

Newcastle Sixth Form College
Student Positive Behaviour Management and Disciplinary Procedure

Date approved: September 2024

Approved by: SLT

Review date: August 2025

Responsible Manager: Assistant Principal: Students

Introduction

This procedure and the NSFC Respect Ethos is the localised version of the NCG Student Positive Behaviour Policy 2024/2025 and is fully compliant with this Policy.

NSFC believes that effective learning is best achieved in a supportive and mutually respectful environment. Students are expected to follow the 'Respect Ethos' which forms a code of conduct for their behaviour at the Sixth Form. The purpose is to always promote good conduct which allows all students to achieve their best. The NSFC Respect Ethos, as well as our use of ASPIRE and the VESPA mindset embody all aspects of the NCG Student Code of Conduct.

Newcastle Sixth Form College expects students to maintain a high standard of behaviour during their time at college and will provide support to ensure all students are aware of their responsibilities. The college expects all students to always abide by the code of conduct including; when present on and around campus; whilst engaging in offsite activity including trips and work placement and linked online activity.

NSFC has a zero tolerance to bullying and peer on peer abuse including sexual abuse and harassment whether on the college site, off site or between students online. Reported incidences will be investigated, logged, and dealt with.

Staff should be professional, calm and clear in their treatment of all students, and should follow the staff code of conduct. Behaviour management must be certain and consistent, with high expectations for everyone at all times. Staff should also consider any specific learning needs that the student may have.

Where students do not follow the code of conduct they should be spoken to by staff calmly and clearly. A restorative approach should be taken to encourage students to identify the impact of their actions, have responsibility for them, and to take steps to rectify their behaviour. The focus must be on putting the issue right.

Expectations and Standards of Behaviour

Student Code of Conduct

When present on and around college premises, whilst participating in any off-site activity planned by the college, or when representing the college, for example anytime when wearing a college lanyard, or when engaging in any online activity timetabled by the College, as a student you are expected to work within the NCG Values.

Expectations of standards of behaviour are listed below, are not exhaustive.

	How we live the Values Expected Standards of Behaviour	Behaviour not meeting Expected Standards may include
Inspiring Excellence and Curiosity	<p>Being dedicated and striving for excellence shown in great attitude to learning.</p> <p>Having ambition to succeed and being a role model to others.</p> <p>Taking responsibility for career pathways and working towards personal effectiveness.</p> <p>Daring to dream, for example, set aspirational goals.</p> <p>Taking pride in work.</p> <p>Trying new ideas, events, and activities.</p> <p>Being creative.</p> <p>Enjoying and achieving new learning challenges.</p> <p>Being flexible and working with others collaboratively.</p>	<p>Not following College policy and procedures.</p> <p>Not engaging with learning opportunities.</p> <p>Unexplained poor attendance or punctuality.</p> <p>Behaving inappropriately at a college event or activity organised internally or externally.</p>

<p>rusting and Respecting our Communities</p>	<p>Following instructions to ensure a safe environment.</p> <p>Being prepared to learn and taking an active part in lessons and enrichment activities.</p> <p>Dressing appropriately.</p> <p>Working hard to achieve / exceed agreed targets and goals.</p> <p>Keeping communication positive and restorative, being kind to others. Behaving in a way that respects the needs and aspirations of others to learn, teach and live within the College community.</p> <p>Developing positive relationships with peers that demonstrate mutual respect, trust, honesty, and equality. Valuing and respecting the College environment and resources, which are there for all students and staff.</p> <p>Being honest.</p> <p>Positively contributing to an environment free from bullying and harassment.</p> <p>Always acting within the rule of law.</p> <p>Follow reasonable instruction from any member of college staff.</p> <p>Only using mobile phones in sessions for the purpose of learning and when directed by staff.</p> <p>Only smoking / vaping in designated areas.</p>	<p>Not wearing, lending, or borrowing ID badges / lanyard.</p> <p>Not wearing specified protective clothing and / or uniform.</p> <p>Not following safety instructions.</p> <p>Eating or drinking in classrooms (water bottles are acceptable).</p> <p>Not attending or being late for lessons.</p> <p>Not taking part in learning activities.</p> <p>Not submitting work on time.</p> <p>Leaving teaching or non-teaching space untidy, leaving food waste, not using recycling bins.</p> <p>Misuse or mistreating of college property, digital technology, and equipment.</p>
<p>Taking Ownership whilst working Collaboratively</p>	<p>Sharing ideas and providing support.</p> <p>Looking for opportunities to help others.</p> <p>Demonstrating fairness.</p> <p>Being punctual and participating positively.</p> <p>Setting and achieving appropriate targets.</p> <p>Taking responsibility for own behaviours.</p> <p>Taking responsibility for own progress, particularly outside class time.</p> <p>Completing course work assignments and meeting deadlines.</p> <p>Providing and responding to constructive feedback.</p> <p>Familiarise with College Health and Safety regulations and act at all times with due regard for your own safety and that of others.</p> <p>Asking for help and helping others when needed.</p>	<p>Persistently disrupting the learning of other students.</p> <p>Not attending arranged meetings or support sessions.</p> <p>Not meeting course deadlines without explanation or agreement.</p> <p>Arranging part time work, holidays, or appointments during scheduled College time or which negatively impacts on the completion of college work.</p> <p>Plagiarism or cheating.</p> <p>Not making prompt payment of fees.</p> <p>Not cooperating with arrangements put in place to support positive behaviour.</p>

