not normally be accepted as evidence either during investigation, a disciplinary meeting or an appeal hearing.

Another member of staff may be present at some or all of the investigatory meetings to take notes.

- 3.2.2 Following completion of the investigation, where the allegation of misconduct

is not substantiated, no further action will be taken and this conclusion will be reported to the student, and, where relevant, the parent/carer(s) and tutor.

3.2.3 Where the allegation of misconduct is substantiated, and if appropriate, one of the Investigating Officers will complete a report, which will include:

- a written summary of the case against the student
- a summary of the evidence gathered during the investigation
- notes of all relevant meetings and interviews that took place during the investigation
- the key findings of the investigation

A report will not be completed in straightforward cases, such as where the student fully accepts responsibility for breaching the code of conduct or where perspectives concur and the student is not disputing the facts of the case.

3.2.4 Where it is established that there is a case to answer and, depending on the nature of the alleged misconduct, the formal procedure will be initiated which will involve one or both of the following two Levels:

- Level 1 - Serious misconduct (see Appendix 1), will normally be considered at a formal disciplinary meeting with a Director of Curriculum & Support or the Head of Boarding. The student's tutor or Senior Tutor may also be invited to attend as appropriate. An additional member of staff may be invited to attend this meeting for the purpose of taking notes.
- Level 2 - Gross misconduct (see Appendix 1), will normally be considered at a formal disciplinary meeting with a member of the Senior Management Team. The Head of Boarding, student's Director of Curriculum & Support, Senior Tutor or tutor may also be invited to attend as appropriate. An additional member of staff may be invited to attend this meeting for the purpose of taking notes. A Level 2 meeting will also normally take place where there is further misconduct following a formal Level 1 sanction or where the student denies the allegations made during the investigation and/or a Level 1 disciplinary meeting but the College considers there is a case to answer.

3.2.5 Where a Level 1 or Level 2 meeting is to be convened, the student will be notified in advance that a formal disciplinary meeting will be held between the student and a Director of Curriculum & Support, Head of Boarding or member of the Senior Management team to consider serious or gross misconduct charges. The student will be provided with the Investigating Officer's report in advance, where one has been completed, and given reasonable time to prepare their response to the disciplinary case. The meeting would normally also be attended by the student's parent/carer(s) but could be another responsible person of the student's choosing, for example a relative or a support worker.

3.2.6 If possible, where a Level 2 meeting is to be convened, the student's parents/carer(s) will be informed of the situation in advance of a formal invitation to a meeting being sent out.

3.3 Level 1 – Formal Disciplinary Meeting 16-19 Students

3.3.1 The purpose of the meeting will be to consider the allegations of serious misconduct, to give the student an opportunity to respond and, after consideration of the evidence and the student's response, to decide whether the alleged serious misconduct has taken place and if so what sanction should apply.

3.3.2 Level 1 Outcomes - the possible outcomes of a Level 1 formal disciplinary meeting could include one or more of the following:

- a formal written warning that is recorded on the College's electronic records for the student, with a clear indication of the consequences of any further breach of the Code of Conduct
- a contract where the student is required to make specific improvements (this will make clear the consequences of any failure to meet the terms of the contract , together with a review period)
- a formal apology to the College or to individual(s)
- reparation to the College or to individual(s) in respect of loss caused by the misconduct
- community support / site cleanliness actions to make reparations for anti-social behaviour or other infringements of the Code of Conduct, applicable both on the College site and in community spaces locally
- removal of access to specified facilities and/or activities at the College for a given period
- removal of participation in College trips or events. This will be at the student's expense. Any money paid in advance will be forfeit and any money still due will need to be paid.
- a decision to deal with the alleged misconduct at a Level 2 disciplinary meeting where the student denies the allegations but the College considers that there is a case to answer.
- a fixed term exclusion to reflect the seriousness of the misconduct. Parents/guardians of 16-19 year old students will, if at all possible, be informed of the decision to issue a fixed term exclusion before the student is asked to leave the campus.

