



# **Understanding the rules and expectations so that you are successful at Nescot**

## **A student guide to Nescot disciplinary processes and procedures**

**2016 – 2017**

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## **Introduction**

Welcome to Nescot. We all hope that you enjoy your time at College, make new friends, achieve great results and further develop as a young adult.

For many, starting at college is a big change compared to your school years and you will find that we do not have as many rules, restrictions and protocols for you to follow. This is one of the reasons why you might have decided to join us. However, we do have some rules, restrictions and ways of working that you must follow. They will enable you to be supported in your studies and have a happy, safe and constructive learning environment.

In this guide we will discuss what these rules, restrictions and protocols are, why we have them and also what procedures we have in place should they not be followed.

The main point of contact for you will be your Personal Tutor, who will help you to settle in quickly, review progress with you and inform you of what can be improved. We will send home reports to parents / guardians and hold Parents Evenings during the year.

If we have a concern about your progress, behaviour or attendance we will contact your parents or carers. This is usually only done after we have discussed this with you first, set targets for improvement and reviewed them. If the improvement required is not made then we call on the support of parents / guardians, or relevant agencies so that we can all work together on your behalf. We track your progress and targets using a system called Promonitor. You will get to know this system well during your time at college and is an important tool to help you achieve.

In the event of serious issues we will contact parents or carers straight away.

We ask that parents or carers support you by letting us know if you cannot attend due to illness or for other valid reasons.

As a word of caution, most parents or carers are not happy to find out that you have been missing lessons or not handing work in on time, so please be aware that where we have concerns and you are not responding to our expectations, we will contact parents or carers.

The vast majority of students at Nescot attend well, achieve very well and have a fulfilling experience. By knowing and sticking to the rules and ways of working at Nescot you will be able to have a great learning experience, enjoy your course and achieve incredibly well. It will also be less stressful for you at College and at home.

## **Absence and authorising absence**

We expect students to attend 100% of their lessons. However, there are some occasions when you cannot attend. If you are ill we require your parent to ring or email before 9.30 on the day of your illness. If you are ill longer than 1 day, we expect your parent to let us know each day you are ill. We will record this as absence due to illness.

Student Attendance Mentors contact details:

Telephone number: 0208 394 8585

Email address: [sams@nescot.ac.uk](mailto:sams@nescot.ac.uk)

You can have your absence authorised for the following:

- Medical / dentist appointment or procedure
- University interview
- Driving test
- Funeral
- Long term illness (Doctors note required)

We can authorise your absence for the above only if you let us know in advance and where you have shown us evidence. For long term illness (more than 5 days) we will accept a doctor's note when you return.

To have your absence authorised you must take your evidence to one of the Student Attendance Mentors (SAM's) before the day of the event.

The SAM's are located in RS3

The next section will look at the rules and ways of working we expect you to follow:

## **Learner Code of Conduct to support the Nescot Nine**

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### **When taking part in College activities on or off College premises**

#### **You will**

1. Obey the law including laws on theft, fraud, graffiti, damage to property, violence, substance abuse, carrying offensive or dangerous weapons, possession of drugs and alcohol as well as intent to supply drugs.
2. Be in possession of your ID card at all times and always disclose identity when requested to do so by Security or other staff
3. Treat fellow students and staff with courtesy and respect, regardless of their disability, gender, sex, age or ethnicity
4. Fully support the College in promotion of equality and diversity practices
5. Follow all College health and safety guidelines at all times, including the evacuation procedures
6. Attend all classes, be punctual and hand work in on time
7. Follow reasonable instructions from staff
8. Obey College computer network regulations
9. Use technology and devices appropriately and in a way that supports learning
10. Drive with due care in and around College premises
11. Respect the College environment
12. Only smoke in designated smoking areas.

