

Staff Policy

Learner Behaviour Management Procedure

(WestKing Version)

2020-21

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LEARNER BEHAVIOUR MANAGEMENT PROCEDURE

Scope

This procedure sits underneath the Group's Behaviour Management Policy and is designed to deal with disciplinary processes for post 16 students and serious KS4 incidents. 14-16 KS4 learners are normally governed by the KS4 Behaviour for Learning Flowchart document which includes multiple levels of behavioural intervention and support. The protocols document is reviewed annually in agreement with sending institutions and is designed to deal with KS4 disaffected learners. In all cases of exclusion or likely exclusion this procedure is to be used.

Disciplinary Process Outcome Communication (long and short courses)

Programme Managers or Curriculum Directors (depending on the stage) will communicate outcomes of the disciplinary by attaching outcomes letters to the relevant disciplinary meeting created in ProMonitor and adding the following staff to that meeting (see Appendix 9):

- Subject teachers
- ALS staff and other support workers linked to the learner

1. Stage 1 – First recorded Stage of Procedure

*The First recorded stage is the middle ground between learner support and Behaviour Management procedures. At this stage we are mainly concerned with fostering self-discipline and monitoring targets for improvement. **Every effort should be made to ensure that the learner is given the opportunity to identify their problems, set improvement targets and change their behaviour accordingly.***

“Cool Off” Intervention; *As part of the stage 1 process managers may opt to utilise a 24 hour “Cool off” intervention. This can be used at any manager's discretion where minor misconduct or anti-social behaviour has occurred and a 24 hour cool off period may prevent further escalation. This should not be used as an alternative to suspension. The Cool off intervention should be recorded in the learners ILP as a cause for concern and the Curriculum Director informed whenever the intervention is used.*

Where a learner is issued with a Cool Off intervention they should be asked to leave the site immediately and not return until the following day. Their ID badge should be removed and retained at the front reception to be retrieved the following day from Security in order to regain access to site.

If a learner is found to be in breach of the WestKing Student Behaviour Charter during the first 6 weeks of study, their enrolment can be cancelled without recourse to the Behaviour Management Procedure. During this period, learners may be sent a letter by the Director of Curriculum, advising them that they have been withdrawn and clearly stating the reasons why. The Vice Principal must authorise any such withdrawals. Learners who breach the WestKing Student Behaviour Charter after 6 weeks of enrolment enter Stage 1 of the Behaviour

Management Procedure. The TLM/Personal Tutor is responsible for dealing with the first stage but may work with their **Line Manager/Programme Manager** in planning the approach. Learners normally enter Stage 1 if they have received three **Causes for Concerns (in Pro-Monitor)** or there is an issue of misconduct.

Protocol for the Stage 1 Behaviour Management Meeting:

- TLM/Personal Tutor advises the learner verbally that they must attend a disciplinary meeting which is created within ProMonitor.
- Hold a formal meeting between the learner and TLM, to discuss behaviour and progress, and any breaches of the **Learner Behaviour Agreement**.
- If necessary, the subject teacher may also attend the meeting.
- Targets for improvement should be recorded in Pro-Monitor.
- The date for the **Progress Review Meeting** should be set for 10 college days after the **Stage 1 Meeting**.

The Stage 1 Progress Review Meeting

The review meeting is conducted between the learner and their TLM/Personal Tutor. At the progress review meeting the learning manager evaluates the progress the learner has made against their improvement targets in Pro-Monitor. If the learner has met their targets, the learning manager should inform the learner and update Pro-Monitor. If the learner has not met their improvement targets, the TLM/Personal Tutor should inform the learner that they are referred to a **Stage 2 Behaviour Management Meeting** with the **Programme Manager**. The learner is issued with further improvement targets.

If a learner is referred to Stage 2, the learner must be sent a letter, inviting them to the meeting, (**Appendix 2**), which should take place **5-7 working days after the Stage 1 Progress Review meeting**. If a learner is under 18, a copy of the letter should be sent to their parents or guardians or school.

