

APPENDIX 7 – SAMPLE LETTERS

DOCUMENT 1 – Sample Letter: 24 hours Cooling Off Period

Student Name
Address

Student ID number:

Dear

Re: Incident today

You have been involved in an incident today which has resulted in you being issued with 24 hours 'Cooling Off Period'. You have been asked to leave the campus and go home and to reflect on your behaviour.

You must return to college on: at:.....
for a meeting with.....

OR

You will be contacted by the Curriculum Area Manager for the department you are studying in who will arrange a time for you to come in for a meeting.

The purpose of the meeting is to discuss the incident, with any available evidence, and make a decision on what will happen next.

It is important you turn up for this meeting as your absence could result in this incident being referred through the formal student disciplinary procedure.

If you are under 18 your parent/carer will be informed that you are being sent home for 24 hours.

Yours sincerely,

(Job Title and Department)

Copy to:

Student ILP (Full Time Students) or Progress Record
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

DOCUMENT 2 – Sample letter - Notification of Stage 1 Disciplinary Interview

Reference to include Student ID number

Dear

Student Disciplinary Procedure – Stage 1 Misconduct

This is to inform you that you are required to attend a formal meeting

On (Date)

At (Time)

In (Location)

This meeting will be conducted by myself.

The matter to be investigated is (Nature of misconduct) the evidence for which is enclosed. If you have any documentation that you feel is relevant to this meeting please bring it with you.

You are entitled to be accompanied at the Disciplinary meeting by either a parent, guardian, relative, carer, friend (other than a suspended or excluded student), or employer (for work-based and other sponsored learners).

Please refer to the Student Guide to the Disciplinary and Behaviour Management Policy and Procedure for more information.

If the misconduct is upheld, the outcome may be a written warning about your future behaviour and/or an action plan agreed with you to bring about the necessary improvements. A copy of the Student Guide to the Disciplinary and Behaviour Management Policy & Procedure is enclosed for your information.

If the date or time is not convenient, please ask me to re-arrange the meeting for a more convenient one. If you do not attend the meeting arranged and have not asked for another date or time, the meeting will go ahead in your absence and it may be decided that the misconduct is proved.

As you are under 18, a copy of this letter has been sent to your *parent/carer/referral agent/Virtual School*. (Include as appropriate)

As you are an apprentice, a copy of this letter has been sent to your Employer. (Include as appropriate)

Yours sincerely,

(Name of Curriculum Area Manager or other person conducting the meeting)
(Job Title and Department)

Copy to:

Student ILP (Full Time Students) or Progress Record
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

DOCUMENT 3 Welfare Letter - Broxbourne

Please reply to Broxbourne Campus
Ref

Dear

Re: Learner Performance / Disciplinary Meeting

As the College Student Welfare Adviser, it has been brought to my attention that you are undergoing some difficulties at the College. As a student at HRC you have access to the college's welfare service. We can support in a number of ways including in this disciplinary process. You may wish to discuss the help or support I could offer, perhaps in preparation for your disciplinary meeting.

If you would like to talk to me about how I may be able to help you, please call me on 01992 411420 or email to dpeters@hrc.ac.uk and make an appointment to see me at the College campus. **However, if you are suspended any advice and support provided will be by phone or email as until the suspension is lifted students are not allowed on college premises.**

Please leave a message on my voicemail if I am not there. I look forward to hearing from you. Even if you choose not to use the service on this occasion I am available to support you throughout your studies, so please contact me if you need to.

Yours sincerely

Dee Peters

Dee Peters
Student Welfare Adviser

DOCUMENT 4 Welfare Letter –Ware

Please reply to Ware Campus
Ref

Dear

Re: Learner Performance / Disciplinary Meeting

As the Student Services Manager, it has been brought to my attention that you are undergoing some difficulties at the College. As a student at HRC you have access to the college's welfare service. We can support in a number of ways including in this disciplinary process. You may wish to discuss the help or support I could offer, perhaps in preparation for your disciplinary meeting.

If you would like to talk to me about how I may be able to help you, please call me on 01992 411379 or email to pline@hrc.ac.uk and make an appointment to see me at the College campus. **However, if you are suspended any advice and support provided will be by phone or email as until the suspension is lifted students are not allowed on college premises.**

Please leave a message on my voicemail if I am not there. I look forward to hearing from you. Even if you choose not to use the service on this occasion I am available to support you throughout your studies, so please contact me if you need to.

