

## Student Performance Management Procedure

*Please ask your Training Coordinator or another member of staff for the procedure in full*

This procedure is intended for use:

- When poor performance or behaviour is repeated or serious enough to be outside the realms of everyday behaviour management.
- To support students in improving their performance and/or behaviour to complete their course successfully.

We recognise that some students have learning difficulties or other conditions that impact on their behaviour. The behaviour of these students will be managed on an individual basis.

There are two strands to the procedure: **Performance Management** and **Disciplinary**. The tutor will meet informally with the student before starting the process, to try and resolve the issue. If this does not work, the tutor will then decide which strand to use.

For both strands:

- There are 3 stages, with a review after each stage
- Parents are informed of every stage, but are only invited to meetings from Stage 2 onwards.

**Performance Management:** for students who are experiencing difficulties that are interfering with their studies. The meetings help to monitor the situation and help find solutions to the issues the student is facing.

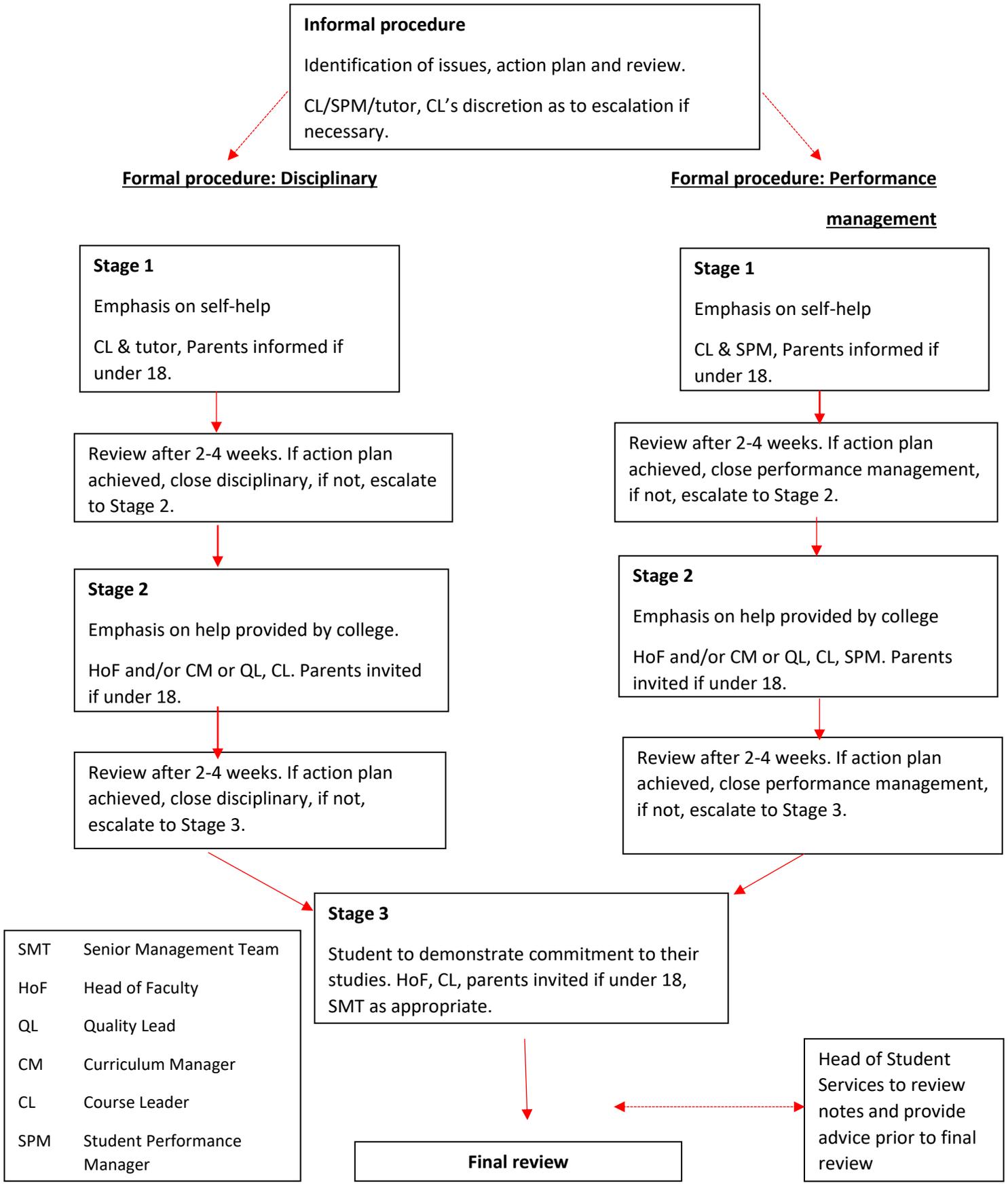
**Disciplinary:** for students whose behaviour or attitude to their course is not meeting the college's standards, or who are putting themselves or others at risk whilst at college.

It is possible to enter into the disciplinary strand at stage 2 or 3. This would depend on the nature and level of the **misconduct**. Below are examples of misconduct:

- Swearing at or insulting staff;
- Serious cases of harassment or discrimination against a person or group of people, based on age, race, religion, disability, marital status, sex, gender or gender reassignment, sexuality, maternity or pregnancy;
- Aiming to radicalise students or promoting extremist views contrary to British values;
- Assaulting students, staff or visitors to the college;
- Dangerous driving on the college site;
- Deliberately damaging College property;
- The use, possession or sale of alcohol, illegal drugs, solvents or other harmful substances, including herbal substances and so-called legal highs;
- Carrying or using any weapon or any item as a weapon;
- Plagiarism (copying another person's work to pass off as your own);
- Inappropriate use of I.T. including cyber or online bullying);

- Any incidents concerning the student that warrant a Police investigation.

**Flow chart of procedure**



**Informal procedure**  
 Identification of issues, action plan and review.  
 CL/SPM/tutor, CL's discretion as to escalation if necessary.

**Formal procedure: Disciplinary**

**Formal procedure: Performance management**

**Stage 1**  
 Emphasis on self-help  
 CL & tutor, Parents informed if under 18.

**Stage 1**  
 Emphasis on self-help  
 CL & SPM, Parents informed if under 18.

Review after 2-4 weeks. If action plan achieved, close disciplinary, if not, escalate to Stage 2.

Review after 2-4 weeks. If action plan achieved, close performance management, if not, escalate to Stage 2.

**Stage 2**  
 Emphasis on help provided by college.  
 HoF and/or CM or QL, CL. Parents invited if under 18.

**Stage 2**  
 Emphasis on help provided by college  
 HoF and/or CM or QL, CL, SPM. Parents invited if under 18.

Review after 2-4 weeks. If action plan achieved, close disciplinary, if not, escalate to Stage 3.

Review after 2-4 weeks. If action plan achieved, close performance management, if not, escalate to Stage 3.

**Stage 3**  
 Student to demonstrate commitment to their studies. HoF, CL, parents invited if under 18, SMT as appropriate.

SMT	Senior Management Team
HoF	Head of Faculty
QL	Quality Lead
CM	Curriculum Manager
CL	Course Leader
SPM	Student Performance Manager

**Final review**

Head of Student Services to review notes and provide advice prior to final review