2. Stage 2 – Written Warning and Behaviour Management Meeting

*Stage 2 is a formal warning to the learner that his/her behaviour must change if they are to remain at the College. At this stage we hope that this warning will help them reflect, and decide to make the necessary changes to enable them to succeed. **Every effort should be made to ensure that the learner understands the reasons for the warning, and the consequences of failing to improve.***

The **Stage 2 Behaviour Management Meeting** is chaired by the **Programme Manager**, with the following members attending:

- i. TLM/Personal Tutor
- ii. Learner
- iii. Parent/Guardian/Carer/key stage 4 representative from school if under 18

Protocol for the Stage 2 Behaviour Management Meeting:

- Programme Manager creates a Stage 2 Behaviour Management meeting category in ProMonitor and generates relevant letters to send to learner/parent/carer inviting them to the meeting.
- At the meeting the Programme Manager explains the disciplinary procedure, and keeps a written record of the meeting.

- TLM/Personal Tutor presents information about the learner's conduct and progress.
- TLM/Personal Tutor presents the learner's **improvement targets from their Stage 1 Progress Review Meeting, Cause for Concern(s), and the register of attendances.**
- Learner is given time to present their views.
- Parent/guardian/carer presents their views.
- Programme Manager asks the learner and parent/guardian/carer to leave the room.
- Programme Manager announces the outcome of the disciplinary meeting.

Stage 2 Behaviour Management Meeting Outcomes

All learners attending a Stage 2 meeting will be set new **improvement targets** (Pro-Monitor). **Learners under the age of 18** may be issued with a **Report Card** to cover the 5-7 working day period until the **Progress Review Meeting**, which must be signed by each of their teachers, to indicate that their attendance/behaviour has been satisfactory. Any learner who refuses to co-operate with this process moves straight to the **Stage 3 Behaviour Management Hearing**.

Learners will be offered **on-going support** and guidance from their TLM/Personal Tutor throughout this period. The TLM/Personal Tutor is responsible for contacting the other support staff who may be able **to help the learner achieve their improvement targets**.

Employers of work-based learners must be notified by the Programme Manager when a written warning is issued. **Parents/guardians/carers/key workers/ key stage 4 school representatives** of learners under the age of 18, who do not attend the meeting, must be informed when a written warning is issued.

Stage 2 Progress Review Meeting

Following the Stage 2 Behaviour Management Meeting the learner is sent a letter which contains the date of the **Progress Review Meeting**, which takes place 5-7 working days after the **Stage 2 meeting**. At the review meeting the **TLM/Personal Tutor and Curriculum Manager** evaluate the progress that the learner has made against their improvement targets. If the learner improves, the learning manager will inform the learner and update Pro-Monitor. If the learner returns to the previous poor conduct following the behaviour review period, the TLM/Personal Tutor should consult the Programme Manager and may either proceed to **Stage 3**, or conduct another **Stage 2 meeting**.

If the learner has not met their improvement targets, the Programme Manager will inform the learner that they must attend a **Stage 3 Behaviour Management Hearing**. The learner must be sent a letter (**Appendix 3**), advising them of the date of the Stage 3 Hearing. A copy must also be sent to the parents/guardians/carers/ key stage 4 school representative of under 18 learners, and employers of work-based learners, with a copy uploaded to Pro-Monitor. It is important that all reasonable steps are taken to support a learner before a Stage 3 Hearing, and that these steps are recorded in Pro-Monitor.

In some cases it may be necessary to **formally suspend the learner** until the date of the Stage 3 Hearing. Formal suspension must be endorsed in writing (**Appendix 5**),

and the TLM/Personal Tutor must be advised of the learner's suspension. Suspension should be for **no more than 10 working days** or until the outcome of a disciplinary interview/hearing.

Note: In the case of a suspension of a Key Stage 4 learner, learners between the ages of 14 and 16 should not be instructed to leave the premises unescorted. They should instead be sent to the Programme Manager for KS4 who will contact the relevant sending Secondary School staff and parents/guardians.

3. Stage 3 – Behaviour Management Hearing Procedure

Learners at Stage 3 of the Behaviour Management procedure will not have met the improvements required of them at previous stages, and will have built up a cumulative record of misconduct, or will be at this Hearing for an incident of gross misconduct. In a case of gross misconduct, the learner will often have been suspended until the date of the Hearing.