3.3.3 The Director of Curriculum & Support or Head of Boarding may take into account extenuating or mitigating factors before deciding upon appropriate disciplinary action.

3.4 Level 2 – Formal Disciplinary Meeting 16-19 Students

3.4.1 When informed of a Level 2 disciplinary meeting, the student may ask to present additional documentary evidence or provide the names of any further witnesses who have not previously been part of an Investigation. Details of this should be provided as soon as possible and at least two College working days before the meeting.

3.4.2 The decision made, the reasons for that decision and the details of any action to be taken, will be communicated to the student normally within five College working days of the date of the meeting. The student will also be informed of their right of appeal in accordance with Section 9.0 below.

3.4.3 When determining whether an allegation of misconduct has been substantiated the

standard of proof will be the balance of probabilities.¹

3.4.4 Level 2 Outcomes - if the allegations are proven against the student, appropriate disciplinary action will be taken which might include, in addition to the sanctions noted under Level 1 (see 3.3.2):

- the imposition of a fixed-term exclusion for a given period of time which might also include a probationary contract and review period on return to College
- the imposition of a permanent exclusion.
- In addition, in the case of boarding students, a fixed term or permanent exclusion from boarding may be imposed.

Parents/guardians of 16-19 year old students will, if at all possible, be informed of the decision to exclude before the student is asked to leave the campus.

3.4.5 The member of the Senior Management Team may take into account extenuating or mitigating factors before deciding on appropriate disciplinary action.

3.4.6 Where the safety of the student themselves, or that of any other member of the College community has been put at risk by the misconduct, the sanction is likely to be permanent exclusion.

3.4.7 A record of the sanction/s will be made on the student's electronic record. The documents relating to the disciplinary meeting including the Investigating Officer's report, the notes of the meeting and the outcome of the meeting will be stored on the College's electronic file.

3.4.8 The levels of this policy are not necessarily sequential. A Level 2 disciplinary meeting, along with the relevant outcomes, may happen where there has been no previous incident of misconduct. Referral by any member of staff directly to a Director of Curriculum & Support, member of the Senior Management Team or Head of Boarding or, for adults, directly to the Director of Adult & Higher Education can be made at any time for serious or gross misconduct.

4.0 Disciplinary Procedures - Adult Students

Minor transgressions will be discussed and, in most cases, resolved between the tutor and the learner.

Persistent inappropriate conduct or more serious misconduct will be referred to the Curriculum Head who will investigate further with the tutor and learner concerned. Following the investigation, details of the necessary actions/support to be put into place will be kept on record and a copy given to the learner and the tutor involved. The Curriculum Head may refer the matter to the Director of Adult & Higher Education if the matter is still not resolved or serious. A verbal caution, a written reprimand or a Final Warning may be issued.

For HE students, procedures taken will be in line with the HE Student Disciplinary

¹ This is the College's own process, not a court of law where guilt has to be established 'beyond reasonable doubt'

& Exclusion Procedure.

5.0 Disclosure of Disciplinary Incidents

Although disciplinary incidents would not normally be referred to in future references for the student, where this might be the case, for example, where direct questions are asked about disciplinary action, or where the student's actions are of a sufficiently extreme nature that they cannot be withheld, it will be explained to the student. The details of the case will be retained in keeping with the Data Retention Schedule of the College.

6.0 Precautionary Suspension

6.1 A student may be suspended from the College and its site, as a precautionary measure, pending or during a College investigation, a police or criminal investigation or process, and/or an appeal process, by any member of the Senior Management Team where there is a reasonable belief that the student has committed an act of serious or gross misconduct and/or that continued attendance of the student at College could:

- seriously hamper an investigation
- present a threat to themselves, others and/or property
- cause significant distress to another student(s), party to the alleged incident
- cause significant undue disruption to the normal operation of the College and/or
- be against the student's own interest.

