



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

Disciplinary Procedure Policy

Good discipline is essential for effective training and is a life skill. You are expected to always act in a reasonable and disciplined manner. Persistent or serious misconduct will lead to disciplinary action being taken. The standard procedure is as follows:

5 Stages of Disciplinary Process at Bodens College of Performing Arts, each more severe and may result in students being withdrawn from their course.

1. 1st Verbal warning given by tutor and recorded on student academic file
2. 2nd Verbal warning issued and recorded on student academic file
3. 1st Special Measures Contract (SMC) issued. Managing Director will contact parents/guardians for a meeting. This will be recorded on student academic file.
4. 2nd Special Measures Contract (SMC) issued. Managing Director will arrange meeting with parents/guardians and Deputy Director of study programmes. This will be recorded on student academic file.
5. Final Measures Contract (FMC) issued. Managing Director will suspend the student and have a meeting with parent/guardian. Student can be permanently withdrawn from Bodens College of Performing Arts at this stage.

In the case of gross misconduct (e.g. acts of violence, weapons, theft, drugs, racism, sexism, harassment, intimidation etc.) learners will be instantly terminated from the programme without recourse to the above procedure. If you are on a work placement, then the disciplinary procedure of the employer will apply.

Targets can be further individualised as appropriate and with EHCP learners, they should be agreed with SENDco during the SMC process.

Last updated	Next review	Person responsible
September 2023	September 2024	KM