



PROMOTING GOOD BEHAVIOUR, SANCTIONS AND DISCIPLINE POLICY

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<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES:</b>	<p>14 Feb 2019:</p> <p>Amended SLT to current members</p> <p>Changed Way Gate to Boarding House to indicate policy relates to all college boarding facilities</p> <p>Added Fines to attendance policy</p> <p>Added Detentions policy</p> <p>Lateness to be monitored by tutors and verbal warning given accordingly</p> <p>April/May 2021:</p> <p>Amended section to include sexual harassment</p>
<b>FUTURE REVIEW:</b>	August 2021

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## INTRODUCTION

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 all of our Boarding Houses (we do not currently have any arranged accommodation with host families).

These rules and regulations have been put into place to promote good behaviour and to ensure the safety and security of all members of the College community, as well as 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 & Harassment Policy*. This means not discriminating against members of the college community, including prejudice based on gender, sexual orientation or religion.
- 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 at the boarding houses.
- Refrain from using offensive or prejudicial language.
- Abide by the accommodation rules and regulations.
- 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 within all Boarding Houses. 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), Yasmin Sarwar (Chief Education Officer) Mr Toby Blundell (Deputy Principal), Mrs Marianne Thompson-Hill (Deputy Principal) and Mrs Mona Chaudhury (Head of Curriculum Development).

**Note:** All processes, regulations and procedures laid out in this document pertain to students not only when on College premises, within boarding or host family accommodation but also when attending any

College arranged activity or trip and at any time when they might be reasonably expected to be representing the college.

### THE DISCIPLINARY PROCESS

The procedure we employ to maintain a high standard of discipline is as follows:

- The first infraction results in a formal warning to those concerned. The incident is recorded, and parents/guardians/agents are notified.
- A second infraction results in a second 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 formal written warning. At this point the student(s) is usually asked to leave the College.

**Note:** Incidences before the first formal warning may result in a verbal warning and an accumulation of more than 3 verbal warnings usually leads to the first formal warning.

All incidents and the use of sanctions are recorded in the student's file.

### ATTENDANCE AND PUNCTUALITY

Attendance is not a problem for the overwhelming majority of our students. However, unauthorised absences are the most common reason why some students do not reach their full potential on their course.

An unauthorised absence is defined as:

- any missed lesson or arriving more than 10 minutes late for a lesson.
- missed meetings such as progress tutor or welfare meetings.
- missing a deadline for example handing in coursework, homework, competition work or any other set task deadline.
- missing a test or examination date without a valid, documented reason - the result of which will be a 0 mark in addition to a detention and relevant disciplinary warning.

If you reside at any College Boarding House 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. Repeated occurrences may result in a formal warning.

Attendance is monitored on a weekly basis by Enric Monguio (Quality Assurance Officer). Students are given the opportunity to appeal their absence. Failure to do so will result in a one-hour detention. Detentions occur on a Sunday.

### **EXEAT FORMS**

EXEAT forms are required for trips outside Oxford or when students plan to stay away overnight from the boarding house, even if this is within Oxford. These are to be completed and sent to House Parents who must also receive written authorisation for the EXEAT from a parent or guardian.

**NB: EXEATS do not authorise non-attendance of lessons or other mandatory academic commitments.**

### **BLUE FORM: FUTURE NON-ATTENDANCE**

Blue forms are required to advise a future non-attendance of lessons or academic commitments. These must be completed, signed off by all relevant tutors and handed to either of the below as required:

1. Academic reasons (i.e. university interview):  
Toby Blundell – Deputy Head for Academic
2. Personal reasons (i.e. doctors or dental appointment):  
Jenny Bourlakis – Student Services Manager

These forms must be handed in no later than 48 hours before the planned absence – this is essential in order allow time for processing.

