



## Promoting Good Behaviour, Sanctions, Exclusions and Discipline Policy and Procedure

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## Promoting Good Behaviour, Sanctions, Exclusions and Discipline Policy and Procedure

In line with the positive ethos of the College, good behaviour is rewarded by recognition and positive feedback wherever appropriate.

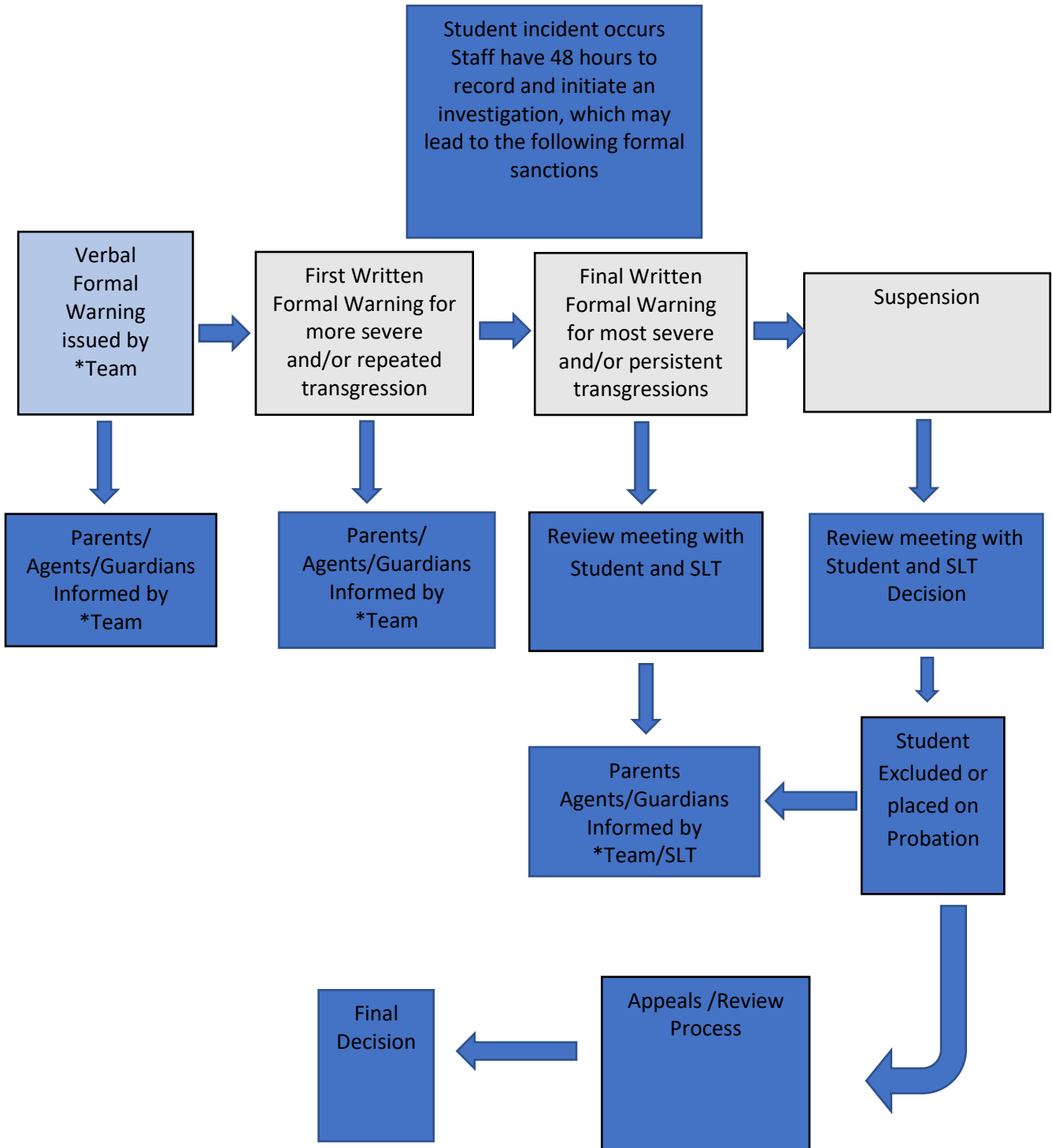
The following rules and regulations apply to all Oxford International College students and the residents at our Hall of Residence (Wavy Gate). They have been put into place to promote good behaviour and to ensure the safety and security of all members of the College community and to provide a positive environment that allows students to reach their academic potential.