The **Curriculum Director** will chair the Behaviour Management Hearing and will create a Stage 3 meeting category in ProMonitor and generate the **Stage 3 Notification Letter** (Appendix 3) to notify the following people, giving 5-7 working days advance warning;

- The learner.
- The parents/guardians/carers of an under 18 learner.
- The employer of a work-based learner.
- Key stage 4 school representative.

The TLM/Personal Tutor should also check informally that the learner knows the time and place of the hearing. The learning manager should collect the views of other involved members of staff and/or witnesses prior to the hearing. The Curriculum Director should receive from the TLM/Personal Tutor any 1:1 meetings, any improvement targets set, and register information about the learner in preparation for the Hearing.

Protocol for the Stage 3 Behaviour Management Hearing:

The Hearing panel should have the membership listed below and every effort should be made to ensure that there is an appropriate ethnic and gender mix:

- Curriculum Director: (chairperson)** (or in cases with KS4 learners this can be the Curriculum Manager). Prior to the meeting the Chairperson prepares for the meeting using the Behaviour Management Meeting Preparation guide
- TLM/Personal Tutor and/or Programme Manager: (presenting person)**
- Learner**
- Parent, guardian, carer or friend (legal representation is not permitted as this is not a legal process).**
- Key stage 4 school representative**

Where there has been a **victim of gross misconduct**, this person must be asked for a written witness statement (**Appendix 1**) which will be considered at the hearing.

- TLM/Personal Tutor or Programme Manager presents the evidence from staff and/or witnesses.

- TLM/Personal Tutor or Programme Manager presents documentary evidence (tutorial reviews, improvement targets, attendance record, cause for concern, which are on Pro-Monitor).
- TLM/Personal Tutor or Programme Manager gives a recommendation to the chairperson/panel.
- Learner and parents/guardians present their views.
- Chairperson asks all except the impartial panel member to leave, and arrives at a decision.
- Chair seeks the views of an independent manager to check the evidence and the contributions made in the meeting and on the proposed outcome following the hearing
- Decision is presented in writing, using the outcome templates, within 5 working days to the learner, parent/guardian, School representative, TLM/Personal Tutor or Programme Manager and any other stakeholder including employer.

Stage 3 Behaviour Management Hearing Outcomes

The chairperson may decide that the learner should be:

- **Given another chance to improve** in which case the learner receives a Final Written Warning, and the learning manager draws up improvement targets and/or Report card. A **date for review** shall be agreed with the Chairperson. Failure to meet these final conditions will result in automatic exclusion with no requirement for another Stage 3 Hearing.
- **Excluded for the remainder of the academic year.** The learner may re-apply for a College place next year but a record of their exclusion will be available during enrolment. In this case, special conditions regarding their return to the College may be included.
- **For key stage 4 learners exclusion means exclusion only from the College provision.** The learner is returned to the sending school.

If the chairperson decides that the learner will be allowed a final chance, a letter is issued detailing the date of the review meeting, (**Appendix 4**). If the learner is **excluded from the College a Notification of Exclusion (Appendix 6)** is sent to the learner to arrive no **more than five days** after the date of the Hearing. **The excluded learner must hand over their College ID card to the chairperson.**

If the learner fails to attend the Hearing a decision will be made in their absence and they will be notified (**Appendix 4**). The Hearing may be re-scheduled to a later date, or the learner may be excluded. The Notification of Exclusion letter explains that the learner can lodge **an appeal** against the decision of the Stage 3 Hearing.

4. The Right to Appeal

Appeals may only be made when a learner has been excluded, following a Stage 3 Disciplinary Hearing. The request for an appeal must be made in writing to **the chairperson of the stage 3 hearing not more than 10 days** after the outcome of the hearing is announced. The College reserves the right either to dismiss the request for an appeal, or to hold an Appeal Hearing.

The Appeal Hearing

All relevant papers should be passed to Curriculum Director within **five working days**.