Being Inclusive and Diverse	Valuing ourselves and others. Recognising and respecting individual differences. Demonstrating mutual respect and tolerance of different faiths and beliefs in behaviour and language, including awareness of the impact of negativity on other people. Celebrating the successes of others. Showing commitment to equality and diversity in college. Actively reporting E&D where concern is witnessed.	Not listening to the views of others in class sessions. Behaving inappropriately towards others.
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Common Issues and Consistent Approaches

Following consultation with staff the following issues and approaches were agreed. These approaches are non-negotiable and must be followed by all staff at all times.

Phone use in class:

College expectations will be made clear in induction. Phones should only be visible with the permission of teacher. This will be granted for legitimate learning reasons e.g. research, photograph. In the event that an emergency contact may be required, this should be made to the main office 0912721001 who will come to the lesson.

If a student gets a phone out without permission they will be instructed by the teacher to switch it off and put it away. Continued failure to adhere to teacher requests will result in escalation of disciplinary process.

Overdue homework or independent study

College expectations will be made clear in induction.

Teachers should set hand in day, hand out day, with due dates known and consistent for students. The teacher set clear expectations to students about how homework will be submitted.

Overdue homework should be handed in at the start of the next day. Failure to complete by the next day should result in compulsory catch up at break, lunch or afterschool. In the first instance this should be with the subject teacher. Homework remains owed until complete.

Once homework is complete then no compulsory catch-up is required.

Repeated missing of deadlines should result in contact to parents, a HOD visit to lesson or conversation, and may result in referral to Directed Study to support with completion.

Boisterous behaviour around site

College expectations will be made clear in induction.

All staff are expected to challenge behaviour around site which is below expectations including boisterous behaviour, littering, wearing of lanyards, tobacco visible within the building, or smoking outside of the entrance.

If a member of staff speaks to a student repeatedly over time or their response is not satisfactory this should be recorded on eTrackr. Three strikes will lead to supervised study for 1 hour issued by the Personal Development Coach.

The aim is that students manage and take responsibility for their own behaviour. The teacher and other College staff will consistently promote and role model positive behaviours and directly challenge low level disruption on a regular basis.

Every effort will be made to avoid formal disciplinary action which will only be triggered when:

- Misconduct has exhausted the stages of workflow (stages 1-3) or
- Serious Misconduct is alleged.

Dealing with persistent issues

Where problems persist the Aston System outlined below should be followed. At each stage students should be encouraged to talk about:

1. What has happened.
2. What the impact has been on those involved: i.e. who has been affected and in what ways they have been affected.
3. What needs to happen to put things right or to make things better in the future.

The Aston System

English referee Ken Aston came up with the language neutral card system while sitting at the traffic lights. Its universality meant that it was ideal for international fixtures and was introduced for the world cup in 1970. In football, there is a differentiation between 'fouls' and 'misconduct.' The referee selects an appropriate action from a range of options, this may be a warning (resulting in a free kick to the opposing team) a yellow card (caution) and a red card (dismissal).

Cards in this procedure refer to the level within the process. There are no 'report cards' within this procedure.

