

# Promoting Positive Student Behaviour and Disciplinary Policy

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Barking & Dagenham College

**Our Vision:** A truly great college, delivering inspirational learning and excellence through career focused education

**Our Mission:** To unleash potential, creating better futures for our learners, businesses and communities

**Our Values:**

Learners and Customers are at the heart of everything we do

Respectful – valuing and treating all fairly and as individuals

Passionate – energising, engaging and inspiring all to achieve their potential

Collaborative – working together to achieve excellence and growth

Innovative – leading the way, seeking new ways to continually improve

Excellence in learning, teaching and assessment; the key to our success

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## 1 Context

At Barking & Dagenham College we are committed to providing a learning environment that enables our students to fulfil their potential and progress on to a higher-level programme or into the workplace.

To enable us to do this, it is crucial that our students learn in a safe and secure environment where every student knows what is expected of them and how they are expected to behave,

This document outlines these expectations and what action the college may take if these are met, or not met.

### 1.1 Principles:

The aims of this document and the incorporated policies are to:

- Encourage all students to meet the standards of conduct required to successfully complete their College experience
- Provide an environment that promotes good behaviour and student success
- Ensure that everyone knows what is expected of them
- Celebrate reliable performance and exemplary behaviours and attitudes
- Ensure students always behave sensibly and responsibly, both in and out of the classroom.
- Ensure a safe and welcoming learning environment where all members of the College community are free from physical risks, bullying or harassment
- Ensure a culture of mutual respect, tolerance, democracy, and shared expectations, consistent with British values
- Ensure that students are given access to a fair hearing and that the matter is investigated fully before disciplinary action is taken.

### 1.2 Scope:

This document and its incorporated policies apply to all currently enrolled students and covers conduct performance issues, as well as behaviour incidents alleged to have occurred on the college premises, or other activities carried out as part of the student's course.

This includes journeys to and from college, college educational visits and the use of mobile phones and ICT on or off college premises. It also covers activities which are not related to the student's course, but which have a significant impact on the reputation of the College.

## 2 Roles and Responsibilities

### *All Staff*

All staff are responsible for promoting and modelling positive behaviours amongst students, reporting inappropriate behaviour and misconduct, and cooperating with other staff to ensure prompt and effective resolution of cases.

### *Curriculum Staff*

Promoting positive behaviour, performance and conduct is one of the aims of teaching and learning, and therefore owned and managed by Curriculum. Detailed information about specific roles and responsibilities of staff can be found in the policies.

## *Student Support*

The college uses a mixture of frontline staff to deliver targeted interventions, to engage and build relationships of trust with students. This approach allows for early interventions and support where students are struggling to meet college expectations and empowers students to make informed decisions about their behaviour choices.

### **2.1 Data Protection:**

The college will maintain records of student behaviour incidents and misconduct investigations in line with current data protection legislation

### **2.2 Review:**

The policy and processes will be reviewed on an annual basis by the Senior Leadership Team.

## **3 Good Behaviour**

The College welcome student from a variety of backgrounds and cultures, and we want everyone to feel comfortable and happy in the College environment, which means behaving in an acceptable manner. All students are expected to always behave responsibly, both in and out of the classroom. This would include school journeys and instances when students are off site but under the supervision of the College. Students are expected to follow the guidance, instructions and directions given members of staff, whether teaching or non-teaching.

Students with SEND are given due consideration. In response to challenging behaviour displayed as a result of their disability, positive discipline, encouragement and reward may help to motivate them to behave better.

The College promotes good behaviour through:

- Strong leadership
- Good classroom management
- Staff getting to know the students well
- Staff themselves setting high standards so that students can follow their example
- Staff applying rules firmly and fairly
- Ensuring multiple opportunities to praise and recognise good behaviour across the college
- Staff carefully listening and trying to understand any problems that may arise
- Dealing quickly with instances of poor behaviour
- Support systems in school for students e.g., though the personal tutor, student learning mentor, students support advisers, learning support practitioner, student liaison officers, safeguarding officers etc.
- Partnership with parents and external agencies
- Providing enrichment opportunities that emphasise good behaviour and citizenship

Good behaviour is taught through:

