



theHammond

**HIGHER EDUCATION CODE OF CONDUCT
AND DISCIPLINE POLICY**

2023-24

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Guiding Principles

- I. The Hammond expects all students enrolled on higher education courses to treat each other and staff with respect and dignity.
- II. The Hammond is committed to protecting the safety and dignity of all members of The Hammond community.
- III. Should a concern be raised regarding the behaviour of a higher education student, The Hammond will use the following processes to investigate and resolve.

The Hammond Higher Education Code of Conduct

Academic Integrity

The Hammond emphasises the importance of academic honesty and prohibits actions such as plagiarism, cheating, fabrication of information, and unauthorised collaboration. It emphasises the value of originality, citation, and respecting intellectual property rights.

Respectful Behaviour

The Hammond promotes respectful behaviour and interactions among students, faculty, staff, and the broader community. It prohibits harassment, discrimination, bullying, and any form of behaviour that interferes with the rights or well-being of others.

Attendance and Punctuality

The Hammond typically emphasises the importance of regular attendance and punctuality in attending classes, meetings, assessments, and other academic activities. It may specify the consequences of excessive absences or tardiness.

Responsible Use of Resources

Students are expected to use resources responsibly, including facilities, equipment, technology, library materials, and online platforms. Any misuse or unauthorised access may be subject to disciplinary action.

Personal and Community Safety

The Hammond upholds the importance of personal safety, security, and health, emphasising compliance with safety regulations, policies, and procedures. It prohibits behaviours that pose a risk to the well-being of oneself or others, such as violence, harassment, or substance abuse.

Social Media and Online Conduct

Given the prevalence of social media and online platforms, The Hammond expects students to demonstrate responsible and respectful behaviour in digital spaces. The Hammond will address issues such as cyberbullying, online harassment, and the potential consequences of inappropriate online activities.

Disciplinary Procedures

The Hammond makes clear the disciplinary procedures that will be followed in the event of a violation. This includes the reporting and investigation process, student rights, the opportunity to present a defence, the right to be accompanied, and the potential sanctions or penalties that may be imposed.

Support and Resources

The Hammond offers support services and resources to students, such as counselling services, academic support, and mechanisms for reporting violations or seeking assistance in navigating the disciplinary process. The Hammond offers students the opportunity to join its medical insurance scheme in order to access physical and mental health support.

Personal Responsibility

The Hammond advocates that higher education students are adult learners and must take responsibility for their attendance, meeting of deadlines, behaviours, and choices. Tutors will take into consideration reasonable adjustments following formal diagnosis and evidence from inclusion plans, but students must not make unreasonable demands of tutors.

Actions Following Alleged and Actual Breaches of the Code of Conduct

Reporting and Investigation

When an incident or violation of the code of conduct is reported, The Hammond initiates an investigation. This may involve gathering information from witnesses, reviewing any available evidence, and conducting interviews with relevant individuals.

Notification

Once an investigation is underway, the student who is accused of misconduct is typically notified in writing/email about the allegations made against them. They are informed about the process that will be followed, their rights, and any upcoming meetings or hearings.

Meeting with the Accused Student

The accused student is usually given an opportunity to meet with a designated staff member. This meeting allows the student to discuss the allegations, provide their perspective, and ask questions about the disciplinary process.

Disciplinary Hearing

In more serious cases, a formal disciplinary hearing may be conducted. The hearing is typically overseen by the Principal or delegated member of the leadership team. During the hearing, both the accused student and The Hammond present their evidence, call witnesses if necessary, and have the opportunity to question witnesses or present their case.

Decision and Sanctions

Following the disciplinary hearing or investigation, a decision is reached. If the student is found responsible for the misconduct, the Principal or designated authority determines appropriate sanctions or penalties. These could include warnings, fines, academic penalties (such as failing a module or course), community service, probation, suspension, or expulsion. The severity of the misconduct, previous disciplinary history, and mitigating circumstances may be taken into account when determining the sanctions.

Appeals Process

The Hammond has an appeals process in place to ensure fairness and allow students to challenge decisions if they believe there are valid grounds for reconsideration. The appeals process involves submitting a written appeal within 5 working days, stating the reasons for the appeal and providing

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supporting evidence. The appeal is then reviewed by the Board of Directors, and a decision is made regarding the validity of the appeal and any further action required.

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