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University Technical College Warrington (UTCW)

Sixth Form Disciplinary Procedure

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Sixth Form Disciplinary Procedure

1 Scope

UTCW's primary mission is to prepare students for the world of work by developing their technical skills and guiding them toward meaningful careers, including apprenticeships, university placements, and employment.

Partner organisations, such as Sellafield Ltd and Manchester Metropolitan University, worked together to create the UTC. The result is that students have the opportunity to forge valuable relationships and experiences within the STEM industry in the North West and beyond.

To do this, the UTCW has developed a behaviour curriculum that draws on principles of good practice from what our employer partners seek in their employees.

This curriculum applies to all members of our community, including students, teachers, support staff, parents, carers, and visitors. Staff are expected to exemplify and uphold high standards of behaviour to foster the same in our students.

2 Purpose

The purpose of this procedure is to enable college staff to manage student disciplinary issues in a consistent, timely and fair manner. It provides for the orderly investigation and resolution of cases of alleged unsatisfactory conduct and will be initiated when: -

(a) When a student is alleged to have broken building rules and regulations;

(b) When a student is alleged to have breached behavioural expectations, whether isolated or recurring (see para 3).

(c) When gross misconduct is alleged (see para 3.6).

3 Behavioural Expectations

The UTC values guide the set behavioural expectations: **attitude** (proactive and professional), **belief** (pursuing excellence and equity), and **commitment** (foster growth and achievement).

Students are expected to demonstrate accountability for their own behavior within the building and are responsible for maintaining professional conduct in accordance with the following guidelines;

3.1 Students should primarily show respect to staff, peers and visitors. This includes but is not limited to:

No offensive or obscene language.

No harassment of anyone in or outside the college. This includes verbal, physical, and cyber harassment.

No discrimination based on sex, race, sexual orientation, or any other protected characteristics.

No unnecessary disruption to the learning of others or the teaching of staff.

Full co-operation with peers and staff, regardless of your personal relationship with said individual.

Respect for the property of others, encompassing graffiti and physical damage.

3.2 UTC is designated as a smoke-free zone, prohibiting smoking or vaping inside the building or near the main entrance.

Any tobacco or nicotine products found will be confiscated, and will only be returned at the end of the day if the owner is of legal age (18 years or older) to consume them.

3.3 All individuals must adhere to the UTC dress code, which requires students to maintain a smart-casual appearance suitable for a professional environment. Generally, the below principles apply;

(a) Lounge and exercise wear are not permitted.

(b) Jeans are only permissible if they are free of rips or chains.

(c) Logos and prints must not be offensive, as determined by the staff team, who will consider all protected characteristics and cultural perspectives.

Branded hoodies and t-shirts may be purchased through the sixth form lead. Students are encouraged to choose this as their primary uniform option.

3.4 Students are expected to attend all lessons and sessions unless there is a valid and evidenced reason for absence.

An attendance record that drops below **96%** will call for an initial informal investigation (see para 7.1). Further, persistent absence is that which falls to **90%** or below, and will be reprimanded with a disciplinary meeting (see para 7.2).

Justified absences do not include pre-booked holidays during term-time.

Extended sickness must be accompanied by supporting medical evidence to be considered justified.

3.4.1 In the event of absence, students are required to notify the sixth form mentor or leadership team in the morning via email or phone call, providing a reason for their absence.

Alternatively, the Sixth Form Mentor will contact students, parents, or carers in the morning hours to follow up on any absence.

For advice regarding being 'sent home' during the working day see para 8.

3.4.2 Students are expected to attend each session **punctually**, meaning prior to its' onset.

Good practice encompasses arriving at a session 5 minutes before the start time, which allows for entering the room and organising the workspace.

Arrival at any point after the session has begun will be marked as late on the attendance system.

A late record exceeding **5%** of all sessions will prompt an initial informal investigation (see para 7.1). Further, persistent poor punctuality is that which encompasses **10%** of all session, and will be reprimanded with a disciplinary meeting (see para 7.2).

3.5 Students are expected to conduct themselves professionally in the **classroom environment**, so as to ensure their own learning and that of others is not disrupted. This is guided by, but not limited to, the below principles;

(a) Accurately and promptly following instructions given by staff, except when those instructions would endanger the student or others.

(b) No use of mobile phones, earphones or other electronic distractions unless instructed to do so by the class teacher.

(c) Basic caution and proper intended use of UTC property. Such includes furniture, stationary, IT equipment, machinery etc.

