



**HADLOW COLLEGE
POLICY DOCUMENT**

**STUDENT DISCIPLINARY
POLICY AND PROCEDURES**

Version	1	2	3	4	5	6	7		
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Written by		DCI	DCI	DCI	DCI	BC	SL		
Authorised by			REJ	REJ	REJ	LB	BC		



1. INTRODUCTION

The Student Disciplinary Policy encompasses:

- a) Student Disciplinary Procedure, which refers to student behaviour between the hours of 9am and 5.30pm - and whilst on study tours, day visits, residential field trips and any other curriculum activities outside of these hours .
- b) Residential Disciplinary Procedure, which is used for any student, whether residential or non residential, that is causing behavioural concerns within the residential area during the day, or across College up to 9am, after 5.30pm weekdays, and at any time at weekends when participating in non-curriculum activities.

In order that an institution such as Hadlow College may function smoothly, certain codes of acceptable conduct are expected to be observed by students.

Occasionally, students transgress beyond the accepted codes of conduct and this procedure deals with such cases.

Depending on the seriousness of the incident, the disciplinary procedure can be started at any stage. Although this is a supporting mechanism, students who disregard the Action Plan set may move through all the stages until they are asked to withdraw from their course, residential accommodation or both.

Aim

The Student Disciplinary Policy and its procedures should be used as a supportive mechanism.

The aim of the policy and procedures is to re-establish the College rules and regulations and help the student to keep within the boundaries set regarding behaviour.

Objective

The main objective is to support the student and help them get back on track by providing a clear action plan with SMART targets, which leads to student success.

2. IDENTIFYING WHICH PROCEDURE TO APPLY

<i>STUDENT DISCIPLINARY</i>	<i>RESIDENTIAL DISCIPLINARY</i>
<ul style="list-style-type: none">• Curriculum (Tutor)• 9am to 5.30pm excluding residential area and including curriculum activities outside of these hours	<ul style="list-style-type: none">• Student Support Services (Wardens)• 9am to 5.30pm residential area only• 5.30pm to 9am cross-college for non-curriculum activities



3. STUDENT DISCIPLINARY PROCEDURE

The student disciplinary procedure is implemented by the Curriculum team and the maximum sanction is exclusion from the College. As soon as **any** member of staff identifies a cause for concern:

- The student's tutor should be notified via form C4C.
- The tutor should investigate the cause for concern.
- The tutor may meet with: witnesses, other appropriate staff member(s) or student(s), stakeholders such as work placement providers and the student who has had a C4C raised against them.

Note that not all C4C's will lead to the following disciplinary stages. If it is found that there is a case to answer, the following procedure is activated.

3.1 Stage 1: Verbal Warning

- a. The student's tutor should interview the student and confirm the concern as soon as possible and in any case *no later than five (5) working days* after the identification of the cause(s) for concern and investigation.
- b. The student should be made aware of the implications of being put onto Stage 1 of the student disciplinary procedure.
- c. The interview should include the formulation of an Action Plan designed to resolve and remedy the concern(s) with the agreement of the student.
- d. The tutor and student must sign and date the Action Plan and standard letter, which outlines the contents of the meeting.
- e. Form SDR should be used to summarise the content of the interview. Form TR1 should be completed at each tutorial review.
- f. A date for a review meeting should be set for approximately *ten (10) working days* from the date of issue of the verbal warning. Any slippage after the review meeting will result with the student progressing to the next stage.
- g. A verbal warning must be confirmed in writing.
- h. The tutor must retain a copy of the Action Plan, standard letter and SDR in the ILP. A copy of the Action Plan and standard letter must be given to the student and parent/guardian if the student is under 18 on the 31st August at the start of their course.
- i. If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional C4C has been raised during the review period, then the disciplinary will progress to the next stage.