The Appeal Hearing panel assembled by the Curriculum Director must have the membership listed below and every effort should be made to ensure that it is an appropriate ethnic and gender mix:

- i. **Vice Principal: (chairperson)** (or in cases with KS4 learners this can be the Curriculum Director for this provision)
- ii. **Curriculum Director: (presenting person)** (or in cases with KS4 learners this can be the Programme Manager)
- iii. **Quality representative (impartial member)**
- iv. **Learner**
- v. **Parent/guardian/friend- legal representation is not permitted as this is not a legal process.**

Protocol for the Appeal Hearing

- The chairperson explains the protocol for the appeal hearing.
- The Curriculum Director presents information from members of staff and/or witnesses.
- The Curriculum Director presents documentary evidence (learner behaviour contracts, cause for concern, conduct report forms).
- Learner presents their view.
- Parent/guardian/friend/supporter present their views
- Chairperson arrives at a decision
- Decision is presented in writing, using the outcome templates, within 5 working days to the learner, parent/guardian, School representative, TLM/Personal Tutor or Programme Manager and any other stakeholder including employer.

The decision of the chairperson is final. The learner will be informed of the outcome of the appeal within five working days of the hearing.

If the learner is allowed to remain in College, the learner may be required to make improvements. The improvements should be agreed between the learner and the College and will be formally endorsed on Pro-Monitor. Where improvement targets are set, **a date for review** shall be agreed with the Curriculum Director. If the learner fails to improve by the review date the learner shall return to **Stage 3 in the Behaviour Management Procedure**. Learners who are allowed to remain in College will receive ongoing support and guidance from their TLM/Personal Tutor or Programme Manager.

If the exclusion is upheld the learner must leave the College and not return for any reason until the exclusion period is over. The learner will be sent a **notification of exclusion letter, (Appendix 6)**.

Summary of the Disciplinary Procedure

STAGE	ACTION	TIMESCALE	RECORD	COMMUNICATION OF OUTCOMES
Informal support	TLM/Personal Tutor/Teacher provides support and guidance for a learner in the early stages of their course	Variable, but not more than 10 working days if a learner fails to follow guidance	Pro-Monitor Cause for concern	Available to subject and support staff via Pro-monitor
STAGE 1. AFTER 3 CAUSE FOR CONCERN NOTICES OR WHERE AN INCIDENT REQUIRES STAGE 1 DISCIPLINARY INTERVENTION THE TLM/PERSONAL TUTOR HOLDS A FORMAL MEETING WITH LEARNER TO DISCUSS BEHAVIOUR / PROGRESS WHICH IS IN BREACH OF CODE OF CONDUCT				Available to subject and support staff via Pro-monitor
Stage 1	TLM/Personal Tutor invites learner to a Stage 1 meeting. An action plan for the next ten days is agreed	10 working days	Pro-Monitor Action Plan	Available to subject and support staff via Pro-monitor
PROGRESS REVIEW MEETING TAKES PLACE 10 DAYS AFTER THE STAGE 1 MEETING, TO DECIDE WHETHER IMPROVEMENT TARGETS HAVE BEEN MET				
	EITHER: Learner makes acceptable progress and continues as normal with their studies. TLM/Personal Tutor updates Pro-Monitor		Pro-Monitor Update	Available to subject and support staff via Pro-monitor
	OR: Learner fails to meet improvement targets and is invited to a Stage 2 Behaviour Management Meeting. TLM/Personal Tutor completes another action plan with learner, and learners under 18 may be placed on report	5-7 working days after meeting	Letter 1: Notification of stage 2 Behaviour Management meeting, setting date location and time is sent to learner and parent/guardian/employer Report card/learner Pro-Monitor Action Plan	Available to subject and support staff via Pro-monitor
STAGE 2 WRITTEN WARNING AND BEHAVIOUR MANAGEMENT MEETING. LEARNER, TLM/PERSONAL TUTOR AND PROGRAMME MANAGER MEET TO REVIEW IMPROVEMENT TARGETS				Outcome letter to be emailed to subject teachers and support staff by TLM/Personal Tutor
Stage 2	EITHER: Learner makes acceptable progress and continues as normal with their studies. TLM/Personal Tutor updates Pro-Monitor		Pro-Monitor Update	Available to subject and support staff via Pro-monitor
	OR: Learner fails to meet improvement targets and is invited to a Stage 3 Behaviour Management Meeting. TLM/Personal Tutor completes another action plan with learner, and learners under 18 may be placed on report	5-7 working days after meeting	Letter 2: Notification of stage 3 Behaviour Management Hearing, with date, time and location is sent to learner and parent/guardian/employer	Available to subject and support staff via Pro-monitor

