



STUDENT CONDUCT POLICY

Approved by the Governing Body: June 2021

Mission Statement

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Values Statement

Cardinal Newman College is a community which aims to live out the gospel values of service and love.

This means that:

- The individual student is central to all our endeavours
- The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person as worthy of the utmost respect
- The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
- The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
- The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
- The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
- The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.

Introduction

Whilst not definitive, the core values of our behaviour policies are firmly rooted in our Mission and Ethos and can be summarised as follows:

- Faithfulness and Integrity
- Dignity and Compassion
- Humility and Gentleness
- Truth and Justice
- Forgiveness and Mercy
- Tolerance and Peace
- Service and Sacrifice

At Cardinal Newman College every student matters, and parents and carers should be aware that the College will take any reasonable action to ensure the safety of all. Our Safeguarding Policy is updated annually and can be accessed via our website. We recognise the damage that can be caused by bullying, in all its forms, and have a zero tolerance policy towards any behaviour that causes anxiety or distress to others.

We actively seek feedback, and listen carefully to complaints and suggestions for improvement. If there is dissatisfaction, then an informal approach to the College may be sufficient. If the matter is not resolved, then the matter can be pursued through the formal complaints procedure.

In the journey to young adulthood our students are given rights, alongside which come responsibilities and we expect our students to:

- Uphold our Mission and Ethos at all times. This is at the core of our service and is widely published in all College literature. The College Mission and Ethos underpins all policies and procedures and is a guide to all members of our community on expected and acceptable behaviour
- Be respectful of others at all times
- Make an enthusiastic start to their College study programme and continue all their studies with commitment. Their signed learner agreement formalises this commitment to study
- Take part thoughtfully in all lessons and show consideration and tolerance to others
- Make full use of the opportunities offered in order to enjoy their time at College
- Attend all their classes, be punctual and inform the College if they are absent through illness
- Bring the appropriate equipment for all activities and be attentive and co-operative in class
- Take responsibility for their learning, do all the work that they are given to their best possible standard and meet all deadlines
- Inform us of any difficulties they may be having which could affect their studies
- Make full use of the services and facilities at their disposal
- Wear their College lanyard at all times displaying their ID card at all times and be prepared to show it if asked.
- Help us to maintain a healthy and safe learning environment
- Show respect for College buildings, property and grounds and for the neighbourhood and the College environs
- All students should be aware once content is shared online, it cannot be considered private

Use social media appropriately, including social media forums

For contraventions in acceptable student behaviour, the College operates a contracts procedure which is explained in detail below.

It should be noted here that any list of conditions or reasons cannot be considered definitive or exhaustive as unpredictable unacceptable behaviours and circumstances can arise. These would be considered in the context of circumstances and professional experience and with due respect to all individuals involved. The contract system is underpinned by the College Mission and Ethos statement.

Level 1 Contract

A subject teacher or any other member of staff can refer the student, by the system of 'concerns' to their Achievement Tutor for:

- Unauthorised absence
- A pattern of lateness
- Failure to submit homework or meet deadlines
- Use of offensive language
- Disregarding a reasonable instruction by a member of staff
- Behaviour which is disruptive to productive teaching, learning and study
- Disregard for the College environment

The Achievement Tutor will inform parents of this action. The student will be monitored by their Achievement Tutor.

Level 2 Contract

A failure by the student to respond positively at any stage to a Level 1 Contract further action will be taken. If the Contract has not significantly changed behaviour then a Level 2 Contract will be progressed, most notably for:

- Persistent unauthorised absence
- Persistent lateness
- Persistent non-submission of homework or missing deadlines

A Level 2 Contract can be immediately implemented for:

- Threatening behaviour
- Threatening language
- Vandalism, graffiti, damage to furniture, equipment or College property

Parents will be informed of this action. The student will be monitored by the Achievement Tutor and Senior Tutor.

Level 3 Contract

If a student fails to respond at any stage to a Level 2 contract, they may be progressed to a L3 contract. This will be overseen by an Assistant Principal.

Exclusion and Suspension

In the more serious cases, however, the student will be temporarily excluded, whilst an investigation takes place. This may lead to a permanent exclusion, with immediate effect.

These instances might include:

- Failure to maintain the terms of a L3 contract
- Contravening the mission and ethos of the College; as set out in the Mission Statement
- Inviting strangers onto the College campus
- Allowing others to use their ID card
- Theft
- Possession of illegal substances or other harmful materials e.g. illegal highs and alcohol.
- Assault
- Bullying, harassment, victimisation and all forms of aggressive or threatening behaviour
- Racist or sexist language and behaviour
- Accessing prohibited websites
- Inappropriate use of e-mail and cyber bullying
- Misuse of College facilities or resources
- Behaviour that brings the College into disrepute
- Gross academic misconduct
- Behaviour likely to incite violence
- Deliberately or persistently submitting work that has been copied from or produced by others [plagiarism]
- Failure to observe the rules and regulations of external awarding bodies as laid down in the relevant regulations concerning completion, submission and ownership of coursework, attendance at and conduct in examinations or tests
- Any other reason deemed necessary by the Principal or Deputy Principal.

These reasons are not exhaustive and are purposefully set not to be so. Every case will be considered on an individual basis and set into the context of each situation as it arises. Incidents will arise that are impossible to predict and therefore cannot be included in a set of guidelines.

It is important to note that every effort will be taken to find solutions to issues and that exclusion is always to be seen as a last resort action.

Exclusion of Students – Guidelines

Context Statement

Exclusion, temporary or permanent, is only ever applied in extreme circumstances. The College is committed to meeting the personal and educational needs of all students and this entails providing the highest level of academic and pastoral support even under difficult circumstances. However, it is recognised that there may be situations where the College will need to exclude students either on a temporary or permanent basis.

The contract system keeps the student informed of concerns and offers the student chances to change any behaviour that is causing concern and ensures that parents/carers are kept informed and support systems can be put in place if necessary.

Exclusion is a very serious step and is not taken lightly by the College. Exclusion is only a consideration if all attempts to change behaviour by the contract system have proved ineffective, or if the behaviour of the student is of such a serious nature that a contract would be inappropriate.

Procedure

The process will begin with an initial temporary exclusion

- Initial temporary exclusion will be formally applied by a Senior Post Holder.
- The student will be interviewed and the reasons for exclusion explained
- Details of the meeting will be logged and will be written up on the student pastoral log
- Every effort will be made to contact the parents immediately to inform them that the student is being sent home from College and the reason for this. Parents will be asked to make an appointment to attend a meeting in College to discuss the situation further
- The Principal will be informed of the temporary exclusion

During the initial temporary exclusion an investigation will take place into the incident or situation in which the student may have been involved.

Following the investigation, if the decision is that a permanent exclusion is appropriate, parents and student will be informed, in writing, following the meeting and informed of their right of appeal and the procedure to follow.

- Although the student has the right of appeal, this does not have to be taken up and the student can decide to leave College at any stage
- Appeals are to be made to the Principal
- The outcome of the appeal meeting will be final

- If permanent exclusion is the outcome of this process, then the College will provide a reference for the student if required and will help as much as possible to progress the opportunities available to the student