



# BEHAVIOUR POLICY

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## Introduction

The UWC Common Code of Conduct is a set of values and guidelines that recognise that all UWC students should have a safe, fulfilling and culturally sensitive experience. The expectation of the UWC Atlantic community is that the UWC Common Code of Conduct will be followed both in action and spirit.

### **The UWC Common Code of Conduct**

*(Approved by UWC International Board in July 2019)*

Pursuing the UWC mission – to make education a force to unite people, nations, and cultures for peace and a sustainable future – requires a commitment to the following values: international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

At the heart of the UWC ethos is respect for self and others in all our actions and words in all circumstances, including online. This means that we must think about the common good and be able to rise above our individual desires and needs in order to create fully integrated communities. In short, our ideals require good heartedness from all members of the UWC community and a recognition that cultural norms are diverse.

The common Code of Conduct is required to make expectations clear. Students who accept a position at a UWC school or college commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and to others. Therefore, the following are not acceptable:

- Consumption, possession and/or distribution of drugs for recreational or other non-medically prescribed purposes
- Consumption, possession and/or distribution of tobacco, vaping and other related products
- Consumption, possession and/or distribution of alcohol on school/college property and school/college sponsored activities
- Sexual activity in student rooms and any other shared or public spaces
- Violence of any kind including hazing, bullying, harassment or any other form of abuse
- Assault, including but not limited to verbal, physical and sexual
- Stealing or “borrowing without permission”

Each school or college will have clear expectations regarding:

- Attendance (at all classes and activities)

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- Academic integrity
- Respect for curfew and/or quiet times
- Alcohol 'off campus'

Individual UWC schools and colleges may have additional standards on these issues that reflect the laws, cultural norms and circumstances of the country in which they are located. The expectation is that the UWC Common Code of Conduct will be followed both in action and spirit. Those who breach the Code may lose the right to remain in their UWC school or college.

## UWC Atlantic Expectations

### Attendance

Students play an active role in all aspects of UWC Atlantic life. Full attendance at and engagement in academic sessions; service, physical and creative activity sessions; tutor group and house meetings; town halls and assemblies, conferences and project week etc. is essential and expected. Students are asked to demonstrate the same commitment to learning both inside and outside the classroom. Please refer to the Attendance Policy.

### Academic Integrity

Please refer to the Academic Integrity Policy.

### Respect for curfew and/or quiet times

Students are expected to be in their Houses for check in at 21.30 from Sunday through Thursday and at 23.00 on Fridays and Saturdays. Students are expected to manage their time well and to get sufficient sleep. In order to support uninterrupted sleep, students must not visit another room after check in and before 07.00 the following morning. Students are allowed to study in designated academic blocks from 21.30, after they have checked in in the student house, until 23.00 (from Sunday until Thursday). Students are expected to stay in their houses after check in or after returning from studying in the academic blocks until 06.00 the following morning.

### Alcohol 'Off Campus'

Students who are 18 or over are granted the privilege to consume beer, cider and wine in moderation in pubs, restaurants and other licensed establishments. However, the College does not tolerate:

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- The consumption or possession of alcohol on school property.
- The consumption or possession of alcohol other than beer, cider or wine off campus.
- The consumption or possession of alcohol other than beer, cider or wine at licensed establishments.
- Being intoxicated.

Students who consume beer, cider and wine in moderation in licensed establishments should not be pressuring other students, either directly or indirectly, to drink alcohol.

Students under 18 are prohibited to drink alcohol under the UK Law.

Possession of full or empty alcohol bottles will also result in corresponding disciplinary action.