**Both a blue form AND an EXEAT form are required when you are travelling outside Oxford and are missing lesson(s) and/or academic commitment(s).**

### **PINK FORM: PAST NON-ATTENDANCE**

Pink forms are required if you need to appeal an unauthorised absence which you believe should be authorised, for example, for absence due to illness or another unforeseen reason for non-attendance. These forms should be completed and handed to Jenny Bourlakis, Student Services Manager, at your earliest convenience upon returning to college. If you report your sickness to your House Parent, as per procedure, this will be marked as authorised.

**NB:** If you did not initially follow the correct procedure for illness and did not inform the correct staff member(s) on the day, then the absence will remain unauthorised.

### END OF TERM EXEATS

A special EXEAT form must be completed before leaving for Christmas or Summer break. These must include flight information, destination and return information. These must be handed in to Student Services as soon as your travel details are known and must be accompanied by an email from a parent or guardian confirming your travel details.

**NB:** Failure to follow the correct procedure is likely to result in a sanction.

Unauthorised absences will invoke the further following actions and sanctions:

UNAUTHORISED ABSENCES (WEEKLY)	ACTION	SANCTION
Unauthorised Late Arrival after Holidays/Unauthorised Early Departure for Holidays	<ul style="list-style-type: none"> <li>Reasons for the late arrival/early departures will be discussed and reviewed.</li> </ul>	Following review, a monetary fine may be incurred and this may result in a formal warning.
Between 90% and 97% attendance	<ul style="list-style-type: none"> <li>Each student case will be discussed and individually reviewed.</li> <li>Missed time will be made up in detention on Saturdays.</li> <li>Parents, guardians and agents will be contacted,</li> </ul>	1 <sup>st</sup> verbal warning
Between 80% and 90% attendance	<ul style="list-style-type: none"> <li>Student will be placed on <i>Daily Reporting</i>.</li> <li>Parents, guardians and agents will be contacted</li> </ul>	Formal Warning
Below 80% attendance	<ul style="list-style-type: none"> <li>It is deemed that the student has chosen to leave the college</li> </ul>	You may face exclusion

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.

*\*In accordance with government guidelines fines may be issued where a student was not present during term time and no prior agreement around this absence was made in advance.*

**NB:** Trends of absence and lateness are monitored by staff and tutors and are dealt with in accordance with the attendance policies outlined above.

### EXEAT PROCEDURE

Students are expected to follow the college EXEAT procedure whilst studying with OIC. Failure to adhere to this policy will result in disciplinary action as below:

ACTION	SANCTION
Failing to: <ul style="list-style-type: none"> <li>▪ Submit EXEAT form.</li> <li>▪ Gain parental permission.</li> <li>▪ Gain school authorisation before leaving the College – First instance.</li> </ul>	Verbal Warning & Detention
Failing to: <ul style="list-style-type: none"> <li>▪ Submit EXEAT form.</li> <li>▪ Gain parental permission.</li> <li>▪ Gain school authorisation before leaving College – Second and third instance</li> </ul>	Formal Warning and Detention
Failing to: <ul style="list-style-type: none"> <li>▪ Submit EXEAT form.</li> <li>▪ Gain parental permission.</li> <li>▪ Gain school authorisation before leaving College – More than 3 instances</li> </ul>	Disciplinary hearing and possible exclusion
Leaving College when EXEAT has been denied – <ul style="list-style-type: none"> <li>▪ First instance</li> </ul>	Formal Warning and Detention
Leaving College when EXEAT has been denied – <ul style="list-style-type: none"> <li>▪ More than 1 instance</li> </ul>	Disciplinary hearing and possible exclusion

### ALCOHOL, TOBACCO, VAPING AND OTHER DRUGS

Students, staff and tutors are expected to comply with current legislation concerning alcohol, tobacco, vaping and drugs. Prohibited items (as defined in Section 2 of the Misuse of Drugs Act 1971) are not

tolerated on the College premises or in any OIC Boarding House. Any complaint or report of involvement with drugs and substances either on or off College premises, including boarding facilities, will be followed up and investigated.