(d) Adhering to coursework and homework deadlines as set by the exam board and class teacher.

(e) Not interfering with the learning of other students, including by general disruption of the classroom environment.

3.6 In cases of **gross misconduct**, the disciplinary procedure may bypass informal warnings and be expedited.

Examples of gross misconduct may include but is not restricted to;

- Physical or verbal assault;
- Harassment or bullying;
- Possession of or dealing with illegal substances;
- Alcohol abuse;
- Vandalism;
- Theft;
- Abuse or misuse of computer equipment;
- Behaviour which brings the College into disrepute.

3.7 The above behavioural expectations are not intended to be exhaustive, but act as direct guidance towards professional and appropriate actions. **Common sense and professional judgment are to be employed at all times.**

4 Exemptions

Any exemptions to the behavioural expectations will be considered by the Sixth Form Lead on an individual, case-by-case basis. The Sixth Form Lead will consider personal circumstances and determine whether the student may be exempt from sanctioning.

4.1 Students with a medical condition, learning difficulty, or disability that may be related to their lack of discipline must meet with the SENCO. In collaboration, the SENCO, Sixth Form Lead, and student will decide how to prevent future misconduct and determine any necessary exemptions.

All medical exemptions must be supported by appropriate evidence.

5 Classroom Procedures

The expected classroom conduct is outlined in para 3.5. Failure to follow these guidelines will result in immediate sanctions by the classroom staff. The sanction process is as follows;

(1) First Warning;

(2) Second Warning;

(3) Dismissal from session.

5.1 In the case of dismissal from a session, an informal investigation will be carried out on the same day (see para 7.1). The behaviour incident will be logged on class charts and the home contact will be informed by phone. The student must attend college at an arranged future time to complete any missed content.

Repeated cases of dismissal will result in disciplinary action (see para 7.2).

6 Initial Decision Making

To initiate a student's entry into the disciplinary framework, an initial recommendation is required. Any member of staff may recommend a student for disciplinary action by providing a detailed account and rationale to justify the need for discipline. Students should **not** be informed that they are being recommended until a final decision has been reached.

Please note that an informal investigation (see paragraph 7.1) does not require a staff recommendation.

The Sixth Form Lead and Sixth Form Mentor will review the information provided and decide whether the alleged incident warrants the application of the formal disciplinary procedure and, if so, at which stage to commence.

Additionally, the Sixth Form Mentor will gather information from the SENCO and/or safeguarding team regarding the student's current holistic circumstances. This ensures a fair disciplinary procedure that considers all relevant factors, and that the misconduct cannot be justified on the grounds of SEND or safeguarding needs, which are unmet by the college in this instance.

Once a decision is made regarding the disciplinary recommendation, the sanctioning member of staff must be informed, and any further action or information required from them should be outlined. The rationale for the decision, regardless of the outcome, must be appropriately explained to the staff member.

If the decision is made to proceed with disciplinary action, the student will receive written notice, and the home contact will be informed by phone.

7 The Disciplinary Framework

The disciplinary framework consists of one informal pre-stage and four sanctioning stages. Certain misconduct may be severe enough to warrant skipping parts of the framework, which does not have to be followed in a strict sequence.

7.1 Informal Investigation

Certain minor infractions may be addressed through an informal investigation. These cases include holding an attendance record of 96%, late attendance to 5% of sessions, first dismissal from a session, and first instance of inadequate uniform.

An informal investigation consists of a brief meeting with the Learning Mentor. During this meeting, the mentor and student will discuss the misconduct that has occurred and collaborate to develop a resolution to prevent future incidents. Where possible, this meeting will take place on the same day or at the next earliest opportunity.

The parent or guardian will be contacted by phone to be informed of the incident and the agreed-upon solution.

7.1.2 If a minor misconduct occurs a second time, the student will progress further within the disciplinary framework to stage one - a verbal warning (see paragraph 7.2).

7.2 Stage One: Verbal Warning

Stage one will involve a meeting for which the student will receive a timed and dated invitation in writing (see Appendix B) and **must** attend. This will be held at the next available 8:30am or 3:00pm timeslot, and will not last longer than 30 minutes. The parent or guardian will also be notified, but not invited.

The meeting is typically a one-on-one with the Sixth Form Mentor, but the Sixth Form Lead and/or other relevant staff members may also attend.

