



## Disciplinary Procedure for Students

### In cases of unacceptable behaviour:

1. **Verbal Warning:**

The student will be brought into the office to discuss his/her behaviour. A verbal warning will be given and logged in the behaviour file.

2. **Written Warning:**

If the unacceptable behaviour continues the student will be interviewed by two members of the Management team. He/she will be given a written warning and a copy will be sent to the parents/agent if the student is under 18 years. *This document will highlight the possibility of expulsion if the behaviour doesn't improve. If the student is expelled there will be no refund for course or accommodation and the parents will cover all travel costs.*

3. **Notice to leave:**

If the poor behaviour still continues, the student will be told that arrangements for his/her departure will be made. All expenses will be paid by the student/parents. It will be noted that this student will not be accepted at the school in the future.

### In cases of a student breaking UK law:

1. **First offence:**

A written warning will be given and, if under 18 years old, the parents will be informed in writing of the offence. *This document will highlight the possibility of expulsion if there is a second offence. If that happens there will be no refund for course or accommodation and the student/parents will cover all travel costs.*

2. **Second offence:**

The student will be asked to leave the school immediately with all costs paid by the student/parents

**Note\*\*** In the event of a very serious offence the school reserves the right to expel a student immediately. *This will be at the discretion of the Director whose decision will be final.*