

ITALIA CONTI ACADEMY OF THEATRE ARTS

DISCIPLINE AND APPEALS PROCEDURE – STUDENT

OVERVIEW

The Academy expects all of its students to conduct themselves in a manner that reflects the high standards and values of the Academy. Anti social or criminal behaviour can adversely affect other people, be they other students, staff or local residents and can create worry and distress for victims.

The Academy provides education at secondary, further and higher educational levels. It is expected that the working practices and processes of the policy will fulfil the specific needs and statutory requirements appropriate to each level.

PURPOSE

The purpose of this policy is to promote good personal conduct in all students that reflect the Academy's core principles and standards. This procedure therefore is designed to ensure:

- students are aware of the expectations of the Academy
- fairness in the process
- to encourage students to meet acceptable standards of conduct whilst on the Academies' premises and also when they are out and about in the local community so as not to bring the Academy into disrepute
- consistent and fair treatment for all regardless of age, ethnic origin , and gender, disability, sexual orientation , religion or belief
- all fact are establish and where necessary matters fully investigated before disciplinary action is taken

CORE PRINCIPLES

- If there is an allegation that a student has breached or broken the Code of Conduct, this Disciplinary Procedure will apply
- Each case will be investigated on its own merits
- Students under the age of 18 will normally be accompanied to a disciplinary interview or meeting by a parent o guardian
- Students over 18 are entitled to be accompanied at a meeting by a student rep or chosen friend (who is not themselves involved)
- The rights of all students will be maintained and respected
- The disciplinary procedure seeks to ensure that in all decision regarding student discipline, students are afforded a fair hearing and that penalties are appropriate. In the event that gross misconduct or criminal behaviour is committed, a student can be suspended temporarily or excluded from College permanently.

RESPONSIBILITIES AND MANAGEMENT

The Academy provides education at secondary, further and higher educational levels. It is expected that the working practices of the policy will fulfil the specific needs and statutory requirements appropriate to each level.

The Academy has established core principles in this policy in respect of key values and requirements, which are central and universal in application. Each educational level within the Academy provides guidance for the management and interpretation of the policy specific to each level.

The Academy devolves day to day responsibility for managing the appropriate dissemination of this policy as follows:

Secondary / Theatre Arts School:

Head Teacher

Further Education / Performing Arts Programmes:

Course Director

The Academy Quality Board is responsible for monitoring the cyclical review and updating of all policies, both at Academy and Programme level according to statutory and regulatory timeframes.

The following guidance is specific to the

Further Education Provision (+16)

The following procedures provide a framework within which action may be taken by the College at the appropriate level, whilst providing the student, parents and employers with clear guidelines and the opportunity for appeal. The procedures distinguish two levels: the student in difficulty and the student involved in a serious breach of discipline.

1. THE STUDENT IN DIFFICULTY

1.1 Disciplinary action may be taken in a variety of circumstances. These may include -

- persistent absences
- failure to complete a work schedule
- anti-social behaviour
- breaches of College rules at College or during College time, on College activities, or where a student is aggrieved by another student in respect of College activities.
- *failure to satisfactorily complete a probationary period (see point 1.4 below)

This is not an exhaustive list and is for guideline purposes only

1.2 The first line of action will be via the student's Personal Tutor or subject tutor. This should include discussion with the student and, if this is unsatisfactory, then it should be referred to the Head of Department / Co-ordinator. A record of this contact and any important issues or agreed actions must be noted on the Student/Tutor Record form. If the situation does not improve the Head of Department, Year Tutor or Course Director (as appropriate) will be informed and given suggested improvement guidelines and support arrangements (e.g. student put 'on report'). The Head of Department, Tutor or Course Director inform the Principal.

1.3 The Tutor and Head of Department will monitor the situation in association with the Personal Tutor and, if the student's conduct and /or attendance does not satisfactorily improve, will refer the matter to the Course Director where a final oral warning to the student will be issued. The Principal will be informed and in certain cases a letter will be sent to parents or guardian.

1.4 If there is no subsequent improvement in the student's behaviour the Course Director, or Principal will either suspend (for a period not exceeding five working days) the student and /or issue a formal written warning with improvement guidelines, a copy of which will be sent to the Principal and, if appropriate, to the parent(s).

*Where a student has been placed on a probationary period, this will also count as being placed on a final formal written warning.

1.5 If there is no improvement the student may be suspended (for a period not exceeding ten working days) by the Course Director or Principal from her or his course of study at the College or have her or his course of study terminated. The student and parent, guardian will be notified in writing and sent the College's Student Disciplinary Procedures which draw their attention to the appeals procedure.