- PSHE where social and ethical issues are discussed and explored
- Sport and enrichment activities, which encourage fairness and team spirit
- Tutorial interventions, which emphasise the College's behavioural expectations
- Disciplinary action, to demonstrate to the student the difference between right and wrong as well as the consequences of actions
- Support from lectures, personal tutors, student learning mentors, student support advisers, student liaison officers, safeguarding officers and our Learning Support (SEND) team

Examples of acceptable behaviour are listed below but this is not exhaustive:

- Complying with college policies
- Being kind
- Being polite
- Being respectful
- Being honest
- Being courteous
- Being helpful
- Being tolerant
- Being punctual
- Respecting other people's space and belongings
- Being considerate of others' feelings and opinions
- Completing and submitting work on time
- Achieving exceptional work
- Significant improvement in attitude or work
- Attending all lessons
- Paying attention
- Being prepared for lessons

Praise from teaching staff or other members of staff will always boost a student's morale, where rewards can be more effective than punishment as motivation. Praise can be given for good behaviour, abiding by the College's policies, where previously a student may have received a warning. Again, the list is not exhaustive.

Where praise is awarded, students can be given some form of reward, which may be in the form of:

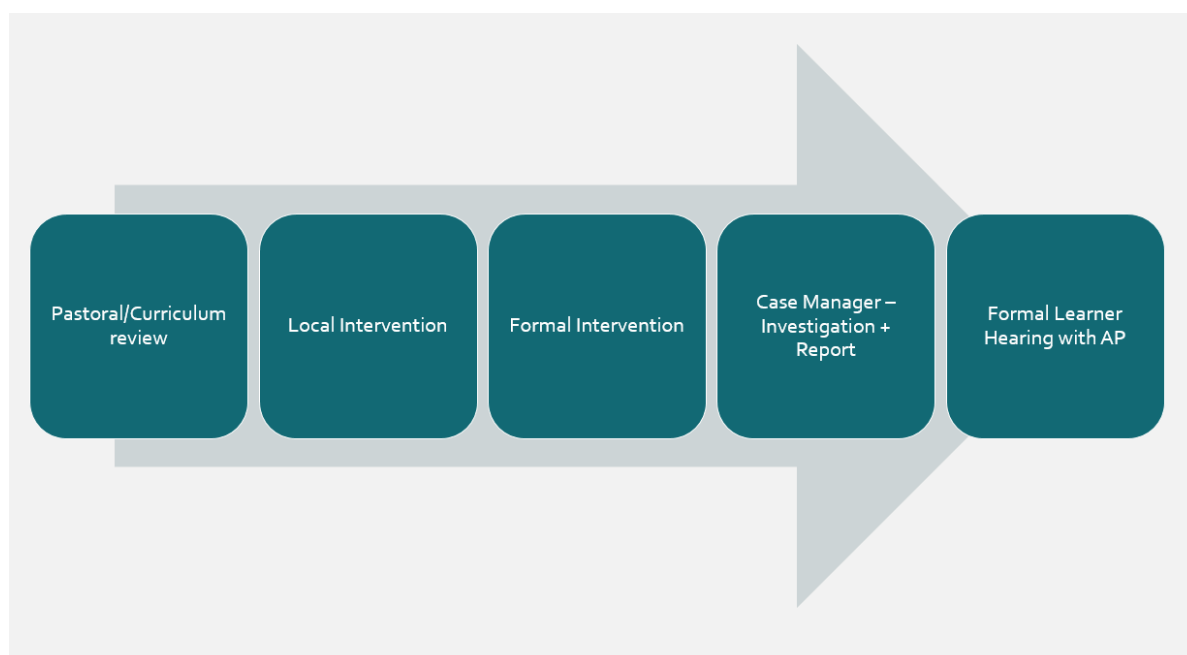
- Displaying of the student's work within College
- Contacting parents/carers to advise of improved behaviour
- Special mention in student's assessment report
- Feature of personal achievement in the College newsletter
- Designated award as part of students' awards ceremony
- Nomination for external awards, such as the Jack Petchey Award
- Mention and special feature during Inspiration Day
- Opportunity to have a roundtable discussion with the College's Executive Team and/or Board of Governors

## 4 Addressing Unacceptable Behaviour

### 4.1 Unacceptable behaviour

- When a member of staff comes across student behaviour which does not meet expectation, it is their responsibility to intervene.
- Staff should aim to respond restoratively, to de-escalate incidents and resolve conflict, prevent harm and seek positive outcomes for all parties involved.
- If a student's behaviour causes risks to themselves or others, the student may be asked to leave the immediate environment, and the staff member will talk through the risk with them, ideally in a quiet space.