3.2 **Stage 2: First Written Warning**

- a. If the incident is sufficiently serious, the student disciplinary procedure may start at Stage 2: First Written Warning.
- b. The student's tutor should interview the student as soon as possible and in any case *no later than five* (5) working days after the identification of the cause(s) for concern and investigation or review meeting.
- c. The student should be made aware of the implications of being put onto Stage 2 of the student disciplinary procedure.
- d. The student may bring a friend, parent, guardian or sponsor ("a friend") to support him/her at the interview.
- e. The interview should include the formulation of an Action Plan designed to resolve and remedy the concern(s) with the agreement of the student.
- f. The tutor and student must sign and date the Action Plan and standard letter, which outlines the contents of the meeting.
- g. Form SDR should be used to summarise the content of the interview. Form TR1 should be completed at each tutorial review.
- h. A date for a review meeting should be set for *approximately ten* (10) working days from the date of issue of the first written warning. Any slippage after the review meeting will result with the student progressing to the next stage.
- i. The tutor must retain a copy of the Action Plan, standard letter and SDR in the ILP. A copy of the Action Plan and standard letter must be given to the student and parent/guardian if the student is under 18 on the 31st August at the start of their course.
- j. If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional C4C has been raised during the review period, then the disciplinary will progress to the next stage.

3.3 **Stage 3: Second Written Warning**

- a. If the incident is sufficiently serious, the disciplinary procedure may start at Stage 3: Second Written Warning.
- b. The student's tutor and additional panel members should interview the student as soon as possible and in any case *no later than five* (5) working days after the identification of the cause(s) for concern and investigation or review meeting.



- c. The interview panel will consist of the student's tutor, the Head of Faculty and Associate Principal, Quality & Staff Development. Student Support Services may be involved if the student has received pastoral support as part of the Action Plan.
- d. The student should be made aware of the implications of being put onto Stage 3 of the student disciplinary procedure. It is important to make the student aware that if there is no improvement following on from the Stage 3: Second Written Warning, the next stage is the Final Stage whereby the student may be invited to withdraw from the course or be excluded from the course.
- e. The student may bring "a friend" to support him/her at the interview. The College will invite the parent or guardian to attend the meeting if the student is under 18 on the 31st August at the start of their course.
- f. The interview should include the formulation of an Action Plan designed to resolve and remedy the concern(s) with the agreement of the student.
- g. The tutor and student must sign and date the Action Plan and standard letter, which outlines the contents of the meeting.
- h. Form SDR should be used to summarise the content of the interview. Form TR1 should be completed at each tutorial review.
- i. A date for a review meeting should be set for *approximately ten (10) working days* from the date of issue of the second written warning. Any slippage after the review meeting will result with the student progressing to the next and final stage.
- j. The tutor must retain a copy of the Action Plan, standard letter and SDR in the ILP. A copy of the Action Plan and standard letter must be given to the student and parent/guardian if the student is under 18 on the 31st August at the start of their course.
- k. If there has been no improvement, or there has been a failure to successfully meet the outcomes of the Action Plan, or an additional C4C has been raised during the review period, then the disciplinary will progress to the next and final stage.

3.4 Stage 4: Final Interview

- a. If the incident is sufficiently serious, the disciplinary procedure may start at Stage 4: Final Interview
- b. The outcome of Stage 4: Final Interview may be exclusion from the course, residential accommodation, or both.



- c. Panel members should interview the student as soon as possible and in any case *no later than five* (5) working days after the identification of the cause(s) for concern and investigation or review meeting.
- d. The interview panel will consist of the Vice Principal or Associate Principal, Quality & Staff Development (or another member of the Senior Management Team), the Head of Faculty and the student's tutor. Other members of staff may be invited to attend.
- e. The interview should confirm the incident(s) and outline the reason for this final interview. The student may bring "a friend" to support him/her at the interview. The College will invite the parent or guardian to attend the meeting if the student is under 18 on the 31st August at the start of their course.
- f. Form TR1 and SDR should be used to summarise the content of the interview.
- g. If a satisfactory response by the student is not forthcoming at the interview, then, at the panel's discretion, the student is either invited to withdraw or is excluded from the College.
- h. The panel may make the decision to exclude even though the student has been forthcoming.
- i. If the panel's decision is to allow the student to remain on the course and/or in residential accommodation, then a further Action Plan will be formulated.
- j. The tutor must retain a copy of any notes taken at the interview, Action Plan (if applicable), outcome letter and SDR in the ILP. A copy of the Action Plan (if applicable) and outcome letter must be given to the student and parent/guardian if the student is under 18 on the 31st August at the start of their course.
- k. When a student is excluded, they must be accompanied by a member of staff at all times until they leave campus (if over 18) or until it can be reasonably assumed that they can get home safely on their own (if under 18).
- l. An excluded student will be notified of the Appeal Procedure.



