

## The Oldham Council Music Centre – Disciplinary Procedure

Each stage of the following procedures will be logged on the appropriate pro-forma included in the disciplinary file:

1. If students misbehave in rehearsal, a verbal warning should be given to the student and logged by the Head of Service at the weekly briefing.
2. If poor behaviour becomes a pattern and staff experience on-going problems the relevant Subject Leader, together with the conductor, should speak to the student. The Head of Service must be notified at this point and the incident recorded.

The student should be made aware at this stage that if behaviour does not improve parents will be contacted

3. Any further incident and the relevant Subject Leader should arrange a meeting with the student and the parents. Clear behaviour expectations should be given
4. If poor behaviour continues the situation should be referred again to the Head of Service who will arrange a meeting with parents, student and the appropriate Subject Leader. A final written warning will be issued at this stage
5. Any further incident should be referred to the Head of Service and the pupil will be suspended
6. The return of a student will be conditional on a behaviour contract being agreed and it would be made clear to parents and student that any breach of this would mean permanent exclusion from the Centre
7. Any violence, bullying, sexual or racial harassment should be referred immediately to the Subject Leader and Head of Service and would involve immediate suspension whilst the matter was investigated.

There is a standard letter regarding non-attendance which should be issued if students are consistently absent from rehearsals.