



BEHAVIOUR, DISCIPLINE, SANCTIONS AND REWARDS POLICY AND GUIDELINES

The College atmosphere is derived from dedicated, caring staff who insist on giving and receiving respect, honesty and trust. It is these factors which have grown and flourished, making the College so appealing to students, prospective students and their families. This helps to maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements. The relationship developed between staff and students is especially important for the social and educational development of all. This relationship also acts as a bond from student to student, creating a caring team.

DISCIPLINARY PROCEDURE FOR SERIOUS OFFENCES

The College operates a four step disciplinary procedure. Minor problems or incidents are dealt with initially at Personal Tutor level but records are kept and placed in student files. For more serious problems the following steps apply:

1 Verbal warning

To be given by the Principal. Parents/guardians will be notified by telephone or email.

2 First written warning

Parents/guardians will be asked to come into the College and see the Principal. The warning will be confirmed in writing.

3 Second written warning

Parents/guardians will be asked to come into the College and see the Principal again. At this meeting parents and students will be advised that any further breaches of College rules and regulations may result in permanent exclusion. The warning will be confirmed in writing.

4 Permanent exclusion

The College's terms and conditions also cover disciplinary and exclusion issues.

DISCIPLINARY PROCEDURES

The Principal is responsible for the imposition of any sanction including exclusion for non-payment of fees, suspension during investigation or following a breach of school discipline, and suspension, requirement to leave or permanent exclusion. It is a condition of remaining at the College that the parents and the student (including a student aged 16+ and 18+) accept the College regime and the rules (in so far as they are lawful and reasonable) as to appearance and dress and the rules of the College discipline that apply from time to time. The Principals may require parents to remove or may suspend, issue a requirement to leave or permanently exclude the student from the College if it is considered that the student's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the opinion of the Principal (such opinion deemed to be conclusive) it is in the College's best interests or those of the student or other students.

Should the Principal exercise the right under, parents will not be entitled to any refund or remission of fees paid or due and the initial/first term's fees payment will be forfeited. In such circumstances fees in lieu of notice may be required. In the event of a student who repeatedly breaks College rules or brings the College into disrepute, these Terms and Conditions may be replaced by a separate contractual arrangement. The College rules set out examples of offences likely to be punishable by suspension, requirement to leave or permanent exclusion. These examples are not exhaustive, and in particular the Principal may decide that suspension or permanent exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the College may be taken into account.

The review of serious disciplinary matters is governed by the Complaints procedure, a copy of which is available on request.

Notes

Unless otherwise advised, if the student maintains good behaviour for four academic weeks, the student will drop a stage or off the scale completely as appropriate.

For very serious problems or incidents, it may be appropriate to move immediately to Steps Two, Three or Four.

Appropriate sanctions, including loss of free time or temporary exclusions may be enforced at either of the first two stages in the process. Minor misdemeanours may merit a sanction without the student necessarily moving up a stage on the disciplinary process.

Appeals against any disciplinary decisions made by the College are governed by the Complaints procedure.

Rules and Safety

We want students to enjoy their time with us and feel safe and comfortable in the College. We do have some simple rules to ensure students are safe and have enough peace, quiet and sleep to allow them to work well. These simple rules are posted on the notice board. The notice board should be consulted regularly for news. The rules listed below must be followed:

The consumption of alcoholic drink and controlled drug substances is prohibited in the College.

Physical or verbal assaults will never be tolerated.

Reviewed May 2026