STAGE	ACTION	TIMESCALE	RECORD	COMMUNICATION OF OUTCOMES
			Pro-Monitor Action Plan	
STAGE 3 BEHAVIOUR MANAGEMENT HEARING. FINAL STAGE MEETING CHAIRED BY CURRICULUM DIRECTOR, TO DECIDE WHETHER LEARNER CAN REMAIN AT COLLEGE				Outcome letter to be emailed to subject teachers and support staff by TLM/Personal Tutor
Stage 3	EITHER: Learner is allowed to proceed at College with agreed targets for improvement. If learner fails to improve a final stage hearing will be held.	Subject to weekly progress review by TLM/Personal Tutor	Pro-Monitor Action Plan Report card	Available to subject and support staff via Pro-monitor
	OR Learner withdraws or is excluded from course, with option to reapply to College the following year	Immediate exclusion	Letter 5, Notification of Exclusion. EBS record of exclusion added.	Chair to notify estates, Head of ICT and Head of Learner Services so that; <ul style="list-style-type: none"> • Learner ID card is disabled • Record of exclusion note added to EBS.

APPENDICES

- 1 CONDUCT REPORT FORM/WITNESS STATEMENT**
- 2 LETTER 1 - NOTIFICATION OF STAGE 2 BEHAVIOUR MANAGEMENT MEETING**
- 3 LETTER 2 - NOTIFICATION OF STAGE 3 BEHAVIOUR MANAGEMENT HEARING**
- 4 LETTER 3 - NOTIFICATION OF OUTCOME OF STAGE 2 or 3 BEHAVIOUR MANAGEMENT MEETING/HEARING**
- 5 LETTER 4 - NOTIFICATION OF SUSPENSION**
- 6 LETTER 5 - NOTIFICATION OF EXCLUSION**
- 7 DISCIPLINARY MEETING PREPARATION GUIDE**
- 8 REPORT CARD**

APPENDIX 1

Conduct Report Form / Witness Statement, By Learner or Staff

Staff / Learner Name:	Date of Incident:
Staff Title / Position: Learner Course and ID Number:	Location:
Details of Incident:	

Signature:
Date:

APPENDIX 2

Letter 1:

Notification of Stage 2 BEHAVIOUR MANAGEMENT Meeting

(insert date)

Dear (insert learner's name and ID number)

You attended a stage 1 Behaviour Management Review meeting held on (insert date) with (insert TLM/Personal Tutor name) where it was decided that you had not satisfactorily met your agreed targets, and therefore receive this written warning. The action plan which you agreed at the Stage 1 meeting will be reviewed on (insert date, room number and time.)

In the Stage 2 Behaviour Management Meeting you will meet with your TLM/Personal Tutor and Programme Manager who will review if you have made any subsequent improvements. Please make every effort to meet your targets so that it is not necessary to progress your case.

Yours sincerely

Insert name

Insert title (Curriculum Director)

CC: Parent /Guardian / carer if learner is under 18
Employer, if learner is work-based, TLM/Personal Tutor

APPENDIX 3

Letter 2:

Notification of Stage 3 Behaviour Management Hearing

(insert date)

Dear (insert learner's name and ID number)

EITHER:

You attended a stage 2 Behaviour Management Review meeting held on (insert date) with (insert Programme Manager) where it was decided that you had not satisfactorily met your agreed targets, and therefore will progress to a stage 3 Behaviour Management Hearing. This is the third and final stage of the Learner Behaviour Management Procedure.

OR:

On (insert date) you were suspended from College, on suspicion of an act of gross misconduct. (Insert brief details of the act the Learner is accused of.)