- Depending on the circumstances, a student may be asked to leave any college site immediately pending further notice/action. The decision to suspend must be made by the Duty Manager or a member of the Senior Leadership Team.
- Examples of unacceptable behaviour are listed below but this is not exhaustive:
  - Anti-social behaviour
  - Refusal to identify self to staff
  - Misuse of alcohol, drugs and legal highs
  - Physical, written or verbal abuse or intimidation (including through social media or mobile phone)
  - Smoking in non-designated areas
  - Improper disruption of or interference of learning activities
- The curriculum team should follow the process outlined in **Appendix 1** (Student Behaviour management flowchart), ensuring that they have recorded all interventions on eTracker, to demonstrate that they have taken every opportunity to re-engage and support the student.
- Where poor behaviour is persistent, despite interventions, to the extent that it undermines the safety or wellbeing of staff or other students, or may potentially damage the reputation of the college, this may result in a formal learner hearing with the Assistant Principal.
- Any exclusions must be recommended by the Assistant Principal and signed off by the Chief Operating Officer.



## 4.2 Gross misconduct

Gross misconduct can be defined as involvement in actions which are unlawful or criminal in nature or which directly threaten the learning, rights, well-being, safety and/or security persons rightfully using the College, or which threatens the well-being, safety and/or security of private or College property, or persistent misconduct. Persistent misconduct is a form of gross misconduct where support procedures have either been ignored by the learner, or are judged not to be working, and the learner continues to be involved in instances of misconduct.

### Examples of gross misconduct include:

- Causing damage to any College buildings, equipment, books or furnishings or resources
- Unauthorised interference with software or data belonging to or used by the College

- Theft of property or any other dishonest acts
- Bullying, intimidation or the threat of violence towards any member of the College community or partner organisation
- Illegal or criminal acts which may have an adverse effect on the work of the College or on other Students (or which could bring the College into disrepute).
- Acts of grooming or terrorism on campus
- Sexually harassing another member of the College
- Bringing a harmful weapon into College
- Selling drugs and alcohol on college sites
- Assaulting a member of the college

The Student Liaison Officers will be the first responders in a gross misconduct or serious incident, and will:

- Refer the case to the Duty Manager as soon as possible
- Focus on minimising/eradicating risks at the scene of the incident
- Complete an incident report
- Raise a Safeguarding concern if necessary
- Pass all relevant documentation to the Duty Manager within 24hrs of the incident occurring

#### **The Duty Manager**

- Will oversee the response to the incident and make decisions about whether to suspend a student pending investigation, if the safety or learning of others could be at risk. Under normal circumstances, such a suspension may be for no longer than 10 College days. Learners under 16, at the time of suspension, should not be sent home unaccompanied.
- Inform the police, where he/she suspects that criminal act may have been committed. The college will continue with its internal procedures pending police investigation and will not come to a final decision concerning the incident until the police have completed their investigations. This will not prejudice the actions that the College may subsequently take.
- Decide whether a crisis management meeting should be convened.
- Appoint an Investigating Manager to conduct a formal investigation and produce an investigation report for the formal hearing which will be chaired by the Assistant Principal.
- Notify the Assistant Principal and pass all necessary information about the case.

#### **The Investigating Manager**

- Will investigate the case using the standard report template and guidance in **Appendix 2**
- Will complete the report within FIVE days of the incident taking place
- In exceptional circumstances, may require additional time to complete the investigation report. If so, the Investigating Manager will communicate with all stakeholders to update on progress, providing the rationale as well as an amended timescale.

#### **The Assistant Principal**

- Will formally notify the student(s) using the standard letter template in **Appendix 3** that they have been suspended from the College pending investigation, and that they must not re-enter the College until formally invited to do so.

- Will also arrange for the parents of those under 18 years of age, and employers of sponsored students, to be informed of the course of action taken and the reasons for this.
- Contact external agencies if required
- Will convene a formal student hearing meeting within 10 days of the incident taking place, according to the guidance notes in 4.5.2

### **The Safeguarding and Behaviour Panel**

- Will monitor investigations and make recommendations to the Assistant Principal appropriate.