7.2.1 The discussion will cover SIMS/class charts logs, an explanation by the sanctioning staff member(s) of the rationale behind the recommendation, the student's EHCP/Passport, and any other relevant supporting evidence.

The student will then have the opportunity to provide their perspective on the misconduct.

In collaboration, the Mentor and the student will create a conduct contract (see Appendix A), which the student will sign. This contract will outline the recommended steps for improvement, any relevant sanctions, and warnings of consequences should the misconduct recur.

7.2.2 After the meeting, the student will remain at stage one of the disciplinary framework for one calendar month or the remainder of the current half term, whichever period is longer. If the student breaches behavioral expectations again, whether related to the initial misconduct or not, they will advance to stage two of the disciplinary framework.

The meeting summary, alongside signed copies of the conduct contract will be emailed to parents/guardians, the student, the Sixth Form Lead and the sanctioning staff at the earliest opportunity.

7.2.3 Failure to attend, without justified and evidence reasoning, will result in progressing further within the disciplinary framework to stage two.

7.3 Stage Two: Written Warning

7.3.1 In some circumstances a student may be immediately recommended to stage two, bypassing stage one. Such circumstances include but are not limited to;

- Persistent and more serious infringements of behavioural expectations in a short period of time;
- Consistent failure to adhere to health and safety policies;
- More serious damage to UTC property;
- Gross negligence.

7.3.2 Stage two will consist of a further meeting, following the same general structure as stage one (outlined in para 7.2).

Attendees will include the student, Sixth Form Learning Mentor, Sixth Form Lead, and an additional member of the Senior Leadership Team (SLT). Parents or guardians will also be invited and required to attend, however, in the event of absence the meeting will be held regardless.

7.3.3 In collaboration, the Mentor and the student will create a conduct contract (see Appendix A, outlined in para 7.2.1). This will be signed by both parties.

Additionally, a written warning will be issued at this time (see Appendix C).

7.3.4 Failure to engage with or attend the meeting will result in the unilateral issuing of the written warning, along with a list of the steps required by the student. In some cases, the Sixth Form Lead may choose to escalate the failure to attend to stage three.

7.3.5 After the meeting, the student will remain at stage two of the disciplinary framework for six calendar months. If the student breaches behavioural expectations again, whether related to the initial misconduct or not, they will advance to stage three of the disciplinary framework.

7.4 Stage Three: Final Written Warning

7.4.1 In some circumstances a student may be immediately recommended to stage three, bypassing stage one and two. Such circumstances include but are not limited to;

- Theft;
- Fraud/attempted fraud;
- Bullying/harassment or violent threats against people or property;

- Sexual harassment;
- Gross misuse or interference with IT equipment and/or systems;
- Deliberately causing injury to others;
- Gross insubordination;
- Possession of non-prescription drugs or paraphernalia;
- Consumption or possession of alcohol on premises;
- Arriving to college under the influence of alcohol or non-prescription drugs;
- Abusive or aggressive language directed at another person;
- Gross misuse of machinery;
- Deliberately causing risk of serious harm through non-adherence to the health and safety policies;
- Accessing or disrupting pornographic, violent or extremist material on site and/or using UTC equipment.

7.4.3 Stage three will consist of a further meeting, following the same general structure as stage one and two (outlined in para 7.2).

Attendees will include the student, Sixth Form Learning Mentor, Sixth Form Lead, an additional member of the Senior Leadership Team (SLT) and **the Principal**. Parents or guardians will also be invited and required to attend. Parents or guardians will also be invited and required to attend, however, in the event of absence the meeting will be held regardless.

7.4.4 In collaboration, the Principal and the student will create a conduct contract (see Appendix A, outlined in para 7.2.1). This will be signed by both parties and the parent/guardian.

Additionally, a written warning will be issued at this time (see Appendix C).

7.4.5 Failure to engage with or attend the meeting will result in the unilateral issuing of the written warning, along with a list of the steps required by the student. In some cases, the Sixth Form Lead may choose to escalate the failure to attend to stage four.

7.4.6 After the meeting, the student will remain at stage two of the disciplinary framework for twelve calendar months. If the student breaches behavioural expectations again, whether related to the initial misconduct or not, they will advance to stage two of the disciplinary framework.

7.5 Stage Four: Permanent Exclusion

7.4.1 In some circumstances a student may be immediately recommended to stage four, bypassing stage one, two and three. Such circumstances include but are not limited to;

- Unauthorised possession of an offensive weapon;
- Conviction of serious criminal charge.

