

## Student Behaviour - BCA Ladder of Consequences

This procedure has been drawn up in order to ensure that all students who may be subject to this disciplinary procedure are dealt with in a fair and equitable manner, consistently across college.

### First instance of inappropriate behaviour

ACTION – Tutor to discuss with student - record on pro-monitor

For minor breaches of discipline there may be several discussions with tutor and student. **Example** – disruption in class, defiance, assignments not submitted, punctuality, attendance etc

### Cause for concern x 3

ACTION – log on pro-monitor – tutor to inform parents by phone - HoD to speak to student after 3<sup>rd</sup> CfC.

When there is a repeat of inappropriate behaviour in line with Student Code of Conduct CfC can be issued by tutors. When 3 CfC have been issued HoD to take over. **Example** bullying/harassment, abusive language to staff, leaving class without permission

### Level 1 Disciplinary Verbal Warning

ACTION – SLT link speak to student – log on pro-monitor – Learners Agreement and targets set and copy sent home

Continued inappropriate behaviour – SLT link to set up Learner Agreement with targets and goals for student, with review date and support in place.

### Level 2 Disciplinary Written Warning

ACTION – Vice Principal Informed – meeting with parents/carer – log on pro-monitor – letter sent home

Failure to meet the terms of the Learners Agreement. Extremely serious.

### Level 3 Disciplinary Final Written Warning

ACTION – Vice principle involved – external suspension set to investigate – decision made to possibly remove student from BCA

Final decision to be made by VP. Re-integration meeting or permanent exclusion

## NOTES TO CONSIDER

- Depending of the severity of inappropriate behaviour, stages of the behaviour ladder can be skipped. In this situation HoD or SLT link will advice tutor
- BCA Student Code of Conduct to be referred to at all stages of disciplinary procedure
- Communication with parent/carer is vital throughout whole process
- Actions to be recorded on pro-monitor during the whole process
- Logical, fair and consistent, age appropriate consequences to be considered
- Prevention and intervention measures/support to be put in place from the beginning
- Where a student's action(s) is/are deemed to be Gross Misconduct, the disciplinary levels can be skipped to suspension, pending a formal investigation. In all cases of Gross Misconduct the Vice Principal will make the final decision.