



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 take notice of the school expectations and read the terms and conditions of study. 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 or disruptive behaviour in and around school. This can include, but is not limited to, harassment, bullying, actual or threatened violence, or damage to personal property. The school also has special policies to protect all students under the age of 18 from abuse.

All students, staff and visitors should feel they are in a safe, comfortable and welcoming environment.

Disciplinary procedures for students may be taken for disruptive behaviour in class, which could include bullying, harassment, aggressive behaviour, lack of respect to other students, staff and visitors

For **disruptive behaviour**, a verbal warning will be given by a member of the management team. If there is another incident then a written warning will be given and a copy sent to the Embassy (for sponsored students). If there is no improvement or another incident reported then a final warning will ensue. Any other issues reported will result in the student being asked to leave the school.

In extreme cases, (see below) there will be a zero tolerance approach and immediate exclusion will take place.

- Abuse of drugs or alcohol
- Any kind of violence
- Criminal behaviour
- Intolerance, bullying and abusive behaviour

Students under 18 will have their age taken into account and their parents or guardians will be contacted for any attendance or behavioural issues.