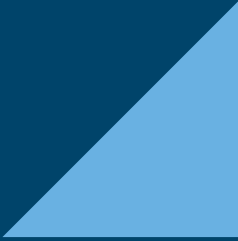


**The
Sheffield
College**



**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



What does this mean in practice?

- Attend all of your study programme, including English and Maths lessons, tutorials and work placements
- Arrive early and prepared with the right equipment
- Engage with the learning
- Show respect to others by not swearing
- Ensure your college ID card and lanyard is visible 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 or vape, 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 online and think before you post
- 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 engagement is challenged and positive engagement is rewarded and celebrated.

If you are under 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 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 Personal Tutor, Tutorial Mentor or TAF about...

- Help with attendance and punctuality
- Peer mentors
- SEND support
- Support in the LRC
- Career 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 Tutor, Tutorial Mentor or TAF do to support you?

- Help you set targets
- Track your progress
- Meet regularly with you, either in your group or individually
- Check your attendance and punctuality
- Keep in contact with your parents (if you are under 18 years old)
- Put you in touch with others who will help you should you need it

Positive engagement plans

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

- A tutor will 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 (e.g. 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 under 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 your course and will 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 representative and your Personal Tutor, Tutorial Mentor or TAF 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 will 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 under 18 year olds and employers where appropriate.

A copy is kept on your file and college records until the end of your 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 behaviour an opportunity to talk to each other.

Exclusion

A final decision will be made by the Deputy Chief Executive.

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 access support through the process.

Fit for study

On rare occasions we recognise that your capacity to study may be affected by personal circumstances.

If there are any concerns, staff will give consideration to support needs, your ability to learn and complete the course, to best meet the well-being of all students.

Suspension

For serious misconduct, or where an extension to a 'cooling off' period is required, 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 two days.

Support during suspension is available from your Personal Tutor, Tutorial Mentor, TAF and/or Student Services.

The Sheffield College

City Campus
Granville Road
Sheffield S2 2RL

Hillsborough Campus
Livesey Street
Sheffield S6 2ET

Peaks Campus
Waterthorpe Greenway
Sheffield S20 8LY

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If you have any safeguarding concerns please email:
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.