4. RESIDENTIAL DISCIPLINARY PROCEDURE

This residential disciplinary procedure is implemented by the Student Support Services Wardening team and the maximum sanction is exclusion from residential accommodation. The exception would be in the case of a *serious incident* – see policy guidance notes – where the maximum sanction is exclusion from College. As soon as **any** member of staff identifies a cause for concern, which falls within the residential remit:

- The Senior Warden should be notified via form C4C.
- The Senior Warden should investigate the cause for concern. This task may be delegated to another warden.
- The Senior Warden (or warden) may meet with: witnesses, other appropriate staff member(s) or student(s), and the student who has had a C4C raised against them. Investigatory notes should be passed to the Senior Warden.

Note not all C4C's will lead to the following disciplinary stages. If it is found that there is a case to answer, the following procedure is activated.

4.1 Stage 1: Verbal Warning

- a. The Senior Warden or other nominated Warden should interview the student and confirm the concern as soon as possible and in any case *no later than ten (10) working days* after the identification of the cause(s) for concern and investigation notes have been gathered by a member of the Wardening team.
- b. The student should be made aware of the implications of being put onto Stage 1 of the residential disciplinary procedure.
- c. The interview should include the formulation of an Action Plan designed to resolve and remedy the concern(s) with the agreement of the student.
- d. The Warden and student must sign and date the Action Plan and standard letter, which outlines the contents of the meeting.
- e. Form SDR should be used to summarise the content of the interview.
- f. A date for a review meeting should be set for approximately *ten (10) working days* from the date of issue of the verbal warning. Any slippage after the review meeting will result with the student progressing to the next stage. The meeting can be conducted by a member of the Wardening team.
- g. A verbal warning must be confirmed in writing.
- h. The Warden must retain a copy of the Action Plan, standard letter and SDR in the residential file. A copy of the Action Plan and standard letter



must be given to the Head of Faculty, tutor, student and parent/guardian if the student is under 18 on the 31st August at the start of their course.

- i. If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional C4C has been raised during the review period, then the disciplinary will progress to the next stage.

4.2 **Stage 2: First Written Warning**

- a. If the incident is sufficiently serious, the residential disciplinary procedure may start at Stage 2: First Written Warning.
- b. The Senior Warden or nominated Warden should interview the student as soon as possible and in any case *no later than ten (10)* working days after the identification of the cause(s) for concern and investigation or review meeting.
- c. The student should be made aware of the implications of being put onto Stage 2 of the residential disciplinary procedure.
- d. The student may bring a friend, parent, guardian or sponsor (“a friend”) to support him/her at the interview.
- e. The interview should include the formulation of an Action Plan designed to resolve and remedy the concern(s) with the agreement of the student.
- f. The Warden and student must sign and date the Action Plan and standard letter, which outlines the contents of the meeting.
- g. Form SDR should be used to summarise the content of the interview.
- h. A date for a review meeting should be set for *approximately ten (10)* working days from the date of issue of the First Written Warning. Any slippage after the review meeting will result with the student progressing to the next stage.
- i. The Warden must retain a copy of the Action Plan, standard letter and SDR in the residential file. A copy of the Action Plan and standard letter must be given to the Head of Faculty, tutor, student and parent/guardian if the student is under 18 on the 31st August at the start of their course.
- j. If there has been no improvement, or a failure to successfully meet the outcomes of the Action Plan, or an additional C4C has been raised during the review period, then the disciplinary will progress to the next stage.

