

Student Disciplinary Policy

The Leeds School of English is committed to preventing behavioural issues, as we believe it is key to maintaining student discipline.

It is a core part of our induction process to draw students' attention to school policies and classroom rules, in order to familiarise them with the ethos of the school, and promote mutual respect, cultural awareness and understanding.

Standard Disciplinary Process

If we become aware of any student breaching school policies or classroom rules, we apply a three-step process when dealing with the incident:

- 1) The Academic Manager or Student Services Officer meets with the student to hear their account of the incident. As a result of this hearing, as well as considering any further accounts and/or evidence available, the Academic Manager may formally warn the student not to breach school policies and classroom rules again, and provide them with guidance on compliance with the School's ethos.
- 2) In case there is a second incident, the Academic Manager repeats the investigation as above, and may issue a second formal warning in writing.
- 3) Should the student found to be breaching school policies and classroom rules for the third time, following two formal warnings, the Academic Manager may initiate an expulsion process of the student from the school.

Extraordinary Disciplinary Process

Should a student be found breaching the School's Anti-bullying and Anti-harassment policy, the Academic Manager may, at their own discretion, initiate an expulsion process of the student from the school immediately, regardless of previous warnings.