Applying the Aston System in NSFC

A penalty card system:

Stage	Level	Detail	eTrackr	Parent Contact
1	Informal warnings	Staff identify unsatisfactory performance/behaviour and discuss this with the student.	Issue and action recorded as note on eTrackr.	Optional
2	'Cause for concern' 1:1	A 1:1 meeting should be held with the student discussing the issue and agreeing targets for improvements, and date of review	'Cause for concern' in eTrackr records agreed targets and date of review Update drop down disciplinary	YES
3	Yellow cards	Constitute a caution for unsatisfactory behaviour	'Disciplinary' section in eTrackr Update drop down disciplinary	YES
4	Red Cards	Indicate a severe warning and require a student to be removed from college (temporarily or permanently)	'Disciplinary' section in eTrackr Update drop down disciplinary	YES (+meeting)

Informal Warnings and 'Cause for concern' 1:1

Informal Warnings and 'Cause for concern' 1:1s can be issued by any member of staff and must be recorded on eTrackr. It is not acceptable for an issue to be recorded without an action.

Informal warnings and 'Cause for concern' will be monitored by Personal Development Coaches and can be escalated if it is clear that a pattern of unacceptable performance/behaviour is emerging.

Similarly, any member of staff who is entering details of an informal warning onto eTrackr who notices that there have been previous warnings may wish to escalate. It is expected that three informal warnings in a term will lead to escalation.

Escalation will then go to a member of staff who is in a position to issue a yellow card.

Yellow Cards

Yellow cards will be issued as a result of two things:

- Escalation following a number of informal warnings.
- Behaviour which is unacceptable and requires an immediate caution.

Yellow card 1 can be issued by any member of staff, with the approval of Heads of Department or Senior Leaders.

Yellow Card 2 can only be issued by a member of the WCL team.

If the person who wishes the yellow card to be issued is not in a position where they can do so themselves, they must arrange a meeting with the student and a member of staff who is able to do this (usually their Head of Department). In this meeting the member of staff must outline the case for why the yellow card should be issued and supply the supporting evidence. The student must be given the opportunity to explain the situation. The person who chairs the meeting will then decide to issue a yellow card.

This should then be recorded as a 'Disciplinary' on eTrackr by the member of staff who has recommended a caution be issued. A further comment may be added by the person issuing the yellow card once parents have been contacted.

Informing parents of yellow card cautions

Parents must be informed when a Yellow Card caution has been issued. It must be very clear why the caution has been issued and the implications of this. This must be done by the person issuing the yellow card. They should initially try to contact by telephone and if this is unsuccessful they should do so by email. If no response is heard within 7 days a letter (Appendix 2) should be sent to the student's home address. All of these attempts must be logged on eTrackr to avoid confusion at a later date.

Suspension pending investigation

In the event of an allegation of gross misconduct it is sometimes necessary to conduct an investigation to determine whether any disciplinary action is required. In such situations a student may be suspended as a neutral act while the investigation takes place. Only members of the senior team can suspend a student and the Principal must be informed. Parents must be notified on the day by phone.

A letter should be sent giving the reason for the suspension, instructions for the completion of work during the suspension, a contact point for queries and the date and time of any fact-finding meeting (if known). The letter should include a link to this procedure on the NSFC website. The investigation should be conducted in a timely manner with student and parents updated about progress.

The student must continue to access work during the suspension. Eligible students will continue to receive bursary payments while suspended. Once the investigation is complete a meeting should be held either to reintegrate the student or to follow the appropriate disciplinary stage.

Security must be informed if a student is suspended.

Red Cards

Red cards will lead to the immediate removal of the student until they attend a meeting with their parents. They will be issued as a result of two things:

- Two yellow cards for the same or similar behaviour have already been issued and negative behaviour persists
- Serious Misconduct

Only SLT will be able to issue red cards. In the case of a 3rd caution (where 2 yellow cards have already been issued) a meeting must be arranged by the person who is recommending the red card. This should be done through the SLT Administrator who will find the next available SLT member.

In the case of gross misconduct, a member of SLT should be contacted immediately where possible. If this is not an option, the student's details and the details of the offence should be passed immediately to the SLT Administrator.

Unlike the yellow card stage, parents do not need to be informed by the member of staff who has identified the underperformance/misconduct as they will be contacted by SLT to invite them in for a meeting.