Yours sincerely

Philip Line

Philip Line
Student Services Manager

DOCUMENT 5 – Sample Letter: Outcome of Stage 1 Disciplinary Interview

Reference to include Student ID number

Dear

Student Disciplinary Procedure – Stage 1 Outcome

As necessary; Either:

Following the meeting that took place on (*date*), this is to inform you that the serious misconduct indicated in the letter to you dated (*date from file*) was not upheld. Therefore, no further action will be taken. Thank you for attending the meeting and presenting yourself well.

Or:

Following the meeting that took place on (*date*), this is to inform you that the serious misconduct indicated in the letter to you dated (*date from file*) was upheld.

(Then as necessary, a, b or c)

(a)

As a consequence, this letter is a **Formal Written Warning** to you that any further acts of misconduct will lead to Stage 2 of the College's Disciplinary Procedure, one possible outcome of which is recommendation for exclusion.

(b)

As a consequence, the following conditions apply to you if you are to remain on the programme. You should know that failure to keep to these conditions may lead to Stage 2 of the College's Disciplinary Procedure. (*State what the conditions are and timescales*).

(c)

As a consequence, a further Action Plan to improve your conduct must be agreed with your Personal Tutor. Your progress will be reviewed by me on (*date*). You should know that failure to achieve the Action Plan may lead to Stage 2 of the College's Disciplinary Procedure.

In accordance with our policy, you have the right to appeal against this decision within 10 days of the date of this letter. Please refer to the Student Guide to the Disciplinary and Behaviour Management Policy and Procedure.

As you are under 18, a copy of this letter has been sent to your *parent/carer/referral agent/Virtual School*. (*Include as appropriate*)

As you are an apprentice, a copy of this letter has been sent to your Employer. (*Include as appropriate*)

Yours sincerely,

(Name of CAM conducting the meeting)

(Job Title and Department)

Copy to:

Student ILP (Full Time Students) or Progress Record
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

DOCUMENT 6 – Sample Letter: Outcome of Stage 1 Disciplinary Progress Review

Reference to include Student ID number

Dear

Student Disciplinary Procedure – Stage 1 Progress Review

(as necessary a, b or c)

(a)

Following the meeting that took place on (date) and the review of your progress that took place on (date), I am pleased to inform you that we are satisfied with the progress you have made. This incident of serious misconduct is therefore closed. However, should there be a further incident in the future; your past record will be taken into consideration.

Well done on improving your performance. Please keep it up.

(b)

Following the meeting that took place on (date) and a review of your performance against the conditions that were made for your continuation in College, this is to inform you that there has been a breach of the conditions / have been breaches of the conditions (*amend as appropriate*) and we shall be moving to a Stage 2 disciplinary meeting. This is in accordance with our Disciplinary Policy and Procedures. You should be aware that one outcome of such a meeting may be a recommendation for your exclusion.

(c)

Following the meeting that took place on (date) and the review of your progress that took place on (date), this is to inform you that there has been (*amend as appropriate*) no real improvement in your behaviour and/or a further act or acts of misconduct. Consequently, in accordance with our Disciplinary Policy and Procedures, we shall be moving to a Stage 2 disciplinary meeting. You should be aware that one outcome of such a meeting may be a recommendation for your exclusion.

I will write to you again once the Stage 2 meeting has been arranged. Or the date/ time/ location for this Stage 2 is

As you are under 18, a copy of this letter has been sent to your *parent/carer/referral agent/Virtual School*. (*Include as appropriate*)

As you are an apprentice, a copy of this letter has been sent to your Employer. (*Include as appropriate*)

Yours sincerely

(Name of Director of Curriculum)
(Director of Curriculum of)

Copy to:

Student ILP (Full Time Students) or Progress Record
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

**DOCUMENT 7 - Sample Letter: Notification of Stage 2 Disciplinary Interview
(including suspension)**

Reference to include Student's ID number

Dear

Student Disciplinary Procedure – Stage 2 Gross Misconduct

This is to inform you that you are required to attend a formal meeting

On (Date)

At (Time)

In (Location)

The meeting will be conducted by myself. The matter to be investigated is
(*Nature of misconduct*). The evidence for this is enclosed. If you have any documentation that you feel is relevant to this meeting, please bring it with you.

(*As appropriate*)

You are (or) you remain suspended from College until the date of the meeting. Suspension does not necessarily imply guilt on your part. It is to ensure a proper environment in which to carry out any investigation. However, should you be seen on College grounds before then, and without proper authorisation, this will be treated as an act of gross misconduct.

