



LEARNER CHARTER 2024/25

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INTRODUCTION

This Learner Charter sets out the College's commitment to provide you with a learning experience that meets your expectations whatever your starting point and aspirations.

Our mission is to positively change people's lives and add value to the social and economic wellbeing of our communities and we will do this by providing high quality, innovative, accessible education and training in a safe and friendly culture of mutual respect and support.

The Learner Code of Conduct sets out the College's behaviour expectations for an outstanding learning experience. At South Gloucestershire and Stroud College we are committed to eliminating discrimination and promoting equality of opportunity by providing high quality guidance and support to help you achieve your potential.



We Will

- Maintain a strong focus on employability
- Provide you with honest, impartial and personalised pre-course, on-course and progression guidance
- Employ a "right learner, right course, right support" ethos
- Implement fair, consistent and transparent approaches to assess your needs
- Provide the support you need to successfully complete your programme of study
- Develop your employability skills, including Maths and English, to help you progress to further study or work
- Ensure you have a long-term development plan to help you with your transition into work
- Do all that we can to keep you safe and teach you how to stay safe
- Maintain a respectful, tolerant and inclusive College environment so that all learners, whatever their protected characteristics, can study and learn in a safe environment
- Prioritise and promote the safeguarding and protection of all our learners from harm, whatever their age, culture, disability, gender, language, race, religion / belief and / or sexual orientation.
- Develop our learners to be effective citizens in a democratic society, it is essential that the College continues its commitment to promoting open debate and freedom of speech and expression, whilst recognising the need to challenge prejudice, eliminate discrimination and prevent radicalisation.
- Put in place support mechanisms to help you achieve both personally, academically and professionally during your time at SGS College
- We will treat every learner as an individual and be aware of the student's educational needs, including SEN and Education, Health and Care Plan (EHCP) provisions.
- We will record your normal way of working and ensure that learners who require it are referred for exam access arrangement considerations.

We will provide:

- Accurate information about the College, the courses, the training available and likely costs
- A consistent focus on you, your achievements and your progression
- A tutor to support your Academic, Personal and Social Development at SGS College (if you are studying part-time in the evening or an Adult Education course, your class teacher will be your Tutor)
- Regular one-to-one Progress Reviews for all full-time learners. These include setting and agreeing targets, reviewing your progress, planning how you can achieve your targets and guidance on the steps you need to take to achieve your long-term development plan.
- A planned learning programme with a range of high-quality teaching, learning, assessment and support opportunities appropriate to the course and your needs
- A Tutorial and Enrichment programme (SGSPlus+) that aims to develop your societal understanding and provide opportunities for your holistic development in line with the SGSPlus+ Framework.
- An Industry Placement programme and support that develops your employability skills.
- Updates on your progress through regular 1-1 Progress reviews, written reports and parents' evenings (if you are under 18).
- Assessments which are planned, will challenge your abilities and recognise your progress.
- Ongoing feedback on your progress to help you improve the quality of your work and achieve your potential
- Careers guidance and support with UCAS applications and other employability skills
- Social and enrichment activities, through the SGSPlus+ team
- Advice and guidance on alternative opportunities if you and your tutor agree that your course is not meeting your needs
- Regular Voice of the Learner opportunities for learners to feedback on the College offer.
- Social and emotional mental health & wellbeing support through the SGS Wellbeing Service and TogetherALL
- A range of support services to develop you during your time at SGS College through TSG referrals which can be made through a member of SGS staff

At the end of the course, we will:

- Provide a record of achievement (for example, an examination certificate, course certificate or a record of attendance) on request
- Provide a reference on request
- Contact you to find out how you have progressed to further education and training or employment



How to report a concern or make a complaint:

If you have a question, suggestion or concern about your course, please speak to your Tutor, Wellbeing Mentor or Learning Area Manager. If the matter is not resolved and you wish to escalate further please use the formal complaints, compliments or suggestions process by emailing talktous@sgscol.ac.uk

For more information about our policies and procedures, read our: Safeguarding Learners & Child Protection Policy & Procedure, Single Equality Policy, Health & Safety Policy,

Compliments, Suggestions & Complaints Policy and Procedure, Positive Behaviour Policy and Appeals against Assessment decisions

Code of Practice and the Enabling Positive Behaviour and Procedure, all of which can be found on the College website
www.sgscol.ac.uk



LEARNER BEHAVIOUR EXPECTATIONS

Learner Behaviour Expectations in Class:

Punctuality

Arrive on time for classes and inform the teacher if they will be late. Come to class with required materials, such as textbooks, notebooks, and assessments or homework.

