

Disciplinary and Exclusion Policy

You may be requested to leave your course if your behaviour is deemed to interfere with other students' learning or with their experience at International House Torquay. Disciplinary problems or acts of serious misconduct will result in the school implementing a series of measures to deal with the situation. Gross misconduct will result in immediate expulsion from the school.

Disciplinary problems:

Class disruption

Expression of intolerance towards other cultures and beliefs

Expression of extremist opinions contrary to British core values

Harassment or lack of courtesy towards others - staff or students

Lateness or continued absence from class

Serious Misconduct

If you do something wrong that is serious enough to put yourself or other people in danger, or goes against the values under which we operate, we will implement disciplinary procedures.

Examples of such behaviour may include:

Substance Abuse (drugs, alcohol)

Bullying or anti-social behaviour

Petty theft or dishonesty

Insubordination

Aggressive Behaviour

Vandalism

Racism

If you behave inappropriately (as we have described above) at any time whilst you are the responsibility of the school, we will ask you to attend a meeting with a member of the Senior Management Team and with Sandra McCord the Designated Safeguarding Lead (DSL), where we can discuss your behaviour and look for ways to improve it. Minutes of the meeting will be taken, and a copy sent to your parents or guardian if you are under 18, or to your agent/sponsor (with your written permission) if you are an adult. A copy will also be kept in our files. This will be your **first written warning**.

We will look at the situation again after the agreed time. If there has not been an improvement, we will ask you to attend a meeting with a member of the Senior Management Team and the DSL. If you think it is the right thing to do, we will set another deadline and agree with you again the improvements we are looking for. A copy of the targets will be sent to the appropriate person as above. This will be your **second written warning**.

If we are still concerned about your behaviour after the agreed time, we will give you a **final warning**, in which we will explain the conditions to be met if you are to continue at the school. We might, at this time, recommend temporary or permanent exclusion. You will be able to appeal against any recommendation for permanent exclusion or suspension.

If you are excluded from school in the circumstances we have described above, no refund of tuition fees will be given.

Exclusion Policy

A student can be excluded from school if their behaviour or performance has not improved in response to the disciplinary procedures above. If an incident of Gross Misconduct comes to our attention, we will ask you to leave the school immediately.

Gross Misconduct

“Gross Misconduct” means behaviour that is so serious or unacceptable that we have to take immediate action.

If you are excluded from school due to Gross Misconduct, no refund of fees will be given.

If you came into the UK on a visa, obtained on the basis of your attendance at the school, it is our legal obligation to inform the authorities of our decision.

Examples of what constitute gross misconduct include violation of UK laws and any of the following:

Criminal activities

Violence including sexual violence

Incidents involving weapons

Repeated or persistent misconduct of a serious nature

Serious Theft or Fraud

Drug dealing

Serious damage deliberately sustained to the school’s property

Downloading inappropriate material from the internet

Indecency

Breach of Health & Safety rules

Reviewed: September 2022