

Student Disciplinary Procedures and Guidance for **Residential Incidents. Residential Team:** Wall Chart outlining Procedure. **Start any stage.**

To be used for residential students involved in incidents occurring between 5.00pm and 9.am Monday to Friday and anytime during the weekend period. Any issues from day students must be passed to curriculum for disciplinary action

Student Residential Disciplinary Stages	Present at Meeting	Paperwork and Letters	Informing Parents/Carers/Guardians Who sends letters	EGs (not exhaustive) Your judgement must be used
STAGE 1: MINOR BREACH	Residential Lead or nominated member of the team and Student	<ul style="list-style-type: none"> CfC or File Note outlining incident Written/Witness Statements as appropriate Student Letter Parent Letter All Student/Parent letters administered by Residential Administrator	YES Students under 18 on the 31st August at the start of their course. After the Meeting. Letter By Residential Administrator	<u>Persistent</u> Breach of curfew/not signing in and out/back chat/cheeky behaviour/no ID/disruption/failure to follow residential rules etc.
STAGE 2: SIGNIFICANT BREACH	Residential Lead or nominated member of the team and Student Plus notify the parent, carer or guardian and invite to the meeting	<ul style="list-style-type: none"> Failure to meet previous Action Plan/no improvement Or: <ul style="list-style-type: none"> CfC or File Note outlining incident Written/witness Statements as appropriate Student Letter Parent Letter All Student/Parent letters administered by Residential Administrator	YES Students under 18 on the 31st August at the start of their course. Invite to Meeting. Letter After the Meeting. Letter By Residential Administrator	As above with no improvement. <u>More Serious</u> Aggression/poor block compliance/alcohol related incidents/bullying and harassment incidents etc.
STAGE 3: SERIOUS BREACH All drug related incidents will be dealt with through the Curriculum Route	Residential Lead who notifies Head of W&S or Residential Manager (who may attend if appropriate) and Student Plus notify the Curriculum, parent, carer or guardian and invite to the meeting	<ul style="list-style-type: none"> Failure to meet previous Action Plan/no improvement Or: <ul style="list-style-type: none"> CfC or File Note outlining incident Written/witness Statements as appropriate Student Letter Parent Letter All Student/Parent letters administered by Residential Administrator	YES Students under 18 on the 31st August at the start of their course. Invite to Meeting. Letter After the Meeting. Letter Coordinator liaises with curriculum and Head of W&S to confirm diary. Letters from	As above with no improvement. <u>More Serious breaches of Rules and Regulations</u> reckless driving/health and safety and safeguarding breaches/persistent rule breaking jeopardising others/theft /BB Guns/offensive weapons etc. <u>Gross misconduct</u> Drug related incidents/serious alcohol incidents/serious aggression or abuse/breaking laws and jeopardising others/serious misuse of college property such as computers or property/placing others at risk deliberately/knives and guns etc.

Workshops/Support: These should be offered as an alternative to any stage or as part of the Action Plan. If there is no improvement following the workshop, students may be placed onto the appropriate stage or a new Action Plan created.