A final stage 3 Behaviour Management hearing will be held on (insert date – 5 working days from the date of stage 2 review meeting) with (insert attendees titles). Your parent/guardian will also be invited to attend this meeting if you are under 18, or if you are over 18 you may choose to bring a friend or representative. This is not a legal process and legal representation is not permitted. You will be given an opportunity to explain the steps you have taken to improve your progress. At the end of the meeting we will decide to either:

- Take no further action at this time, but keep a record of the final written warning in your file
- Exclude you from College

Yours sincerely

Insert your name

Insert title (Curriculum Director)

CC: Parent / Guardian / Carer if learner is under 18
Employer, if learner is work based, Learning Manager

APPENDIX 4

Letter 3

Notification of Stage 2 Behaviour Management Meeting Outcome or Notification of Stage 3 Behaviour Management Hearing Outcome (*delete as appropriate)

(insert date)

Dear (Insert learner's name and ID number)

The Behaviour Management meeting/hearing* which took place on (insert date) reached the decision to

Either – * delete as appropriate

*Allow you to continue at College, provided you are successful in following the learner behaviour agreement which you signed at your Stage 2 Meeting. **You are required to attend a Progress Review Meeting** on (insert date, room and time). We hope that you will work hard during the review period, and seek support from your learning manager and subject teachers to enable you to be successful on your course.

OR

* Allow you to continue at College, provided you are successful in following your improvement targets which you agreed too at your Stage 3 Hearing. **You are required to attend a Progress Review Meeting** on (insert date, room and time). You should be aware that you must follow the improvement targets on a daily basis. Failure to achieve your action plan will result in immediate exclusion from College.

Yours sincerely,

(Insert name)
Curriculum Director

CC: Parent / Guardian / Carer if learner is under 18
Employer if learner is work-based, Learning Manager

APPENDIX 5
Letter 4
Notification of suspension

(insert date)

Dear (insert name and ID number)

Following an incident that took place on (insert date) you were asked to leave the College premises by (insert name of staff member).

Either

*I am writing to confirm that you are suspended until (insert date). After this date you are free to return to College and must seek immediate guidance from your learning manager on how to improve your progress.

Or

*I am writing to confirm that you are suspended, and should not attend College until a Behaviour Management hearing takes place on (insert date, room and time.) You are required to attend the meeting. If you are under 18 you may bring a parent or guardian, or if you are over 18 you may bring a friend or representative from the Student Union.

This investigation is part of Stage 3 of the Learner Behaviour Management Procedures, a copy of which is enclosed.

At the end of the Behaviour Management hearing the investigating officer may:

- Dismiss the case
- Give you a written warning and behaviour agreement
- Exclude you from your course(s)

We need you to provide us with the following information no less than 3 days before the hearing:

- that you will/will not be attending the hearing
- the name(s) of anyone who will be coming with you
- if you need a translator or support worker

If you do not attend the hearing, the hearing may still take place and you will be informed in writing of the decision made.

Yours sincerely,

(Insert name)

(Insert title)

CC: Parent / Guardian / Carer if learner is under 18
Employer if learner is work-based
Learning Manager for Learner File

APPENDIX 6
Letter 5
Notification of Exclusion

(insert date)

Dear (Insert name and ID number)

The Behaviour Management hearing which took place on (insert date) reached the decision that you would be excluded from College for (insert length of time) from the date of the hearing. You are excluded for (insert reasons). You have the right to reapply to College at the start of next academic year.

You have the right to appeal against this decision. If you wish to appeal you must clearly state your reasons for appeal and send them to the chairperson of your Stage 3 Hearing, within 10 days of the date of receiving this letter. The College reserves the right not to allow an appeal hearing to take place if insufficient evidence is provided.

Yours sincerely,

(Insert Name)

CC: Parent / Guardian / Carer if learner is under 18
Learning manager for Learner File

APPENDIX 7

Chairperson's Behaviour Management Meeting Preparation Guide Equality Impact Assessment: Making Reasonable Adjustments

Learner details

1. Details of learner from EBS - previous qualifications – do these match entry criteria for course? Current exam enrolments and achievements – is the learner succeeding?
2. EBS - access the learner's timetable – does the timetable suit the learner's needs, i.e. is Attendance & Punctuality low at any particular sessions (ask learner why), are any support/targets required to enable the learner to meet the attendance and punctuality target. Are any changes or adjustments required to learner's timetable?
3. Access the learner's E-ILP to see their attendance and punctuality, target grade, progress, when they last logged in, SMART targets (related to behavioural issues, academic issues) Reviews – what learning manager and teachers have written about learner's progress.

Individual needs – are we making reasonable adjustments?

