

The  
Sheffield  
College

**Positive Engagement  
and Disciplinary  
Process**

# The Sheffield College

expects you to...



**be ready**

**be respectful**

**be safe**

Visit the website for the full version  
of the Student Charter –

[www.sheffcol.ac.uk/about-us/public-documents](http://www.sheffcol.ac.uk/about-us/public-documents)

## What does this mean in practice?

- Attend all of your programme, including English, Maths and tutorials
- Arrive on time and prepared with the right equipment
- Engage with the learning
- Show respect to others by not swearing
- Wear your ID card at all times and show it when asked
- Clear up after yourself in the refectory and put your litter in the correct bin
- Use your mobile phone in class for learning only as directed by staff
- Wear the right clothing, especially in workshop areas
- If you have to smoke, do so off-site away from the gate and the nurseries
- Eat in places designated for eating and not on the floor
- Be helpful and tolerant to each other
- Make sure you protect yourself on-line
- Tell us if you are having problems or see someone else in difficulty



# Positive Engagement Process

**The college wants to promote a positive learning environment where poor discipline is challenged and positive engagement is rewarded and celebrated.**

**If you are 16-18 years old your parents/carers are encouraged to be involved in all stages of this process.**

## Celebration and Rewards

Positive engagement will be celebrated in many ways, including:

- If a member of staff feels your engagement should be recognised it will be recorded on your electronic record.
- You will be given opportunities for rewards, throughout the college year, for example if your attendance is good. The rewards may include tokens, money, i-Pads and other resources.
- We hold celebratory events to which families are invited.
- You may be nominated for a local or national award.
- We work with employers to provide good opportunities for students who engage well. Positive engagement leads to a better reference.



# Student Support Services

## Ask your Pro Tutor/Tutorial Mentor about...

- Help with attendance and punctuality
- Peer mentors
- SEND support
- Enhance
- Support in the LRC
- Careers development
- Multi-faith chaplaincy
- Confidence building
- Anti-bullying
- Childcare
- Sexual health drop-in
- Students' Union
- Financial support
- Links with external services
- Safeguarding

## What does your Personal/Pro-Tutor, Tutorial Mentor do to support you?

- Helps you set targets
- Tracks your progress
- Meets regularly with you, either in your group or individually
- Checks your attendance and punctuality
- Keeps in contact with your parents (if under 18years)
- Puts you in touch with others who will help you should you need it

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# Positive Engagement Plans

## Repeated absence, lateness and disrupting lessons are examples of poor discipline and will be managed in the following way:

- A tutor would meet with you to draw up a Positive Engagement Plan (PEP)
- The PEPs are an aid to get you back on track
- The PEP states clear improvement targets and, to help you achieve these, you may be advised to take up extra support
- The review date of the PEP is usually two weeks.

## PEP Review

### During the review you will:

- Discuss the improvements you have made
- Be expected to have achieved your targets
- Be set further targets if more improvement is needed.

# Disciplinary Process

**This is a formal process for serious or repeated misconduct (eg. where PEP's do not lead to improvement).**

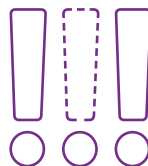
## Stage 1

The main purpose of stage one is to make sure you understand the consequences of continuing with poor discipline. Managers will meet with you (and your parents/carers if you are 16-18 years old) to discuss the improvements we expect.

There may be one or more disciplinary meetings.

The outcome of these is usually a written warning and the possibility of sanctions, a targeted plan to improve (PEP) and targeted support. A copy is sent to parent/carers and employers where appropriate.

The warning(s) will be kept on your file until the end of the course and then reviewed if you are progressing.



## Stage 2

### For very serious offences:

- Requires a formal disciplinary meeting with five days notice.
- The meeting is made up of a senior manager and another member of staff who has not previously been involved. Where practicable, the member of staff who has experienced your misconduct will also be there.
- You can be accompanied by a parent or friend and your Personal Tutor would normally be there to support you.
- Your misconduct and the impact on others will be fully discussed.
- Commitment to learning and any previous record will be taken into account.
- The meeting could lead to a 'Final Written Warning' or a recommendation for exclusion.
- You would normally be informed of the outcome in writing within five working days.

## Outcomes of Stage 2

### Final Written Warning

A copy is sent to parents/carers of 16-18 year olds and employers where appropriate.

A copy is kept on your file and college records until the end of the course.

A further PEP is set up as well as a restorative, re-integration meeting.

There may also be sanctions as appropriate to the misconduct.

### Re-integration meeting

The re-integration meeting is a short meeting which gives you, and the person most impacted by your behavior, an opportunity to talk to each other.



### Exclusion

A final decision will be made by the college Principal.

The decision will be communicated to you in writing within 20 working days and will include the details of the exclusion e.g. how long you are excluded for.

The letter will also give you details of the right to appeal and how to get support through the process.



### Suspension

For serious misconduct, where a 'cooling off' period is required or you are unfit to study, you may be temporarily suspended from the college.

You will be told how long the suspension is for and this will be confirmed in writing if the suspension is for longer than a day.

Support during suspension is available from your Personal Tutor and Student Services.

# The Sheffield College

The Sheffield College

**City Campus**  
Granville Road  
Sheffield S2 2RL

**Hillsborough Campus**  
Livesey Street  
Sheffield S6 2ET

**Peaks Campus**  
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**If you have any safeguarding concerns please email: [safeguarding@sheffcol.ac.uk](mailto:safeguarding@sheffcol.ac.uk)**

**All information is correct at time of print. If you need this guide in any other format, please get in touch.**

