



STUDENT DISCIPLINARY POLICY

Student Disciplinary Policy Overview

At Anglotec we want all students, staff, homestay providers and visitors to feel comfortable and happy in the school and in the homestay. We therefore have policies to protect everyone, especially under-18s, from bullying, harassment and abuse, and to help us keep a friendly positive atmosphere in the school, classroom and in homestays.

Not following the school policies could cause harm or distress to fellow students and this is deemed unacceptable by Anglotec.

Examples of misconduct that will need disciplinary action include but are not limited to

- Frequent non-attendance or persistent lateness
- Disruptive behaviour in class
- Filming and taking photographs of other students, members of staff, group leaders, homestays and any visitors to the school without first obtaining their permission
- Harassment, bullying, aggressive or abusive behaviour or lack of courtesy towards other students or a member of staff
- Breaking UK laws
- Deliberately or through negligence causing damage to Anglotec property

Anglotec reserves the right to ask a student to leave the school without refunding tuition fees in the event of misconduct or unsatisfactory attendance.

Disciplinary Procedure related to misconduct in class or on school property

- Firstly, a student will be spoken to by their teacher
- If the issue/situation does not improve, then the student will be spoken to by the Principal and/or Welfare Manager (with the group leader, if part of a group)
- If the issue/situation still fails to improve the student will be given a first warning letter. At this stage, the parents of students under 18 will be informed
- If the issue/situation still does not improve, the student is seen again by the Principal and/or Welfare Manager and given a second warning letter. The student's parents or guardian will be informed
- If the issue/situation still does not improve, then there will be a final warning letter from the Principal and if things do not improve after this, the student will be asked to leave the school. In the case of a student under 18 years of age, arrangements will be made for them to return home.

Disciplinary Procedure related to misconduct in a homestay

- Firstly, a student will be spoken to by their host
- If the issue/situation does not improve, then the student will be spoken to by the Accommodation Manager (with the group leader if part of a group)
- If the issue/situation still fails to improve the student will be given a first warning letter and a change of homestay arranged. At this stage, the parents or guardians of students under 18 will be informed.
- If the issue/situation still does not improve, the student is seen again by the Accommodation Manager with the Principal and given a final warning letter. Another change of homestay may be necessary again. The parents or guardians of students under 18 will be informed.
- If the issue/situation still does not improve, student will be asked to leave the school. In the case of a student under 18 years, arrangements will be made for them to return home.

Immediate Exclusion

In serious cases, there will be no warning letters but an immediate exclusion. Examples of situations when there will be zero tolerance include:

- Incidents involving drugs or alcohol
- Violence of any kind
- Criminal behaviour which includes shoplifting, having sex with someone under 16 and sexting (sending indecent digital images) of people under 18 (including yourself if you are under 18)

In dealing with students, including those undergoing disciplinary procedures we aim to be open, friendly, consistent, honest and fair.