4. Is any support required, in place? i.e. ALS, mentoring support, counselling, anger management.
5. Are any outside agencies or support services involved? i.e. Youth Offending team, community service, asylum seeker, care leaver.
6. Does the learner have any diagnosed specific learning difficulties/disabilities? i.e. ADHD, Asperger's, dyslexia, dyspraxia.
7. Does the learner have any health issues and/or mental health issues which impact on their attendance or ability to study?
8. Has the learner any specific family and/or housing issues which impact on their attendance or ability to study?
9. Does the learner have any barriers to communication including ESOL, deafness, Asperger's syndrome, dyslexia?
10. Does the learner have any specific religious or cultural needs which impact on their ability to attend and succeed at College?

**APPENDIX 8
Report Card**

Name of Learner: _____ I.D. Number: _____

Date of issue: _____ Duration of Report Period: _____
weeks

I have decided to address the following issues in order to make some significant improvements over the next two working weeks.

(Tick as appropriate.)

- 1. Punctuality
- 2. Attendance
- 3. Engagement and co-operation in learning activities
- 4. Submitting work on time
- 5. Standard of work
- 6. Behaviour in the teaching, learning or study areas
- 7. Respect for members of staff
- 8. Conduct on the College premises
- 9. Breaching the Learner Code of Conduct

Learner's signature: _____

Learning manager Signature: _____

SUBJECT LECTURER: Please sign in the appropriate box below to indicate satisfactory behaviour. If unsatisfactory identify by number from the list above and make a brief comment.

Week 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Session 1					
Session 2					
Session 3					
Session 4					

To Learner File when completed

SUBJECT LECTURER: Please sign in the appropriate box below to indicate satisfactory behaviour. If unsatisfactory identify by number from the list above and make a brief comment.

Week 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Session 1					
Session 2					
Session 3					
Session 4					

Week 3

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Session 1					
Session 2					
Session 3					
Session 4					

APPENDIX 9

Creating a Behaviour Management meeting in ProMonitor (Long and short courses only)

ProMonitor should be used to record all the information and template documentation you need to conduct a disciplinary meeting.

Quick guide

1. Within the learner's ILP page click on 'Manage Learner Meetings'

Meeting Date	Time	Type	Reviewed By	Status	Completion Date
02 Apr 2019	11:00	Disciplinary - Stage 3	Carl Boyd		
13 Nov 2018	10:00	Disciplinary - Stage 1	Sandra Mirkovic		

2. Click 'Add New'
3. Select 'Disciplinary' from the 'Meeting Category' dropdown and then the appropriate Stage (1, 2 or 3) from the 'Meeting Type' dropdown

Complete Canceled

Meeting Date: 13/05/2019 Duration (mins): 30

Time: 10:00

Meeting Category: Disciplinary

Meeting Type: Disciplinary - Stage 3

Location: L1001a

Reason for Meeting: Behaviour

Include in Non-Timetabled EEP Hours

Save

4. Click Save. This will return you to the Meetings list. Click on the meeting to add the remaining details.

Here you should enter contextual information and add other attendees or a circulation list as required;

Meeting Type: Disciplinary - Stage 3 [Change](#) Meeting Category: Disciplinary

Meeting Date: 13/05/2019 Time: 10:00 Duration (mins): 30

Complete Cancelled

Location: L1001a

Reason for Meeting: Behaviour

Link to Enrolment: --Select--

Reviewed By: Carl Boyd [Select Me](#)

Include in Non-Timetabled EEP Hours

[Save](#)

Attendees / Circulation List

Role Type	Name	Role	Informed	Attended	Notes
Student	Daniela Tamaian (565590)	Student	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Staff	Carl Boyd (563566)	Organiser	<input type="checkbox"/>	<input type="checkbox"/>	Edit

2 row(s)

[Send Notification Email](#) [Quick Add](#) [Custom Add](#)

5. Use the section below to capture any notes/conditions and outcome

One to one meeting notes

Hearing outcome: --Select--

Parent/carers informed?