## **You will not**

1. Distract others or be disruptive in and out of class
2. Bully or harass others including through social media or other online means, or encourage and join in with such behaviour
3. Use inappropriate or offensive language or behaviour
4. Plagiarise (see Plagiarism Policy), cheat or copy work from other students
5. Fight or use threat of violence, or encourage and join in with such behaviour
6. Give your own Learner ID to others for use
7. Make fraudulent claims/alter Learner ID cards, College records, signatures etc
8. Encourage intruders onto College premises
9. Bring animals onto campus without permission
10. Bring friends or children below the age of 16 on College premises without permission from the Principal or her representatives
11. Organise private functions on College premises or in the College's name without permission from the Principal or her representatives
12. Take part in any gambling activities
13. Eat or drink in any teaching rooms or the Learning Resources Centre

*This list is not exhaustive or exclusive and situations of a similar nature will be dealt with in accordance with these guidelines.*

*We have a zero tolerance to all incidents which involve breaking the law, including all drug related incidents and will contact the Police immediately. We also reserve the right to search you and your belongings if we suspect that you have in your possessions items which should not be brought onto college property.*

This next section will explore the disciplinary procedure in the event that the rules above are broken.

### **Disciplinary Procedure**

There are 2 elements to the disciplinary process:

- Informal Performance and Behaviour Management
- Formal Performance and Behaviour Management

The seriousness of either performance or behaviour will dictate whether informal or formal management is required and at what level.

### **Informal Performance and Behaviour Management**

Where a student's performance or behaviour is not as expected by NESCOL, College staff will record this using ProMonitor and work with the student to support their improvement. Where performance or behaviour does not improve following informal support, the College will enact formal performance and behaviour management processes

Examples of informal performance and behaviour management include:

- Contact with parents or carers
- Meetings with staff to set and review targets for improvement that are time bound, measurable and recorded on ProMonitor
- The use of attendance or behaviour cards
- Review of past performance and behaviour through ProMonitor
- Contact with tutor
- Monitor performance, attendance, punctuality through ProMonitor and other College systems
- Recording of performance and behaviour management concerns through ProMonitor
- Consultation with Head of Department

We hope that most cases will be resolved at this stage, as students will understand what is expected of them and have rectified the situation. However, for a small minority of cases misconduct will lead to the next level of disciplinary process.

## **Formal Performance and Behaviour Management**

The College considers misconduct to be either serious or gross and the procedures for each are described below. All instances of inappropriate behaviour or breaches in the Learner Code of Conduct will result in a Learner Behaviour and Incident Form being completed and will be recorded through ProMonitor.

### **Serious concerns or misconduct**

1. A meeting will take place involving the Director of Student Performance & Progression, Head of Department, Tutor and the student.
2. If the student is under 18 a parent or carer will be invited to attend
3. Targets will be agreed and recorded on ProMonitor and a Behaviour Contract put in place
4. Support where appropriate will be put in place
5. Student performance and / or conduct will be reviewed periodically to ensure the expectations of NESCOL are being met.
6. Records of performance and / or conduct along with the agreed targets will be retained on ProMonitor for the duration of study at NESCOL and will be reviewed should there be repeat concerns in performance and / or conduct

Possible outcomes following a serious concern or misconduct

- Improvement meetings
- Appropriate support will be put in place
- Parents or carers informed
- Targets will be set through Behaviour Contracts and recorded by the College through ProMonitor
- Monitoring and review of targets set for performance and behaviour through ProMonitor
- Progression to another course might be put at risk
- Prohibited from attending an educational visit
- Verbal warning with conditions
- Written warning with conditions
- Suspension with conditions
- Serious concern or gross misconduct

### **Serious concerns or gross misconduct**

1. A panel hearing will be convened to hear the case.
2. Members of the panel will include the Director of Student Performance and Progression and two members of college staff from different departments and a Learner Representative (where appropriate)
3. If a student is under 18 a parent or carer will be invited to attend. If a student is over 18 a friend is permitted to attend the hearing.

4. Information relating to the advanced concern or gross misconduct along with supporting evidence will be presented to the panel by the Head of Department.
5. All the relevant paperwork being presented to the panel will be available to the student in advance of the hearing and the outcome will be recorded on ProMonitor.
6. The panel will consider the case and take action that is appropriate

Possible outcomes following an advanced concern or gross misconduct

- No case to answer
- Improvement meetings
- Appropriate support will be recommended
- Parents or carers informed
- Police informed (where appropriate)
- Targets will be set through Behaviour Contracts and recorded by the College through ProMonitor
- Monitoring and review against targets set for performance and behaviour through ProMonitor
- Progression to another course may be put at risk
- Prohibited from attending an educational visit
- Verbal warning with conditions
- Written warning with conditions
- Final written warning with conditions
- Suspension
- Exclusion