7.4.2 If the student does not follow the steps set out in their stage three conduct contract, they may be recommended for permanent exclusion, meaning they will be removed from the college register and unable to return.

Such a recommendation can only be made by the Sixth Form Lead, though it may be brought to their attention by other relevant staff members.

Exclusion should not be recommended as a sanction unless there is an ongoing investigation regarding the student, or the student has committed gross misconduct.

A recommendation for permanent exclusion will call for a consultation meeting involving the governors, the Principal, senior staff, the student, and the parent or guardian. If the parent or guardian and student fail to attend, the meeting will proceed regardless.

A decision will then be made on whether to permanently exclude the student or to continue with stage three disciplinary action. The student will further receive written confirmation of the meeting summary and the decision made.

8 Dismissal from Premises

In certain circumstances, a student may be informally dismissed from the premises ('sent home') for the remainder of the day. This will be logged as an authorized absence. Such cases include, but are not limited to:

- The student arrived on-site in unsatisfactory attire. They will be permitted to leave and return in alternate clothing. If the student chooses to be dismissed and does not return, this will warrant an unauthorized absence.

- The student has been involved in an incident on-site. They may be dismissed if they are agitated, unable to settle due to the situation, and/or have committed gross misconduct.
- The student has committed various insubordinations toward the member(s) of staff responsible for them for the remainder of the day and/or has negatively impacted the learning of other students.
- The student is visibly unwell and/or has unmet medical needs, making them unable to remain on-site.

The parent or guardian will be contacted to inform them of the dismissal.

Appendix A: Conduct agreement

Student Name:		Staff Present:	
Parent/Guardian:		Governers:	
Disciplinary Stage:	1 / 2 / 3 / 4	Agreed Meeting Date:	
		Stage End Date:	
Brief summary of reasoning for disciplinary:			
Outcomes, agreed actions and targets:			
‘I have understood the targets and actions necessary as well as the timeframe for these. I understand the potential consequences of being unsuccessful in the implementation of these actions’			
Student Signature:			
Staff Signature:			
Staff Signature (2, if applicable):			
Parent/Guardian Signature (if applicable):			

Appendix B: Sample Notice of Disciplinary Meeting

Disciplinary Procedure – Stage *?* Misconduct

Dear *Student Name,*

This is to inform you that you are required to attend a formal meeting on *Date, Time* at *Location,* to discuss your conduct within UTC Warrington.

This meeting will be conducted by *Head of Sixth Form/Sixth Form Mentor*, and will also be attended by *?*. The matter to be investigated is *(Nature of misconduct)*.

If you have any documentation that you feel is relevant to this meeting, please bring it with you. You are entitled to be accompanied to the Disciplinary meeting by either a parent or guardian (in some cases, the appropriate adult will also be personally invited).

If the misconduct is upheld, the outcome may be a written warning about your future behaviour and/or a conduct contract agreed with you to bring about the necessary improvements. Please refer to the Disciplinary and Behaviour Management Policy and Procedure for more information, a copy of which is attached.

If you are unable to attend, with evidenced reasoning, please ask to re-arrange the meeting for a more convenient one. If you do not attend the meeting arranged and have not asked for another date or time, the meeting will go ahead in your absence, and it may be decided that the misconduct will be proved.

As you are under 18, a copy of this letter has been sent to your parent/carer.

Yours sincerely,

Magdalena Lulek
Sixth Form Learning Mentor

Appendix C: Sample Written Warning

First / Final Written Warning

Dear *Student Name,*

You attended a disciplinary meeting on *Date/Time*. I am writing to inform you of your *written warning / final written warning*.

As agreed during the meeting, this warning will be placed in your personal file but will be disregarded for disciplinary purposes after *number* months, provided your conduct improves and performance reaches a satisfactory level – as noted in your conduct contract. Please refer to the Disciplinary and Behaviour Management Procedure for more information, a copy of which is attached.