6.2 Suspension under this section is a neutral act and is not a finding of guilt in respect of any misconduct. In such circumstances, the student will remain on roll at the College and will be expected to study at home for the duration of the suspension period. During this period, teaching staff will make work available to the student and will take reasonable steps to assist the student to continue with their studies including (as relevant and appropriate) answering questions and marking work submitted remotely by the student, giving pastoral support and facilitating the taking of examinations.

6.3 The suspension would be for a fixed period, normally between 1-10 College working days, and would be subject to review to extend the suspension period if necessary. Where a suspension period is extended it will be subject to periodic review at reasonable time intervals to decide whether the suspension should continue or not, for example in the light of new evidence or a change in the student's circumstances.

7.0 Involvement of the police

7.1 If the College is concerned that the alleged misconduct could constitute a criminal offence, whether or not leading to the involvement of the police, the Investigating Officer(s) will consult with a member of the College's Senior Management Team to decide whether or not to begin or continue with any internal investigation or any other Level or action under these procedures (following discussion with the police if appropriate in the circumstances). The College may take action under this procedure notwithstanding any police or criminal investigation or process or may

stay such action pending or during such investigation or process.

- 7.2 The College retains the right to report suspected criminal activity to the police at any Level.
- 7.3 The College may take into account, but is not bound by the outcome of, any police or criminal investigation or process
- 7.4 Where a student has bail conditions imposed upon them they would normally be suspended from College (see section 6.0 above) until such time as the bail conditions are ended and/or the investigation is ended or concluded.
- 7.5 Where a student is under investigation for or found guilty of a criminal offence the College will also refer to its Criminal Convictions and Police Investigations Policy

8.0 Right of Search

The College has a statutory power to search students without consent and to confiscate items found during a search where there are reasonable grounds for suspecting that the student may have a prohibited item. The College also has the right to search for other items which it has banned. (see Appendix 3 – Prohibited Items)

9.0 Appeal

- 9.1 Any appeal will be dealt with by the Principal (or nominee). Appeals will normally be considered at a hearing but the College has the discretion to deal with an appeal on paper.
- 9.2 The outcome of a Level 1 disciplinary meeting cannot be appealed.
- 9.3 If a student wishes to appeal against the outcome of a Level 2 disciplinary meeting, they must write to the Principal requesting an appeal within five College working days of notification of the outcome of the meeting. They must give specific grounds for the appeal.
- 9.4 The grounds for an appeal are whether:
 - the disciplinary process was conducted in line with College policy and procedures
 - new material or circumstantial evidence has come to light which was not previously reasonably available and which would have a bearing on the decision made at the meeting.In the absence of such specific grounds, the appeal will not be considered.
- 9.5 Within ten College working days of the notification of a request for an appeal being received or as soon as practicable thereafter, the student and normally the parent(s) of the student, will be informed of a date to attend an appeal hearing.
- 9.6 The College will undertake to hear the appeal within fifteen College working days of it being lodged.

- 9.7 Once an appeal is lodged the student will continue to be excluded from College until the appeal is heard and a decision made.
- 9.8 Where a hearing takes place the student will be informed of their right to present their case in person to the Principal, or their delegated deputy, and that written and/or oral evidence may be submitted. The student may be accompanied to a hearing by one other person, who may be a parent/carer or another responsible adult of the student's own choosing, but not a legal representative.
- 9.9 Any appeal hearing will be heard by an appeal committee comprising the Principal (or nominee), who will chair the appeal hearing, and at least one other member of the Senior Management Team who has not previously been involved in the case. A third member of staff may attend to take notes. The chair of the appeal hearing will have regard to the procedure for appeal hearings (see Appendix 2).
- 9.10 During an Appeal the Principal may receive representation from the student concerned, parents/guardians, Director of Curriculum & Support, Head of Boarding, Adult & Higher Education Division Curriculum Head, tutor and any other person they deem appropriate.
- 9.11 Covert audio or video recordings will not normally be accepted as evidence as part of an appeal hearing.
- 9.12 Where the College exercises its discretion to conduct a paper appeal, the student will be notified of this within ten College working days of the request for an appeal being received or as soon as practicable thereafter. The student will be notified of the date that the appeal will be considered and asked if they wish to supply any further evidence and given reasonable time to produce such evidence. The outcome of the paper appeal will normally be communicated to the student within five College working days of the appeal being considered or as soon as practicable thereafter.
- 9.13 A decision by the College on appeal is final.

