

Language Studies International Behaviour, Discipline Attendance and Exclusion Policy



At Language Studies International, we pride ourselves on the excellent behaviour of all our students, where individuals are respected and their individuality is valued. Self-discipline is promoted throughout our school and good behaviour and manners are the expected norm.

As we have such a diverse student body we focus on promoting tolerance and understanding throughout the school. Radical or extremist views will be challenged and reported to management. We promote and believe in the core values of:

- a) democracy
- b) the rule of law
- c) individual liberty
- d) respectful tolerance of different faiths or beliefs.

We have a consistent approach to behaviour management through our strong leadership, staff development and support, effective classroom management and liaison with parents (for students under 18), agents, sponsors and other agencies.

Responsibilities

Senior Management

The senior management, in conjunction with the School Directors, are responsible for reviewing and determining the acceptable standards of behaviour for all staff and students on an annual basis. The senior management are responsible for ensuring schools directors have completed their PREVENT training.

The School Director and Academic Management

The School Director and Academic Management are responsible for implementing and maintaining these standards of behaviour in each school throughout the year. The School Director has the ultimate responsibility for maintaining discipline in the school, which will include observing rules and provision for enforcing them. It is the School Director's responsibility to ensure all staff know how to promote good behaviour, self-discipline and respect throughout the school and to offer guidance and support to those who need it.

The School Director is expected to:

- Ensure the Code of Conduct is understood and signed by all members of the student body.
- Ensure the Standards of Behaviour are understood and signed by all members of staff.
- Ensure the Code of Conduct and Standards of Behaviour are enforced throughout the school and during all social activities.
- Ensure staff have completed PREVENT Training and are aware of their responsibilities to report concerning behaviour to the Single Point of Contact.
- Enforce the appropriate disciplinary procedure where the above standards are not being met.

- To inform agents, parents (of students under 18), sponsors and other interested agencies of behavioural issues concerning the student (including attendance), to keep them up to date and seek their help in resolving poor behaviour where possible.
- To inform outside agencies of behaviour serious enough to warrant further investigation/referral (Police/LADO/Prevent etc.)
- Promote self-discipline and proper regard for authority among students.
- Encourage good behaviour and respect for others, and to prevent all forms of bullying among students.
- To promote core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

All Staff

The school has high standards of behaviour and endeavours to encourage good habits of work and behaviour from the moment a student enters the school.

All staff are expected to encourage good behaviour and respect for others in pupils and to apply all rewards and sanctions fairly and consistently. Well-planned, interesting and demanding lessons make a major contribution to good discipline.

All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

We understand that some students have special educational needs and disabilities. Such cases will be treated on an individual basis by the School Director in conjunction, where necessary, with senior management.

Staff will ensure all students attend school in accordance with our attendance policy and excessive absences will be followed up.

Through discussions at regular meetings and through clear channels of communication, the school endeavours to ensure that staff apply all standards consistently and fairly and teaching staff have adequate support from management.

All staff promote and believe in the core values of democracy, the rule of law, individual liberty and respectful tolerance of different faiths or beliefs.

Aim of the Policy

To provide all our students with:

- A clear understanding of what we consider is appropriate behaviour, so all students exhibit the highest standards of behaviour at all times including attendance requirements.
- To provide students under the age of 18 with clear guidelines regarding curfew times and attendance requirements.
- A secure, happy, safe environment conducive to learning, where English is the shared language.
- To create an environment where students feel safe from anti-social behaviour and bullying.
- To create an environment where our students are respected and valued as individuals.

- To create an environment where self-discipline is promoted and exemplary behaviour is the norm.
- To ensure student standards of behaviour are acceptable.
- To ensure all our students are inclusive, tolerant and friendly towards all members of our school community.
- A clear understanding of the disciplinary procedure and the consequences and sanctions for failure to meet the required standards.
- To ensure any extremist or radical religious or political views are challenged and reported.
- To promote the core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs.

To provide all parents/guardians of students under 18 with:

- The reassurance that Language Studies International is a safe and caring community.
- A clear understanding of the support structure offered by the school and its policy and standards.

To provide all staff with:

- A clear recognition of the Code of Conduct and a willingness to support it. A clear understanding of the staff Standards of Behaviour and an undertaking to adhere to these standards.
- An understanding of the sanctions, which can be imposed should either of the above not be adhered to.
- An understanding of the support available to staff to deliver the policy effectively and consistently.
- A clear and consistent approach to behaviour throughout the school.
- An understanding that they may need to adapt their expectations according to the needs of the student in relation to their special needs or disabilities.
- Clear channels of communication and a commitment to support from management.
- PREVENT training for Practitioners.

Appropriate and Inappropriate Student Behaviour and Disciplinary Procedure

Appropriate behaviour in school is categorised by respect, kindness and consideration for others. Students are expected to display good manners and equal respect to all teachers, staff, parents, visitors and most importantly to each other. The students are also expected to respect the possessions of others and their surroundings.