- i. The College operates a **zero tolerance** on alcohol and drug possession and consumption, anyone possessing or using prohibited items will face exclusion. In exceptional cases, a supportive regime may be offered as an alternative to expulsion, however, 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 Boarding House, at college arranged accommodation with host families or at any college arranged event. The following is not tolerated:

- Bringing alcohol onto College premises;
- Being in unsupervised possession of alcohol;
- Obtaining or supplying alcohol to another student;
- Consuming or being impaired by alcohol while on College premises or in the care of the College.

The College may, at any time when reasonable grounds for suspicion of drug or alcohol use exist, expect the Student to give a biological sample (such as urine or oral swab) or take a breathalyser test to test for the use of drugs, alcohol or other substances damaging to health. A record of such sample will not form part of the Student's permanent medical record but failure by a student to take such tests will result in disciplinary action being taken.

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

- ii. Smoking and vaping are not permitted at any time whilst enrolled at the College. Any violation of this policy will result in disciplinary procedures.

Under section 550ZA of the Education Act 1996, the College reserves the right to search students' College accommodation and/or possessions where the College has reasonable concern to believe that a student has prohibited items in their possession. In cases where a search is deemed necessary, this will be carried out by two members of staff - at least one staff member must be of the same gender as the student. Any searches, whether they result in prohibited items found or not, will be logged on College records and parents will be notified. Searches leading to the finding of prohibited items will lead to further disciplinary actions.



Where deemed necessary, it is possible that there may be an occasion where the College reserves the right to invite trained officers with drug-sniffer-dogs onto College Premises to undertake a drugs sweep. Such occasions will not be announced in advance. However, the details will be logged on College records and parents notified thereafter.

Bringing the College into disrepute for any reason associated with drugs, alcohol, vaping or tobacco, regardless of whether the student is in the care of the College at the given time, will result in exclusion. Disciplinary action will be taken when the welfare of any member of the College community or the reputation of the College is affected.

### Accommodation

Students living in an OIC Boarding House 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*
▪ Smoking in any area within the building at any boarding house
▪ Theft
▪ Alcohol or drugs
▪ Overnight guests
▪ Disrespectful or inappropriate behaviour towards the House Parent, Wardens, Security Guard or any other member of staff
▪ Inappropriate, discriminatory or violent behaviour towards fellow students
▪ Damage to property
▪ Inappropriate use of the internet
▪ Unacceptable noise

**\*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. In addition, you should be aware that there are implications for students who are in breach of UKVI visa regulations.

Spot checks will be carried out at random twice annually at College accommodation. These checks will not be advised prior to taking place but will be logged on College records and parents will be notified.

Parents will be informed if a student is asked to leave a boarding house or is in the disciplinary process. Students that have been asked to leave a boarding house 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 BOARDING TEAM

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

### BOARDING HOUSE RULES

1. All students will be at College by 9:00am, irrespective of your lesson times.
2. Evening check-in time with the Wardens is 10.00pm.
3. You will be in your room by midnight and will not visit friends or neighbours after that time.
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. Male students may not visit female students in their blocks. Female students may not visit male students in their blocks.
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 visits from parents or relatives. All visitors must sign-out and leave before the evening check-in time of 10.00 pm.
9. You may invite visitors\* to your Kitchen/Lounge and common areas only.
10. Leaving the boarding house site after check-in time is not allowed.
11. Noise must be kept to a minimum between the hours of 10pm and 8am.
12. If you wish to stay away overnight, your parents/guardians must send an email with an attached exeat form to the student services manager 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 or Chief Education Officer. You will need to give 48 hours notification of your request. College reserve the right to refuse your request even with parental permission.

13. All boarding houses are alcohol-free sites. 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.
14. You must not damage College premises or steal College property. This also applies to the belongings/personal possessions of any fellow student or staff member.
15. You are not allowed to possess, be under the influence of, or consume any illegal substances (i.e. “drugs”) anywhere on College, Boarding House premises or with host families. If this occurs, you will be asked to leave the College.
16. Fire poses the greatest safety risk and students must not leave any open flames or hot electrical equipment unattended. Persons who intentionally start fires or tamper with fire extinguishers or fire alarms will be asked to leave the College.
17. Pets are not allowed at any College boarding house.