10.0 Outcomes

- 10.1 In the event of an appeal on grounds of defective procedure the outcome of the appeal shall be a statement that EITHER:
- the procedure followed during the disciplinary meeting complies fully with the rules made for its operation; OR
 - the procedure followed during the disciplinary meeting entailed a minor breach or breaches of the rules made for its operation, but these were not of sufficient seriousness as to have prejudiced the interests of the student or led to a different outcome than would, in the opinion of a reasonable person, have been reached had the breach or breaches not occurred; OR
 - the procedure followed during the disciplinary meeting entailed a breach or breaches of the rules made for its operation which were of sufficient seriousness as to have prejudiced the interests of the student or led to a different outcome of the investigation than would, in the opinion of a reasonable person, have been reached had the breach or breaches not occurred.

- 10.2 Only in exceptional circumstances would the outcome of the appeal be to reinvestigate the case. This may be, for example, where compelling new evidence has come to light, which could have a significant bearing on the decision made at the disciplinary meeting.
- 10.3 The student will be informed of the outcome of the appeal in writing, and the reasons for it, normally within five College working days of the appeal being considered either at a hearing or on paper. If it is not possible for a decision to be reached within this period the student will receive a written explanation for the delay and be informed of when the written decision will be available. This will mark the final Level of the College's disciplinary procedure. The decision of the appeal committee will be final and binding.

11.0 Explanations

11.1 Fixed Term Exclusions

Only members of the Senior Management Team, The Director of Adult & Higher Education, a Director of Curriculum & Support or the Head of Boarding can issue a student with a fixed term exclusion. Fixed term exclusions will normally be up to five College working days.

Any exclusion involves a total prohibition on access to the College and any participation in College activities. The student and their parents/guardians, if the student is a full time 16-19 year old, will be informed of the exclusion and reasons for it in writing.

11.2 Permanent Exclusion

Only a member of the Senior Management Team, the Director of Adult & Higher Education for adults or in exceptional cases, a delegated deputy can permanently exclude a student from College. Permanent exclusion may or may not take place after a Verbal or Written Warning has been given.

The student and their parents/guardians (if the student is under 19) will be informed of the permanent exclusion in writing and will be given information about the Student's Right to Appeal.

11.3 Legal Representation

All disciplinary meetings and hearings covered by these procedures are internal to the College and are not legal processes. As such, a request by a student for legal representation at any meeting or hearing will only be considered by the College in very exceptional circumstances

11.4 Variations and Amendments to these Procedures

Although every effort will be taken to avoid varying these procedures, in exceptional cases it may be necessary to do so. For example, it may be necessary to vary the personnel involved in a disciplinary meeting or appeal hearing in the interests of fairness and impartiality. In such exceptional cases, the student will be informed in advance. Every effort will be taken to meet the stated time limits defined in these procedures. Where this is not possible, the student will be advised of the situation at the earliest opportunity.

12.0 Types of Misconduct

Examples of types of misconduct are listed in Appendix 1: Student Code of Conduct. The examples listed are for guidance only and not intended to be an exhaustive list of disciplinary matters which might come under the remit of this policy.

13.0 Monitoring

All suspensions, temporary and permanent exclusions and appeals are logged and form the basis of an annual monitoring report to the Senior Management Team, which is reported to the Governing Body for information.