## **4.3 Student Reviews / Student Hearings**

### **4.3.1 General Principles for Student Review meetings:**

- Students must be notified of meetings and hearings at least 3 days before the meeting/hearing.
- Meetings can be held face-to-face or online.
- Meetings should include a teacher or curriculum representative
- Where a meeting involves a student under 18 / a Child Looked After / a learner with an EHC plan, careful consideration would be given to who needs to attend the meeting to share information and / or advocate for the learner. This may include:
  - Student Union representative
  - Parent / Carer
  - Social worker or Key worker
  - Youth Worker
  - Youth Offending Practitioner
- If a student cannot attend a meeting, they should notify the college at least 24 hours before the event.
- If a student fails to attend a meeting without giving appropriate notice or reason, staff may proceed with the meeting and take decisions in their absence. This may include escalating the case to a higher stage of the process.
- Meetings and their outcomes should be recorded on e-Trackr, and notified to all relevant stakeholders (see above).
- Progress on any actions decided at a meeting will be monitored by Student Learning Mentor/ Student Support Advisors.
- If the intervention and support do not result in an improvement in the student's performance, the Student Learning Mentor/ Student Support Advisor decide to:
  - Hold a further meeting to review strategies
  - Escalate the case to higher stage of the process

### **4.3.2 Guidance for formal student hearings:**

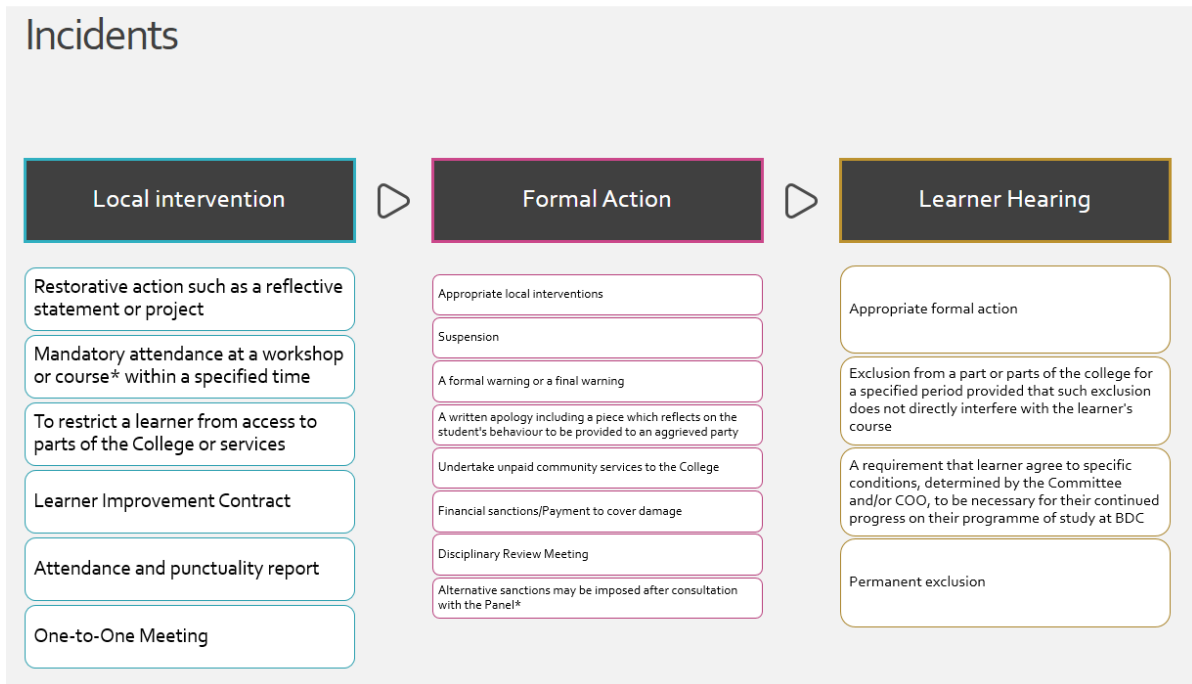
- When notified that a gross misconduct/serious incident has taken place, Assistant Principals should arrange a meeting with the student and any relevant third parties or external agencies within 10 working days.
- Meetings can be held face-to-face or online.
- Meetings should include a teacher or curriculum representative
- If the Duty Manager/Assistant Principal takes the decision to suspend a learner pending a police investigation, a meeting should still be arranged (online if necessary) to explain the



rationale / risk assessment process to the student (and their parent/carer) and agree a home-learning plan.