A letter (Appendix 3) should be sent giving the reason for the Red Card, instructions for the completion of work in the period prior to the meeting, a contact point for queries and the date and time of the Red Card meeting. The letter should include a link to this procedure on the NSFC website.

Definition of Serious Misconduct

Serious Misconduct is misconduct, usually on the College premises or on an approved College activity, that is serious enough to make any further working relationship or trust impossible.

- Deliberately, or by serious negligence, causing damage to, or defacement of, any College buildings, equipment, books or furnishings or any property of others.
- Acts of dishonesty, including theft, fraud, deceit, or deception in relation to the College, its staff, its students, or its visitors.
- Drunkenness or intoxication, misuse of any drugs (prescribed or otherwise) or possession of drugs on and around college premises when representing the College, or on any activity associated with the College.
- Disregarding risk assessment arrangements, PPE (Personal Protective Equipment) requirements, machinery prohibitions in practical areas or other disregard for the health and safety of themselves or others.
- Significant breach of the student Code of Conduct or behaviour, which has a significant adverse impact on the College's reputation.
- Violent, indecent, disorderly, threatening, or offensive behaviour or language whilst on college premises or engaged in any College activity.
- Physical / verbal / online assault or behaviour which constitutes harassment, including peer on peer abuse and sexual harassment, bullying, discrimination, racially or sexually offensive, hate attack or which is offensive to those within the protected characteristics.
- Action likely to cause injury or impair health and safety on college premises, e.g. acts involving damage to or discharge without just cause of, or other misuse of or interference with, a fire extinguisher or other fire safety equipment.
- Any possession of offensive weapons.
- Acts resulting in substantiated safeguarding concerns or promoting extremist views

Please note this list is not exclusive or exhaustive

Formal Disciplinary Procedure

The proceedings should be conducted in line with the NCG Student Positive Behaviour Policy.

At the meeting with parents, the SLT member will make one of two decisions:

- The student can be allowed to return with a final written warning on the understanding that any further caution will result in permanent exclusion
- A recommendation will be made to the Principal that the student should be permanently excluded

Permanent exclusions can only be made with the approval of the Principal.

A letter should be sent after all Red Card meetings outlining the decision reached and the reasons for this. It should include information about how the student and their family can appeal the decision.

Appeals

All students issued with a Yellow or Red card will have the right to appeal.

For all disciplinary sanctions other than Permanent Exclusion, this must be done in writing within five working days of posting written confirmation of the decision. The nominated Senior Leader, usually the Principal, will hear the appeal so long as they have not been involved in any of the preliminary stages.

Please refer to the NCG Student Positive Behaviour Policy for more details on appeals.

A student who wishes to appeal against exclusion or notice of permanent exclusion should do so in writing within ten working days of posting of written confirmation of exclusion from the College. The Nominated Senior Manager, usually the principal, will hear the appeal and will have not been involved in the previous stages of the disciplinary process. If the principal has been involved in the preliminary stages, then another senior manager can deputise, or another member of the NCG Executive.

However, the hierarchy is designed so that the principal can remain independent until the appeal stage.

The appeal hearing will be conducted as soon as possible and normally no later than fifteen working days after the notice to appeal has been received. At the appeal, the disciplinary sanction imposed will be reviewed. The decision of the Panel will be notified to the student in writing within five working days of the appeal hearing and will be final and binding.

Reporting of Permanent Exclusion

All permanent exclusions and outcomes of appeals must be reported to the Local Board at the next scheduled local board meeting.

General Principles of Formal Disciplinary Procedure

This procedure is compliant with the NCG Student Positive Behaviour Policy:

<https://www.ncgrp.co.uk/media/nkwpf1pu/ncg-student-positive-behaviour-policy.pdf>

Appendix 1 – Notice of Suspension Letter

Student name
Student Address

CC. NOK Name (NOK)

Date

Dear Student name,

Further to my conversation with you on the add date, I am writing to confirm that you are suspended from Newcastle Sixth Form College. This is a neutral act to allow the college to investigate the incident which occurred add date. It has been alleged that you have brief explanation of incident

During your suspension, you are not allowed to attend Newcastle Sixth Form College or enter the building until you have met with a member of the Senior Leadership Team. You must continue to access study materials on Microsoft Teams. You should contact your coach if you are unable to do this.