You are entitled to be accompanied at the Disciplinary meeting by either a parent, guardian, relative, carer, friend (other than a suspended or excluded student), or employer (for work-based and other sponsored learners).

Please refer to the Student Guide to the Disciplinary and Behaviour Management Policy and Procedure for more information.

You will be written to within 5 working days of the meeting confirming what the outcome is, and any actions or conditions that might be applied.

If the date or the time is not convenient, telephone the department office on 01992 (*Insert telephone number*) to re-arrange the meeting. If you do not attend the meeting arranged and have not asked for another date or time, the meeting may still go ahead without you.

As you are under 18, a copy of this letter has been sent to your *parent/carer/referral agent/Virtual School*. (*Complete as appropriate*)

As you are an apprentice, a copy of this letter has been sent to your Employer.
(*Complete as appropriate*)

Yours sincerely,

(Name of DoC/CAM conducting the meeting)

(Job Title and Department)

Copy to:

Student ILP (Full Time Students) or Progress

Record

Head of Student Services

Student Services Manager

Director of Curriculum

Personal Tutor

College Welfare Adviser

Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)

Head of Employer Engagement (where appropriate)

Business Support Administrator (Directorate)

DOCUMENT 8 – Sample Letter: Outcome of Stage 2 Disciplinary Interview

Reference to include Student ID number

Dear

Student Disciplinary Procedure – Stage 2 Outcome

(As necessary, either) (a)

Following the meeting that took place on(date), this is to inform you that the gross misconduct indicated in the letter to you dated (date from file) was not upheld. No further action will be taken.

Thank you for attending the meeting and presenting yourself well.

Or (b)

Following the meeting that took place on (date), this is to inform you that the gross misconduct indicated in the letter to you dated (date from file) was upheld.

(Then as necessary; either)

As a consequence, this letter is a **final written warning** to you that any further acts of proven misconduct will lead to a recommendation to the Director of Quality and Learner Experience for your immediate exclusion.

(or)

As a consequence, a further action plan to improve your conduct must be agreed with your Personal Tutor. You should know that failure to achieve the action plan may lead to a recommendation for immediate exclusion.

(or)

As a consequence, a recommendation has been made to the Director of Quality and Learner Experience for your immediate exclusion. You will be written to with a date and time for your stage 3 panel interview. You are suspended from College until the outcome of that decision is known.

In accordance with our policy, you have the right to appeal this decision within 10 days of the date of this letter. Please refer to the Student Guide to the Disciplinary and Behaviour Management Policy & Procedure.

As you are under 18, a copy of this letter has been sent to your parent/carer/referral agent/Virtual School. *(Complete as appropriate)*

As you are an apprentice, a copy of this letter has been sent to your Employer. *(Complete as appropriate)*

Yours sincerely

(Name of DoC conducting the meeting)

Director of Curriculum

Copy to:

Student ILP (Full Time Students) or Progress Record
Director of Quality & Learner Experience
Head of Student Services
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

DOCUMENT 9 – Sample Letter: Outcome of Stage 2 Disciplinary Progress Review

Reference to include Student's ID number

Dear

Student Disciplinary Procedure – Stage 2 Progress Review

Following the meeting that took place on ... (*date*) and the review of your progress that took place on ... (*date*), this is to inform you that there has been (either) no real improvement in your behaviour (and/or) further act or acts of misconduct.

Consequently, and in accordance with our Disciplinary Policy and Procedure, a recommendation has been made to the Director of Quality & Learner Experience for your immediate exclusion.

The Director of Quality & Learner Experience will write to you within 10 working days informing you if this recommendation is agreed. You are suspended from College until the outcome of that decision is known. Should you be seen on College grounds before then, and without proper authorisation, this will automatically confirm your exclusion.

You have the right to appeal this decision within 10 days of the date of this letter. Please refer to the Student Guide to the Disciplinary and Behaviour Management Policy & Procedure.