- A student should be invited to be accompanied (in cases of Gross Misconduct) to this meeting if they wish, this could be a **supportive family member**, student union representative or support worker. It is not appropriate for another BDC student (unless an elected representative of the Student Union) to accompany a student to this meeting. If the student is under 18 years of age, on an Educational Health Care Plan (EHCP) or is an adult identified as having learning difficulties or disabilities or is a young person under the age of 25 and is looked after, his/her parents/guardian and external stakeholders where appropriate must be informed of the allegation/s and invited to the meeting. In the case of Apprentices, the employer should be informed and invited to attend.
- If the student does not attend, the Assistant Principal (Chair) may choose to postpone the meeting for an alternative date (within 10 working days). There can be a maximum of one postponement, after which the meeting must proceed in the absence of the student or their representative whereby a decision will be made based on the documentary evidence available.
- The Assistant Principal will follow the meeting procedure as outlined below and ensure meeting records are accurate and appropriate.
  - Welcome and introductions
  - Aim of the meeting and potential outcomes
  - Outline of the allegation/s, review of documentary or visual evidence
  - Student response/s
  - Summarise the allegation/s and student response/s
  - Opportunity for third party contribution
  - Student and accompanying representative may leave the meeting while the panel deliberates the outcome (this may be a short interlude)
  - Decision of the panel communicated to the student
- Depending on the individual circumstances of the case, the Safeguarding and Behaviour Panel may make recommendations to the Assistant Principal.
- There are a variety of possible outcomes to an Assistant Principal hearing, which the Assistant Principal will apply at their discretion, for example:
  - Take no further action
  - Issue a verbal or written warning
  - Referrals to college or external services (e.g., Subwise)
  - Conditional re-entry into college i.e., behaviour contract, limited attendance, exclusion from some sites etc.
  - Continued suspension with a home-learning plan
  - Permanent exclusion
- In the event of a behaviour contract or referral, this will be monitored by the Assistant Principal
- If on reviewing all the evidence, the Assistant Principal decides a student should be permanently excluded from the college, this decision must be signed off by the Chief Operating Officer.
- Meetings and their outcomes should be recorded on e-Tracker, and notified to all relevant stakeholders (see above). The student should be sent a formal letter within 5 days of the decision being made. Where the outcome is exclusion, an alert should be placed on the student's Unit-e record.
- In the case of exclusion, the student(s) either accepts the decision or has 10 college days (from the date of being informed of the decision) in which to appeal to the Principal/Chief Executive.

- Any student excluded for the academic year in question may re-apply to the College for the following academic year. However, re-admission to the College will be at the discretion of the College and will take into account the reasons for the exclusion and any change in circumstances.



#### 4.4 Appeal

- The purpose of this stage is to allow the student to add any mitigations that were not communicated in the original hearing meeting or to identify procedural irregularities. The student may appeal against the decision a this must be lodged in writing to the Chief Operating Officer.
- An appeal can only be made on the following grounds:
  - There are mitigating circumstances or evidence which was not known to the hearing panel
  - Unfair discrimination is alleged
  - The procedure was not followed
- Any documentary evidence to be used at the appeal should be sent to the Chief Operating Officer at least 3 college days prior to the appeal.
- In the case of an appeal against the decision, the Chief Operating Officer shall convene a meeting in order to hear the appeal. The parties concerned if they so wish, may make additional submissions and should be present at the hearing, or may be required to attend.
- These points will be made clear in the invitation to attend the appeal, which will include a copy of this Behaviour and Discipline Procedure for the student. The appeal shall be heard within 21 college days following the receipt of the notice. Refusal of a party to attend shall not invalidate the proceedings.
- The student will be invited to attend the appeal hearing and can be accompanied by a parent/guardian or representative as appropriate. (If the student is under 18 years of age, on an Educational Health Care Plan (EHCP) or is an adult identified as having learning difficulties or disabilities or is a young person under the age of 25 and is looked after, his/her parents/guardian and external stakeholders where appropriate must be informed of the reasons for appeal and invited to the meeting. In the case of Apprentices, the employer should be informed and invited to attend.