Preparedness

Treat fellow learners, teachers, and staff members with respect, courtesy, and professionalism.

Active Engagement

Take notes and demonstrate functional listening skills to enhance understanding and retention of the material.

Active Listening

Provide constructive feedback to peers during group discussions or presentations and accept feedback respectfully.

Constructive Feedback

Manage their time effectively to meet deadlines, complete assignments, and balance academic responsibilities with other commitments, including Academies.

Time Management

Encourage teamwork and cooperation when working on group projects or participating in group discussions.

Respect for Others

Actively engage in class discussions, ask questions, and contribute to the learning environment.

Active Participation

Actively engage in class activities, such as group discussions and presentations.

Collaboration

Use electronic devices responsibly and for educational purposes only, avoiding distractions and disruptions to the learning environment.

Responsible Use of Technology

Approach diverse perspectives and ideas with an open mind, fostering an inclusive and tolerant classroom environment.

Open-Mindedness

Take initiative in seeking clarification, exploring additional resources, and demonstrating a proactive approach to learning outside the classroom.

Initiative and Self-Direction

Maintain honesty and uphold academic integrity by avoiding plagiarism, cheating, or any other form of academic dishonesty.

Learner Behaviour Expectations beyond the College premises

The College reserves the right to formally address learners inappropriate behaviours beyond the College premises these include travelling to and from college, leaving site during the College day, behaviours on local business parks and in residential areas

- Treat members of the public with mutual respect and dignity.
- Be kind, respectful and tolerant of their peers.
- Avoid gathering in large groups, which may be intimidating.
- Avoid loitering in and around the college.
- Treat the public spaces and facilities with care and respect.

Learner Behaviours outside of lessons

Learners should:

To ensure a calm, mature and orderly learning environment is maintained and to avoid any possible disruption to teaching and learning, college learners must:

- Act respectfully and sensibly between lessons and avoid disruptions in large open areas or corridors.
- Ensure they arrive at the next lesson on time and ready to learn.
- Challenge other learners if they believe behaviours fall below the expected standard, or inform their teacher/tutor, especially if they feel unsafe.
- Respect their environment by leaving areas clear of litter.
- Avoid sitting on the floor or corridors, and only eat in designated areas.
- Must not smoke or vape onsite.
- Communicate with all learners and staff with respect and dignity.



Equality, Diversity & Inclusion at SGS

At SGS, we pride ourselves on being a safe space for everyone to explore, find themselves, and celebrate what makes us unique. Discrimination of any kind will not be tolerated and may result in appropriate disciplinary action being taken. We actively encourage our learners to contribute to our inclusive culture through Voice of the Learner, SU groups and Inclusion committees.

Sexual Harassment and Violence at SGS College

SGS has a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated. Instances of sexual harassment, abuse or violence will result in the College's disciplinary procedure being followed and may also include police intervention

To report a concern, email: wellbeingsservice@sgscol.ac.uk

Any of the above behaviours may result in Disciplinary Action as shown within the Learner Charter: Disciplinary Procedure. Visit the Wellbeing Services team on your campus, contact any of the safeguarding team through their contact details, as displayed on posters around the campus, email: wellbeingsservice@sgscol.ac.uk, or report it via My Voice on the front page of eCampus



ENABLING POSITIVE BEHAVIOUR

This Learner Code of Conduct sets out the College's behaviour expectations for an outstanding learning experience. As a learner at SGS, the College expects the highest standards of behaviour from you whilst on College premises and offsite when representing the College. Failure to meet these behaviour standards will trigger the use of the College's Positive Behaviour and Learner Disciplinary Policy and Procedure. The Learner Charter sets out how we will work in partnership with you and your peers. We aim to provide a respectful, safe, supportive and successful learning environment for all.

Behaviour Expectations: As a learner, we expect you to Be Ready, Be Respectful and Be Safe.

