



DISCIPLINARY POLICY

1. It is the student's responsibility to follow all Swale Sixth Form rules and working procedures.
2. If a student is performing or behaving badly, the first step SSF will take will be an informal meeting. This may also include the student being placed on an 8.30 to 3pm timetable.
3. Formal disciplinary procedures will be put into operation if step 2 has been unsuccessful or where the actions of the student show that this is appropriate.
4. Formal disciplinary procedures will always be discussed with the student and/or parent.
5. SSF will seek to act fairly and consistently when carrying out any disciplinary action.
6. Parents will be informed at each stage of the procedures.

Disciplinary Procedure

1. Informal meeting or warning will take place in the initial stages.
2. A letter will be sent to the student from the sixth form team.
3. If targets are not met within each stage, the next level will be issued, along with a meeting with a member of the sixth form team.
4. If another issue occurs or the same issues continue the student and a parent will be expected to attend a follow up meeting. At this stage the student may be asked to leave the sixth form.

If a student arrives at school not adhering to their course dress code, they will be sent home to change.

SSF reserves the right to suspend a student in cases of serious misconduct, ie:

- Fighting
- Swearing
- Drunkenness
- Stealing
- Falsification of records
- Possession of illicit drugs
- Inappropriate use of the SSF ICT equipment
- Damage to SSF property
- Under the influence of illicit drugs
- Dangerous behaviour.