

## DISCIPLINE AND EXCLUSIONS POLICY\*

Colchester English Study Centre needs students to attend their classes and behave well while at CESC and in their homestay accommodation. There is a Code of Conduct in the Student Handbook.

Students should behave reasonably at all times. Complaints about behaviour will be investigated quickly. Students should know that if they do any of the bad behaviour listed here they may be asked to leave the Centre.

### **Bad Behaviour**

This means bad behaviour in the classroom and homestay accommodation. Bad behaviour includes:

- Bullying (**treating other students badly**)
- Harassment (**causing problems for other students**)
- Physical violence (**hitting or hurting other students**)
- Verbal abuse (**Calling other students bad names**)

If a student is sponsored, the sponsor will also be informed.

### **Health and Safety**

It is very important that everyone follows Health and Safety regulations.

Students who break these rules will have to explain the situation to the Principal.

Students who continue to do things which may affect the health and safety of others may be asked to leave.

### **Exclusion**

The centre doesn't like telling students to leave. The centre will only do this after thinking about it carefully. If we decide to do this, the student will be told in writing by the Principal. If the student is either under 18, or a sponsored student, the parent/legal guardian or the sponsor will also receive a copy of this letter.

### **Appeal.**

The student has the right to appeal against exclusion. They can do this by writing to the Principal saying why they think it is unfair. The Principal will tell the student in writing of the date of an appeal meeting. The Principal will be at the meeting and the student may bring a friend or fellow student with them. If the student is under 18, they can come with their parent/legal guardian or other responsible adult. At this meeting, the Principal will listen to the student and decide whether it is fair to ask him/her to leave. The decision of the Principal at this meeting will be final.