

Discipline Policy - Junior Programmes

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, respect other nationalities and cultures, and remember that something that may be fine for one person might be upsetting or unacceptable to another person. This is very important in our multicultural school.

Misconduct

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

- Vandalism
- Damage to property
- Theft
- Bullying – physical (e.g. violent or intimidating behaviour), verbal (e.g. calling people offensive names or making racist comments) and cyber bullying
- Drug abuse
- Drinking alcohol
- Smoking
- Display of offensive material – pictures or writing – including sexting
- Unwelcome body contact
- Violence
- Absence and lateness
- 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.

UK Law

You must follow the law at all times. Some UK laws may be different to laws in your country, for example the minimum age for smoking and drinking, which in the UK is 18. Your student book includes information on UK laws. If you break the law, we will involve the police as well as our own discipline procedure.

Absence and Lateness

You must attend all lessons and activities. If you are late or absent, this puts your safety at risk, as we are unable to supervise you. See our Absence & Punctuality Policy

Discipline Procedure – Junior Programmes

If you are found to be breaking any of the rules, you may be reported to the Centre Manager and asked to leave your class/activity. Depending on the seriousness of the case, you may be excluded from lessons/activities.

In extreme cases, Lewis School may inform you agent and/or parents/guardian and you may be sent home at your expense.

Step 1 – Verbal warning

Step 2 – Exclusion from lessons / activities

Step 3 – Written warning to parents / guardians

Step 4 – Student expelled from course

The discipline procedure may start at step 1, 2, 3 or 4 depending on the seriousness of the case.

Last updated: February 2017