Meeting notes:

Conditions agreed:

[Save](#)

6. Scroll to foot of meeting page to the 'Print Reports' section

7. Depending on which Letter is required, click on the relevant Download icon to open and edit in Word (note that learner details will be pre-populated)

Print Reports

Report Name	Description	Download
CoHENEL Notification of Exclusion		Download
CoHENEL Notification of Stage 3 Disciplinary Hearing		Download
CoHENEL Notification of suspension		Download
CoHENEL Stage 2 Disciplinary Meeting Outcome or Notification of Stage 3 Disciplinary Hearing		Download

4 row(s)

8. Print the letter(s) for the learner/parent/carer

9. Save the letter(s) locally, then add them back to the meeting by browsing to that file location, entering a brief description then clicking 'add'

Guidance – KS4 Behaviour for Learning Flow Chart

In-Class Behaviour Types of Behaviour	Teacher Response	Procedures	Effective Communication
<p>Levels 1 & 2 – low level For example</p> <ul style="list-style-type: none"> • Lack of appropriate equipment / lack of college badge etc.... • Late to lessons • Lack of classwork • Low level disruption • Running / shouting • Failure to follow instructions • Failure to attend detention • Lack of respect towards peers • Disruption to the learning of others • Inappropriate use of mobile phones/other items 	<p>Issue Warning and provide every opportunity to 'get it right'. Use positive language (refer to College's Behaviour Management Toolkit)</p> <p>Implement the 3 Steps System & Strategies as required as detailed in The College's Behaviour Management Toolkit</p>	<p>Positively correct before starting the 3 steps</p> <p>Students can move down a step with focused engagement</p> <p>See the 3 Steps Guidance Sheet:</p> <ol style="list-style-type: none"> 1. Name on the board 2. Interventions, e.g. Time out (speak calmly & clearly), conversation after the lesson, pause time 3. Removal from the lesson to a Time Out Room 4. Place on Behaviour Contract for 2 weeks as appropriate which is managed by the Tutor 	<p>Teacher deals with the situation within the classroom</p> <p>Where the teacher has a repeated concern about a student regarding low level behaviour issues, this should be recorded on ProMonitor so that the whole team is aware. Where patterns are noted, the Tutor will follow up with the student, parents and link school</p>
<p>Levels 3 & below For Example</p> <ul style="list-style-type: none"> • Lack of respect to staff • Repeated failure to follow instructions • Smoking • Racist and Homophobic comments • Unauthorised absence • Swearing at staff 	<p>Time Out Room</p> <p>Remove ID Badge Detention & agree strategy for rapid improvement</p>	<ul style="list-style-type: none"> • Provided work for the student • Curriculum Manager & Tutor decide on and issue a sanction • Restorative meeting is held between Curriculum Manager, teacher, student & parent / school link as required • Place on Behaviour Contract as appropriate which is managed by the Tutor and overseen by 	<p>Incident is recorded on ProMonitor and sent to the Tutor, CTL, CM, HoS & included in termly report to School.</p> <p>Where patterns are noted, the Tutor will follow up with the student, parents and school. It may be necessary to involve the CM/HoS to support broader issues across the curriculum</p>

In-Class Behaviour Types of Behaviour	Teacher Response	Procedures	Effective Communication
		Curriculum Manager <ul style="list-style-type: none"> • If no improvement then escalate to college Disciplinary Stages 	
<p>Level 4 – More serious incidents or refusal to go to the Time Out room For example</p> <ul style="list-style-type: none"> • Theft • Possession of dangerous / illegal item • Continued Bullying / Racist / Homophobic comments • Vandalism of college property • Bringing the College into disrepute • Fighting / seriously threatening behaviour 	<p>Removal from lessons</p> <p>Removal of ID Badge Refer to College Disciplinary Policy & Procedures</p>	<ul style="list-style-type: none"> • Refer to Duty Manager log incident on ProMonitor • On call staff ensures the incident is fully investigated and recorded, including discussion with Tutor and Curriculum Manager. CM reports to Safeguarding officer if necessary • HoS to make decision as to level of sanction • HoS and Tutor oversee the sanction depending on the level decided • Final details of the incident are recorded on ProMonitor • Restorative meeting is organised where appropriate 	<p>Incident to be recorded on ProMonitor and sent to the HoS and Tutor. HoS to decide who is best placed to inform parents and link School</p> <ul style="list-style-type: none"> • Any exclusions and reintegration meetings communicated by HoS