- The Chief Operating Officer may invite other Senior Managers to be present at the hearing to provide balance, and an administrator/PA will be present to take minutes.
- After consideration of the appeal, the Chief Operating Officer may:
- Approve the earlier decision
- Replace the earlier decision with a more appropriate resolution
- The Chief Operating Officer will inform the student of a decision at the appeal hearing or within five working days in writing.
- The decision of the Chief Operating Officer is final.

#### **4.5 The Safeguarding and Behaviour Panel**

The role of the Safeguarding and Behaviour Panel is to:

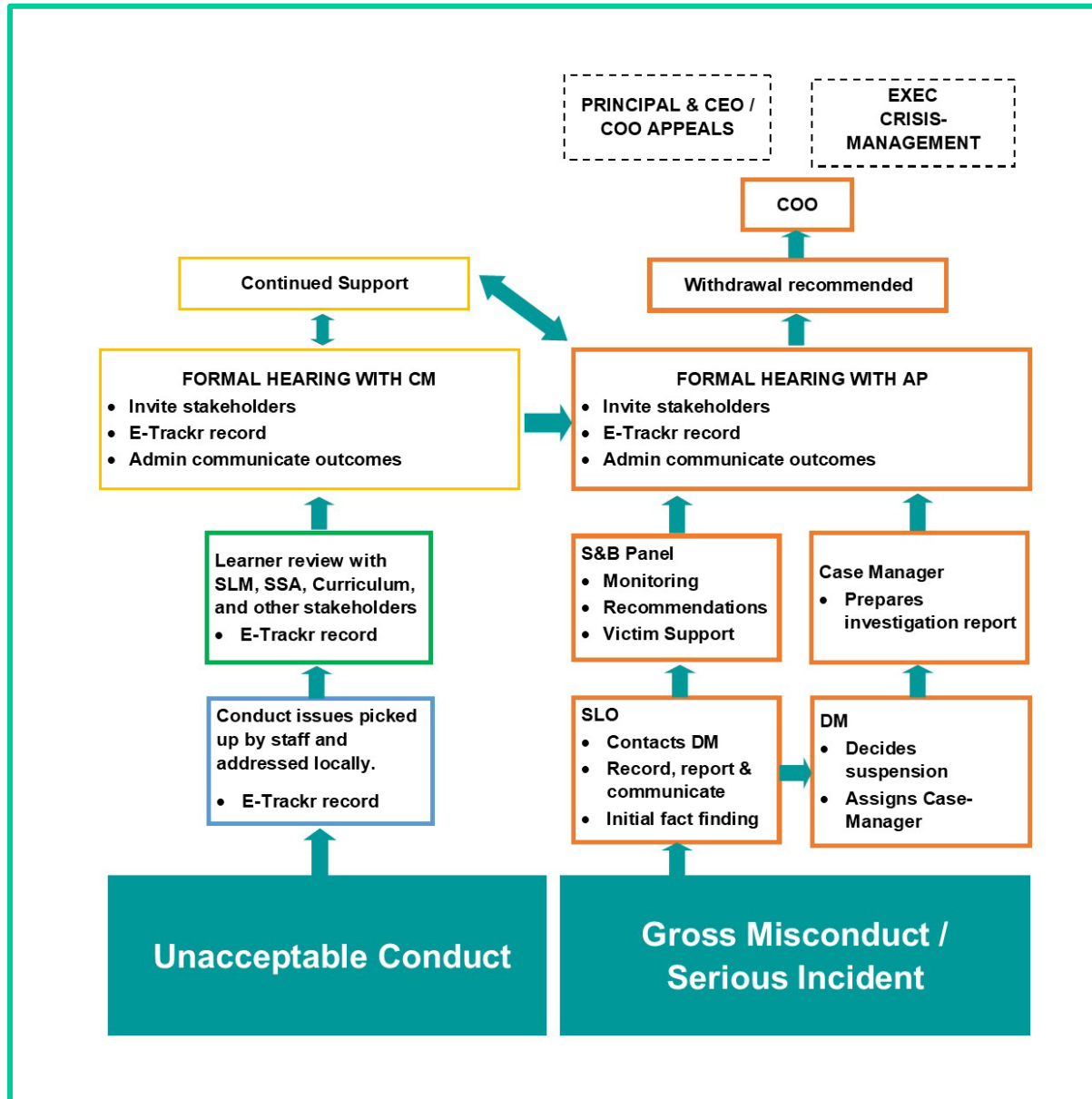
- The role of the Safeguarding and Behaviour Panel is to:
- Advise and make recommendations to the Assistant Principal based on their findings
- Monitor the progress of cases and report irregularities and urgent actions to the Chief Operating Officer
- Co-ordinate the support and restorative response to any learners harmed as the result of a gross misconduct or serious incident
- Review all gross misconduct incidents to identify risks and safeguarding concerns, and consider what action, if any, should be taken to remove or mitigate those risks
- Act in the best interests of the student and the college, based on the available evidence and information.

