

## 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.

School policies can be found on the school website. Classroom rules can be found on posters in the classrooms, and in the student handbook.

### 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:

- Step 1) The Academic Manager or Student Services Officer meets with the student to hear their account of the incident. The student will receive a verbal warning not to breach school policies and classroom rules again, and will be reminded of the relevant school rules and policies that have been breached.
- Step 2) In case there is a second incident, the Academic Manager repeats the investigation as above, and a formal written warning will be given. The written will also be sent to the parent or guardian of a students aged under 18.
- Step 3) In case there is a third incident, a second written warning will be issued, and Management will decide on whether to proceed with expulsion.

### Extraordinary Disciplinary Process

If a student breaches the School's Anti-bullying and Anti-harassment policy, the Academic Manager may, at their own discretion, dismiss the student from the school immediately, regardless of whether there have been any previous warnings.

When a student is dismissed, they will be immediately removed from class lists and will no longer allowed to enter lessons. If the student is staying in accommodation arranged by the school, they will have 24 hours to arrange private accommodation themselves. If the student is under 18 years old, a parent or guardian will need to make arrangements for them to return home at the earliest possible opportunity.

Students will face immediate dismissal from the school in the following cases:

1. Intentional damage to school property. In all cases of damage to property (intentional or accidental), the student will be charged for any repairs, replacement, cleaning or waste removal required.
2. Theft from the school, another student or member of staff.
3. Consumption or possession alcohol or drugs (illegal and legal psychoactive substances) on school premises.
4. Supplying students under 18 years old with tobacco products.
5. Displaying aggressive, intimidating or racist behaviour towards another student or member of staff.
6. Breaking UK law.

Students may face dismissal from residential accommodation arranged by the school if they breach rules or policies set by the accommodation. Student may face dismissal from homestay accommodation arranged by the school in the following cases:

1. Intentional or accidental damage to accommodation. Damage includes a bedroom being excessively dirty or untidy, where professional cleaning or waste removal is required.
2. Theft from the property or from other people living there.
3. Displaying, aggressive, intimidating or racist behaviour towards others in the property.
4. Breaking UK law.



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