



PiPeLine Productions Academies Learner Disciplinary Procedure

Purpose of the policy

PiPeLine Productions Academies operate a positive behaviour strategy, recognising and rewarding good behaviour. However this policy describes the steps that will be taken where a student has not followed the code of conduct and displays poor behaviour despite intervention.

Each student will sign a learner agreement which sets out the responsibilities of all involved, including the learner. If there is a deviation from this, the learner will be challenged as set out by the below steps.

We operate a zero tolerance policy in relation to the following forms of poor behaviour. We will take immediate action against any student found to have engaged in any of these actions and in the most serious cases this could lead to the exclusion of the student permanently from the Academy:

- **Bullying and harassment whether this is in person or over the internet, text messages or telephone.**
- **Any form of discrimination; this includes making racist, sexist or homophobic comments or offensive comments about students or staff with a disability.**
- **Bringing illegal drugs, alcohol or offensive weapons onto the premises or on excursions, or coming onto the premises under the influence of either.**
- **Putting young people or vulnerable adults at risk, whether this is physically, sexually or emotionally.**

It is everyone's responsibility to ensure that positive behaviour is consistent and applies across the Academy. Please speak in confidence to a member of staff at the Academy if you witness any poor behaviour occur or if you have been a victim of any such behaviour. This will be kept in the strictest confidence and dealt with accordingly.

Disciplinary Stages

Stage one

Students will be warned of any poor low level behaviour such as lateness, litter, low level disruptions etc. The student will be informed if this is not resolved and it will move to stage two.

Stage two

A formal meeting will be arranged with the student and parent to discuss the issues. The meeting will be recorded and minuted and this will be logged and kept securely for information purposes. The referring school will be informed of the meeting and of the outcomes.

Learner Disciplinary procedure May 2015 – review May 2016

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Stage three

If this above stage has not resolved the poor behaviour, or there is evidence of other poor behaviour, the next stage will involve meeting with the student, parent, and the relevant school/referring body to discuss the behaviour and possible sanctions. These could include a period of exclusion or possible termination of the placement.

Stage four

If all strategies fail and poor behaviour is not addressed, a final meeting with the student, parent, and relevant school/referring body will take place and the student's placement may be terminated.

Signed:

Philip Charles
Joanne McGill
(Directors)