**\*Note:** Visitors pertains to parents and relatives. Students are not permitted to have student visitors of the opposite gender within their block as per rule 6.

### EXPULSION, REMOVAL AND REVIEW

A student may be expelled, suspended or required to leave if his or her 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 for 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 SLT are required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

For a serious breach of discipline that falls short of expulsion, but is serious enough to warrant the student leaving the College community, that 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 committing or continuing to commit a criminal offence or injuring themselves or others. Where restraint is used by staff, this is recorded in writing.

### MERIT AND DEMERIT SYSTEM

Throughout the course of their time at College, students may be awarded merits or demerits under the following three categories:

- Academic
- Super Curricular
- Behaviour

Merits and demerits can be recommended by all College staff and tutors with a relevant reason for their recommendation. Merits and demerits must be authorised by student services management before being added to a student record.

Accumulation of merits and demerits will lead to the following sanctions and rewards:

AMOUNT	MERIT REWARD	DEMERIT PENALTY
5	Commendation Letter from Progress Tutor	Verbal Warning + Detention
10	Certificate presented by Deputy Principal in assembly	Written Warning + Detention
15	Certificate & Commendation letter from Chief Education Officer & small treat	First Formal Warning + Detention
20	Movie/meal tickets for you and a friend	Final Warning + Possible Suspension

20 +	Possible <i>end-of-term-treat</i> from College	Possible Exclusion
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**\*Please note:** The merit and demerit system runs alongside other sanctions and an accumulation of either merits or demerits may be taken into account when deciding suitable sanctions covered elsewhere in this document, except for where a zero-tolerance infraction has been committed.

### REMOTE LEARNING SESSIONS

During sessions on remote learning platforms, our codes of conduct and sanctions should continue to be adhered to. This includes:

- Good behaviour during online lessons.
- Turning up and actively participating in online lessons.
- Refraining from any bullying behaviour towards your peers or tutor.
- Handing in assigned work by the assigned deadline.
- Correct and sensible use of online resources.

Specific rules of conduct applying to online learning are:

- No recording of any session. These are recorded, where necessary, by the College and passed on to students as appropriate.
- Screen shots are **not** to be taken, particularly when this includes the image of another student's video feed.
- Your background should be blurred when using video within online platform sessions.
- Memes and other use of any capture or image taken from online learning session will be treated as bullying and sanctioned accordingly.

As with face-to-face lessons, online learning is a mandatory part of your education at OIC. Therefore, your attendance is monitored and you are therefore liable for sanctions for non-adherence to the attendance policy accordingly. To comply with notification of non-attendance of lessons, please follow existing procedures but utilise email in place of pink and blue forms. Parents or Boarding Staff will be asked to confirm any non-attendance due to illness.

Verbal, written and formal warnings will be assigned as sanctions for misconduct in a remote learning environment just as they are in a face-to-face learning environment. Sanctions given in a remote learning environment will be noted on your sanctions record alongside any existing sanctions.