2. SERIOUS BREACHES OF DISCIPLINE

2.1 Any member of staff should report any serious breach of discipline directly to the Course Director or Principal. Serious breaches of discipline may include -

- theft
- fighting, physical or verbal assault on another person.
- Threatening or abusive behaviour.
- deliberate damage to College property
- being under the influence of alcohol or illegal drugs
- possession of, or dealing in, any illegal drug
- possession of, or use of, an offensive weapon
- has failed to make sufficient progress

This is not an exhaustive list and is for guideline purposes only

2.2 The Course Director, or Principal, shall have the power to suspend a student for serious breach of discipline for a period not exceeding ten working days. The Course Director must report immediately to the Principal and the Personal Tutor. The Course Director will be responsible for liaison with the suspended student and his or her parent(s) or guardian, and Principal, as quickly as possible. The reason for and (if applicable) terms of suspension, will be given in writing to the student and (if appropriate) parent(s) and guardian.

2.3 Where a suspension occurs the Course Director or Principal shall, within seven working days of the suspension, inform the student concerned of any proposed further action, which shall comprise either a final formal written warning pursuant to point 1.4 above; or, if the breach of discipline is sufficiently serious, immediate expulsion.

2.4 If the outcome is expulsion, the reason for this will be given in writing to the student and parent(s), guardian. If expulsion is the outcome the student may elect to have her or his case heard by the Appeals Committee. The student must write, within ten working days of notification of expulsion, to the Appeals Committee c/o Italia Conti Theatre Arts Ltd, 23 Goswell Road, London, EC1M 7AJ

3. THE APPEALS COMMITTEE

3.1 An Appeals Committee will be appointed and will consist of -

- one Head of Department / Co-ordinator appointed by the Course Director or Principal
- one Head boy or Girl elected by the students
- one member who is independent of the course the student is enrolled on

The Course Director or Principal shall sit in the meeting as observers. The meeting will be chaired by the Head of Department / Co-ordinator.

3.2 The Principal shall not be a member of the Appeals Committee.

3.3 No member of staff shall form part of the Appeals Committee if he or she has been involved in referring the matters which are the subject of the disciplinary action to the student's Personal Tutor, to the Head of Department or Course Director / Principal, or if he or she has been directly involved in the circumstances surrounding any such matter.

3.4 In the event that another member of the full-time teaching staff needs to be appointed to replace any person unable to sit upon either committee, he or she shall be appointed by the Course Director or Principal.

3.5 The Appeals Committee shall meet as soon as possible and, in any case, not later than ten working days from the date when it became necessary for it to be convened.

3.6 The student concerned shall have the right to appear (and be accompanied by a lay representative - normally a parent/guardian, student, - if he or she wishes) at a meeting of the Appeals Committee.

3.7 The Committee shall have the power to suspend or to expel the student.

3.8 The decision of the Appeals Committee shall be final.

4. APPEALS COMMITTEE PROCEDURES

Once the student has indicated that he or she wishes to invoke the Appeals Committee hearing, the following parties must be informed in writing of the date of the hearing and the procedures for the Appeals Committee -

- the student concerned (the complainant)
- parent/guardian (as appropriate)
- the Course Director
- the Principal
- Appeal committee members

5. COMMUNICATIONS

The Principal's secretary may act as Officer for the Appeals Committee and for all subsequent communication.

6. STATEMENTS

At least three working days before the hearing the Principal's secretary will supply the complainant, the members of the Appeals Committee and the Course Director with -

6.1 A written statement by the complainant with any relevant background information.

6.2 A written statement summarising the College's position in the complaint.

6.3 Copies of any documents which are to be put before the Appeals Committee.

7. MEETING OF THE APPEALS COMMITTEE

7.1 The Chair of the Appeals Committee (Independent) will outline the complaint, the outcome of previous investigations and identify the principle issue(s) to be resolved.

7.2 Opinion will be sought from the complainant and the College representative. The Chair will then decide whether both parties will be present throughout the proceedings, or will be present only when explaining their position and answering questions. Whatever the decision, the Chair will have the right to ask a party to withdraw if it becomes necessary.

7.3 The complainant and/or her or his lay representative, normally a parent/guardian, will explain their position and answer any questions put by the Committee or the College representative.

7.4 The College representative will explain the position of the College and answer any questions put by the Committee or the complainant.

7.5 Witnesses may be called, whose anonymity may be protected at the discretion of the Chair of the Appeals Committee.

7.6 Both parties will sum up their case and then withdraw from the Appeals Committee.

7.7 The Committee will deliberate on the appeal in private.

7.8 The outcome of the hearing will be based on the majority decision of the Committee.

7.9 The Committee may adjourn any hearing to receive further evidence they may require, to enable an interested party to attend, or for any other appropriate reason.

7.10 The Secretary, or a representative, will keep brief notes of the proceedings and record the decision, which will be signed by the members of the Committee. This record will not be made public, but will be available to the parties.

8. THE DECISION OF THE APPEALS COMMITTEE

After the formal hearing, the complainant and the Course Director and Principal are to be notified in writing by the Principal's secretary as soon as possible, but within three working days, of the decision of the Committee and the reasons for it.

9. DISSATISFACTION WITH THE WAY THE PROCEDURE HAS BEEN USED

If you feel the disciplinary procedure has been incorrectly or unfairly applied, you may write to the Principal. The Principal's decision will be final.