- You will develop academic, technical, and vocational skills that prepare you for life in modern Britain. Importantly, they need to become responsible, respectful, and active citizens who can contribute positively to society. Learners of the future will need to be responsible, respectful and active citizens who can contribute positively to society. Equipping you with the right values, attitudes and behaviours is key to achieving this goal.
- You should feel safe and have a sense of belonging and acceptance at SGS College. You should have autonomy and a voice.
- Our ethos is not only to uphold the principles of being ready, respectful, and safe but to celebrate the learners who consistently go above and beyond (relative to their level and stage of learning)
- The minimum expectation is that every learner will model appropriate behaviours, and where they do not, they will be supported to understand their emotions and more effectively regulate and manage their behaviour
- At the end of each term, staff will be required to assess the behaviours of learners, which in turn will be pulled into a parent report that is shared on the College system, Pro-Portal. This will enable staff to celebrate success, but will also, provide targeted support where needed
- Reports will be shared with parents, guardians, and carers. If you are 18+ you have the right to request information is not shared.

MEETING THE SGS STANDARD

- The expectation is that all learners will be working at the SGS standard
- A list of the standards can be found below
- Failure to meet one or more of the standards does not mean a learner is automatically below the expectations of the College; the standards are applied holistically and consider the learners circumstances, for example, poor attendance of 70% for a care leaver does not necessitate that a student is working below the standard
- Judgements must always be made fairly, especially for the most vulnerable, including EHCP, SEN, ECP, LAC, Care leavers, 14-16 or Young Adult Carers
- Where a learner is working below the standard expected, there must be clear evidence of supportive, timely interventions

STANDARDS	EXAMPLE BEHAVIOURS	RISK	INTERVENTION
Exceeding SGS Standards	<ul style="list-style-type: none"> • Always operates well above their target grade/s • Always shows initiative, commitment to learning and self-improvement • Highly effective organisational skills • Always meets deadlines • Exemplary behaviours in and out of class • Always confident, meaningful contributions during classwork • Actively learns from setbacks and seeks to immediately remedy mistakes • Attendance 98%+ 	NO RISK	<ul style="list-style-type: none"> • Letter of commendation from College Principal • Positive feedback with clear targets • Nomination for the Student of the Term award • Regular 121s • Departmental recognition (Celebrating success boards) • Published by the SU - E Campus
Above SGS Standards	<ul style="list-style-type: none"> • Often operates above their target grade/s • Often shows initiative, commitment to learning and self-improvement • Very good organisational skills • Deadlines rarely missed • Very good behaviours in and out of class • Confident, meaningful contributions during classwork • Always responds positively to, and acts on, feedback • Learns from setbacks and seeks to remedy mistakes • Attendance 95-97% 	NO RISK	<ul style="list-style-type: none"> • Letter of commendation from Assistant Principal • Positive feedback with clear targets • Nomination for the Student of the Term award • Regular 121s
Working at SGS Standards	<ul style="list-style-type: none"> • Sometimes operates above their target grade/s • Sometimes shows initiative, commitment to learning and self-improvement • Good organisational skills • Deadline occasionally missed • Good behaviours in and out of class • Occasionally confident, meaningful contributions during classwork • Responds positively to, and acts on, feedback • Learns from setbacks and seeks to remedy mistakes • Attendance 91-94% 	NO RISK	<ul style="list-style-type: none"> • Regular 121s • Set challenging targets • Celebrate achievements • Give regular feedback
Below SGS Standards	<ul style="list-style-type: none"> • Rarely operates at their target grade • Rarely shows initiative, commitment to learning and self-improvement • Requires pressure and support to organise themselves • Deadlines frequently missed • Frequently poor behaviours in and out of class • Rarely confident, meaningful contributions during classwork • Sometimes take actions to improve or listen to feedback • Rarely learns from setbacks and seeks to remedy mistakes • Attendance 80-90% 	AT RISK	<ul style="list-style-type: none"> • Intervention from CLT / LAM • Tutor Action Plan • Possible parental engagement • Possible ban from the Academy • Review of support if EHCP, SEN, ECP, LAC, Care leaver or Young Adult Carer
Well Below SGS Standards	<ul style="list-style-type: none"> • Frequently operates well below target grade • Frequently shows little to no initiative, commitment to learning and self-improvement • Frequently fails to organise themselves • Almost always fails to meet deadlines • Unacceptable behaviours in and out of class • Fails to make any meaningful contributions during classwork • Never responds to feedback • Does not learn from feedback and does not remedy mistakes • Attendance 79% or below 	SIGNIFICANT RISK	<ul style="list-style-type: none"> • Intervention from LAM / AP • Tutor Action Plan • Parental engagement • Review of support in EHCP, SEN, LAC, Care leaver or Young Adult Carer • Ban from the Academy (see page 17)

SGS College: Where Positive Behaviours Matter

Positive behaviours increase academic progress, build important life skills, and create a sense of community. So...