### **Disciplinary Consequences**

Our belief is that if students follow the expectations set out in the UWC Common Code of Conduct then there will be minimal need for disciplinary consequences. We realise, however, that mistakes in judgement will occur. When they do, they will be handled within the following framework:

Level of Concern	Staff Responsible for Follow-Up*	Possible consequences**
Low – an isolated incident which does not put the individual or members of the College community at risk.	Tutor, Houseparent, Classroom teacher, CAS staff	Discussion with student with behavioural guidance/support offered  Verbal Warning  Parents and/or National Committees may be informed
Medium - repeated patterns of inappropriate behaviour or an incident which puts the	Tutor, Head of Year, Head of Tutors & Student Affairs, VP Education	Letter of Concern issued to student and placed on student's iSAMS record

individual or members of the College community at risk.		<p>Letter shared with parent and national committee, as appropriate</p> <p>Restriction of access (e.g. IT)</p> <p>Letter from the VP of Education issued to student and placed on student's iSAMS record</p>
<p>High - persistent pattern of inappropriate behaviour(s), failure to meet expectations in previous written warnings, gross violation of College expectations including, but not restricted to, sexual or physical assault, theft, dealing drugs, etc</p> <p>The actions are such that they may be reported to external agencies -- for example universities</p>	<p>Tutor, Head of Year, Head of Tutors &amp; Student Affairs, VP Education, Principal</p> <p>Chair of the Education Committee of the Board of Governors informed.</p>	<p>Principal's Warning issued to student and placed on student's iSAMS record</p> <p>Warning shared with parent and national committee as appropriate</p> <p>Internal or external suspension</p> <p>Exclusion</p>

\*The adult involved will consult with other members of staff (for example Houseparent, Teacher, CAS staff) as appropriate. The adults involved at the next level will be informed of activity in the prior level.

\*\* Each level of the framework includes the options from the previous levels. Repeated inappropriate behaviour will result in escalation of consequences.

Examples of the framework in practice:

Incident	Staff involved in first incident	Possible consequences	Staff involved in a repeated incident	Possible consequences
Not respecting Check In	Tutor and Houseparent	Verbal Warning recorded on iSAMS  Parent contact, if necessary	Tutor  Houseparent  Head of Year  Head of Tutors & Student Affairs informed	Letter of Concern issued and recorded on iSAMS  Parent contact, as appropriate  National Committee contact, as appropriate
Pattern of non-attendance as outlined in the Attendance Policy and/or lack of effort and engagement in College life	Meeting with Tutor	Verbal Warning recorded on iSAMS  Parent contact, if necessary	Meeting with Tutor, Head of Year, Head of Tutors & Student Affairs  Principal involved and Chair of the Education  Committee of the Board of Governors informed if place at the College is at risk.	Letter of Concern or Principal's Warning issued and recorded on iSAMS in line with Attendance Policy  Parent contact, as appropriate  National Committee contact, as appropriate  Nomination to the second year at risk  Exclusion

Smoking Tobacco on campus. This includes shisha pipes and electronic cigarettes.	Meeting with Tutor	Verbal Warning recorded on iSAMS  Parents may be informed at the discretion of the tutor or houseparent  Referred to Wellbeing Centre for Support	Meeting with Tutor and Head of Year  Head of Tutors & Student Affairs informed  Vice Principal Education	Letter of Concern issued and recorded on iSAMS.  Parent contact, as appropriate  National Committee contact, as appropriate
Possession of alcohol on campus. Being in an intoxicated state.	Meeting with Tutor and Houseparent if low level incident  Meeting with Tutor, Head of Year and Head of Tutors & Student Affairs if more serious	Letter of Concern issued and recorded on iSAMS  Parent contact, as appropriate  National Committee contact, as appropriate  Principal's Warning issued and placed on student's iSAMS record  Internal Suspension	Meeting with Tutor, Head of Year, Head of Tutors & Student Affairs  Vice Principal Education  Principal involved, Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.	Principal's Warning issued and placed on student's iSAMS record  Nomination to the second year at risk.  Internal Suspension  Exclusion



Anti-social behaviour, including sexual activity in a public place which includes student rooms	Meeting with Tutor and/or Houseparent  Wellbeing Centre and Head of Tutors & Student Affairs informed	Letter of Concern issued and recorded on iSAMS  Parent contact, as appropriate  National Committee contact, as appropriate	Meeting with Tutor, Head of Year, Head of Tutors & Student Affairs  Vice Principal Education  Principal involved, Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.	Principal's Warning issued and placed on student's iSAMS record  Internal Suspension  Nomination to the second year at risk  Exclusion
Damaging the College's good reputation  For example: disrespectful comments made on a public social media platform or antisocial behaviour off campus  Breaching IT Acceptable Use Policy and Digital Safety guidelines	Meeting with Tutor, Head of Year and Head of Tutors & Student Affairs if more serious.  Vice Principal Education	Letter of Concern issued and recorded on iSAMS  Parent contact, as appropriate  National Committee contact, as appropriate	Meeting with Tutor, Head of Year, Head of Tutors & Student Affairs and Principal.  Vice Principal Education  Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.	Principal's Warning issued and placed on student's iSAMS record  Nomination to the second year at risk  Internal Suspension  Exclusion

<p>Disrespecting College Property</p> <p>For example graffiti, other forms of vandalism, accessing areas of Campus that are prohibited to students</p>	<p>Meeting with Tutor and Houseparent if low level incident</p> <p>Meeting with Tutor, Head of Year and Head of Tutors &amp; Student Affairs if more serious</p> <p>Vice Principal Education</p>	<p>Payment for any damage from Caution Money paid to the College</p> <p>Letter of Concern, issued and recorded on iSAMS</p> <p>Parent contact, as appropriate</p> <p>National Committee contact, as appropriate</p> <p>Principal's Warning issued and placed on student's iSAMS record</p>	<p>Meeting with Tutor, Head of Year, Head of Tutors &amp; Student Affairs and Principal.</p> <p>Vice Principal Education</p> <p>Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p>	<p>Financial consequences</p> <p>Internal Suspension</p> <p>Nomination to the second year at risk</p> <p>Exclusion</p>
<p>Theft</p>	<p>Meeting with Tutor, Head of Year and Head of Tutors &amp; Student Affairs if more serious.</p> <p>Principal involved, Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p>	<p>Letter of Concern issued and recorded on iSAMS</p> <p>Parent contact, as appropriate</p> <p>National Committee contact, as appropriate</p> <p>Principal's Warning issued and placed on student's iSAMS record</p> <p>Internal Suspension</p>	<p>Meeting with Tutor, Head of Year, Head of Tutors &amp; Student Affairs and Principal.</p> <p>Vice Principal Education</p> <p>Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p>	<p>External Suspension</p> <p>Nomination to the second year at risk</p> <p>Exclusion</p>

	Depending on the nature of the theft the Principal may involve the Police.	Exclusion	Depending on the nature of the theft the Principal may involve the Police.	
<p>Hazing, Bullying (including Cyber Bullying), Harassment (including sexual harassment) Verbal harassment towards other students or staff members</p> <p><i>Definitions of these terms can be found in Annex 1 of the Safeguarding &amp; Respectful Community Policy.</i></p>	<p>Meeting with Tutor, Head of Year and Head of Tutors &amp; Student Affairs if more serious.</p> <p>Vice Principal Education</p> <p>Principal involved and the Student Disciplinary Panel may be consulted if discussing exclusion.</p>	<p>Letter of Concern, issued and recorded on iSAMS</p> <p>Parent contact, as appropriate</p> <p>National Committee contact, as appropriate</p> <p>Principal's Warning issued and placed on student's iSAMS record</p> <p>Internal Suspension</p> <p>External Suspension</p> <p>Exclusion</p>	<p>Meeting with Tutor, Head of Year, Head of Tutors &amp; Student Affairs and Principal.</p> <p>Vice Principal Education</p> <p>Principal</p> <p>Chair of the Education</p> <p>Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p>	<p>Principal's Warning</p> <p>Exclusion</p>
Possession of banned substances or dangerous materials	<p>Meeting with tutor and the Head of Tutors</p> <p>Vice Principal</p> <p>Principal</p> <p>Police informed</p>	<p>Letter of Concern issued and recorded on iSAMS</p> <p>Parent contact, as appropriate</p> <p>National Committee contact, as appropriate</p>	<p>Meeting with Principal</p> <p>Chair of the Education</p> <p>Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p>	Exclusion

