

Introduction

This document is intended to set out the standards to which we aspire and which we expect all our students to achieve.

Policy Aims

1. To enable the Course Director to carry out his/her responsibilities of promoting good behaviour, maintaining order and good discipline in the Concord College Summer School, and setting a range of appropriate sanctions to be adopted in the event of student misbehaviour.
2. To ensure, so far as possible, that every pupil in this Concord College Summer School is able to benefit from and make his/her full contribution to the life of the Concord College Summer School, consistent always with the needs of the Concord College Summer School community.
3. To authorise the Concord College Summer School Rules and any procedures necessary for implementing them.

Fundamental Principles

4. Students of Concord College Summer School are expected to act with DECENCY and show CONSIDERATION at all times, specifically to:
 - do their best to act with honesty and integrity and to treat all members of the Concord College Summer School community and the public with respect, courtesy and kindness.
 - contribute to the high quality of learning by ensuring that they:
 - arrive calmly, punctually and correctly equipped for each lesson
 - listen carefully and use their time in class appropriately and effectively
 - do not disturb teaching, or the learning of others
 - take responsibility for their own safety and that of others. Behave calmly and sensibly when moving around school, when waiting for lessons and when not directly supervised.
 - take care of the school environment, ensuring that everybody's property is respected and safeguarded.
5. Parents will be expected to read this policy and the Concord College Summer School Rules. Students are expected to know and understand the Concord College Summer School Rules.

Concord College Summer School Rules

6. The Concord College Summer School Rules are set out in the Student Handbook and Diary, the website and parents/students will have received a copy to read. The Concord College Summer School Rules are necessary:
 - for the safety and well-being of everyone at the Concord College Summer School
 - for the reputation of the Concord College Summer School community as a whole
 - for the protection of Concord College Summer School property and the wider environment

The Concord College Summer School Rules apply to all age groups and at all times when the pupil is

- at Concord College Summer School, representing the Concord College Summer School or could be identified as a member of the Concord College Summer School during the course
- travelling to and from Concord College Summer School
- associated with the Concord College Summer School in any way.

The Trustees and the Course Director intend that the Concord College Summer School Rules shall also be capable of regulating the conduct of students when they are away from school premises, for example on excursions, if in the opinion of the Concord College Summer School the conduct concerned impacts or may impact upon the student's conduct at Concord College Summer School or the reputation of the Concord College Summer School.

Breaches of Concord College Summer School Discipline

The Trustees have authorised the following sanctions:

Expulsion

A student is liable to expulsion for a grave breach of Concord College Summer School discipline, for example, this might be breaking one of the 'key rules' of the Concord College Summer School or a serious criminal offence or some wilful act calculated to cause serious damage to the Concord College Summer School, its community or any of its members. Upon expulsion, the student's name will be expunged from the roll of the Concord College Summer School and reference to the facts and circumstances will 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 Course Director is required to act fairly and in accordance with the principles of natural justice and not to expel a student other than in grave circumstances.

Requirement to Leave

For a serious breach of Concord College Summer School discipline falling short of one for which expulsion is necessary, but such that the student cannot expect to remain a member of the Concord College Summer School community, the student may be required to leave permanently. Subject to payment of all outstanding fees the student will be given reasonable references from the Concord College Summer School.

Internal Suspension

A student may be detained for a serious breach of discipline when suspension is felt to be inappropriate. This detention would be supervised by a member of the management team with students allowed to leave the detention room only for toilet breaks and meals.

Detention

A student may be placed in detention where, in the opinion of a member of the teaching staff, a detention is a reasonable response to a breach of Concord College Summer School discipline. These sanctions will form part of the Concord College Summer School's permanent disciplinary record but details of detentions will not be passed on in references and communications with other institutions unless requested by those institutions or deemed appropriate by the Course Director.

Appeals

Parents are entitled to ask for a Trustees' Review of a decision to expel or to require the student to leave for disciplinary reasons. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.

There will be no right to a Trustees' Review of other sanctions, but a student who feels aggrieved may ask his or her tutor or Director of Studies or their deputies, to take up his/her concerns with the member of staff who imposed the sanction.

A parent or student who remains dissatisfied with the response to a concern raised may request a copy of the Concord College Summer School Complaints Policy Procedure.

Review

This policy/procedure will be reviewed annually or earlier in the event of any incidents or changes to local or national guidelines.

Disciplinary Procedure

All students must adhere to the Student Code of Conduct, signed before your arrival here. The following sanctions will be implemented for any rules that are broken:



