

## I. Guidance for Students

Kingston College expects students to behave in a way which brings credit not only to themselves but also to the College. To this end, students must follow the College's Rules and Code of Conduct - see Annex.

Students should note that all members of staff have the responsibility to promote good order amongst students and the authority to issue reasonable requests and instructions to students with the expectation of their being carried out. This may include a request to see a student's Identity Card.

Students whose behaviour falls below the standards set by the College community will be dealt with through the College's Disciplinary Procedure. The following are likely to constitute grounds for immediate exclusion:

- (a) Violent, dangerous or intimidatory conduct including, but not limited to, matters which involve assaults on others.
- (b) Carrying an offensive weapon on or in the vicinity of College premises.
- (c) Violation of the College's rules and procedures concerning Health and Safety.
- (d) Harassment on grounds of age, sexual orientation, race, ethnicity, religion, nationality, sex, pregnancy, marital status or socio economic status of another student, member of staff or visitor to the College.
- (e) Verbal abuse or other bullying behaviour including cyber bullying.
- (f) Theft or unauthorised possession of any property belonging to another student, the College, any employee of the College or third parties connected to the College.
- (g) Deliberate damage of College property, including graffiti
- (h) Failure to disclose a criminal conviction or caution.
- (i) Use of, or dealing in, illegal drugs (including prescription drugs used in an unauthorised manner).
- (j) Committing a criminal offence or any offence which may adversely affect the College's reputation.
- (k) Intoxication as a result of alcohol or illegal drugs (including prescription drugs used in an unauthorised manner).
- (l) Failure to carry out reasonable instructions of a member of staff, including a request to see ID cards.
- (m) Failure to remove non-religious headwear.
- (n) Failure to comply with College rules, including the Code of Conduct, and standards of acceptable behaviour laid down for field trips.
- (o) Failure to comply with the conditions of a warning for a lesser offence (e.g. failure to respond to written instructions to pay fees, failure to achieve attendance of at least 80% without authorisation, being punctual for classes or failure to produce course work or repeated low level disruptive behaviour).

(N.B. This list gives examples of types of behaviour which could lead to exclusion. It is not exhaustive and other examples of bad behaviour may also lead to suspension or exclusion.)

## 2. Suspension or Exclusion

### 2.1 Suspension or Exclusion Procedure

This is split into 2 sections:

- (i) Where attendance, punctuality and learning behaviour falls below the College's expectations as outlined in the Attendance, Punctuality and Learning Behaviour Code – examples described above in (m) to (o)
- (ii) Where there has been a more serious incident - examples described above in (a) to (l)

For (i)

If a student's performance or level of behaviour falls below the expected standard required by the College, he/she will be dealt with using the College's disciplinary procedure.

If the reason for disciplinary action is due to poor attendance, punctuality, failure to submit work or ongoing poor performance, effort or learning behaviour, then the student will be supported through a series of interventions clearly outlined in the Attendance, Punctuality and Learning Behaviour Code.

For (ii)

If an incident is reported regarding more serious behaviour that falls below the College's expectations, an initial investigation will take place and the students involved will be interviewed and asked to make a written statement.

After the initial assessment by the investigating member of staff, any student involved may be suspended so that further investigations can take place.

When suspending a student they will be informed why they are being suspended, that they must leave the College immediately and not return to the College until they are invited back to the college for a further interview by their respective Head of School/Director of Faculty.

Where possible the student's ID card will be confiscated and their entry to the College blocked on QL.

The following staff are able to suspend a student pending an investigation: Principal, Deputy Principal, Vice Principal, Directors of Faculty, Directors of Division, Heads of School, Site Managers and Security Manager.

The investigation is usually undertaken by one of the staff referenced above within the Division to which the student belongs. Normally this process involves the student being asked to produce a written statement. Statements will be taken from any other witnesses and an interview will be held with the student who is asked to state his/her case and answer any questions. After the interview the student will be informed of a date when the final outcome will be communicated to them. In some cases this will be within 5 working days, but if further investigations are to take place, the soonest date possible will be chosen.

In some instances it may not be appropriate to conduct an interview.

Once the investigations are complete, a student disciplinary panel consisting of the Vice Principal (Head of College), one Director of Division and the associated Director of Faculty will meet to decide on the outcome of the case. Other members of the Senior Management Team may deputise

if the staff listed above are unavailable to attend.

N.B. Legal representation at disciplinary meetings is not permitted

## 2.2 Notification

The student will be informed formally of the decision to suspend or exclude by letter from the College within 5 working days of the panel's meeting. In the case of students aged under 18, a copy will be sent to a parent/guardian.

## 2.3 Appeal

A student suspended or excluded by the above procedure may appeal to the Principal or in his absence the Deputy Principal for re-instatement. Such an appeal should be received, in writing, by the Principal within ten working days from the receipt by the student of the written notification of the exclusion. The written appeal should set out the grounds for the appeal to be heard and must include further evidence which could influence the original decision.

## 3. Publication

This statement of guidance and procedure is published in the Student Handbook, which is issued to all students at enrolment, and on the College website. It is the responsibility of students to make sure that they read the information and understand it. Further details, including guidance to Directors of Faculty, the Principal and Governors are available on request.

## 4. Meaning of Exclusion and Suspension

### 4.1 Suspension

A student who is suspended will not be allowed onto College premises for the period of the suspension without the express permission of the Principal.

### 4.2 Exclusion

A student who is excluded will have his or her registration withdrawn from the date of exclusion and will cease to be a member of the College community. The student will not be allowed on College premises thereafter without the express permission of the Principal. The student must return all College property including his/her ID card.

## 5. Refunds

In the event of a fee paying student being excluded the decision regarding refund (part) of fees will be made by the Principal or Deputy Principal dependant on the time point in the academic year and the reason for exclusion, taking into account any administrative costs incurred.