BE READY

- Are you on time?
- Do you have the right equipment?
- Have you done all your work before the lesson?

BE RESPECTFUL

- Are you always respectful and courteous?
- Do you value the opinions of others?
- Do you model positive behaviours?

BE SAFE

- Are you always wearing your lanyard?
- Do we know if you're absent from lessons?
- Have you accessed support if you're struggling?



CHEATING AND USE OF AI

Plagiarism, Collusion or Cheating

If you are suspected of any of the following activities an investigation will be carried out by the appropriate manager in accordance with the Joint Awarding Bodies guidelines and the SGS Assessment Policy:

- Plagiarising work from another individual or source (such as the internet): Copying and passing off such work as your own, or allowing work to be used by others.
- Colluding by working collaboratively with others: Producing work that is submitted as your own, or the work of a single individual alone.
- Falsifying results and/or evidence.
- Cheating by communicating with others by any unauthorised means: When this is not allowed (e.g., in a supervised session).
- Using unauthorised materials: Including AI tools, when under test conditions.
- Altering any results document: Including certificates.
- Cheating in any other way: Including misuse of AI, which undermines the integrity of the assessment process.
- Learners who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, this could result in disciplinary action.

For further information please read the Learner Guidance for AI Use at SGS College

Academic Appeals

If you feel that your work has been assessed unfairly, you may appeal against an assessment decision at any stage. Appeals should be lodged initially with the appropriate course tutor/leader within 10 working days of receiving your initial grade and will be reviewed in accordance with the Joint Awarding Bodies' guidelines as appropriate. If you are dissatisfied with the outcome of the appeal, you may request that the Learning Area Manager or Assistant Principal consider the matter further.



INDUSTRY PLACEMENT AND APPRENTICESHIPS

South Gloucestershire and Stroud College expect all SGS College learners to act in a professional manner whilst representing the College. This includes whilst on a work placement or at an apprenticeship provider. A failure to act accordingly or acting in a manner that brings the College's reputation into disrepute may see the College Disciplinary Procedure followed. Whilst on Apprenticeship or Work Placement employer premises you must:



- perform duties to the best of your ability and behave in a professional manner
- arrive on time
- not share confidential information with anyone outside the workplace
- inform the employer in the event of absence/lateness or injury on employer premises
- take responsibility for your actions
- be willing to show initiative and develop your employability skills
- ensure you have informed your employer of any activities you need to complete
- dress appropriately in accordance with employer dress code and ensure lanyard is worn if necessary
- adhere to employer Health & Safety guidelines
- report any Safeguarding concerns to the SGS College Safeguarding team
- report any concerns to your Work Supervisor and college Placement Coach/Assessor
- speak to placement coach/assessor before changing employers

IT CODE OF CONDUCT

South Gloucestershire & Stroud College expects all learners to use the computer network and software resources provided responsibly. All members of the College must comply with the "IT Acceptable Use - Users" Policy and are subject to the following conditions of use. Failure to adhere to this Code of Conduct may invoke the Enabling Positive Behaviour Policy and Procedure.

- You must accept and comply with the "IT Acceptable Use – Users" Policy
- You must not try to use any computer without permission or try to alter or delete work belonging to other people
- If you think someone else knows your password, you should change it immediately
- College IT facilities are provided for College business or course-related activity only, not for personal use
- You must not store or introduce any computer games, personal music or movies on any College computer or network space
- You must not tamper with IT equipment, delete software, or carry out any activity that may prevent others from using the equipment
- Food and drink are not allowed near computers or other IT equipment
- When using the Internet, you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material (see the Social Media Code of Conduct). All Internet access is logged and monitored
- You must not try to install or download any software that has not been provided by the College
- You must not make any use of the Internet that would bring the name of the College into disrepute
- The College accepts no responsibility for problems caused by loss of service or for damage to files and data. It is your responsibility to ensure essential files are backed up onto USB Flash drive(s) for example
- In using information from the Internet or creating web pages you must make sure you do not break copyright law or plagiarise the work of others
- Under the terms of the Data Protection Act you must not store any information about any living person without agreement from the College Data Protection Officer
- You should not put any unlawful information onto any system
- You must follow any local IT guidelines around the College, e.g., about printing or file management as explained by College staff

If you do not understand any of these conditions, please ask a member of staff for advice and guidance. I understand and agree to the Learner IT Code of Conduct outlined above. I understand that failure to adhere to this code of conduct may invoke the Enabling Positive Behaviour and Disciplinary Policy and Procedure.