Linked Policies and Procedures

- Criminal Convictions & Police Investigations Policy – Students
- Progress Monitoring and Support for 16-19 Students
- Prevention of Bullying and Harassment (Students)
- Searching Student Possessions and Searching Rooms in Boarding Houses – Guidance
- IT – Student Conditions of Use
- Drugs and Alcohol Policy & Procedures
- College Charter
- Student Code of Conduct
- Equality, Diversity and Inclusion Policy - Students
- HE Student Disciplinary & Exclusion Procedure

When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.

Appendix 1: Student Code of Conduct

The College aims to create a positive and supportive learning environment in which all learners and staff work together to achieve success. We respect and value all members of the College community and expect the following standards of behaviour from all students.

Show consideration and respect for others and for the College environment:

- To talk to and treat all students, staff, College visitors and members of the local community with respect and behave at all times in an appropriate and courteous manner including on College trips, visits and work experience
- To respect the quiet working requirements of designated quiet study areas in the College, including the Study Support department, Careers department and areas of the Learning Resource Centre
- To use the litter bins provided to dispose of any rubbish
- To wear clothes appropriate to a working environment.
- Not to smoke or vape around the perimeter of the College or anywhere on the College site except in the designated smoking area

Help to ensure a productive, safe and secure learning environment:

- Not to eat or drink in lessons or in other designated areas. Bottled water may be used at the teacher's discretion.
- Mobile phones must be switched off and remain out of use and sight throughout lessons, unless the teacher has given permission for them to be used for educational purposes.
- Not to cause a distraction to others or disrupt teaching and learning
- To always act to promote the health, safety and welfare of others
- Not to bring alcohol, drugs, drugs paraphernalia, or other controlled (illegal) substances on to the College site
- Not to misuse or supply prescribed drugs
- Not to enter the College site or participate in College activities under the influence of alcohol or drugs.
- To behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures
- Not to bring any prohibited item on to the College site (a list of prohibited items can be found in the Appendices to the Student Disciplinary Policy and the College Guidelines on Searching Student Possessions)

Accept responsibility for your own learning:

- To aim for 100% attendance and arrive punctually at all timetabled activities ready and prepared to learn with the right equipment
- To participate actively and to the best of your ability in lessons and in the general life of the College
- To meet all assignment and coursework deadlines
- To complete 4-5 hours of independent private study per subject each week
- Not to take personal or family holidays of any kind during term time
- To enrol on and fully participate in the enrichment programme
- To attend any designated Study Support and Academic Skills (ASK) sessions and appointments
- To attend and participate fully in all compulsory lectures and events for example Symonds Lectures and Careers Day
- Not to undertake any more than 10 hours of paid employment a week during

term time

- To be available for College activities between the hours of 9am – 4.40pm Monday to Friday, prioritising this over other commitments and making personal appointments outside these times
- To undertake work experience during my time at College

Promote good communications:

- Carry my College ID with me at all times and produce it when requested to do so by a member of staff
- Promptly co-operate with all reasonable requests made by a member of staff
- In email communications always use a polite and respectful tone

Promote the good reputation of the College:

- Show respect and consideration for residents in the surrounding neighbourhood. This includes not congregating outside houses to smoke or vape, dropping litter or blocking pavements
- Behave at all times in ways which will reflect creditably upon the College; instances of misconduct off the College site either on a College activity or elsewhere, which bring discredit upon the College may be treated as if they had taken place on College premises; this also applies to behaviour on social media

Abide by all College policies and expectations, including those relating to:

- IT – Student Conditions of Use
- Prevention of Bullying and Harassment (Students)
- Drugs and Alcohol Policy
- Coursework Charter
- Equality, Diversity and Inclusion Policy - Students
- Health and Safety
- Disciplinary Policy and Procedures – Students
- Progress Monitoring and Support for 16-19 Students

Misconduct

The College's requirements in respect of student behaviour are made clear in this Code of Conduct. Allegations of misconduct will be treated seriously and will be dealt with in accordance with the Disciplinary Policy and Procedures - Students.