Students are expected to:

- Treat others in a courteous and respectful manner and in accordance with the College's  
*Preventing Bullying Policy*: <http://www.oxcoll.com/library-assets/antibullyingpolicy1.pdf>
- Speak English in all public areas and during lessons
- Arrive on time for lessons, meetings and exams
- Refrain from using mobile phones and portable devices during lessons unless requested to do so by the tutor
- Refrain from smoking anywhere on College premises including the Halls of Residence
- Refrain from using offensive language
- Abide by the accommodation rules and regulations – see the later section, 'Wavy Gate Rules
- Respect all facilities and property
- Uphold the aims and ethos of the College

The Senior Leadership Team (SLT) is ultimately responsible for discipline at the College and the Hall of Residence. The SLT works closely with the House Parents, Wardens, Student Services Manager and Security Staff, all of whom have the authority to file incident reports for consideration by the SLT. The SLT comprises of: Mrs Kim Terrar (Principal), Mr Toby Blundell (Deputy Principal, Teaching and Learning), Mrs Marianne Thompson-Hill (Deputy Principal, Pastoral) and Dr Mario Peters (Proprietor).

### Disciplinary and Sanctions Flow Chart for Students



- The first infraction results in a verbal formal warning being issued to those concerned. The incident is recorded and parents/guardians/agents are notified.
- A second infraction also results in a first written formal warning and the situation is dealt with as above.
- A third infraction results in a meeting between the SLT and all parties concerned. Depending on the incident and the individuals involved, more than one meeting may take place and the individuals invited to these meetings may vary. All sides will be listened to and the disciplinary action taken will be in proportion to the offence. Once the SLT has reached its decision, the student(s) responsible and parents/guardians/agents will be issued with a copy of the final written formal warning. At this point the student(s) is usually asked to leave the College.

### Attendance and Punctuality

Attendance is not an issue for the overwhelming majority of our students. However, unauthorised absences are the leading reason why some students do not reach their full potential on their course.

An unauthorised absence is defined as:

- any missed lesson or being more than 15 minutes late for a lesson
- missed meetings such as tutor group or welfare meetings
- missing a coursework deadline
- missing a test or examination date without a valid, documented reason

If you reside at the Hall of Residence (Wavy Gate) and if the House Parent, Student Services Manager or another member of staff has to wake you in order for you to attend a class, you will be given a one-hour detention. Detentions occur on a Saturday.

Unauthorised absences will invoke the following actions and sanctions:

Unauthorised Absences	Action	Sanction
90%	<ol style="list-style-type: none"> <li>1. Student's case will be discussed and reviewed</li> <li>2. Missed time will be made up in detention on Saturdays</li> <li>3. Parents, guardians and agents will be contacted</li> </ol>	Verbal warning
85%	<ol style="list-style-type: none"> <li>1. Student will be placed on Daily Reporting</li> <li>2. Parents, guardians and agents will be contacted</li> </ol>	Written warning
80%	<ol style="list-style-type: none"> <li>1. It is deemed that the student has chosen to leave the college</li> </ol>	You will be asked to leave the College

*If you are unwilling or unable to agree and comply, then it is clear that you do not wish to*



*take an active role in the College community and its ethos and that you are making the decision to leave OIC.*

### **Alcohol, Tobacco and Other Drugs**

Students, staff and tutors are expected to comply with current legislation concerning alcohol, tobacco and drugs. Prohibited items (as defined in Section 2 of the Misuse of Drugs Act 1971) are not tolerated on the College premises or at the Hall of Residence. Any complaint or report of involvement with these substances either on or off College premises will be followed up and investigated.

Anyone possessing or using prohibited items must expect to be exclusion but in exceptional cases, a supportive regime may be offered as an alternative to exclusion. The College is under no obligation to provide such a regime.

Students are not permitted to possess or drink alcohol anywhere on the College Campus, including the Hall of Residence. Bringing alcohol onto College premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on College premises or in the care of the College, is not tolerated.

Smoking is not permitted on College premises or the Hall of Residence.

Any member of the College suspected of involvement with drugs and substances may be suspended.

Bringing the College into disrepute for any reason associated with drugs, alcohol or tobacco, whether or not the student is in the care of the College at the time is unacceptable. Action will be taken when the welfare of any member of the College community or the reputation of the College is affected.

### **Accommodation**

Students who live at the Hall of Residence (Wavy Gate) form a community and are expected to live with each other in a harmonious and mutually respectful way. Rules and regulations apply to all residents regardless of age or time of year.

The SLT works closely with the House Parents, Student Services Manager, Wardens, and Security Staff, all of whom have the authority to file incident reports for consideration by the SLT. Incident reports may lead to a disciplinary process.

