

WM College Learner Conduct Policy Procedure

1.0 Purpose

- 1.1 WM College seeks to ensure that every learner enjoys their time at the College and experiences a welcoming, friendly, environment that supports learners to reach their learning goals.
- 1.2 WM College maintains a Code of Conduct and sets standards of Positive Conduct that all learners are expected to follow.
- 1.3 This policy sets out of the standards and the procedure that will be followed where a learner breaches the Code of Conduct or their conduct is unacceptable.

2.0 Scope

- 2.1 This policy and procedure applies to:

- All learners of the College, full-time or part-time
 - All learners studying on site or engaging in off-site activity including community learning, trips and work experience
 - Prospective learners: see section 6.0

- 2.2 This policy and procedure will be applied equitably; that means that not every learner will be treated the same, but our approach will acknowledge the different support needs and experiences of our learners.

- 2.3 It sets out the processes for addressing unacceptable conduct where a formal resolution is needed.

- 2.4 be indicative of a mental health issue, illness or injury it may be more appropriate to follow Learn Policy.

- 2.5 It is the responsibility of College staff to familiarise themselves with this policy and overall responsibility for managing, monitoring and advising is held by the Director of Learner Services.

3.0 Code of Conduct

- 3.1. Learners are expected value and respect others in the same way and to help them do this we have developed a Code of Conduct which we expect all learners to follow:

- Always wear your college ID card
 - Take responsibility for your own learning and work hard
 - Arrive on time for your class and attend regularly
 - Be polite and considerate to others

- Be aware of people who are less able than yourself

Review any written evidence (emails, letters, notes, online posts, etc)
Review any CCTV recordings of the incident(s)

- 5.17 The outcome of the investigation into the incident will result in one of the following:
- Issue a formal written warning

Formal written warning
Temporary exclusion for a stated period
Permanent exclusion

5.28 There is a right of appeal against any penalty imposed by a disciplinary hearing. See Appendix 4.

6.0 Prospective Learners

6.1

Code of Conduct or fail to meet the expected positive conduct of our learners.

6.2

APPENDIX 1

The following are examples may be considered Gross Misconduct. It should be noted this list is not exhaustive.

The use of offensive or abusive language

Any behaviour which deliberately offends or discriminates against people because of their race, religious belief, gender, sex, sexual orientation, age, class or physical or mental differences.

Any bullying, sexual harassment or violence, intimidation, taunting or verbal abuse towards any person online or offline

Any sexual misconduct or gross indecencies

Covert recording, photographing or videoing any member of the College community for personal use

Any theft of property

Any act of dishonesty, including fraud, misrepresentation and any form of cheating in examinations or assessments

Being under the influence of alcohol, legal highs or illegal substances on College premises or any activity associated with the College or the use, possession or supply of any illegal drug, drug paraphernalia or alcohol

Being in possession of any offensive weapon on College premises or during any activity associated with the College

Conduct which prevents or obstructs teaching, learning or the work of WM College

Failure to follow the reasonable instructions of College staff

Failure to follow Health & Safety Regulations

Any deliberate act which compromises WM College security or results in the evacuation of a College building

Smoking (including vaping) within College buildings or (in)5(g)77 Tma1 0 0 1 108.02 446.71 Tm0 g0 G{activ)-4(it)1

APPENDIX 2

Procedure flow chart

Informal Resolution

Stage1 - Informal Warning(verbal or written)

Stage2 - Formal Warning

Stage3 -

1.8

- 2.5 The letter will set out the right of appeal.
- 2.6 All exclusions will be notified to relevant staff by the Chair.
- 2.7 Excluded students will not be allowed to attend College premises or any college course wherever held during the period for which they are excluded.
- 2.8

APPENDIX 4

1.0 Stage 4 Appeal

- 1.1 Any learner in receipt of a formal warning or excluded temporarily or permanently has the right of appeal.
- 1.2 Appeals must be submitted in writing within 10 working days of the confirmation of the formal warning or outcome of a disciplinary hearing.
- 1.3 Any appeal must give the grounds for the appeal with the facts upon which the appeal is based.