		Principal's Warning issued and placed on student's iSAMS record  Internal Suspension  Exclusion		
Possession, use, or being under the influence of drugs prohibited in accordance with UK Law. (Includes the deliberate inhalation of solvents). More details in Substance Abuse Policy	Meeting with Tutor, Head of Year and Head of Tutors & Student Affairs if more serious.  Vice Principal Education  (Principal involved, Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.)  Agreement with school on abstinence and support in that process. Please note that the Principal may require drugs testing as a condition to remain at the College.	Letter of Concern issued and recorded on iSAMS.  Parent contact, as appropriate  National Committee contact, as appropriate  Principal's Warning issued and placed on student's iSAMS record  Internal Suspension  Exclusion	Meeting with Tutor, Head of Year, Head of Tutors & Student Affairs and Principal.  Vice Principal Education,  Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.	Internal Suspension  Nomination to the second year at risk  Exclusion

	<p>Police informed</p> <p><i>Any student known to have sold drugs to fellow students will be reported to the Police. Also, sharing drugs with a friend is considered as dealing under the UK Law.</i></p>			
<p>Assault &amp; Violence (including sexual assault)</p> <p>Definitions of these terms can be found in Annex 1 of the Safeguarding &amp; Respectful Community Policy.</p>	<p>Meeting with Tutor, Head of Year and Head of Tutors &amp; Student Affairs</p> <p>Principal involved, Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p> <p>Depending on the nature of the assault the DSL and/or Principal may involve the Police as per our Safeguarding and Respectful Community Policy</p>	<p>Letter of Concern issued and recorded on iSAMS</p> <p>Parent contact , as appropriate</p> <p>National Committee contact, as appropriate</p> <p>Principal's Warning issued and placed on student's iSAMS record</p> <p>Internal Suspension</p> <p>Exclusion</p>	<p>Meeting with Tutor, Head of Year and Head of Tutors &amp; Student Affairs and Principal.</p> <p>Chair of the Education Committee of the Board of Governors informed and the Student Disciplinary Panel may be consulted if discussing exclusion.</p> <p>Depending on the nature of the assault the DSL and/or Principal may involve the Police as per our Safeguarding and Respectful Community Policy</p>	Exclusion

## Behaviour Online

The UWC Common Code of Conduct and this policy apply equally to behaviour online. Further guidance about acceptable and unacceptable behaviours online can be found in the Acceptable Use Policy and Digital Safety Policy.

## Drugs Testing

This policy allows for the school to seek to carry out drug testing in cases where a student is known or strongly suspected of using drugs. The Principal may also require drugs testing as a condition to remain at the College.

## **Reporting Incidents**

All members of staff are expected to respond consistently to inappropriate behaviour by students and to report it to the tutor of the student(s) involved and record the observed behaviour in iSAMS.

All incidents must be reported in a timely manner. Where an incident is Safeguarding related this should also be reported to the DSL and recorded in MyConcern as soon as practically possible in accordance with our Safeguarding & Respectful Community Policy so that it can be addressed promptly and reported as necessary within the statutory time frames.

## **Safe Haven Policy**

Taking the safety of our students first, in situations when there is a danger of serious harm while in breach of Behaviour Policy, they can seek help from an adult by referring to the Safe Haven Policy. No further disciplinary dealings will be conducted in such cases.

## **Recording Incidents**

UWC Atlantic uses iSAMS – a school management information system – to record any concerns, incidents and consequences. Each student has a record in the Rewards and Conduct section. Records are shared with relevant members of staff on a need to know basis.

## Recording Attendance

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All teachers and staff supporting co-curricular activities are expected to record attendance. Houseparents or tutors doing 'check-in' in the houses record presence in the evenings.

Students who are feeling unwell must report to the Wellbeing Centre as the first level of assessment before lessons start in the morning except in cases of emergency. The Wellbeing Centre also records students who are absent due to medical appointments.