SOCIAL MEDIA CODE OF CONDUCT

This Social Media Learner Code of Conduct sets out the College's additional behaviour expectations regarding interaction with Facebook, Twitter, Instagram, Snapchat, TikTok, Microsoft Teams, Pinterest, YouTube and any other form of social media.

As a learner at SGS, when using social media, we expect you to:

- Respect the rights and confidentiality of others
- Be respectful and professional at all times when posting on social media
- Use Microsoft Teams as a professional platform to support the transition into the digital working environment and should not be used for social media purposes.

You must not:

- Impersonate or falsely represent another person
- Bully, intimidate, abuse, harass or threaten others
- Make defamatory comments (e.g. comments that are slanderous, offensive or insulting)
- Use or endorse the use of (e.g. to like on Facebook) offensive or threatening language or resort to personal abuse towards each other or members of the College community or general public
- Post content that is racist, hateful, threatening, pornographic or incites violence or hatred against others
- Post content that harms the reputation and good standing of the College or those within the College's Community
- Post or re-post any content that incites extremist viewpoints or incites acts of terror.
- Use your mobile phone to film any member of SGS College staff or other learners who have not consented to the photo/video being taken.

In addition:

- Anyone re-posting other people's comments will be considered as guilty as the original individual
- You will be considered wholly responsible for anything posted on your behalf
- Public apologies/deleting offending posts will not safeguard you from the College's enabling Positive Behaviour Policy and Procedure
- You should be aware that material posted on the Internet can be very hard to remove. You are advised not to post photographs of yourself or other people that you might not wish others to see, now or in the future. You are also advised not to make written comments that could be used against you in future.



EDUCATIONAL STUDY TRIPS AND VISITS LEARNER CODE OF CONDUCT

This Educational Study Trips Learner Code of Conduct sets out the College's behaviour expectations for participation in any educational visits or trips. It does not replace the College's overarching Learner Code of Conduct; it applies in addition to this code. As a learner at SGS, the College expects the highest standards of behaviour from you whilst on College premises and offsite. Failure to meet these behaviour standards will trigger the use of the College's Enabling Positive Behaviour Policy and Procedure.

Study Visit Behaviour Expectations

As a learner on a study trip, we expect you to:

- Arrive punctually and always co-operate fully at all times with SGS College staff, other participants and any other organisations involved to help make the study trip enjoyable and rewarding for all participants
- Comply with instructions relating to free time / unsupervised time during the study trip
- Stay in groups of at least two when given free time.
- Inform SGS College members of staff of any changes to key information such as emergency contacts or medical information ahead of the trip
- Ensure that you have gained an understanding of cultural differences between the country being visited and the UK

Serious breaches of the Code of Conduct

You should understand that in the event of a serious breach of this Code of Conduct or disruptive behaviour, including behaviour that might bring SGS College or its partner organisations into disrepute, you will be returned home early at your own expense and will face a disciplinary investigation. This includes involvement with drugs or other illegal activities. Examples of a serious breach of this Code of Conduct, include:

- Committing a criminal offence
- being in possession or under the influence of recreational drugs whilst on the Educational Study Trip
- being in possession or under the influence of alcohol
- possession or consumption of drugs
- threatening or violent behaviour to another person
- bullying or social exclusion of another learner
- breach of the overarching Learner Code of Conduct
- breach of the Social Media Code of Conduct
- breach of the guidelines given for specific venues or events
- any inappropriate sexual or intimate relationship
- Behaving in a disruptive, aggressive, abusive, intimidating or anti-social manner

Agreement

I understand and agree to the SGS Learner Code of Conduct - Educational Study Trips as outlined above. I understand that failure to adhere to this Code of Conduct may invoke the Enabling Positive Behaviour and Learner Policy and Procedure.