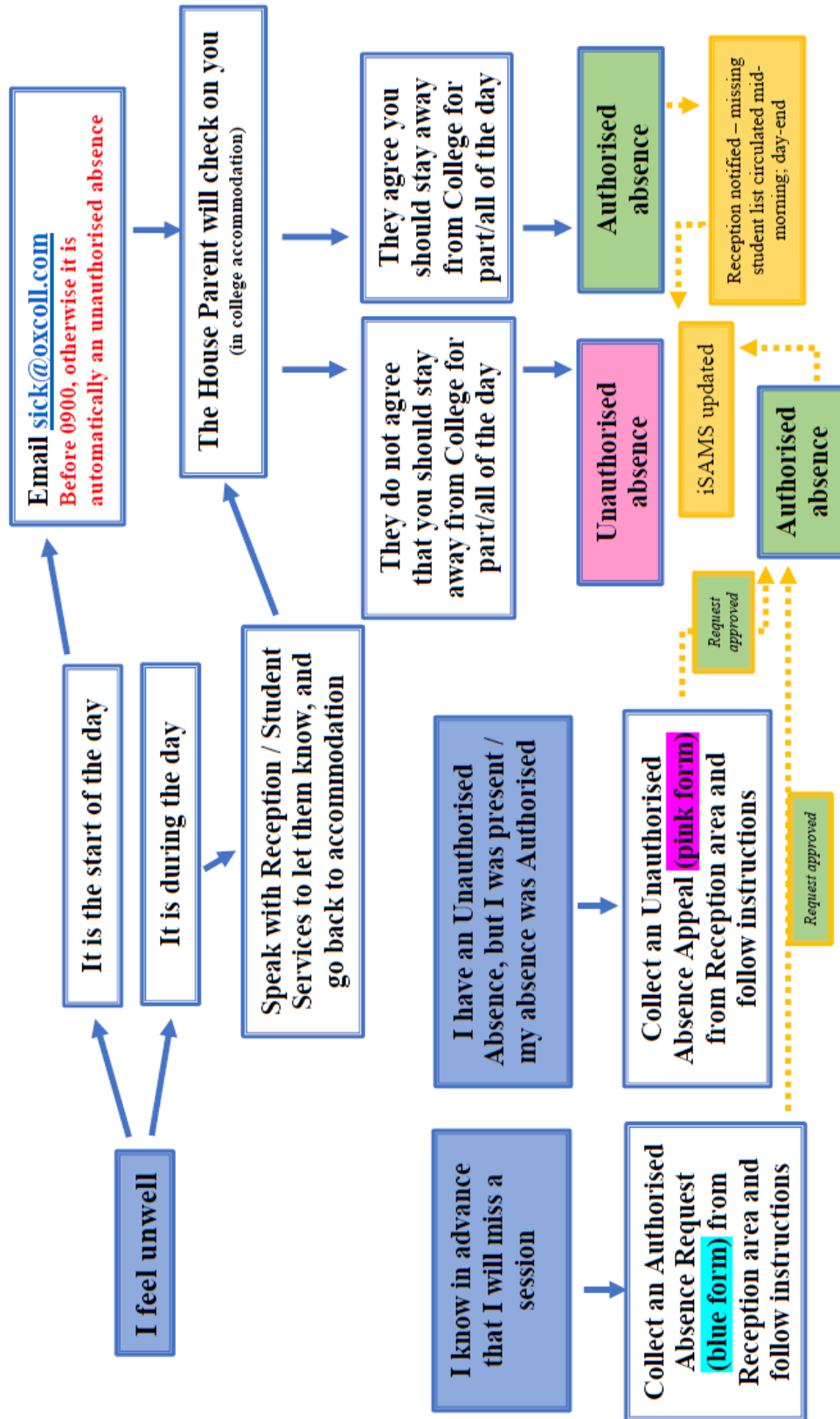
The merit and demerit system will remain in place for both online and face-to-face learning during the academic year.

APPENDIX I: SICKNESS FLOW CHART

Academic Attendance Flow Chart – Students

Sometimes, there will be legitimate reasons why you cannot attend sessions on a particular day. Here is what to do on these occasions. If you will be away overnight, you will **also** need to complete an Exeat permission form.

**Please note: in all cases, tutors will mark your absences as unauthorised; these will be changed to authorised if your absence is legitimate.**



Version dated 25<sup>th</sup> February 2020



## YOUR AGREEMENT WITH THE COLLEGE

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

Student Name: \_\_\_\_\_

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

### FURTHER INFORMATION

For further information about Promoting Good Behaviour, Sanctions and Discipline at OIC please speak with any member of the Welfare Team including Marianne Thompson-Hill, Jenny Bourlakis or Jo Goddard.

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