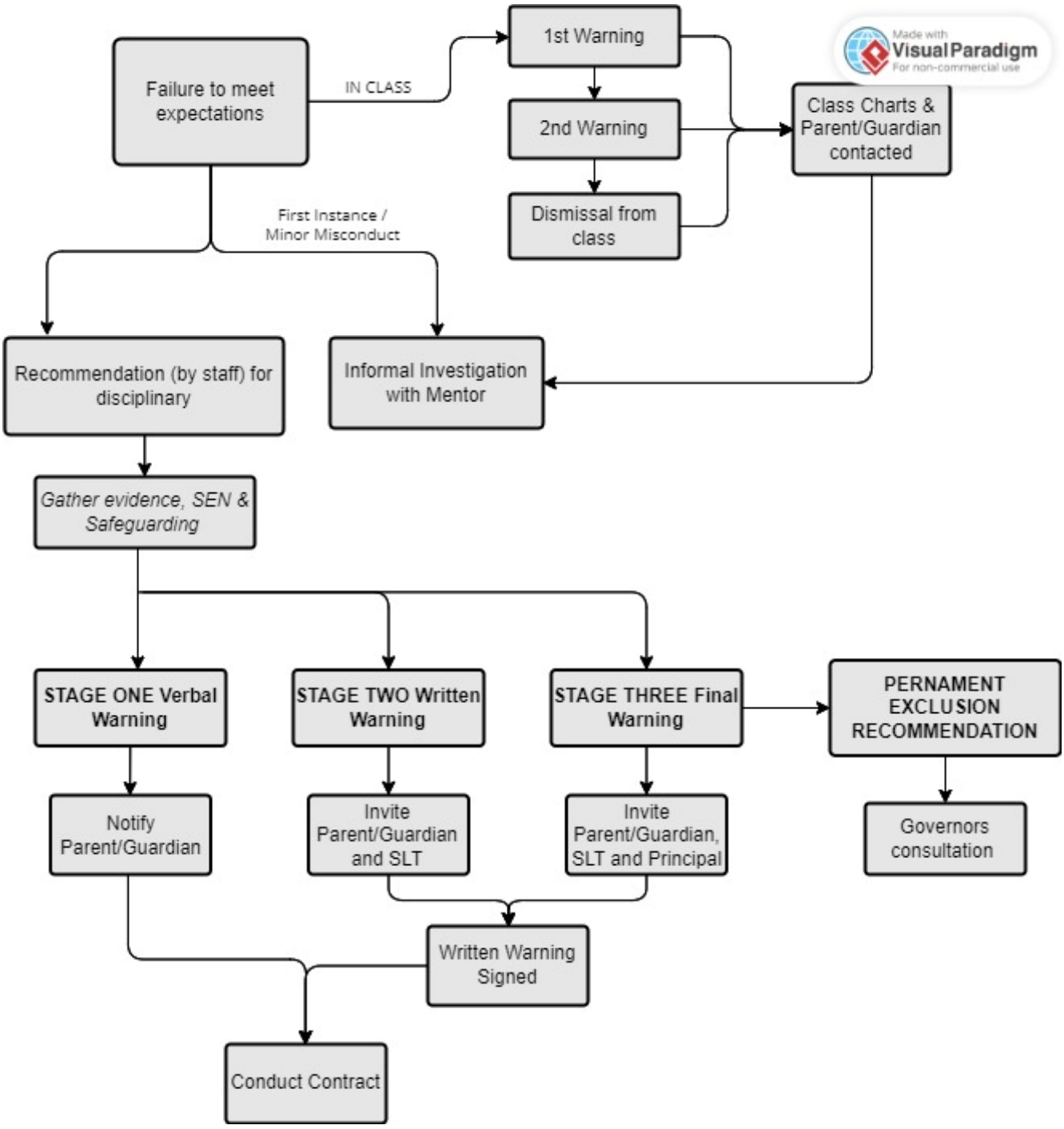
Briefly, the nature of the misconduct was *details of misconduct or performance issue.*

The improvement expected is summary of *conduct contract.*

The likely consequence of *further misconduct / insufficient improvement* is a further disciplinary procedure that could lead to a *final written warning / permanent exclusion*.

Yours sincerely,

Magdalena Lulek
Sixth Form Learning Mentor


Failure to meet expectations
IN CLASS
1st Warning
2nd Warning
Dismissal from class
Class Charts & Parent/Guardian contacted
First Instance / Minor Misconduct
Recommendation (by staff) for disciplinary
Informal Investigation with Mentor
Gather evidence, SEN & Safeguarding
STAGE ONE Verbal Warning
STAGE TWO Written Warning
STAGE THREE Final Warning
PERNAMENT EXCLUSION RECOMMENDATION
Notify Parent/Guardian
Invite Parent/Guardian and SLT
Invite Parent/Guardian, SLT and Principal
Governors consultation
Written Warning Signed
Conduct Contract