



Leeds English Language School

Discipline and Exclusion Policy

We expect all students to deal with members of staff and other students politely and with respect. We also expect students to follow the school rules and terms and conditions of study at all times. Students' behaviour should not cause offence or distress to others in the school based on racial, sexual or religious differences. It is also unacceptable to use abusive behaviour, such as harassment, bullying, actual or threatened violence and damage to personal property. In serious cases we may expel a student from the school immediately. If a student's behaviour in school is not acceptable, we will take the following steps:

- **Step 1: Verbal warning** - The student will be spoken to about the problem
- **Step 2: Written warning** - The student will receive a letter with details of the problem. Embassies, parents, agents and colleagues will be informed where appropriate.
- **Step 3: Final written warning** - We will give the student a second letter explaining the details of the problem and the potential consequences if the problem continues.
- **Final step: Expulsion** - We will expel the student from school (refunds will not be given in this case).

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School Rules

Students who study with us at Leeds English Language School must understand and agree to these rules:

- Please speak in English at all times in the school. Even at break time!
- Please arrive on time to every class. If you are more than 20 minutes late, you will not be allowed to enter the class
- Please do not use your phone to send messages or make calls during class
- Please do not take food or drink into the classrooms
- Please wash all plates and cups when you have used them
- Please use the bins and do not leave rubbish on the desks
- If you smoke, please only use the designated smoking areas
- Please ask a teacher before you borrow any books or materials
- Please do your homework on time (usually 1 hour every day)
- Please don't bring any alcohol to the school
- Please say please! We ask all students to be polite to fellow classmates and members of staff at all times.

Attendance

- We expect all students to have at least 85% attendance.

- Students agree to study in all their lessons at all times outlined in the timetable.
- Students should not leave the class during lessons or disrupt the teaching of the class for any reason.

Participation

- Students must switch off their mobile phones in class.
- We expect students to work with the teaching style of the school. This means working with students of different genders and nationalities.

Inappropriate behaviour

- Students who are involved in Police action, continually break the rules of the school or are continually disruptive in class will receive a warning letter which will be sent to their agent and sponsor. If such problems continue, the school may ask the student to leave the course with immediate effect and without access to a refund.