4.3 **Stage 3: Second Written Warning**



- a. If the incident is sufficiently serious, the disciplinary procedure may start at Stage 3: Second Written Warning.
- b. The Senior Warden and additional panel members should interview the student as soon as possible and in any case *no later than ten (10)* working days after the identification of the cause(s) for concern and investigation or review meeting.
- c. The interview panel will consist of the Senior Warden, Associate Principal, Student Support Services. The tutor, or appropriate curriculum staff member and The Head of Faculty should be informed.
- d. The student should be made aware of the implications of being put onto Stage 3 of the residential disciplinary procedure. It is important to make the student aware that if there is no improvement following on from the Stage 3: Second Written Warning, the next stage is the Final Stage whereby the student may be excluded from accommodation.
- e. The student may bring “a friend” to support him/her at the interview. The College will invite the parent or guardian to attend the meeting if the student is under 18 on the 31st August at the start of their course.
- f. The interview should include the formulation of an Action Plan designed to resolve and remedy the concern(s) with the agreement of the student.
- g. The Senior Warden and student must sign and date the Action Plan and standard letter, which outlines the contents of the meeting.
- h. Form SDR should be used to summarise the content of the interview.
- i. A date for a review meeting should be set for *approximately ten (10) working days* from the date of issue of the second written warning. Any slippage after the review meeting will result with the student progressing to the next and final stage. The meeting can be conducted by a member of the Wardening team.
- j. The Senior Warden must retain a copy of the Action Plan, standard letter and SDR in the residential file. A copy of the Action Plan and standard letter must be given to the Head of Faculty, tutor, student and parent/guardian if the student is under 18 on the 31st August at the start of their course.
- k. If there has been no improvement, or there has been a failure to successfully meet the outcomes of the Action Plan, or an additional C4C has been raised during the review period, then the disciplinary will progress to the next and final stage.



4.4 Stage 4: Final Interview

- a. If the incident is sufficiently serious, the disciplinary procedure may start at Stage 4: Final Interview.
- b. The outcome of Stage 4: Final Interview may be exclusion from residential accommodation and, if the incident is classed as a *serious incident*, from the College. See policy guidance notes section.
- c. Panel members should interview the student as soon as possible and in any case *no later than ten (10) working days* after the identification of the cause(s) for concern and investigation or review meeting.
- d. The interview panel will consist of the Senior Warden, Associate Principal, Student Support Services and tutor (or appropriate curriculum staff member). The Head of Faculty should be informed.
- e. The interview should confirm the incident(s) and outline the reason for this final interview. The student may bring “a friend” to support him/her at the interview. The College will invite the parent or guardian to attend the meeting if the student is under 18 on the 31st August at the start of their course.
- f. Form SDR should be used to summarise the content of the interview.
- g. If a satisfactory response by the student is not forthcoming at the interview, then, at the panel’s discretion, the student is excluded from accommodation.
- h. The panel may make the decision to exclude the student from accommodation even though the student has been forthcoming.
- i. If the panel’s decision is to allow the student to remain in residential accommodation, then a further Action Plan will be formulated.
- j. The Senior Warden must retain a copy of any notes taken at the interview, Action Plan (if applicable), outcome letter and SDR in the residential file. A copy of the Action Plan (if applicable) and outcome letter must be given to the student and parent/guardian if the student is under 18 on the 31st August at the start of their course. The tutor must keep copies of the paperwork in the ILP.
- k. When a student is excluded from accommodation, they must be accompanied by a member of staff at all times until they leave campus (if over 18) or until it can be reasonably assumed that they can get home safely on their own (if under 18).
- l. An excluded student will be notified of the Appeal Procedure.



5. APPEAL PROCEDURE

- a. If a student wishes to appeal against the College decision to exclude, then he/she is at liberty to appeal to the Board of Governors.
- b. This should be done in writing within *five (5) working days* of the verbal or written decision to exclude and addressed to the Principal at:

Hadlow College
Hadlow
Tonbridge
Kent
TN11 0AL

- c. The Principal should arrange an Appeal Panel to hear the student's appeal within *ten (10) working days* of receipt of the student's letter.
- d. The Appeal Panel will consist of the following members:
 - The Principal (Chair)
 - A student representative from the Student Association / Union
 - A College Governor
 - The relevant Head of Faculty
 - The student's tutor (or representative)
 - A secretary for taking minutes
 - The student may be accompanied by "a friend". The parent or guardian will be invited to attend the meeting if the student is under 18 on the 31st August at the start of their course
 - The Senior Warden – for a residential accommodation appeal.
- e. The Appeal Panel will have the authority to require any necessary records to be made available and to call any relevant witnesses to give evidence.
- f. The Appeal Panel will make a decision within three (3) working days and will give the student a brief verbal statement of their reasons (or a written statement if requested).
- g. The decision of the Appeal Panel is final.



6. POLICY GUIDANCE NOTES

Action Plan

The Action Plan is part of the student discipline process. This will support the student and help them succeed and achieve their end goal. The objective is to outline a clear plan of how the student can improve their behaviour and get back on track. Make the Action Plan **SMART** (specific, measurable, achievable, relevant and time-related).