DISCIPLINARY PROCEDURE



The College treats all learners with dignity and respect and expects the same in return. All learners are expected to meet the SGS standard to always be ready, respectful, and safe. We will not tolerate criminal activity, discrimination, harassment, or victimisation in any form and will treat this behaviour as gross misconduct

UNDER THE ENABLING POSITIVE BEHAVIOUR POLICY

You must not:

- Smoke or vape on SGS College sites.
- Behave in a disruptive, aggressive, abusive, intimidating or anti-social way.
- Disrupt or interfere with the education, learning or personal safety of other learners.
- Display, communicate or circulate any material by any means which is designed to cause offence, incite violence or hatred or distress to others.
- Communicate or send annoying, obscene, malicious messages in person or by telephone, text message, email, teams or any source of social media.
- Be intoxicated whilst at College due to alcohol or use of recreational drugs or so-called "legal highs".
- Consume or possess toxic, dangerous or controlled substances.
- Cause malicious damage to, or theft of, the property of other learners, staff or visitors to the College.
- Gain unauthorised access, or make modifications to College files or computer materials.
- Carry any weapons (including Knives) or any other object with the intention or purpose of use in a threatening way.
- Take part in any illegal activity.
- Behave in any way which adversely affects the reputation of the College.



FAILURE TO MEET THE SGS STANDARD: DISCIPLINARY STAGES 1 TO 3

STAGE 1 – INFORMAL VERBAL WARNING

- The College will hold you to account for your behaviours, and if there are concerns that you need to meet the SGS Standard, staff will first try to resolve the issues informally.
- If you continue not to meet the SGS Standards, you will receive an informal warning, an action will be developed with you and which will be recorded on the College system.
- Your informal warning will be discussed at the Inclusion Panel and recommendation may be made by the Wellbeing Service and ALS team, should you require additional support or intervention.
- Parents, guardians, and carers of learners under 18 will be notified of the disciplinary action informal warning and sent a copy of the student Action Plan.
- Students should will be supported to always take accountability for their actions, reflecting on their poor behaviours. These actions should be recorded on the system and later reviewed by the tutor.
- Students will take ownership and accountability for meeting their Action Plan.
- Students will be referred to Wellbeing Services for advocacy support
- Failure to meet the Action Plan and further incidences of poor behaviours may result in the student moving to Stage 2.
- The Action Plan should be reviewed with the learner and last four weeks; the tutor must sign the Action Plan off.
- If behaviours improve, the student will be removed from the disciplinary process.

FAILURE TO MEET THE SGS STANDARD: DISCIPLINARY STAGES 1 TO 3

STAGE 2 – FORMAL WRITTEN WARNING

- You will receive a formal written warning if you have failed to meet the targets in your Action Plan or consistently do not meet the SGS Standard.
- Your formal written warning will be discussed at the Inclusion Panel and recommendation may be made by the Wellbeing Service and ALS team, should you require additional support or intervention
- A Stage 2 warning may be issued for any of the reasons outlined in the College's Codes of Conduct, and it will start with a formal meeting between you and your tutor, teacher, or training advisor plus your Learning Area Manager, who will act as the 'chair' for the meeting. You can ask a friend or Wellbeing Mentor to support you but not to speak for you.
- Parents, guardians, and carers of learners under 18 will be notified of the disciplinary action formal written warning and sent a copy of the student Action Plan.
- A SEND Manager should be notified where necessary.
- Students should will be supported to always take accountability for their actions, reflecting on their poor behaviours. These actions should be recorded on the system and later reviewed by the tutor.
- The Action Plan should last up to six weeks, but the student may return to Stage 1 if they demonstrate appropriate behaviours during this period. Any further cause for concern within that time may result in you progressing to the next stage of this procedure.



