



Discipline & Exclusion Policy and Procedures

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Applies to: All active agents
All individual bookings
All students

Context: Country Cousins organises tuition courses, activities, accommodation and transfers to children aged 7 to 17 all year around who we consider to be vulnerable

Last updated: January 2017

To be reviewed: Annually

Statement

Country Cousins recognises that students attending Channel School of English are on holidays and it is important that students enjoy their stay. However, it is also important, for the success of the school, that students abide by the school rules at all times.

At Country Cousins, we expect all students to deal with members of staff and other students politely and with respect.

Student behaviour should not cause offence or distress to others in the school based on racial, sexual or religious differences. It is also unacceptable to use abusive behaviour, such as harassment, bullying, actual or threatened violence and damage to personal property.

If a student's behaviour in school is not acceptable, we will take the following steps:

1. **Verbal warning** - The student will be spoken to about the problem
2. **Written warning** -The student will receive a letter with details of the problem and potential consequences if the problem continues. Embassies, parents, agents and colleagues will be informed where appropriate.
3. **Final step: Expulsion** -We will expel the student from school (refunds will not be given in this case).

Aims of the Policy

In serious cases, we may expel the student from the school immediately.

The aims of this policy are:

- To enable the directors to carry out their responsibility to maintain order and good discipline in the school.
- To promote good behaviour amongst the students.
- To ensure, so far as possible, that every student is able to benefit from his/her stay at the school both in terms of their English language learning and in terms of organised sport and programme activities.
- To underline the importance of the school rules and to outline the consequences of breaking them.
- To ensure, when an exclusion is necessary, that proceedings are fair and transparent.

The school rules are laid out in the Student Handbook and they apply at all times during the student's stay. They are necessary:

- For the safety and well-being of students, staff and anybody else connected with the school.
- For the protection of school equipment and property.
- To uphold the good name of Country Cousins locally, nationally and internationally

Procedures

Investigation

If a student is found to have breached the school rules, they will be disciplined by the school staff in a manner which is proportionate to the seriousness of the student's behaviour.

- All members of staff are authorised by the School Principal to discipline students for minor breaches of school rules.
- When the student persistently breaks the rules or when the breach is considered by a staff member to be particularly serious, the matter will be referred to the Principal or Managing Director to deal with, according to the procedures set out in this policy.

Breaking the School Rules – Bad Behaviour

The following are examples of sanctions for breaches of school rules:

1. When a student has been late a several times for a class or activity, rude/disrespectful - *taking away the student's card. Student cards prevent them to attend activities. The Director of Studies (DoS) will ask to write a letter of apology.*
2. When a student has caused damage to school property – *charging the student for repairs or restitution.*
3. When a student is rude to staff or persistently breaks the school rules – *informing the parents or group leaders.*

Serious Breaches of School Rules – Extremely Bad Behaviour

A student can be excluded for a grave breach of school discipline, for example, if they commit a criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its members.

Examples of behaviour which may cause the student to be sent home include:

1. Abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property and verbal or other abuse based on racial, sexual or religious differences.
2. Possessing, using or supplying cigarettes, alcohol, drugs or any other illegal substances.
3. Stealing or committing any other criminal offence under UK law.

This is not an exhaustive list of examples and is included for illustrative purposes only.

Although Country Cousins will always aim to deal with breaches of the school rules whilst allowing the student to complete the course, the school regards, some offences as being so serious that a **single incident** could result in the student being excluded.

Informing the parents

When the school Director or Principal is concerned about the student's behaviour, he/she is permitted to speak to the student's parents and/or agent.

1. **Conduct of an Investigation:** A rumour or suspicion of a, repeated or serious, breach of the school rules will be investigated and if appropriate, disciplinary action may be taken. Investigation of a complaint or rumour about a student's behaviour will be conducted by the Principal or Designated Safeguarding Person.

The investigation procedure is used to establish whether a breach of school discipline has occurred. As such, it will not be used when the student has already admitted the breach or been caught while committing the breach.

2. **Involving the Student in an Investigation:** When a complaint is made concerning a student's behaviour, the Principal or Designated Safeguarding Person will hold a meeting with the student to ensure that they have the opportunity to give their version of events. If the student feels that they are not able to adequately communicate in English, they may choose to be accompanied by a friend who can act as an interpreter.
3. **Documentation of Procedure:** An incident report will be completed by Principal or Designated Safeguarding Person whenever an investigation is carried out into a student's conduct.
4. **Bag/Room Searches:** If a bag or room search is appropriate to the investigation procedure, such a search will be conducted in the presence of the student (s).
5. **Body Searches:** If a body search is required, it will be conducted by the Police.
6. **Outcome of an Investigation:** In order to ensure that the same person is not responsible for both the investigation and making the final decision, the school Director will decide on the outcome of an investigation.
7. **Informing Parents of the Outcome of an Investigation:** Parents will be informed by School Principal as soon as reasonably practicable of the outcome of the investigation, and of any decision to permanently exclude.

Dealing with Exclusions

1. **Decision to Permanently Exclude:** The decision to exclude permanently is at the sole discretion of the School Principal who will act fairly and reasonably in arriving at his/her decision.
2. **Organising the Transfer home:** The student's parents will be responsible for:
 - Rescheduling, where possible for the same day, and paying for, the student's return flight home.
 - Paying for any additional transfer costs incurred.
3. **Accommodating the student between their exclusion and departure:** Once the decision has been made to exclude a student from the school, they will be withdrawn from all lessons, activities and excursions and they will be required to pack their suitcase and leave the homestay.
If a flight is not available the same day as the exclusion, alternative accommodation will be arranged by the school at the parent's expense. Parents will be asked to pay any extra costs in advance of the student's transfer to alternative accommodation.
4. **Contesting an Exclusion:** Due to the short nature of Country Cousins courses, parents will not be able to appeal any exclusion. However, if they feel that the decision and/or procedure was unfair, they will be able to make a complaint to the Managing Director. He will then look into the complaint and contact the parents with the results of any further investigation.