As part of the Action Plan the student may be referred to Student Support Services for pastoral support. The tutor is responsible for contacting the Pastoral Care Co-ordinator in order to arrange the next step.

Tutors following the student disciplinary procedure cannot exclude students from residential accommodation.

Appeal Procedure and Excluded Students

Confirmation of the exclusion will be made in writing to the student and parent/guardian if applicable. This must include a hard copy of the Appeal Procedure.

Assertive Discipline

All members of staff have the responsibility to issue informal warnings and to remind students of the college rules, regulations and boundaries which are set. A consistent and positive approach should be adopted by all staff when addressing student behaviour.

Behavioural Concerns (examples)

- Use of unacceptable language
- Theft
- Bullying (verbal, physical or other forms of intimidation)
- Harassment
- Alcohol abuse including
 - drinking in blocks
 - providing under 18s with alcohol
 - possessing alcohol in blocks
 - excessive drinking
- Smoking away from designated areas
- Aggressive or violent behaviour (including verbal aggression)
- Contravening Health and Safety regulations
- Damage to College property and the property of others
- Dropping litter
- Permitting non-residents to remain on site without authorisation
- Going or remaining off site after permitted time, or failure to sign out.

This is not the definitive list and further concerns may warrant the disciplinary procedure.



C4C

The cause for concern form should be completed by ANY member of staff and passed to either the tutor (curriculum issues) or Senior Warden (residential issues). The tutor, Senior Warden or nominated Warden must complete the feedback section and return to the originator.

Duration of Disciplinary

Disciplinaries will not be carried over to the new academic year but they will remain on record and referred to if any further disciplinary issues arise. The disciplinary procedure can start at any stage.

Financial / Library Checks

Sometimes an excluded student may have overdue library books or outstanding debts. A member of Student Support Services, Library and Finance should be contacted and their account should be checked to avoid these losses.

Head of Faculty and Tutor

The Senior Warden must notify the Head of Faculty and tutor at each stage of the residential disciplinary procedure. The tutor will be invited to any Stage 4 meetings. If the tutor is unable to attend, the meeting will still progress and they will be informed of the outcome.

ILP

Individual Learning Plan.

Investigation

An investigation may be conducted whilst the student is attending college or following a suspension. The person investigating the incident may gather evidence or review existing evidence surrounding the incident. As part of the investigation the student may be called to a meeting with several members of staff, including those with the authority to exclude.

The result of the investigation may lead to no further action, the student being put on to any stage of the disciplinary or exclusion from residential accommodation and or College.

Notifying Parents

Details of verbal and written warnings should be sent to parents, guardians and sponsors of students who are aged under 18 on 31st August at the start of their course or vulnerable adults up to and including 25 years of age. Some students over the age of 18 at the start of their course (31st August) may give permission to notify their parent or guardian.



Paperwork

You may take notes at the meeting. Review them with the student so that all concerned are absolutely clear about what has been discussed and agreed. Complete all relevant paperwork. Ask the student to sign and date all relevant paperwork. Sign and date the paperwork and notes yourself.

Residential Area

This includes the accommodation blocks and the immediate grounds surrounding the blocks, the mobile common room and Garrad House bar. It does not include the Library, Restaurant, Broadview Gardens, car parks, area around Garrad House, classrooms and curriculum areas.

Review Meetings

At the meeting, the Action Plan is reviewed. If the student has successfully met the outcome of the Action Plan then no further action will be taken. If the student has failed to meet the outcomes then the student will be progressed to the next stage of the disciplinary and a further Action Plan written. This may be the same or more specific than the previous action plan. Mitigating circumstances should be taken into account.

SDR

Student Disciplinary Record. There are four in total – one for each stage of the disciplinary procedure.

Serious Incident

A *serious incident* may include:

- a) Drugs, substances (including alcohol) and paraphernalia
- b) Violence
- c) Criminal activity
- d) Bullying & Harassment

Note: This is not a definitive list of serious incidents

A *serious incident* may result in the student being suspended from College and may lead to exclusion from accommodation, the course or both. The police maybe notified of the incident. The College has a zero tolerance policy to all of the above.

If the *serious incident* occurs within the remit of the residential disciplinary, the Associate Principal, Student Support Services (SSS) will lead and will work closely with the curriculum team. If it occurs within the remit of the student disciplinary procedure, the Head of Faculty will lead and will work closely with SSS. A member of the SMT will be required to attend Stage 3 and Stage 4 of the procedure. Only a member of the SMT has the authority to exclude a student from the College.