Appropriate behaviour and the disciplinary actions are listed in the Code of Conduct below:

Language Studies International

School Code of Conduct

These rules are here to help all of the students and staff in the school. We want everyone to feel happy and safe here. We should all try to be considerate and respect other people.

- You must speak English at all times in LSI.
- You must be on time for lessons. If you arrive more than 15 minutes after the start of the lesson, the teacher may ask you to wait until the start of the next lesson and you will be marked absent for the lesson you have missed.
- You should attend school regularly. You must go to at least 80% of your lessons. Below 80% = no certificate at the end of your course and you may be expelled from the school with no refund. If you are Under 18 you must attend 100% of your lessons.
- If you cannot come to school because you are sick, **YOU** must contact the school by 9.00am
- You must not take food or drink into the classrooms.
- You must not use your mobile phone in the classrooms for ANY reason.
- You must respect all the students and staff. You must not offend anyone because of their nationality, religion, gender etc.
- Anti-social behaviour (such as being rude, aggressive, bullying, sexually suggestive) will not be tolerated. This includes any such behaviour on line/via social networking sites such as Facebook/Twitter/Instagram./Snapchat etc.
- If you are under 18, you must not break any laws such as drinking alcohol in pubs, going to nightclubs etc. You must attend ALL of your lessons and be at home before your CURFEW as agreed with your PARENTS/GUARDIANS and LSI.
- Abide by the core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs.
- The teacher reserves the right to ask you to leave class if you display any behaviour that is threatening to the students or the teacher, or negatively affects the atmosphere of the class. In such a case, you will automatically be referred to the School Director

If you keep breaking school rules this will happen:

- **First time:** A member of staff will speak to you and if you are under 18 your parents/guardians will be informed.
- **Second time:** A member of the management team will give you a written warning. This will also be sent to your parents/guardians.
- **Third time:** You will get a final written warning from the School Director. This will also be sent to your parents/guardians.
- **Last time:** You will have to leave the school and accommodation immediately with no refund or certificate. UKVI will be informed you are no longer a student with us. Any study linked visas become invalid. Your parents/agents will be informed

Any behaviour may result in immediate expulsion and referral to the police if the School Director believes it to be serious enough.

I (write your name here) _____ have read this contract and I understand the rules above and agree to follow them.

Signed: _____

Date: _____

Implementation of our Disciplinary system

We will make reasonable adjustments for pupils with special educational needs or disabilities in line with the Equality Act 2010. None of the school's punishments will be degrading or humiliating.

Staff strategies for achieving good behaviour:

- Treat all other staff and students with due respect.
- Set a good example by being punctual and well presented.
- Promote tolerance and understanding and highlighting relevant issues in the classroom as appropriate.
- Consistent approach across all of our schools.
- To promote the core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs by highlighting relevant issues in the classroom as appropriate.

Exclusion of students

- Students will be permanently excluded from the school should the final stages of the disciplinary procedure be reached.
- There is no right of appeal to the School Director's decision to permanently exclude, as set out in our terms and conditions. The student in question may seek recourse through the Complaints Procedure.
- The School Director has the right to permanently exclude any student without reference to the disciplinary procedure for seriously inappropriate behaviour. Examples of this behaviour include:
 - drug abuse, alcohol abuse, theft, threatening behaviour, sexual harassment, racist abuse, damage to property
 - Each situation will be assessed on its individual circumstances and the final decision will rest with the School Director in conjunction with the General Manager UK Schools and Managing Director/Owner.

Involvement of Parents, Guardians, Agents, Sponsors

For students under 18, parents, guardians, agents and sponsors are involved in the disciplinary procedure at every stage where relevant and possible.

Involvement of Staff

Staff will also be called upon from time-to-time to identify problems that may be behind any bad behaviour, and to suggest possible courses of action. As well as an open door policy, discussion of student problems or behavioural issues will be a fixed point on weekly staff meetings.

Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the school's equal opportunities policy.

Corporal Punishment and Restraint

Under Section 131 of the School Standards and Framework Act 1998, corporal punishment is prohibited.

Like all schools, we reserve the right for all staff to use reasonable force to control or restrain a

student in specific circumstances. The education and inspections act 2006 enables school staff to use “Such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to cause personal injury to any person including the pupil themselves.”

Corporal punishment is banned at the school. In the event of a student needing to be restrained, the School Director must be informed immediately.

Attendance Policy

LSI considers itself to be a serious education provider. As such, we monitor attendance very closely and insist that all students attend 80% of their classes as a minimum. Students under the age of 18 must attend 100% of their classes. We also do not tolerate persistent lateness to class. Absence and lateness have a negative effect not only on the student in question, but are also disruptive to the class as a whole, inconvenience the teacher and set a poor example.

Students with poor attendance will be subject to the disciplinary procedures as outlined in the code of conduct. If they still fail to improve after their final warning, they will be removed from the school and their accommodation.

As we have a duty of care, students aged under 18 must attend all of their classes. Any absence is immediately reported to the School Management and the student’s whereabouts are ascertained.

Reviewed August 2019 by Mark Lane

Next review August 2020

This policy can be made available in large print if required