Examples of incidents that could lead to the disciplinary process or to a student being asked to leave include the following:



Not obeying check-in rules*	Asked to leave Wavy Gate
Smoking in any area within the building at Wavy Gate	Asked to leave Wavy Gate
Theft	Asked to leave Wavy Gate
Alcohol or drugs	Disciplinary Process
Overnight guests	Disciplinary Process
Inappropriate behaviour towards the House Parents, Wardens, Security Guard or any other member of staff	Disciplinary Process
Inappropriate or violent behaviour towards fellow students	Disciplinary Process
Damage to property	Disciplinary Process
Inappropriate use of the internet	Disciplinary Process
Unacceptable noise	Disciplinary Process

*\*Check-in: If you are not in your room for check-in and cannot be found within 30 minutes, both the police and your parents/agents will be called. Please note that wasting police time is an offence. There are implications for students who are in breach of UKVI visa regulations.*

Parents will be informed if a student is asked to leave Wavy Gate or is in the disciplinary process. Students that have been asked to leave Wavy Gate may be offered a Host Family through the college. Each case will be considered independently.

All students have the right to complain if they feel wrongly or unfairly treated. Details of how to do this are found in the College's *Student Complaint Procedure*:

<http://www.oxcoll.com/library-assets/studentcomplaintsprocedure1.pdf>

### **The Wavy Gate Team**

The House Parents, Student Services Manager, Wardens and Security Staff are your first point of contact at Wavy Gate and are there to ensure that you are safe and happy as well as that you are following the rules and regulations. The House Parents also have responsibility for discipline.

### **Wavy Gate Rules**

1. All students will be at College by 09:00, irrespective of your lesson times.
2. Evening check-in time with the Wardens from Sundays to Thursdays is 22:00.
3. You will be in your room by midnight and will not visit friends or neighbours.
4. The Kitchen/Lounge areas are not available for use after midnight.
5. All communal areas must be kept clean and you are responsible for your own tidiness and hygiene.
6. Males may not visit females in their bedrooms. Females may not visit males in their bedrooms.
7. The Wardens (and all College Staff) are here to help you. Being discourteous or failing to comply with their requests is unacceptable.
8. The Wardens must be notified of all daytime and evening visitors, including parents and other relatives. All visitors must sign-out and leave before check-in time.
9. Leaving the Wavy Gate site after check-in time is not allowed.
10. Noise must be kept to a minimum between the hours of 10pm and 8am.

11. If you wish to stay away overnight, your parents/guardians must send an email to the Principal giving their permission for you to travel. *Exeat* Forms are available from the College, which must also be completed in full and signed-off by the Principal. You will need to give 48 hours notification of your request.
12. The whole of Wavy Gate is an alcohol-free site. You are not allowed to consume, be under the influence of, or have alcohol anywhere on site. Under UK Law it is illegal for persons over the age of 18 to purchase alcohol for, or supply alcohol to, minors.
13. You must not damage College premises or steal College property. This also applies to the belongings/personal possessions of any student or staff member.
14. You are not allowed to possess, be under the influence of, or consume any illegal substances (i.e. “drugs”) anywhere on College premises. If this occurs, you will be asked to leave the College.
15. Fire poses the greatest safety risk and students must not leave any open flames or hot electrical equipment unattended. Persons who intentionally set fires or tamper with fire extinguishers or fire alarms will be asked to leave the College.
16. Pets are not allowed at Wavy Gate.
  - Failure to comply with rules number 1-6 will result in those concerned being issued with their first verbal warning.
  - Failure to comply with rules number 7-14 will normally result in student(s) being issued with their first and second verbal warnings.
  - Failure to comply with rules number 15 and 16 will result in student(s) and parents/guardians/agents being issued with a formal written warning and you will be asked to leave the College.

### **Expulsion, Removal and Review**

A student may be excluded, suspended or required to leave if their actions place the welfare of others at significant risk. Periods of suspension will be at the discretion of the SLT. A student may be expelled immediately if he or she commits a serious breach of the College’s expectations of behaviour. Details of the reasons for expulsion will be outlined in writing to the parent or guardian of the relevant student.

A student is liable to expulsion for a grave breach of College discipline, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the College, its community or any of its members. Formal expulsion implies that a student's name will be expunged from the roll of the College and reference to the facts and circumstances may be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable.

The Principal is required to act fairly and in accordance with the principles of natural justice and not to exclude a pupil other than in grave circumstances.



For a serious breach of discipline falling short of one for which exclusion is necessary, but such that the student cannot expect to remain a member of the College community, the student may be “*required to leave*” permanently. Subject to payment of all outstanding fees the student will be given reasonable assistance in making a fresh start at another College. A student for whom the College has arranged accommodation may be required to leave the accommodation without necessarily being required to leave the College.

A student may be placed under suspension while a complaint is investigated or as a sanction in its own right.

### **Use of Restraint**

It is most unusual for restraint to be used at Oxford International College and this is avoided as far as possible except in very extreme circumstances. Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately and absolutely necessary and for the minimum time necessary to prevent a student from doing or continuing to commit a criminal offence or injure themselves or others. Where restraint is used by staff, this is recorded in writing.





### **Your Agreement with the College**

I have read and understand the above document and I agree to the rules and regulations.

**Student Name:**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_