



SCHOOL POLICY DOCUMENT

Disciplinary Procedure

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The disciplinary procedures followed at Select English

1. Good order and discipline are the pre-conditions for a happy and successful school. Students should be free to study without fear of disruption, threat, and harassment or bullying. Our aim is to create a school environment in which students and staff can work comfortably and work together to achieve common goals. This means working within an agreed code of behaviour and above all, developing habits of self-discipline, tolerance and co-operation.
2. General principles:
 - ✓ The school's disciplinary code is concerned with the prevention and correction of unacceptable behaviour. On occasions this may involve the imposition of appropriate and reasonable sanctions and punishments.
 - ✓ All sanctions and punishments will be sparingly administered with due regard to the legal rights and human dignity of students.
 - ✓ Good order and discipline owe as much to a friendly atmosphere and good relations between tutors and students, as they do to sanctions and punishments. The school, therefore, aims to create a positive ethos and to encourage, reinforce and reward good behaviour through the recognition of achievement and excellence.
 - ✓ The school's disciplinary system will only function successfully if it has the full backing and support of parents/agents. The School undertakes to communicate with parents/agents on all disciplinary matters (except for a first minor offence) relating to their children, working with them towards a successful outcome.
3. School rules are explained to students during their induction.

4. Halls of Residence rules are explained to students at Halls of Residence meetings. Students should, therefore, be aware of the rules and their purpose. By keeping to the rules, students will help to maintain an environment in which they can study and live together successfully.

The school has a range of different sanctions and punishments that are used if rules are broken. Sanctions and punishments are intended to be appropriate to the seriousness of each offence.

- i. A verbal warning or a warning letter to the student will follow minor infringements of rules, with a copy placed in the student's file. A repeat of such an offence will result in the student's parent(s)/agent being informed. This will be administered by the tutor concerned and a note will be placed on the student's file.
- ii. Persistent absence, lateness and late return to Halls will result in grounding. Parent(s)/agent will be informed. This will be at the discretion of the house manager concerned. All infringements will be placed on the student's file.
- iii. Damage to property and loss of property will invariably result in a fine and may incur other sanctions. The parent(s)/agent will be informed. These incidents will be dealt with by the Director of Studies on all occasions.
- iv. Abuse towards other students or members of staff, whether written, verbal or physical, is likely to result in a letter warning of exclusion for future misbehaviour as well as other immediate sanctions as outlined above. This will be reviewed, investigated and dealt with by the Director of Studies. A repeat of such behaviour will invariably lead to permanent exclusion from the school and this will be dealt with again by the Director of Studies.
- v. Any use of alcohol by students under 18 years of age and the abuse of alcohol by students over 18 years of age are also likely to result in a warning of future exclusion if the offence is repeated. Other immediate appropriate sanctions may be imposed. In all cases this will be dealt with by the Director of Studies.
- vi. The college reserves the right to permanently exclude a pupil whose actions are threatening the wellbeing and safety of other members of the school community.

The School undertakes to keep parents/agents fully informed if their child is involved in anything other than a very minor offence. Any mitigating circumstances will be considered, and the School's decision will be fully explained to the student(s) and parent(s)/agent. When

the School takes a decision on discipline, after due consideration and discussion, the School will adhere to that decision.