

Stage	Nature of Concern	Action/By Whom	Home Contact
Stage 1	Continued failure to submit coursework/homework to deadline.	<p>Subject teacher records the event/information electronically and refers the student to Head of Faculty. If the subject teacher is the Head of Faculty, then the student is referred to the Personal Tutor.</p> <p>Head of Faculty will have a formal discussion with the student and record the actions, before informing parents/carers. <i>(Example actions taken – student to work extra hours to make up time; supervised study; submission of extra work if missing deadlines).</i></p> <p>Information to be passed to Personal Tutor.</p>	Head of Faculty to send email/phone call home informing concerns and action to be taken. This will be recorded on the student's record.
	Continued absences or lateness for no valid reason.	Personal Tutor or Student Services to refer to Head of College or Transition Lead for discussion and agreed actions. Head of College/Transition Lead to contact parents/carers to discuss unauthorised absences.	
	Repeated occurrence of misconduct.	<p>Head of College to meet with student and issue formal verbal warning.</p> <p><i>NB. If misconduct is inappropriate behaviour/use of foul language/breach of Code of Conduct, Head of College will send student home. Student and parents will be informed and information given about length of time at home and work to be completed. Dependent on nature of offence it may go straight to stage 2 or 3. Recorded electronically.</i></p> <p>Refer to Stage 2 if student response is not appropriate.</p>	<p>Head of College/Transition Lead to inform Parents/carers.</p> <p>Head of College .</p>

Discipline procedures 2023-24

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Stage 2	<p>Further sequence of absence/lateness. Overall absence falls below acceptable level.</p> <p>Continued failure to meet coursework/homework deadlines or continued misconduct.</p>	<p>Student Services/Head of College review absences and any patterns. Meeting between Head of College/Transition Lead and student. A written warning may be issued at this stage, if a formal verbal warning has already been given.</p> <p>Head of College/Transition Lead to agree course of action with student and monitor for improvements. Recorded electronically.</p> <p>A formal meeting with the Head of College/Transition Lead will take place. Action plan agreed. The student is given a formal written warning.</p>	<p>Head of College/Transition Lead to inform parents. A parent/carer meeting should take place if needed.</p> <p>Head of College to discuss with parents.</p>

Discipline procedures 2023-24

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Stage 3	No Improvement after Stage 1 and Stage 2 and written warning has already been issued or a serious breach of Student Agreement and/or Code of Conduct.	<p>Formal meeting with the Head of College and student. Parents/carers invited to the meeting.</p> <p>At this meeting it will be made clear that the student's behaviour is unacceptable and that any further breaches will lead to the student losing his/her place at Birchwood College. This will be accompanied by a final written warning and the student will be placed on a contract. This will be for a defined time scale. Recorded electronically.</p> <p>If, following a Stage 3 meeting, there is no improvement or further breaches of the Code of Conduct, the student will lose their place at Birchwood College.</p> <p><i>NB if a decision is made to revoke the place of a student at Birchwood College, there is a right of appeal that must be put in writing to the Chair of Governors within 7 days of being informed of this decision.</i></p>	Head of College to make all home contact at this stage