You and your NOK are invited to a meeting with meeting attendees, time and date

It is important to note, that if the investigation finds the allegation to be true this could constitute gross misconduct which would result in the issuing of a Red Disciplinary Card. Red Disciplinary Cards have two possible outcomes:

- 1) A student can be allowed to return with a final written warning on the understanding that any further caution will result in permanent exclusion
- 2) A recommendation will be made to the Principal that the student should be permanently excluded

<https://www.ncgrp.co.uk/media/nkwpf1pu/ncg-student-positive-behaviour-policy.pdf>

If you have any questions about the contents of this letter, please contact me on contact details.

Yours sincerely,

Name and position

Appendix 2 – Investigation Report



Student name and ID:
Programme of Study:
Date of incident:
Investigation Manager:

ALLEGATION:

CHRONOLOGY OF EVENTS

FINDINGS

RECOMMENDATIONS

ACADEMIC PROGRESS REVIEW

APPENDICES

Appendix 3 – Invitation to Disciplinary Hearing

Student Name
Student address

CC: NOK

Date

Dear Student,

As you have been previously informed by name and position of person who suspended student, it has been alleged that you add detail of allegation including dates

In accordance with the Student Positive Behaviour Policy, I am writing to confirm this allegation and provide you with a summary of the relevant evidence as follows:

List evidence

In view of this allegation, you and your NOK are invited to a Red Card Disciplinary Meeting with who with, date and time

You should report to the NSFC Reception 5 minutes prior to the start of the meeting.

It is important to note, that if the investigation finds the allegation to be true this could constitute gross misconduct which would result in the issuing of a Red Disciplinary Card. Red Disciplinary Cards have two possible outcomes:

- 1) A student can be allowed to return with a final written warning on the understanding that any further caution will result in permanent exclusion
- 2) A recommendation will be made to the Principal that the student should be permanently excluded

<https://www.ncgrp.co.uk/media/nkwpf1pu/ncg-student-positive-behaviour-policy.pdf>

If you have any questions about the contents of this letter, please contact me on contact details.

If you are unable to attend this hearing, please contact _____ on tel. no. _____ or email _____ to arrange an alternative date. If you fail to attend, the hearing will go ahead in your absence using the evidence available and you will be notified of the decision in writing.

Yours sincerely,

Name and position

Appendix 5 – Formal Disciplinary Hearing Procedure

Introductions	The Panel Lead* will make the introductions and explain the purpose of the hearing, the sequence of presentations and questioning and confirm that adjournment(s) may be requested at any time during the proceedings.
Presentation of findings	The Investigating Manager* will present the investigation findings. The College must have a written record of the evidence upon which the investigation has been based. Where the investigation has used evidence from students a 'Student Witness Proforma' should be used.
Student response to the allegation	The Panel Lead will invite the student and their representative to present their case in response to the allegation(s). The student may call witness(es). The Panel may ask questions. Any witness(es) called should leave the room once they have given evidence and answered questions. The panel may have further questions for the student or the investigating manager.
Private Deliberation	The student and their representative should withdraw. The panel will deliberate in private and determine the decision, the panel will consider if the allegation(s) are proven on the balance of probability (including any mitigation), if not the case should be dismissed. If the allegation(s) is / are proven, then the panel will consider if a disciplinary sanction is reasonable. If a disciplinary sanction is warranted the panel should consider the appropriate sanction. The panel may also consider if Fitness to Study Policy would be more appropriate route.
Decision: Student will be recalled, and the Lead will present decision	The decision will either be presented immediately or determine that the facts need to be considered at length and the decision will be outlined in writing within five working days of the hearing by the Panel Lead. If, after an appropriate hearing, the determination that there is no evidence of misconduct, no further action will be taken and the student, will be informed of this verbally and in writing.
Recording of outcome	The College must keep accurate records all disciplinary sanctions. Where a sanction has been agreed, a record will be made on the student MIS (Management Information Systems) file for the allocated period. For apprenticeship students, the employer will be informed. Records must be destroyed within 6 years as stated in the NCG Privacy Notice. The number and nature of any permanent exclusions must be reported at the next Local Board meeting. An anonymised summary of disciplinary sanctions should be presented to the Local Board at least annually. This should include an analysis of patterns and trends including in protected characteristics of students.

