



# CROYDON METROPOLITAN COLLEGE

## STUDENT BEHAVIOUR, DISCIPLINE AND EXCLUSIONS POLICY

---

### Introduction

The establishment of a Code of Conduct is fundamental to inform students what we expect of them. As a college we aim to prepare students for higher education academically and by highlighting the skills required to succeed in the outside world. Thus, good discipline is required within the classroom and should also remain with the student through academia and in throughout their careers.

### The Code of Conduct

1. Attend every lesson
2. Be punctual
3. Be polite
4. Work hard and to the best of your ability
5. Act sensibly and conscientiously
6. Treat everyone with respect
7. Bring all the equipment you need
8. Listen and follow instructions
9. Ask for help when needed
10. Do not eat in the classrooms
11. Keep the College tidy
12. Move around the College quietly
13. Complete all homework by the deadline
14. Hand in mobile/headphones to the college upon arrival
15. Show homework to course administrator daily

### Discipline and Exclusion

If a student acts in a way that breaches the Code of Conduct, (by poor attendance or being impolite), the student will be spoken to by a member of staff. Any incident may be referred to the Vice Principal or Principal. Our policy is to be supportive of students and to listen to each individual. We also seek to make all communication clear and unequivocal.

A detention may be imposed if an initial verbal warning has not been heeded effectively. During a detention a student will usually be expected to undertake a task related to one or more of their academic courses. If the detention has been imposed due to poor attendance, s/he will be expected to catch up on work that has been missed or not completed. Students must attend their detention on a Saturday for half a day.

If behavior continues to breach the Code of Conduct, suspension from the College will then take place.

In exceptional circumstances, the Principal may in his discretion suspend or expel a student from the College without prior warning and with immediate effect if he considers that student's behaviour (including behaviour outside College) to be unacceptable and if he believes the student's removal, either temporary or permanent, to be in the best interests of the College, or of the student concerned or of other students. Examples of such exceptional circumstances would include the use of violence, on or away from the College premises, and the willful damage of College or host family property.