

## Disciplinary Policy – Guidance for Students

Students attending The Jam Academy should adhere to a code of conduct. The code of conduct is explained during induction, and is designed to make clear to students the kind of behaviour that will ensure their own success, and that of others.

Sometimes students unfortunately do not commit to the code of conduct. This can be either a lack of application within their studies, through disruptive behaviour or misuse/damage to academy facilities and equipment. At this point the disciplinary procedure is used to help the students deal with any issues to enable them to complete their education with us.

The Jam Academy's Disciplinary Procedures aims to clarify how the disciplinary policy would be implemented with our students.

### Aims

1. to tackle students that are repeatedly disruptive, not attending or not completing work swiftly to enable the student to get back on track
2. to ensure all students complete their course successfully
3. to ensure all students are treated fairly and equally
4. to identify students at risk of preventing themselves or others from successful study and to intervene in a supportive manner
5. to agree with the student concerned an appropriate action plan
6. to identify and offer appropriate support in the achievement of an agreed action plan
7. to safeguard the property and business of the academy, and the health and safety of students, trainees, staff and visitors

The Jam Academy procedures have been put in place to be a positive intervention, and therefore should not be seen as a means of punishment!

The accompanying table clearly outlines the disciplinary procedures now in place.