

## Student Disciplinary Policy

All students must follow school rules. If you break the school rules you may be disciplined according to this policy.

<p><i>Minor Offences/Misdemeanours</i></p> <ul style="list-style-type: none"> <li>• Being late to lessons or activities</li> <li>• Being disruptive in class or on activities</li> <li>• Causing damage or disturbances</li> <li>• Leaving an activity without permission</li> <li>• Causing minor accidental damage</li> <li>• Being rude to a staff member or fellow student</li> </ul>	<p><i>Possible actions available to the Centre Manager</i></p> <ul style="list-style-type: none"> <li>• A verbal warning</li> <li>• The student may have to do extra work (e.g. grammar exercises) or chores around the school (e.g. picking up litter) during activities</li> <li>• Any damage have to be paid for by the student</li> <li>• We may call the student's parents to inform them of the bad behaviour</li> </ul>
<p><i>Serious Offences</i></p> <ul style="list-style-type: none"> <li>• Constantly causing disruption</li> <li>• Found guilty of stealing from other students and/or shop theft</li> <li>• Blatant disregard to others safety Bullying</li> <li>• Repeatedly going into out of bounds areas (could be boys going into girls houses or vice versa)</li> <li>• Verbal abuse to staff members</li> <li>• Physical abuse</li> <li>• Leaving campus/excursions unaccompanied</li> </ul>	<p>All these offences will be investigated thoroughly by the centre manager and possible sanctions include:</p> <ul style="list-style-type: none"> <li>• Informing parents</li> <li>• A written warning</li> <li>• A final warning</li> <li>• Expulsion of the course where parents have to pay to remove the student</li> </ul>
<p><i>Offences that may lead to the student being sent home</i></p> <ul style="list-style-type: none"> <li>• Repeated and wilful breaches of school rules</li> <li>• Smoking in school buildings</li> <li>• Bringing and drinking alcohol into the centre</li> <li>• Bringing and using narcotics into the centre</li> <li>• Serious bullying</li> <li>• Sexual or racial harassment</li> </ul>	<p>If a student is asked to leave the centre early their parents will be asked to cover all costs and no refund will be given.</p> <p>Churchill House operates schools at a guest venue, who have the right to remove anyone from site if they break their rules.</p>