#### **Appeal against permanent exclusion**

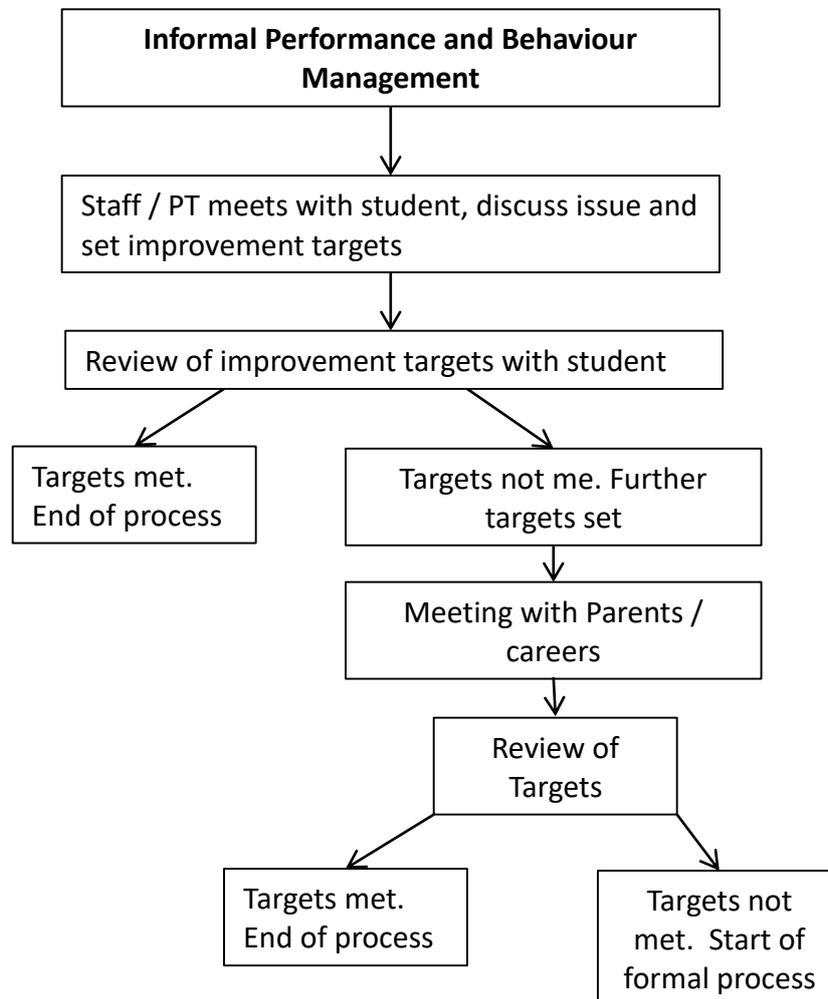
Students may appeal against a permanent exclusion by writing to the Principal within 5 working days of the panel hearing. The Principal will review all notes of the panel hearing within 5 working days and will decide whether to confirm the decision of the panel or to uphold the appeal. A response to the appeal will be written within 5 working days. The decision of the Principal is final.

