

## Discipline and Exclusion Policy

inlingua Leeds expects all students to deal with members of staff and other students politely and with respect. We also expect students to follow the school rules. Students' 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 (See Abusive Behaviour Policy), such as harassment, bullying, actual or threatened violence and damage to personal property. In serious cases, inlingua Leeds has the right to exclude any student immediately. This decision must be agreed upon by all members of the school management, and a formal reason for the expulsion will be given to the student. A previous exclusion from the school will result in rejection from any courses that student may wish to apply to in the future, at the discretion of the management team.

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

- We will give the student a verbal warning (we will speak to you about the problem).
- We will give the student a written warning (agents and colleagues may be informed).
- We will give the student a final written warning.
- We will expel the student from school (refunds will not be given in this case).
- In serious cases, we may expel the student from the school immediately.

In the case of repeated absences and lateness, warning letters will be issued. Please see our Attendance Policy for more details.

inlingua Leeds recognises that our students are adults voluntarily participating in a language course, but also recognises its responsibility to maintain the rules of the school consistently across all staff, students and associates. Breaches of any rule are dealt with impartially and without personal feeling. Anyone feeling that they have been unfairly disciplined should see our Complaints procedure.

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Management