Early departure to, or late return from, holiday periods will not be authorised except under exceptional circumstances. A *Leave of Absence Request Form* must be completed by the parent for any absence involving overnight and approved in line with the Attendance Policy.

### Reporting Attendance

Attendance data is available to students and parents via iSAMS. Tutors also regularly monitor student attendance. They discuss any absences with the student and seek to support any improvements where necessary.

All absences (authorised and unauthorised) will be recorded on a student's report at the end of each term.

Attendance percentages will be recorded on the official College transcript sent to universities.

### Authorised absence relating to University Applications

A student may seek permission to be absent from UWC Atlantic for interviews required for University Admissions, open days for admitted students/offer holders only and admission tests (if required for the universities they are applying to).

### Lateness

UWC Atlantic requires students to be organised, mature and self-directed in their learning. Our expectation is that students will be on time for classes and other commitments. Lateness to class or co-curricular sessions is recorded, and tutors offer support and guidance to students as needed. Persistent lateness risks being marked as absent and/or followed up as a lack of effort and engagement.

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### Nomination to the Second Year of the Programme

Towards the end of the first year, the College will review each student's positive engagement in College life and the active pursuit of the UWC mission and values in order to decide whether to nominate them to continue into the second year of the programme.

### **Support**

Students are encouraged to reflect on concerns that are highlighted and incidents that take place and are supported in learning from the disciplinary process and consequences.

Support is available from the Tutor, the Houseparent, the Learning Support Team, the Learning Centre and the Wellbeing Centre.

Through the College's Lifeskills and Wellbeing programme students receive training and support to develop their skills in time management, organisation, coping with stress etc.

Depending on circumstances a student may be supported by a fellow student or houseparent in addition to their tutor at a disciplinary meeting.

### Definition of disciplinary consequences

All the disciplinary meetings are supportive in nature, to make sure that a student is aware of inappropriate behaviour and also to help them not to repeat it. The school prefers to take a restorative justice approach, resolving conflicts and behavioural issues through dialogue and negotiation.

Internal suspension means regular attendance to lessons and other core co-curricular sessions and not leaving campus for a prescribed amount of time except for school organised activities.

External suspension means leaving campus for a prescribed period of time and is applied mainly in high level offences or when the Police is involved.

Exclusion means leaving the school permanently.

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## Safeguarding and Respectful Community Policy

The Safeguarding & Respectful Community policy sets out UWC Atlantic's commitment to safeguard all members of the College Community and to protect them from harassment, sexual misconduct, bullying, abuse, assault, violence or discrimination of any kind. It details how to report any signs, concerns or incidents.

### **Student Disciplinary Panel**

The Student Disciplinary Panel may be called in the most serious cases (prior to expulsion) in order to offer input into the final decision. The Principal reserves the right to decide in which cases and when to call a meeting of the Student Disciplinary Panel. The Head of Tutors & Student Affairs is also present at these meetings. If they are not available the VP Education will attend.

### **Board of Governors**

The Chair of the Education Committee of the Board of Governors is informed of any high level concerns and of all cases prior to exclusion.

A student and their parents have a right to appeal on the grounds of due process/procedures not being followed, to the Board of Governors a decision to exclude the student from the school.

### **Right to Appeal**

If a student or parent feels that a disciplinary process has been inappropriately managed they should seek resolution through the procedure outlined in the Complaints Policy.

A student and their parents have a right to appeal on the grounds of due process/procedures not being followed to the Board of Governors in a case where the student is excluded from the college. The grounds for appeal should be set out in writing as detailed in and by the date stated in the exclusion letter. Students are not permitted to attend College or access College IT systems during the Appeal process. Parents will be required to keep the College informed about the student's whereabouts during the appeal process. The appeal process is outlined in Annex 1/Complaints procedure.

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**Welsh Government Guidance**

Any response to significant concerns/incidents and any decision to exclude a student (exclusion) is taken in accordance with the *Welsh Government's Guidance Document 171/2015, Exclusions from Schools and Pupil Referral Units*.

This policy meets the requirements of the Education (Pupil Registration) (Wales) Regulations 2010.