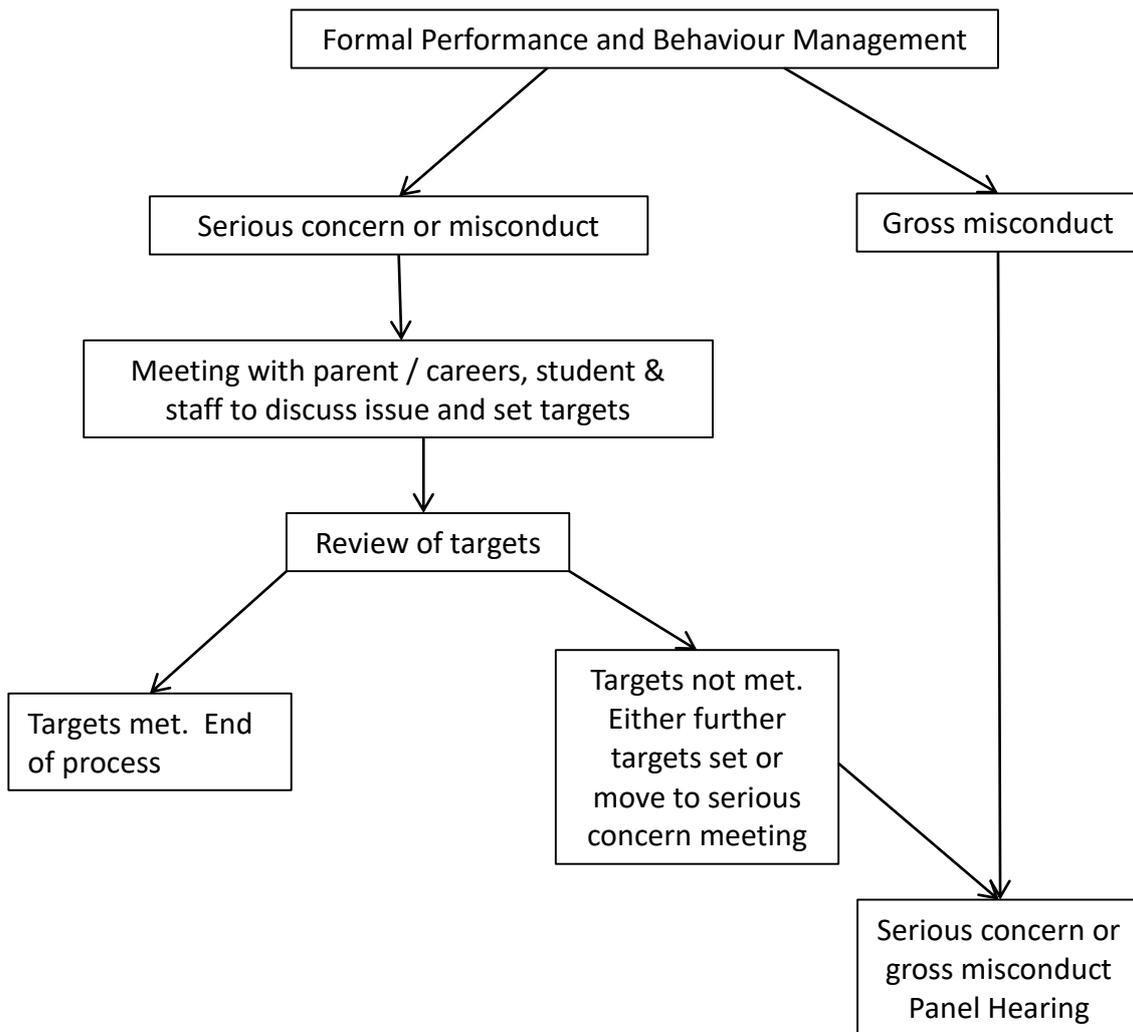
In addition to the above, it is important that you are aware that we have a procedure called "Fitness to Study". Should we have concerns with your performance then we will discuss this in more detail at the appropriate time. A brief overview is provided below:

***We have a zero tolerance to all incidents which involve breaking the law, including all drug related incidents and will contact the Police immediately. We also reserve the right to search you and your belongings if we suspect that you have in your possessions items which should not be brought onto college property.***

**We do not tolerate any bullying or harassment of any form. This includes bullying or harassment through social media or other online means, or encourages and joins in with such behaviour.**

*Below are the two stages of the disciplinary process, **informal or formal.***





We hope that by now you will know what you should and should not do. Nearly all of our students at Nescot attend well, work hard and behave in a mature and responsible way. By understanding and meeting our rules and expectations you too can have a great experience and fun while at Nescot.

Good luck with your studies.

## **Fitness to Study Procedure**

### **Purposes of Procedure**

This procedure outlines the process and procedures to be followed when a students' health, well-being or behaviour affects their ability to cope at college, to study or progress on their course or when their health, well-being or behaviour possesses a risk to themselves and/or others.

### **Introduction**

The College is committed to supporting student well-being and recognises that a positive approach to the management of physical and mental health and behavioural issues is critical to student learning and academic achievement. The College has a duty of care to all within its community and a responsibility to take action to support those in distress or causing significant concern or presenting a risk to themselves and/or others.

This procedure has two levels of concern. The cause or causes for concern can result in entering the procedure at either stage although it is hoped that most situations can be remedied by actions taken at stage 1.

### **Aims of the Procedure**

- i. The best interests of the student is considered in relation to their personal situation, their health, well-being and/or any disability they experience
- ii. Students are supported to study to the best of their ability and wherever possible to meet the required learning outcomes and complete their study programme.
- iii. Any reasonable adjustments that the student may be entitled to are considered and where appropriate are put in place.