As you are under 18, a copy of this letter has been sent to your *parent/carer/referral agent/Virtual School*. (*Complete as appropriate*)

As you are an apprentice, a copy of this letter has been sent to your Employer. (*Complete as appropriate*)

Yours sincerely,

(Name of DoC)
(Job Title & Department)

Copy to:

Student ILP (Full Time Students) or Progress Record
Director of Quality & Learner Experience
Head of Student Services
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

DOCUMENT 10 – Stage 3 Recommendation for Student Withdrawal/ Exclusion Form

Name of Student:	Student ID Number:
Course:	Personal Tutor/Programme Manager:
Curriculum Area Manager:	Director of Curriculum:
Date of last attendance:	Overall attendance %:
Nature of misconduct/ underperformance (include details of incidents of misconduct and information on overall attendance %, punctuality, submission of assignments, learning behaviour):	
Action taken by Personal Tutor: <i>(including liaison with Department of English and maths where applicable)</i>	Outcome:
Date of Curriculum Area Manager involvement: Action taken by Curriculum Area Manager <i>(including liaison with Department of English and maths where applicable)</i>	Outcome:
Action taken by Director of Curriculum: <i>(including liaison with Department of English and maths where applicable)</i>	Outcome:
Referrals made to Student Services and external agencies: <i>(including liaison with safeguarding team, financial, welfare and additional learning support)</i>	Outcome:
Summary of evidence used to make the decision that the learner should be withdrawn:	
Have the following options been considered: <input type="checkbox"/> Transfer to another f/t course <input type="checkbox"/> Transfer to another level <input type="checkbox"/> Transfer to apprenticeship <input type="checkbox"/> Break in learning	Outcome: <u>No transfer</u> to be made to any other curriculum area without interview
Have parents/guardians been informed of concerns and attended meetings?	Please give details of contact:
Action taken by Director of Quality & Learner Experience	Outcome:

A copy of this form should be submitted to the Director of Quality & Learner Experience and a copy retained in the student file, and a note recorded on the Student ILP.

DOCUMENT 11 – Sample Letter: Suspension

Reference to include Student's ID number
Ware / Broxbourne Campus
Date:

Dear

Notice of Suspension pending Student Disciplinary Procedure – Gross Misconduct

Further to our conversation of today, you are hereby suspended from Hertford Regional College until further notice. An investigation into the incident that you were involved in will be carried out. The Director of Curriculum will then write to you to invite you to return to College to attend a disciplinary interview.

You are not to enter the College premises during this period of suspension. If you do, this will be treated as an act of further misconduct. Security has been informed of your suspension and your student ID card has been cancelled until further notice.

This letter cancels any other disciplinary interviews which may have been arranged.

A copy of this letter will be sent to your parent/carer (include as appropriate).

Yours sincerely,

Name
Director of Curriculum
Department of

Copy to:

Student ILP (Full Time Students) or Progress Record
Director of Quality & Learner Experience
Head of Student Services
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)

DOCUMENT 12 - Sample Letter: Notification of Stage 3 Disciplinary Panel Hearing

Reference to include Student's ID number

Dear

Student Disciplinary Procedure – Stage 3: Gross Misconduct

This is to inform you that you are required to attend a formal panel meeting as part of the above process

On:(Date)

At:(Time)

In: (Location)

The panel meeting will be chaired by myself. Other members of the panel will be the Head of Student Services, the relevant Director of Curriculum or Curriculum Manager, and the student.

The matter to be investigated is (*Nature of misconduct*). The evidence for this is enclosed.

You are entitled to be accompanied at the Disciplinary meeting by either a parent, guardian, relative, carer, friend (other than a suspended or excluded student), or employer (for work-based and other sponsored learners).

Please refer to the Student Guide to the Disciplinary and Behaviour Management Policy and Procedure for more information.

You may be told at the meeting the outcome of the stage 3 panel hearing. Whether or not this happens, you will be written to within 10 working days of the panel meeting confirming what the outcome is and any actions or conditions that might be applied.

If the date or the time is not convenient, please contact the *Business Support Administrator on 01992 411580* to re-arrange the meeting for a more convenient one. If you do not attend the meeting arranged and have not asked for another date or time, the meeting may go ahead without you and you will be written to regarding the outcome.

As you are under 18, a copy of this letter has been sent to your *parent/carer/referral agent/Virtual School*. (*Complete as appropriate*)

As you are an apprentice, a copy of this letter has been sent to your Employer. (*Complete as appropriate*)

Yours sincerely,

Director of Quality & Learner Experience

Copy to:

Student ILP (Full Time Students) or Progress Record
Director of Quality & Learner Experience
Head of Student Services
Student Services Manager
Director of Curriculum
Personal Tutor

College Welfare Adviser
Parent/ Carer/Referral Agent/ Employer/ Virtual School (where appropriate)
Head of Employer Engagement (where appropriate)
Business Support Administrator (Directorate)