## **Appendix 1 – Appeal Panel**

### **Composition of the Appeal Panel**

- The appeal panel should consist of a minimum of 3 governors or co-opted Board Committee members.
- The Chair of the appeal panel will be a member of the Board of Governors appointed by the Chair of the Board of Governors.
- To assist with panel arrangements the Board of Governors will periodically appoint a number of governors or co-opted Board Committee members to be called upon to act as members of the appeal panel. Wherever possible those governors would be members of the Education or HR committees and receive relevant training.

### **Combined Appeals**

If two or more appeals are submitted for the same student case, the panel has the discretion to combine the appeals, or refuse any request for combination. The panel may decide to combine the hearings if it considers that it is expedient to do so, and in such cases the panel should check that no party objects to this approach. The panel must be aware of any potential conflicts of interests between the parties involved.

### **Timing of the Appeal**

- The Principal's exclusion letter will set out the deadline for lodging an appeal.
- The appeal panel should meet to consider an appeal no later than the 15th College teaching day after the day on which the appeal is received. Wherever possible two alternative dates/times will be offered. In exceptional circumstances, the panel has the discretion to extend the date of the appeal hearing.
- The College will have a period of 5 teaching days to provide all relevant information which will enable the circulation to all parties ahead of the appeal.

### **In Advance of the Appeal Panel**

- The appeal panel should be scheduled in a suitable private venue. Mindful of the appeal parties, and the wider College community, appeal hearings should not be held at UWC Atlantic.

- The student and their parents/other representative are entitled to attend the hearing, but may choose to provide a written submission only.
- In addition, the student may request to bring friends/other representatives to the appeal meeting. This should be agreed with the panel in advance, having regard to a reasonable limit on numbers attending the meeting. To maintain appropriate independence and confidentiality, where requests are made for other UWC Atlantic students to attend the meeting, all arrangements should be made directly with them by the student submitting the appeal.
- Witnesses may be invited to join the appeal meeting by the panel, for questioning as deemed necessary to clarify any points relating to the case.
- Should any party attending the meeting foresee any additional support may be required e.g. translation or access needs, these should be submitted to the Clerk to the Board of Governors as soon as possible, and no later than 5 teaching days before the meeting. The panel will endeavour to meet all reasonable requests.
- The Clerk to the Board of Governors should circulate all written evidence to all parties 5 working days before the panel, unless there are exceptional circumstances e.g. the appeal date moved forward at student/parent request. The Clerk must give all parties details of those attending the meeting, and their role, and notify them of the order of the hearing.

### **Conduct of the Appeal Hearing**

- It is for the appeal panel to determine the conduct of the proceedings bearing in mind the need to enable all parties to present their case effectively. Following introductions and an explanation of how the panel proposes to conduct the hearing, the Chair of the panel will invite each party to state their case, usually with the Principal first stating the case for exclusion, and then other parties stating the case for appeal.
- There will be an opportunity for questions by the other parties after each presentation. Panel members may ask questions to clarify an issue or elicit more information. Once both parties have stated their case, any other attendees at the meeting will be asked if they have any further comment to make.
- At the end of the meeting, the Chair of the panel will advise all parties regarding the time-scale for a decision to be reached. Unless further information is required, it is expected the decision would be communicated in writing (by email with original letter posted) by the end of the second working day after the closure of the appeal meeting.

### **Communicating the Decision**

- The Clerk to the Board of Governors must advise all parties of the panel decision by the end of the second working day after the hearing. If both parents and student appealed, a decision letter should be issued to each party.

- It is the responsibility of the parent to ensure that appropriate support and guidance is offered to the student on receipt of the decision letter.
- Should the panel uphold the decision to exclude, in certain circumstances they may choose to offer voluntary withdrawal rather than exclusion. If applicable, this should be included within the decision letter and give a clear deadline for the submission of the withdrawal using the College 'Notification of Withdrawal Form' (normally the end of the second working day after issue of the decision letter). If a voluntary withdrawal has not been submitted by this deadline, the student will be permanently excluded.