The only valid grounds for appeal are as follows:

- The learner can demonstrate that the Conduct and Disciplinary Policy and Procedure was not followed
 - Additional information or new evidence that was not available during the hearing has come to light that would have fundamentally affected the outcome
 - The disciplinary sanction applied is not equivalent to similar cases within the College
 - There is evidence that the College failed to take into account a known physical or mental health concern when making a judgment and the Fitness to Learn Policy and Procedure would have been more appropriate
- 1.4 Where an appeal is requested on the grounds that there is additional information or new available, the learner must submit this in writing with the request for the appeal.
- 1.5 Where a learner is suspended or excluded, they will remain such until the appeal is heard.
- 1.6 Appeals against a formal warning, where there has been no disciplinary hearing, will be referred to Director of Learning, Director of Learner Services or another senior manager who has no previous involvement in the case.
- 1.7 If there are valid reasons for the appeal, the appointed person will review the evidence and may choose to interview the learner or any other witnesses.
- 1.8 If there are no valid reasons for the reasons for the appeal or the appointed person finds a formal warning was a valid outcome, the learner will be informed that the formal warning stands.
- 1.9 The learner will be informed in writing within ten working days of the appeal
- 1.10 The Principal will hear an appeal where there has been a disciplinary hearing. The process has been designed so the Principal can remain independent until the appeal stage, however, if the Principal has been involved in the early stages, then another Senior Manager can deputise.
- 1.11 If in the opinion of the Principal or nominated Senior Manager, the grounds given for an appeal are not valid, the original decision of the hearing will stand.
- 1.12 If there are valid grounds for appeal, the Principal or nominated Senior Manager will convene an appeal hearing.



ATTENDANCE AND PUNCTUALITY ADDENDUM

Objectives

WM College is committed to providing high quality education to support learner success.

To achieve this, we will:

- Embed a culture of reliability and commitment

- Set high expectations for attendance and punctuality at all timetabled sessions

By:

- Monitoring and taking action to improve attendance and punctuality where necessary

- Working in partnership with learners and, where applicable, their parents/carers,

- Provide support for learners, where possible, to overcome barriers to attending college

Scope

All tutors are responsible for supporting the good attendance and punctuality of their learners and for dealing with attendance and punctuality issues appropriately.

Tutors are responsible for:

1. Accurately completing the register on the day of attendance
2. Noting in the register any absences and lateness
3. Following up absence with the learner
4. Reporting any persistent issues with learners to their Curriculum Manager
5. Providing digital resources, where possible, to support learners catching up with course content missed due to unavoidable absences
6. Referring learners to the Additional Learning Support team where absences are related to a learning support need
7. Following up with the Safeguarding Team where absences are a cause for concern
8. Promoting good punctuality and attendance through their own behaviour and teaching standards.

How attendance and punctuality is recorded

A register is taken for every scheduled session

Tutors mark a register and the dat9n

Appendix6: Learning & Life Skills Attendance & Punctuality Requirements

Subject	Term
ESOL	Term A, Term B, Term C
Maths & English	Term A
Maths & English GCSE	Term B/C

Appendix7: Arts & Vocational: Foundation Diploma in Art & Design Attendance & Punctuality Requirements

We have a strict approach to attendance at WM College. If you are late, or miss classes, it is not fair for disrupted. It is therefore important to attend on time, and for the entire session.

Punctuality

If you arrive later than 5 minutes to your class (morning or afternoon), and this is not pre-arranged with your tutor, then you will be marked as late (L) in the register.

Should you be unavoidably late, then email FAD@wmcollege.ac.uk as soon as you are able with the reason you will be late and approximate time of arrival.

Attendance

We expect you to attend 100% of your classes. If you are absent for 2 concurrent sessions (morning AND afternoon) and do not email FAD@wmcollege.ac.uk in a timely manner, then you will be invited to

Appendix8: Arts & Vocational Learning Attendance & Punctuality Requirements

We have a strict approach to attendance at WM College. If you are late, or miss a lot of