

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 Equality, Diversity and Inclusion Policy
- WEA Learning Agreement
- WEA Code of Conduct

Where computers are being used, there is also the Student Computer Use 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 enrol for a course, you sign the Learning Agreement and verbally agree to abide by the Student Code of Conduct and the Equality, Diversity and Inclusion Policy. These are introduced to you during induction. You may also verbally agree to local or class rules.

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

If you break the Learning Agreement or Code of Conduct

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

1. He or she will first discuss the matter with you, and agree with you how to tackle the problem.
2. If he/she is not satisfied with the result, they will pass the matter on to their Learning Manager 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 Learning Manager 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 Learning Manager will refer the matter to a member of the Regional Management Team. The Learning Manager will carry out further investigations and discuss it with you and with the Regional Education Manager. If there is no resolution, the Regional Management Team 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
- Serious written or verbal abuse, including racist, sexist, ageist, language offensive to people with a disability and homophobic abuse
- 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 Learning Managers or Regional Education Managers.

If you think the WEA has broken the Learning Agreement or Codes of Conduct, please use the Complaints Procedure - ask your 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, including the WEA Equality, Diversity and Inclusion Policy, WEA Learning Agreement and WEA Code of Conduct are publicly available through the WEA's website at <http://www.wea.org.uk/about/policies>