The Panel is not a forum to retrospectively amend outcomes of review and hearing meetings

#### **4.6 Records**

The assistant Principal will ensure that relevant curriculum area places a copy of any formal warning or exclusion letters on the student's file and that these remains on record. Record keeping will comply with the requirement of the Data Protection Act, In the case of exclusion, the Assistant Principal will notify College information Services of a withdrawal and ensure that an alert is places in the student's Unit e-record.

## Appendix 1 - Behaviour Management Flowchart



## Appendix 2 – Template for case Managers Investigation



### Investigation Report

Name of Student(s):  
Name of Investigating Manager:  
Date:

| Contents                    | Page No |
|-----------------------------|---------|
| Introduction                |         |
| Investigation Method        |         |
| Findings                    |         |
| Conclusions                 |         |
| Recommendations             |         |
| Signatures of Investigators |         |

| Supporting documents | Page No |
|----------------------|---------|
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |

## 1 INTRODUCTION

*Write a brief paragraph(s) to summarise the allegation*

1.1

## 2 INVESTIGATION METHOD

*How did you investigate the incident? E.g. interviews with witnesses, viewed CCTV footage or other evidence such as screen shots, reports from external agencies, etc. Remember to attach copies of notes and evidence to the end of the report.*

2.1

## 3 BACKGROUND TO THE ALLEGATIONS

*In which context did the incident take place? Were there any previous events leading up to it? Any other facts or circumstance that may have contributed?*

3.1

## 4 FINDINGS

*Briefly summarise the facts of the case*

4.1

## 5 CONCLUSION

*Are you able to draw any conclusions about who was at fault / how the incident was caused?*

5.1

## 6 RECOMMENDATIONS

*Are there any recommendations you would like the AP to consider, e.g. help to support the victim, training needs of the perpetrator, exclusion etc?*

6.1

Name and Title of Investigating Manager:

Signed by:

Dated:

*\*Please attach notes, witness statements and other evidence as appendices to this report\**

## Appendix 3 – Template Letters

Sample notification of an investigation meeting and / or  
Suspension from college

### **[Within 5 working days of suspension]**

Dear \_\_\_\_\_

### **Notification of a Behaviour Hearing / Suspension**

Following an incident which took place on [DATE] you were asked to leave the College premises by  
[NAME of Duty Manager / SLT Member]

[Give brief details of incident]

Delete as appropriate

I am writing to confirm that you are no longer suspended and that no further action will be taken on  
this occasion. You should continue to attend college from the date of this letter.

[OR]

I am writing to confirm that you are no longer suspended and should continue to attend College until  
your investigation interview, which will take place on [DATE], at [TIME] in [ROOM]. For your  
information, a copy of the Student Behaviour Policy and Code of Conduct is attached.

[OR]

Due to the serious nature of this incident, you will remain suspended until your investigation  
interview, which will take place on [DATE], at [TIME] in [ROOM]. For your information, a copy of the  
Student Behaviour Policy and Code of Conduct is attached.

Yours Sincerely,

cc Parents / Carer [if student under 18 or has EHC plan]  
cc Social Worker [if student is LAC]  
cc Employer [if apprentice]  
cc School [if on school roll]



SAMPLE: Final Written Warning

Dear \_\_\_\_\_

**Final Written Warning**

On [INSERT DATE] you signed a behaviour contract, in which you agreed to meet a number of improvement targets regarding [provide brief details of personal targets].

These targets were agreed with you in order to address the issues identified and to help you develop the positive behaviours you will need to succeed.

You have failed to meet the requirements of the action plan, and have continued to fail to meet the standards of behaviour set out in the Student Code of Conduct.

