

# Student Code of Conduct and Discipline Policy



**Title:** Student Code of Conduct and Discipline Policy

**Policy Date:** November 2024

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## Cross Ref to other Policies/Procedures:

|                                    |
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| 1. Lanyard Policy                  |
| 2. Drugs and Alcohol Misuse Policy |

## Publication:

Staff area of Intranet



Student and Public area of Intranet



## Impact Assessment:

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

## Overview

Here at Thomas Rotherham College we aim to support you in making a smooth transition in your next steps from college to higher education or employment. The College gives you a degree of freedom and responsibility for making your own decisions. To support you the College has established this policy document, setting out our clearly defined expectations and rules. A strict **adherence** to these expectations and rules will help to ensure that TRC is a safe and welcoming environment that will support all students in maximising their progress. Any non-adherence will be classed as Expectation Misconduct.

## Student Code of Conduct and Learning Agreement

Our general expectations of you are outlined in our Learning Agreement (Annexe A) Student Code of Conduct (Annexe B) and through the Student Code of Conduct, the College aims to protect the rights of its students, staff and visitors.

Everyone in the College has the following basic rights:

- The right to learn;
- The right to feel safe;
- The right to be treated with respect.

## Student Disciplinary Process and Supported Intervention Process

A failure to meet the expectations set out in the above could result in a student entering the College's formal discipline system or the Supported Intervention system. The stages of the discipline system and Supported Intervention process are set out in Annexe C and D.

## Discipline Process: Student appeals

- A student has the right to appeal against the outcome of a formal disciplinary meeting. Students and parents/carers will be informed of this right.

Possible reasons for appeal include:

College policies and procedures have not been followed.  
Not all evidence was considered.  
Bias or discrimination was shown in reaching a judgement.  
Extenuating circumstances.

- Notification of a wish to appeal against the issue of a Formal Action warning should be made in writing to the Assistant Principal – Behaviour and Attitudes, within 5 working days of the date of the warning.
- Appeals against the outcome of a Formal Action Level 3 warning should be made in writing to the Principal within 5 working days of the date of the warning.

- An appeal meeting will be convened within 5 working days of receipt of the appeal letter.



## Annexe A

### Learning Agreement

This Learning Agreement is the basis on which your place in college is awarded and maintained. Failure to abide by the terms of this agreement may lead to disciplinary action. Breaking the terms of this agreement could result in the withdrawal of your college place.

I have enrolled as a student at Thomas Rotherham College. In doing so, I agree to:

- Complete all work to the best of my ability and within scheduled deadlines;
- Maintain a full and punctual attendance for all college activities, including examinations;
- Treat all members of the College Community with respect in line with the Equality Act 2010;
- Abide by the standards of behaviour and effort outlined in the College Code of Conduct (Annexe B);
- Respect the site and its security;
- Abide by the Information, Communication and Learning Technology (ICLT) Usage Agreement;
- Check college emails regularly for important updates.

I understand my duty to:

- Wear my College ID card/ lanyard (or a temporary replacement) at all times;
- Understand there will be a charge for replacement ID cards if mine is lost or stolen;
- Ensure that the work I submit for assessment is my own and not copied from someone or somewhere else;
- Inform reception of reasons for any unavoidable absences;
- Come to classes with the correct equipment and be prepared for work;
- Make use of the available support in college if asked to do so;
- Not book holidays during the enrolment period or during term time;
- Follow any such guidance enforced by the college to keep learners safe.

### Level 2 students only - Progression and Re-enrolment Information

A key purpose of the Level 2 programme with TRC, based at Winterhill, is to achieve the qualifications necessary to progress onto a Level 3 programme. Students should be aware of the following: .

If you wish to continue onto level 3 qualifications at TRC, by the end of the year you will need:

- 5 or more GCSEs (grades 4-9) in at least 4 different subjects, including English Language or English Literature [1 of which could be GCSE equivalent qualifications];
- to have passed 75% of the level 2 courses you enrolled on at grade 4 and above (or equivalent);
- to have met the individual entry criteria for the courses you wish to take;
- a good attendance record;
- a good behaviour record.

