WEA Unacceptable Student Behaviour Procedure

At the WEA, we try to keep rules for student conduct to a minimum. However, it's important that you know what we consider to be unacceptable behaviour and what happens when someone behaves unacceptably. What we expect of students is set out in:

- WEA Learning Agreement
- WEA Student Computer and Digital Use Policy
- WEA Equality, Diversity and Inclusion Policy

There may also be local agreements that relate to specific classes or venues, e.g. where special health and safety or other rules apply. Your tutor will also agree some class "ground rules" with your class at the start of your course.

When you join a WEA course, you agree to abide by the Learning Agreement. This is introduced to you during induction. You may also verbally agree to local or class rules.

As an adult educational provider, we hope that agreement of the Learning Agreement is sufficient to ensure that they are kept to, to everyone's' benefit. However, there are some consequences if the Learning Agreement is broken.

If you break the Learning Agreement

If your tutor feels that you are not keeping to the Learning Agreement, the following will happen.

1. Your tutor will first discuss the matter with you, and agree with you how to tackle the problem.

2. If your tutor is not satisfied with the result, they will pass the matter on to their Line Manager/ course organiser who will discuss it with you and see if a resolution is possible, agreeing further action.

3. If there is no resolution or improvement, or you do not carry out suggested actions to help you improve, the Line Manager/ course organiser may then take disciplinary action. You may be given in the following order:
- A verbal warning
- A written warning.

4. If there is still no improvement in your conduct, or you do not carry out suggested actions to help you improve, the Line Manager/ course organiser will refer the matter to the Head of Region. The Line Manager/ course organiser will carry out further investigations and discuss it with you and with the Head of Region. If there is no resolution, the Head of Region may then issue a letter asking you to leave.

Some very serious breaches of the Learning Agreement may result in immediate disciplinary action - usually you will be asked to leave straight away. These include:
- Violence against other students, WEA staff and volunteers
- Safeguarding related matters where you or others maybe at risk of harm
- Written, online or verbal abuse or language that is racist, sexist, ageist, homophobic or offensive to people with a disability
- Serious substance abuse before or during class or on WEA-managed premises
- Contravening exam, accreditation or assessment regulations
- Interfering with WEA computers
- Very seriously disrupting the learning of other class members.

If you are employed, and your employer is contributing to your course and /or exam fees, your employer will be sent information about/copies of both verbal and written warnings. You'll be given every opportunity to obtain a copy of any records relating to you and will be told how you can view the records held by the WEA.

You also have the right to appeal at any stage of the disciplinary procedure, using the Complaints Procedure, and have the right to be accompanied by a friend or helper when attending any meetings with WEA course organisers or Heads of Regions.

If you think the WEA has broken the Student Learning Agreement please use the Complaints Procedure – Please contact a member of staff with the relevant WEA Regional Office. You can also use the Complaints Procedure to raise a grievance if you feel that you have been unfairly treated at any stage.

This policy is part of a suite of Student Support policies defining student support entitlements. Most relevant policies are publicly available through the WEA's website at https://www.wea.org.uk/about-us/policies

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2021	July 2022	Learning IAG Manager	Director of Quality and Student Services