FAILURE TO MEET THE SGS STANDARD: DISCIPLINARY STAGES 1 TO 3

STAGE 3 – FINAL WRITTEN WARNING

- You will receive a Final Written Warning if you have failed to meet the targets in your Stage 2 Action Plan or consistently do not meet the SGS Standard. These may also be issued following an incident of gross misconduct, for example, bullying, harassment, victimisation, racism, sexism, intimidation, acts of violence or found in possession of a weapon and uses or threatens to use it.
- An Assistant Principal The At Risk Panel (including an Assistant Principal, safeguarding and SEND representative) must conduct the Stage 3 meeting. Students can be accompanied by a parent, carer, or Wellbeing Mentor, as they may be excluded from the College following the meeting.
- An Action Plan will be agreed upon and recorded on the system. Refusal to accept the Plan will result in exclusion.
- Students will take permanent ownership and accountability for meeting their Action Plan.
- If you complete your Action Plan and maintain good behaviour, the disciplinary record will be removed from your file, effectively moving you back to stage 2 of the disciplinary process (all notes and comments within Pro-Monitor and elsewhere will remain for a period of 3 years)
- The college reserves the right to permanently exclude students without issuing an Action Plan, should their behaviours merit it. This should only be used as a last resort.



FAILURE TO MEET THE SGS STANDARD: DISCIPLINARY STAGES 1 TO 3

THE APPEALS PROCESS

You may appeal against exclusion, or any stage of the disciplinary procedure, within ten working days of any action being taken against you. You should do this by sending the Vice Principal a letter or email setting out why you are appealing.

- You cannot appeal against a disciplinary decision unless you believe:
- That the College did not follow this procedure properly
- That the College failed to make reasonable adjustments for personal circumstances that you had previously made us aware of; or
- That there is new evidence that wasn't available during any stage of the disciplinary process.
- Appeals will be heard by the Vice Principal or another Senior College Manager within 20 working days of the College receiving your appeal.
- If a formal hearing is required, you will be invited along with any other relevant members of staff. You can ask a friend or Wellbeing Mentor to support you, but not to speak for you
- The possible outcomes of an appeal are:
- Your appeal is rejected
- Your appeal is agreed to but with conditions attached to help you settle back into college, or,
- Your appeal is agreed upon without attaching any conditions

RETURNING TO COLLEGE AFTER BEING EXCLUDED

- Learners who are excluded from College and whose appeal (if any) has been rejected will not be allowed to enrol at the College again for a period of two years from the date they were excluded.
- Tutors completing the withdrawal procedure must ensure 'Exclusion' is highlighted where it is the reason for removing a student from the College
- After two years, an excluded student can apply to return to the College by writing to the appropriate Assistant Principal.
- The appropriate Assistant Principal will decide whether the learner can enrol and may arrange a meeting for the student to present their case.

SPORTS ACADEMY LEARNER CODE OF CONDUCT

This Sports Academies Learner Code of Conduct sets out the College's behaviour expectations for participation in any Sports Academies activities. It does not replace the College's overarching Learner Code of Conduct; it applies in addition to this code. As a learner at SGS, the College expects the highest standards of behaviour from you whilst on College premises and offsite when representing the College, including when wearing Sports Academies clothing in public places. Failure to meet these behaviour standards will trigger the use of the College's Enabling Positive Behaviour and Disciplinary Policy and Procedure.



SGS SPORT BEHAVIOUR EXPECTATIONS

BE READY

- All Sports Academy learners must have either paid their Sports Academy membership in full or have set up a payment plan prior to starting Sports Academy activity in September.
- All Sports Academy learners must wear SGS Sport Academy kit (Under Armour) for travelling, training and matches.
- Be punctual and ready to learn and take part in all SGS Sport Academy sessions including Strength and Conditioning, Performance Analysis, Psychology and on-pitch sessions.
- Show commitment and reliability towards your team and your coach
- Inform your coach directly, and not via another learner or player, if you are unable to train or compete for any reason
- Adhere to the athletic development plan given to you by your strength and conditioning coach.

BE RESPECTFUL

- Act in an appropriate manner and as a role model at all times when representing SGS College.
- Show self-discipline in terms of language and behaviour in all sporting activity
- Be respectful to the opposition, officials, your teammates, members of the public and coaching staff at all times
- Be respectful to the college facilities at all times including putting away equipment, sweeping the changing rooms, clearing rubbish from facilities and clearing the canteen areas after use
- You must not behave in any way which adversely affects the reputation of the College.
- Cheating in Sport is defined as any act that gives an athlete an unfair competitive advantage over another. Therefore, SGS Sport expects athletes to act in line with the values of sport inclusive of integrity, trust, fair play, respect for others and sportsmanship. Any SGS Sport learner found to be cheating through their actions faces the potential of disciplinary action.

