

Discipline Policy – Adult Courses

Our priority is to provide a safe, friendly and caring place to study offering the best conditions for your learning. It is very important to us that everyone at the school behaves respectfully towards each other and towards the school buildings and facilities. This includes when in homestay and residential accommodation and on social activities. Please think about other people at all times, and remember that something that may be fine for one person might be upsetting or unacceptable to another person. This is particularly important in our multicultural school.

We take all forms of misconduct very seriously. Misconduct may include, but is not limited to:

- Vandalism
- Damage to property
- Theft
- Drug abuse
- Drunk and disorderly behaviour
- Display of offensive material – pictures or writing – including sexting
- Unwelcome body contact
- Insensitive, insulting or abusive comments or gestures, including about race, sex, age, nationality, religion or belief, sexual orientation or disability
- Threats – physical or verbal
- Acts of violence
- Any behaviour which would reasonably upset or offend any student, visitor or staff member
- Any action which puts at risk your safety or the safety of others

If you feel that somebody is behaving in any of these ways, speak to the Welfare Manager or another member of staff.

Discipline Procedure

The School's procedure for dealing with misconduct by students is as follows.

1. A teacher or relevant member of staff will **speak to the student** and explain what behaviour we wish the student to stop.
2. If the behaviour continues, the Director of Studies will give the student a **verbal warning**
3. If this does not solve the problem, the Director of Studies will give the student a **written warning**
4. If the behaviour continues, the Owner/Director will have a meeting with the student to decide what to do
5. The student may be expelled from the School without refund.

Depending on how serious the misconduct is, this procedure may begin at any step from 1 to 5.

Our terms and conditions of enrolment state:

In the case of serious misconduct the Student may be asked to leave immediately and no refund will be given. The School will decide if the situation is an example of serious misconduct. See the paragraph entitled 'Misconduct in the Conditions of Enrolment.

The Student will be asked to pay for any damage they have caused. See the paragraph entitled 'Damage' in the Conditions of Enrolment.