Types of misconduct include but are not limited to:

Inappropriate conduct

- repeated pattern of poor behaviour
- smoking around the perimeter of the College site
- parking on the College site without authorisation
- minor incidents of inappropriate and disrespectful language
- failure to produce a College Student ID when asked to do so by a member of staff

Serious Misconduct

- disruption of or improper interference with the academic, administrative, sporting, social, boarding or other activities of the College whether on campus or elsewhere, intentionally or otherwise
- wilful damage to or the defacing of College property or the property of other members of the College community.
- misuse of the College premises or property belonging to the College or to another person.
- bringing any paraphernalia in to College that could be used for substance misuse.
- breaching College regulations on smoking and vaping
- any behaviour either on campus or elsewhere which brings the College into disrepute including through social media use
- inviting unauthorised external visitors on site
- deliberate and repeated failure to produce a College Student ID when asked by a member of staff
- cheating and/or plagiarism in an internal examination or assessment. The College reserves the right to impose its own sanctions in addition to the awarding body's sanction for an act of plagiarism in an external examination or non- examined assessment
- recording the voice and/or image of a member of staff without their permission

Gross Misconduct

- possessing, using, sharing, or being under the influence of an illegal drug or psychoactive substance anywhere on the College campus
- supply or intent to supply illegal drugs or psychoactive substances to another member of the College community
- possessing, using, sharing or being under the influence of alcohol on the College premises
- misuse or supply of prescribed drugs
- fighting or violent or aggressive behaviour
- violent, indecent, disorderly, threatening or offensive noise, behaviour or language while on College premises or engaged in any College activity. This includes sexual violence and sexual harassment.
- bullying, intimidation, harassment, victimisation or discrimination against another member of the College community on any grounds
- serious violation of health and safety procedures
- serious breaches of the College's Equality, Diversity & Inclusion Policy
- failure to comply with a previously imposed penalty or sanction
- inappropriate or disrespectful behaviour or language towards a member of staff
- possession or use of a weapon or anything that can be used as an offensive weapon
- serious damage to, theft or unauthorised possession of any property or facilities belonging to the College
- behaviour that is seriously disruptive to the operation of the College or the boarding houses
- serious breaches of the College's IT – Student Conditions of Use Policy
- serious breaches of the College's Social Media Policy
- serious breaches of the College Code of Conduct
- serious breaches of the Boarding Behaviour Contract
- deliberate falsification of College documentation/records.

Appendix 2: Procedure for Appeal Hearings

1. The case will be heard by a panel comprising at least two people: the Principal or nominee, who will Chair the appeal and has the casting vote, and one other member of the Senior Management Team who has not been previously involved in the case.
2. The hearing will also be attended by the student and, where requested their representative(s).
3. If, given every opportunity to attend, including a postponement where reasonable and practicable to do so, the student fails to attend, the committee will dismiss the appeal.
4. The Chair will introduce all those present and will ask the student or their representative to present their appeal.
5. During the hearing, adjournments may be requested by either party and will not be refused unreasonably. Where such a request is denied, an explanation will be given.
6. Members of the panel may ask questions of the student and their representatives.
7. Witnesses will not be called except in relation to any new evidence submitted in accordance with paragraph 9.4 above.
8. The student or their representative(s) may make a closing statement.
9. The Chair will bring the Appeal Hearing to a close and explain that the decision will be communicated in writing as soon as possible, and normally within five College working days of the hearing.
10. The Chair will send a letter confirming the decision with reasons to the student, normally copied to their parent(s). The letter of confirmation would normally include the notes of the hearing

Appendix 3: Prohibited Items

Prohibited items include:

- knives or other weapons
- alcohol
- illegal drugs, psychoactive substances and related paraphernalia
- stolen items
- fireworks
- pornographic images

Plus any article that the member of staff reasonably suspects has been, or is likely to be, used:

- to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (staff or student).

Authorised staff can search for any item prohibited by the College rules.

Confiscation:

College staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to College discipline.

From Searching, Screening and Confiscation: advice for schools (DfE)