



STUDENT DISCIPLINARY POLICY

Student Disciplinary Policy Overview

We at Anglolang want all students, staff, homestay providers and visitors to feel comfortable and happy in the school and the home. We therefore have policies to protect everyone, especially under 18s, from bullying, harassment and abuse, 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 Anglolang.

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

- Frequent non-attendance or persistent lateness
- Disruptive behaviour in class
- 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 Anglolang property

Anglolang 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 Director of Studies or Vice Principal (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 Director of Studies or Vice Principal and given a second warning letter. The student's parents or guardian will be informed at this stage.
- 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, 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 of students under 18 will be informed. The student's parents or guardian will be informed at this stage.
- 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.

- 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 immediate exclusion. Examples of situations when there will be zero tolerance include:

- Incidents involving drugs or alcohol
- Any kind of violence
- 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.