



Young Adults Summer Programme: Student Disciplinary Policy & Procedures

1. Background

At the London School of English, we expect and insist on good student behaviour to ensure that we have a positive social and academic environment for our staff and students. However, we also recognise that teenagers are at a developmental stage where they may break rules, and that we must respond to this consistently, fairly and proportionately.

Generally, we consider a disciplinary transgression to be when someone deliberately ignores or doesn't follow one or more conditions in the Code of Conduct. However, a disciplinary issue may also be when a student does (or doesn't do something) with a corresponding negative outcome – or a risk of a negative outcome – to the student him/herself, to other students or staff, to the London School of English or any of its affiliate partners, or to general members of the public. This may include, for example, the purchase and consumption of alcohol, swearing, bullying, missing registrations, behaving disrespectfully towards staff or entering a restricted same-sex area.

2. Minor Transgressions

Minor disciplinary transgressions are those which do not pose serious harm – or risk of harm – to anyone, nor do they cause any significant reputational damage to the school or its affiliates. These include missing a registration, an instance of using inappropriate language, or being 5 minutes late to a class. The first minor transgression should result in a verbal reminder or warning from a member of staff, such as a teacher or activities leader. This will include an explanation of the transgression ('You were 5 minutes late to class.') and the reason why it is an issue ('Being late to class interferes with your and everyone else's learning'). Minor transgressions should be reported to the line manager (i.e. Welfare Manager, Activities Manager or Academic Manager), but no more action should be taken after a warning.

3. Repeated Minor Transgressions

If minor transgressions are repeated by the same person (or people), a manager should arrange a meeting with the students to explain the increasing seriousness of the issues, and that repeated minor transgressions may become a major transgression.

4. Major Transgressions

A major transgression is one in which a student's action or inaction jeopardises or harms someone's safety or well-being, or one in which the students' actions have a significant negative impact on the programme's delivery or the students' experience of it. These include fighting, swearing at staff or students, consuming alcohol or drugs, leaving without permission for an extended period or any inappropriate sexual behaviour. Major transgressions are recorded in the *Summer Programme Log Book*, and reported to the Programme Director. After a major transgression, the Director will speak to the student(s) involved, and will usually contact the parent/guardian with a description of the transgression as well as the context in which it happened. Major transgressions may also involve separate investigations to establish how the events occurred and identify how they may be prevented or discouraged in the future.

5. Disciplinary Action

We recognise that for short courses such as these, punishments used by boarding and state schools are less effective and appropriate; 'detentions', for instance, or exclusion from parts of programme delivery are unlikely to be possible or productive. In our view and experience, parental involvement is usually the best way to encourage positive behaviour.

However, in extreme cases we may ask parents to collect their child early if we do not believe that it is in either the course participant's best interests – or those of the staff or student body – for them to continue with the programme. Such instances will be dealt with on a case-by-case basis in consultation with the Senior Management Team at Holland Park Gardens.

(LH, 11/23)