Suspension

If the alleged incident committed is sufficiently serious, the disciplinary procedure may start at any appropriate stage and may lead to exclusion from College. The Vice Principal or Associate Principal, Student Support Services may suspend a student. In their absence, responsibility to suspend goes to other members of the SMT. The Vice Principal must be notified as soon as possible after the suspension. A student may be suspended for their own protection. Suspension is neither a punishment nor an indication of guilt.

TR1

Tutorial Review Report. To be completed by the tutor and agreed with the student.

Tutor Attendance

If the tutor is unable to attend any stage of the residential disciplinary process, a delegated curriculum staff member may attend. The residential disciplinary procedure will go ahead in the absence of a tutor or curriculum staff member.

Zero Tolerance

The College operates a zero tolerance policy relating to drugs, substance misuse (including alcohol) and paraphernalia, violence, bullying & harassment or criminal activity. If a C4C has been raised regarding any of these issues, this may lead to suspension pending an enquiry and exclusion from the College.

Student Discipline Record (SDR)



NAME OF STUDENT: _____

Date of Birth: _____ **Age at start of course (31st August):** _____

Name of Tutor: _____

Stage 1: Verbal Warning - summary (attach C4C, standard letter and Action Plan)

Summary details of incident:

Summary of Action Plan:

Signatures:

Tutor/ SW: _____

Student: _____

Date: _____

STUDENT	PARENT GUARDIAN	TUTOR - ILP	SENIOR WARDEN	FM - FYI	OTHER - FYI
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Copy of documents sent to - *please tick above boxes as appropriate*

Student Discipline Record (SDR)



NAME OF STUDENT: _____

Date of Birth: _____ **Age at start of course (31st August):** _____

Name of Tutor: _____

Stage 2: First Written Warning (attach C4C, standard letter and Action Plan)

Summary details of incident:

Summary of Action Plan:

Signatures:

Tutor/SW: _____

Student: _____

Date: _____

STUDENT	PARENT GUARDIAN	TUTOR - ILP	SENIOR WARDEN	FM - FYI	OTHER - FYI
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Copy of documents sent to - *please tick above boxes as appropriate*

Student Discipline Record (SDR)



NAME OF STUDENT: _____

Date of Birth: _____ **Age at start of course (31st August):** _____

Name of Tutor: _____

Stage 3: Second Written Warning (attach C4C, standard letter and Action Plan)

Summary details of incident:

Summary of Action Plan:

Signatures:

Tutor/SW: _____

Student: _____

Date: _____

STUDENT	PARENT GUARDIAN	TUTOR - ILP	SENIOR WARDEN	FM - FYI	OTHER - FYI
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Copy of documents sent to - *please tick above boxes as appropriate*

Student Discipline Record (SDR)



NAME OF STUDENT: _____

Date of Birth: _____ **Age at start of course (31st August):** _____

Name of Tutor: _____

Stage 4: Final Interview (attach C4C, standard letter and Action Plan - if applicable)

Summary details of incident:

Summary of Action Plan:

Signatures:

Tutor/SW: _____

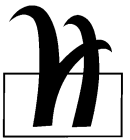
Student: _____

Date: _____

STUDENT	PARENT GUARDIAN	TUTOR - ILP	SENIOR WARDEN	FM - FYI	OTHER - FYI
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Copy of documents sent to - *please tick above boxes as appropriate*

DISCIPLINARY PROCEDURE ACTION PLAN



Stage 1: Verbal Warning Stage 2: First Written Stage 3: Second Written Stage 4: Final Interview (tick as appropriate)

Student Name: _____ Tutor: _____

Student Date of Birth: _____ Age on 31st August (at start of course): _____

Reason for Discipline: <i>(brief description)</i>	Action/s required: <i>(SMART)</i>	Date action to be completed by:	Review date and further action if necessary:

Note - Complete a separate Action Plan for each stage of the disciplinary

Student Signature: _____ Staff Name and Signature: _____

<i>STUDENT</i>	<i>PARENT / GUARDIAN</i>	<i>TUTOR - ILP</i>	<i>SENIOR WARDEN</i>	<i>FM - FYI</i>	<i>OTHER - FYI</i>
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Copy of documents sent to - *please tick above boxes as appropriate*