Please consider your position carefully, and make every effort to meet your personal targets - as further misconduct or failure to meet your agreed personal targets will result in a recommendation being made to the Vice Principal that you be excluded from college.

Yours Sincerely,

cc Parents / Carer [if student under 18 or has EHC plan]

cc Social Worker [if student is LAC]

cc Employer [if apprentice]

cc School [if on school roll]

SAMPLE: notification / outcome of a misconduct investigation

**[Within 5 working days of investigation closure]**

Dear \_\_\_\_\_

**Outcome of Behaviour Investigation and Hearing**

I am writing to notify you of the outcome of the investigation which was undertaken following the incident of [DATE].

\*[Delete as appropriate]

Following a thorough investigation of the available evidence, I have decided that the allegation has not been substantiated, and there is no further case to answer.

You are no longer suspended from college and should continue to attend College from the date of this letter.

\*[OR]

Following a thorough investigation of the available evidence, and the hearing meeting dated [DATE] I have decided that the allegation has been substantiated, and that you have failed to keep to the Student Code of Conduct which you agreed to when you commenced your course.

You are no longer suspended from college and should continue to attend College from the date of this letter.

A note of the misconduct will be kept on your e-Trackr record. You will be asked to sign a behaviour contract and follow an action plan that we will agree with you in order to address the issues identified and help you to develop the positive behaviours you will need to succeed. Please do your best to follow the action plan - failure to meet the requirements of the plan may result in a Stage 3 disciplinary meeting or even exclusion from College.

I hope that this process has enabled you to appreciate the impact of your actions on other members of the College community, and has clarified the standards of behaviour which the College expects of you. Your curriculum team wants to you to successfully complete your course of study, and will work with you to help you achieve this.

\*[OR]

Following a thorough investigation of the available evidence, I have decided that the allegation has been substantiated, and that you have failed to keep to the Student Code of Conduct which you agreed to when you commenced your course.

Due to the serious nature of this incident, a decision has been made to exclude you from further study at the College. Your ID card has been blocked, and you will no longer be allowed to enter through the campus security barriers.

We recommend that you seek advice and guidance as to your next steps, to ensure that you remain in work, education or training. You may find the following organisations helpful:

National Careers Service 0800 100 900  
Connexions 01708 746401  
The Princes Trust 0800 842 842  
Job Centre Plus 0800 169 0190

You do have the right to appeal this decision. Appeals should be made in writing to the Chief Operating Officer or Principal within 15 working days of the date of this letter.

Yours Sincerely,

cc Parents / Carer [if student under 18 or has EHC plan]  
cc Social Worker [if student is LAC]  
cc Employer [if apprentice]  
cc School [if on school roll]

## Appendix 4 – Behaviour Contract

### BEHAVIOUR CONTRACT

|              |  |           |  |
|--------------|--|-----------|--|
| Student Name |  | ID Number |  |
|--------------|--|-----------|--|

I agree that certain aspects of my behaviour have been unsatisfactory, and I agree to take action to make significant improvements in the following areas (tick as appropriate):

|                          |                                      |                          |   |
|--------------------------|--------------------------------------|--------------------------|---|
| <input type="checkbox"/> | Punctuality                          | <input type="checkbox"/> | Respect for other students                    |
| <input type="checkbox"/> | Attendance                           | <input type="checkbox"/> | Respect for members of staff                  |
| <input type="checkbox"/> | Taking part in learning activities   | <input type="checkbox"/> | Complying with reasonable requests from staff |
| <input type="checkbox"/> | Submitting work on time              | <input type="checkbox"/> | Complying with the Student Code of Conduct    |
| <input type="checkbox"/> | Improving the standard of my work    | <input type="checkbox"/> | Other (specify below)                         |
| <input type="checkbox"/> | Demonstrating professional behaviour | <input type="checkbox"/> |   |

| My Improvement Target | Who will help me? | Review Date | Target Met? |
|-----------------------|-------------------|-------------|-------------|
|                       |                   |             |             |
|                       |                   |             |             |
|                       |                   |             |             |
|                       |                   |             |             |

I understand that if I do not make significant improvements by the review date, or fail to maintain these improvements, or fail to attend my review, I may progress to the next stage of the Disciplinary Process, which may result in exclusion from College.

|                   |  |      |  |
|-------------------|--|------|--|
| Student Signature |  | Date |  |
|-------------------|--|------|--|