Appendix 5 – Minutes of Disciplinary Hearing



Date of Hearing:

Student name and ID:

Programme of Study:

Date of incident:

Investigation Manager:

Hearing Attendees:

Was the student suspended pending the hearing outcome?

ALLEGATION (As written in the invite letter)

DISCUSSION NOTES

If this is not the first disciplinary hearing has a disciplinary sanction been applied previously? Yes / No / NA

SANCTIONS APPLIED (must be recorded on eTrackr and office informed to update student records)

COMMENTS AND ACTIONS RELATED TO OUTCOME

Appendix 6 – Outcome Letter

Student Name

Student address

CC: NOK

Date

Dear Student,

Thank you for attending the Red Card Disciplinary Meeting on add in date with add in attendees including student representatives

During this meeting I outlined the allegation that you had gone against the NSFC Respect Ethos and detail allegation from original letter.

During the meeting you add in any comments/mitigation given by the student/NOK.

The outcome of this investigation is that you add in outcome e.g. you have been issued with a Red Disciplinary Card. You are allowed to continue at NSFC, however this is a final written warning with the understanding that any further caution will result in permanent exclusion.

The following conditions were put in place:

Add in – some examples should be:

Maintain expected levels of attendance / Punctual arrival at all lessons / Follow the NSFC Respect Ethos

If you have any questions about the contents of this letter please contact me on your details

You have the right to appeal to the decision of the Disciplinary Hearing and should do so in writing to the College Principal:

- Sanctions other than permanent exclusion within five working days of posting this letter.
- Permanent exclusion within ten working days of posting this letter.

You must state which of the following grounds the appeal is based on, supplying sufficient detail to sustain the grounds of appeal:

- Procedural error(s) which has fundamentally undermined the application of the Disciplinary Procedure.
- Disciplinary sanction applied is inequitable against similar cases in the organisation.
- New evidence relating to the allegation(s) has come to light, which would fundamentally affect the outcome of the original disciplinary hearing

Yours sincerely

Name and position

Editable copies of all of the above are included in the Senior Managers Shared Area. Please save edited copies in the Student Behaviour 24-25 Folder when completed.

Formal Disciplinary Hearing

Appendix 7 - Disciplinary Sanctions

There are three disciplinary sanctions that can be applied at this stage or during the investigation it may be decided there is no case to answer.

In exceptional circumstances the times specified may be varied and only when agreed by Principalship. In addition to the disciplinary sanction, the College may also seek financial compensation where costs have been incurred to address the actions of the student, for example, in cases of vandalism the additional cost specialist cleaning firm.

Final Written Warning (Red Card)	Active: up to 24 months	Issued: Panel Lead*
May be issued after a disciplinary hearing, if it is found that: • Despite having been given a first written warning, the student has committed a further offence of misconduct. • The student's misconduct, although not considered to be serious enough to justify exclusion, is sufficiently serious enough to warrant a final written warning despite a first written warning not previously being issued.		
Time Limited Exclusion** Issued:	Active: Temporary Exclusion for up to four weeks (term weeks)	Approved by VP* issued by Panel Lead
May be issued after a disciplinary hearing if it is found that: <ul style="list-style-type: none"> Despite having been given a final written warning, the student has committed a further offence of misconduct and a permanent exclusion is considered not appropriate. Such a sanction may be utilised in combination with a first / final written warning as an alternative to permanent exclusion. It is important that the manager who applies this sanction distinguishes any time limited exclusion from permanent exclusion and highlights the seriousness of the sanctions. The student identification card and lanyard will be retained by the College and returned at the end of the exclusion period. Consideration must be given to student progress during this period. 		
Permanent Exclusion from the College**	Active: Minimum period of exclusion for remainder of current academic year.	Issued: Approved by designated VP* issued by Panel Lead
May be issued after a disciplinary hearing if it is found that: <ul style="list-style-type: none"> Despite having been given a final written warning, the student has committed a further offence of misconduct and permanent exclusion is considered appropriate. An act of serious misconduct which in the view of the College, fundamentally undermines the relationship between the student and the College. 		

*Refer to appendix 2, the principal should always be made aware by the nominated DP / VP of the need to exclude a student.

**will be effective immediately. The student identification card and lanyard will be retained by the College.