There are some specific entry requirements for individual subjects. You need to be aware of these when considering your choices. The college prospectus will provide you with further details.

### **Level 3 students only – Progression into Y13**

Your progression will be automatic. There are two exceptions:

- Where there is concern about your attendance and/ or conduct, your progress into Y13 will be subject to review. Where your conduct or attendance fall short of our expectations, your college place could be withdrawn.
- Where there is robust evidence that you are likely to fail a course (achieve a U grade), you will receive additional guidance and support. As part of this, you may be guided to change your course/s, possibly necessitating a full restart on a new L3 study programme.

## **Annexe B - The Student Code of Conduct - Learning**

### **You have agreed to:**

- Keep to the terms of the Learning Agreement signed at enrolment;
- Not cause distraction to others or disrupt the teaching and learning taking place;
- Set mobile phones to silent in lessons, tutorials, the LRC and study areas and put them in your bag/pocket;
- Abide by the ICLT User Agreement. Do not download games, send emails or access the internet in lessons unless your teacher gives you explicit permission to do so;
- Follow examination regulations and keep to related deadlines;
- Submit only your own work for assessments. Copying (plagiarism) or cheating will be treated as a disciplinary matter and could result in you being disqualified from external examinations and being asked to leave college;
- Take any personal or family holidays outside college term times;
- Inform Student Services of any change in your circumstances that might affect your studies;
- Ask for help if it is needed or if you are dissatisfied with any teaching or other services provided by the College.
- Return all college property when leaving the course or finishing the year.

### **Your role as a member of the College community - You have agreed to:**

- Behave in a respectful and considerate manner when in college, or when taking part in college activities or when in the College neighbourhood;
- Be aware of and respect the needs of other people and treat everyone as an individual regardless of age, ethnic origin, gender, disability, learning difficulties, class, religion or sexual orientation in accordance with the 2010 Equality Act;
- Behave in a courteous and honest way when using social media. Operate within the Law, respecting the privacy and the feelings of others at all times. Do not use the names, contact details or images of other students or staff without their prior permission;
- Smoke/vape, only in the designated area;
- Take care of your own and other people's property. The College is not responsible for personal belongings;
- Eat and drink only in the designated areas;
- Respect and take care of the College's facilities and environment;
- Adhere to a flexible student dress code, which simply asks that you dress with decency and do not wear clothing displaying slogans or images that others may find offensive.

### **You have agreed not to:**

- Behave in an aggressive or intimidating manner or with intent to cause harassment or embarrassment to another person. TRC has a zero-tolerance approach towards any form of bullying including cyber bullying.
- Behave in a way that is unacceptable e.g. using offensive language, dropping litter, spitting or gambling;

- Send any communications or images (via mobile phones, IT, or other means) to cause distress;
- Be in possession or under the influence of alcohol or drugs whilst at college or involved in any college activity.

**NB: Violent behaviour on site will result in permanent exclusion from college. Any criminal activities committed on site will also be referred to the police.**

**Keeping TRC a safe college - You must:**

- Wear and display your lanyard/student ID at all times whilst on the College site;
- Follow Health and Safety rules and procedures across the site as advised;
- Drive with care and attention on and around the College site. Park only in designated student areas and with regard for others and their vehicles.
- Follow safe working procedures in laboratories and sports areas,
- Work only in rooms supervised by members of staff or request specific permission to be there;
- Tell a member of staff of any dangers and make sure that any accident witnessed, where a member of staff is not present, is reported to main reception.

**You must not:**

- Invite non-students onto the College site;
- Associate with non-students on the College site;
- Bring any illegal, hazardous or harmful substances onto college premises;
- Bring any sharp objects such as blades, needles or scissors
- Misuse, damage or interfere with any items of equipment, especially those provided for safety purposes.

