

LIPA
SIXTH FORM
COLLEGE

Student Conduct Management System (SCMS)

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Document Version History

Version	Date	Ref	Change Summary
1.0			New Policy.
1.1	August 2018		Reviewed.

Student Conduct Management System (SCMS)

Failure by LSFC students to adhere to the Code of Conduct and/or meet expectations for behaviour will result in the following:

LEVEL 1. (INITIAL VERBAL WARNING)

This will be a **formal 1:1 conversation between the student and their tutor**. Students will be **given two college weeks to improve** and/or correct their behaviour from the date of this discussion. Students other tutors/lecturers, PM and LPSM notified on eTrackr

After two weeks the students will be reviewed by their personal tutor. If their behaviour has not improved or worsened they will then be referred to Level 2 warning.



LEVEL 2. (WRITTEN WARNING)

Students will be placed on a Level 2 warning – issued to them by their Programme Manager and a letter will be sent home to inform parents of this. Support will be offered to the student if it is deemed necessary to rectify the behavioural issue. The nature of this support will be tailored to both the circumstances and the individual student. This may take the form of:

- Meetings with the relevant teaching team to discuss progress, study skills etc;
- Being put 'on report' in order to enable the team to monitor progress.

All other tutors/lecturers and LPSM will be notified on eTrackr. After two weeks the students will be reviewed by their programme manager. If their behaviour has not improved or worsened they will then be referred to Level 3 warning.



LEVEL 3. (SECOND WRITTEN WARNING)

The **student** will attend a **formal meeting with the relevant Programme Manager and parents/guardians will be asked to be present**. A further **action plan and targets** for improvement for the next two college weeks will be **drawn up and agreed with parents/guardians present (whenever possible)**. All other tutors/lecturers and LPSM notified on eTrackr.

After two weeks the students will be reviewed by their programme manager and parents informed of the outcome of this review. If their behaviour has not improved or worsened they will then be referred to Level 4 FINAL WARNING.



LEVEL 4. (FINAL WARNING)

The student will attend a **formal meeting** with the **LSFC Progress and Safeguarding Manager** in which they will be issued with a **final written warning**. A final action plan with targets for improvement will be issued to the student. **Parents/guardians will also be asked to attend the meeting. LSFC Director will be informed at this stage.** *All other tutors/lecturers, PM and Director notified on eTrackr.*

If after two weeks there is no improvement in behaviour from the student they will be referred to LSFC Director for Permanent Exclusion from the college (Level 5).



LEVEL 5. (PERMANENT EXCLUSION)

Students will meet with **LSFC Director** for **permanent exclusion** from LSFC. **Parents/guardians** will be asked to be **present** in this exclusion meeting and a letter detailing reasons for the permanent exclusion will be sent home *All linked staff notified of outcome.*

Appeals to this decision can be made in writing to LSFC Director within two weeks from the date of the decision.

Fixed Term Exclusions

There may be circumstances where a student is excluded, for a fixed term from LSFC. Behaviour likely to lead to fixed term exclusion may include:

- Threatening behaviour;
- Rudeness to members of staff;
- Violence;
- Bullying;
- Vandalism;
- Racism;
- Deliberate disobedience;
- Possession of an illegal drug;
- Repeated disruption to the learning process;
- Behaviour deemed to undermine the good order of the school.

Following fixed term exclusion, parents/carers will be expected to attend a formal readmission meeting in which the terms for readmission into LSFC will be discussed.

Permanent Exclusion

The LSFC Director may decide that permanent exclusion is necessary because:

- All other steps to encourage the student to obey the college rules on SCMS have failed OR

- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the college;
- Persistent and defiant behaviour include homophobic, sexist or racist bullying;
- Serious actual or threatened violence against a student or member of staff;
- Sexual misconduct;
- Supply of an illegal drug;
- Carrying an offensive weapon.

Other CFC/Disciplinary categories

- **Not on disciplinary measures (Pre-Level warning)** – Initial CFC but not necessary for SCMS yet. This may be used if a tutor/lecturer has had to challenge a student's conduct but does not feel that they should yet be placed on a Level 1 warning. Notify all student's tutors/lecturers.
- **Attendance/Punctuality concern** – tutor to refer to PM any persistent ongoing attendance or punctuality concerns and/or patterns of non-attendance/punctuality. Refer to LPSM if no improvement.
- **Remove SCMS Level** – this can be used at the fortnightly review when a student's conduct has improved sufficiently and they have met their action plan targets.

Please note tutors/lecturers may also choose to keep a student on a specific Level rather than escalate to the next where they feel it is appropriate i.e. a student has shown some improvement but not sufficient to remove the Level warning completely.