



## **Disciplinary Policy**

For lateness, absence & disruptive behaviour in school or inappropriate behaviour in a host family

1. The Teacher should inform the Academic Manager at Teachers meetings of any disruptive behaviour. All absences/lateness should also be reported on the day to the Academic Manager.
2. If the problems continue, the Academic Manager or Senior Teacher/Accommodation Officer should speak to the student about disruption to classes/ host family respectively.
3. If the problem is not solved/the behaviour continues, the Academic Manager should speak to the student again (with Teacher present) or the Principal should speak to the student (with Accommodation Officer present). Try to find out the reason for the behaviour and ask if anything can be done to help if there is a problem of some kind. The student should be warned about visa requirements, if relevant, and that a minimum 80% of the course must be completed. The student should be made aware of the procedure if the behaviour continues.
4. If the behaviour continues the student should receive an official verbal warning from the Academic Manager/Accommodation Officer, who should again try and find out if there is an underlying cause.
5. If the behaviour continues, the student should receive an official written warning from the Principal who should also try to find out if the student has any difficulties. The educational tour operator should be informed.
6. The student would then receive a final written warning from the Principal and copy sent to the educational tour operator should behaviour not improve.
7. The educational tour operator should be contacted and the student will be asked to leave the school or (in the case of host family problems) asked to leave the host family and move to private accommodation or a hotel.