## Annexe C – Student Disciplinary Process (Expectation Misconduct)

### Cause for Concern

The informal stage aims to discuss and reiterate our high expectations and standards and explain why learning behaviours need to change. A cause for concern can be issued for anything classed as expectation misconduct such as: non-communication of absence, poor punctuality, a lack of academic commitment including failure to complete homework, or any low-level behavioural concerns (e.g. mobile phones being used in lesson).

Email sent to student upon actioning.



### Recorded Warning

This is issued after the cause for concern does not have impact and low-level concerns continue. A recorded warning can be issued for anything classed as expectation misconduct including: non-communication of absence, poor punctuality, a lack of academic commitment including failure to complete homework, or any low-level behavioural concerns (e.g. mobile phones being used in lesson).

Parents are notified via email at this stage, with an explanation of why this has been issued at subject level.



### Formal Action Level 1

This is issued after all informal approaches have been exhausted and there remains a persistent breach in expectations (attendance/punctuality/academic commitment/behaviour) – expectation misconduct continues.

Subject staff can action Level 1's at teacher level. Staff will select a review date of four-weeks maximum and provide updates on the log throughout the duration of the Level 1.

Your parents/carers are telephoned, and an email is sent to student and parent/carer formalising the action.



### **Formal Acton Level 2**

A Formal Action Level 2 indicates that there are very serious and persistent concerns regarding expectation misconduct in one or more subjects. These concerns could relate to attendance, punctuality, academic commitment and/or behaviour.

This is issued by a Progress Tutor and your parents/carers are invited to a meeting to discuss expectation concerns. Tutors will select a review date of four weeks maximum, and all staff will provide updates on the log throughout the duration of the Level 2.



### **Formal Action Level 3**

A Formal Action Level 3 is a very serious matter and indicates a significant concern regarding your commitment to your studies and responsibilities. Persistent issues need addressing that have not been resolved. This involvement means that the situation requires higher-level intervention. Substantial improvements are needed to demonstrate your dedication and commitment to your education. Review date and targets are set.

Your failure to engage with agreed actions may result in you being asked to leave college.

Parent meeting called with Assistant Principal for Behaviour and Attitudes.



### **Formal Review: Principal Panel**

A Principal meeting is held to discuss the college place of a student.

Your failure to have previously engaged with targets set may result in you being asked to leave college.

### **Attendance and Discipline**

Attendance is recognised as being key to progress and achievement and for this reason it is monitored on a regular basis. Where attendance is a cause for concern, students will progress through the above phases.

## Annexe D – Supported Intervention Process (Academic Underperformance)

### **Informal Stage - teacher – student discussion (dealing with issues quickly) “Getting it right every day”**

The informal stage aims to discuss and reiterate our high expectations and standards and explain what needs to change (attitude/engagement).

We will aim to work together with you, your teachers, your parent(s)/carer(s) and your progress tutor.



### **Level 1 Supported Intervention**

This is issued after all informal approaches have been exhausted, no improvement has been seen and there remains a concern re effort and engagement with work.

Following discussion, a Level1 Supported Intervention is issued by a teacher and parents are notified.



### **Level 2 Supported Intervention**

A Level 2 Supported Intervention indicates that there are very serious and persistent concerns regarding effort and engagement with work. The Head of Faculty will be notified.

You and your parents/carers are invited to attend a meeting to discuss the concerns and next steps.

The Level 2 Supported Intervention will be issued.



### **Level 3 Final Supported Intervention**

This intervention is final. It will be issued by the Assistant Principal Behaviour and Attitudes  
 Parents/carers are invited to attend the meeting

The Level 3 Final Supported Intervention will be issued



### **Panel Decision**

Failure to comply with the agreed actions/expectations will result in a meeting with the Principal and other members of the Senior Leadership Team. A panel will be convened and your place/future at the College will be decided.