BE SAFE

- Wear your lanyard at all times whenever you arrive for training and matches
- Obtain permission from your academy coach if you wish to represent any other team outside of the academy
- Learners must follow the sports academy gym rules when undertaking Strength and Conditioning sessions.
- Act in line with the Educational Study Trips and Visits Learner Code of Conduct which covers any sports academy away trips or visits both in the UK and overseas.



I understand and agree to the Sports Academies Learner Code of Conduct outlined above. I understand that failure to adhere to this code of conduct may invoke the Enabling Positive Behaviour and Disciplinary Policy and Procedure.

ACADEMIC EXPECTATIONS

All Sports Academy learners are expected to operate at a level above the standards set by SGS College.

- All Academy learners are expected to maintain constant communication with tutors and coaches. Learners must seek permission from academic tutors to miss lessons for matches and catch up on any missed work.
- Maintain an attendance record of at least 95% at academy training sessions, including Strength and Conditioning.
- Maintain attendance at academic lessons, including Tutorials, English, and Maths, at above 92%.
- Ensure that all academic work is submitted on time, meeting set academic deadlines.
- Failure to meet these academic expectations may result in invoking the Enabling Positive Behaviour and Disciplinary Policy and Procedure (Action Plan, Stage 1, Stage 2, Stage 3).

DISCIPLINARY CONSEQUENCES

As an SGS Sports Academy learner, you are signing up to the Sports Academy code of conduct as well as the wider SGS College learner charter. Failure to meet these behaviour standards will trigger the use of the College's Enabling Positive Behaviour and Disciplinary Policy and Procedure. Examples of serious breaches of this code of conduct include:

- SGS Sports Academy holds a zero-tolerance stance on drugs and alcohol. Therefore, anyone found to be under the influence of recreational drugs or alcohol or found to be using/supplying performance-enhancing drugs will face appropriate disciplinary action and potential removal from SGS College.
- Any SGS Sport Academy learner found to be taking part in any initiation ceremonies of any kind or taking part in any similar behaviour whatsoever will face appropriate disciplinary action and potential removal from Academy programs.
- Any learners found to be threatening or intimidating another individual (SGS College learners, opposition, or officials) either verbally or physically will face appropriate disciplinary action.
- Any learner found to be bullying or socially excluding another learner will face appropriate disciplinary action and potential removal from the Sports Academy.
- Any learner found guilty of cheating within their Sport faces potential disciplinary action dependent upon the severity of the cheating incident. Low-level cheating will invoke an Action Plan, and if behaviour does not improve, then the learner will move through the disciplinary stages. While a learner found to be taking performance-enhancing drugs faces potential removal from the provision.
- Any breaches of the overarching learner charter (IT Code of Conduct, Educational Study Trips and Visits Learner Code of Conduct, Social Media Code of Conduct).
- Failure to meet the SGS Standards, the SGS Sport, or wider codes of conduct may invoke the disciplinary procedure at the College.



TAKING LEARNERS FURTHER

The vision of South Gloucestershire and Stroud College is:

“To be outstanding by standing out”

MISSION STATEMENT

South Gloucestershire and Stroud College's Mission Statement is:

We positively change people's lives and add value to the social and economic wellbeing of our communities. We do this by providing high quality, innovative, accessible education and training in a friendly culture of mutual respect and support.



Our Strategic Priorities

1. To be recognised as an outstanding College
2. To be visionary and innovative in providing educational opportunities by anticipating and meeting demand
3. To enhance the quality of the experience we provide for our learners and our staff
4. To develop responsive partnerships with all our learners, employers, and all our stakeholders
5. To ensure we have the necessary resources to support our Plan 6 To provide an educational and training environment which is equipped for the delivery of high-quality learning

Our Values 'We provide an essential service for our communities and will act with honesty, respect, responsibility and care.' Our core values are:

- Honesty
- Respect
- Responsibility
- Care

ETHOS

South Gloucestershire and Stroud College's ethos can be expressed as:

South Gloucestershire and Stroud College will act in all that it does with honesty, respect, responsibility and care, and to the highest standards of responsible business conduct. It aims to provide an outstanding experience for learners from all traditions and cultures from the age of 14. It will sustain its financial viability to enable it to invest in facilities to support this provision.





Date of last review: 25-08-2023
Date of approval: 29-08-2023
Written by: Gavin Murray
Approved by: Stuart Evans
Date of next review: 13-06-2024

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LEARNER CHARTER

2024/25