

Behaviour Policy 2024



1 Aims of the Policy

1.1 Aims: The aims of this policy are:

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

2 British Summer School's Attitude towards Behaviour and Discipline

2.1 **British Summer School Ethos:** British Summer School recognises that students attending British Summer School are on holiday and that it is important that students enjoy their stay. It is also important, for the welfare and safety of the students and to uphold the good name of British Summer School, that students abide by the rules at all times.

2.2 **School Rules:** The School Rules are laid out in the Student Handbook. They apply at all times during the student's stay at British Summer School and are necessary:

- 2.2.1 For the safety and well-being of students, staff and all other stakeholders connected with British Summer School.
- 2.2.2 For the protection of school equipment and property.
- 2.2.3 To uphold the good name of British Summer School locally, nationally, and internationally.

3 Sanctions

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

- 3.1.1 All members of staff are authorised by the Managing Director of British Summer School to discipline students for minor breaches of School Rules.
- 3.1.2 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 Centre Manager to deal with according to the procedure set out in this policy.

3.2 **Breaches of School Rules:** Examples of sanctions for breaches of school rules include:

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3.2.1 When a student has been late for a class, activity, or meeting: taking away the student's free time.

3.2.2 When a student has caused damage to School property: charging the student for repairs or restitution.

3.2.3 When a student fails to keep his/her bedroom tidy: requiring the student to tidy their bedroom during free time.

3.2.4 When a student is rude to staff or persistently breaks the rules: informing the parents.

3.3 **Serious Breaches of School Rules:** A student can be excluded for a grave breach of 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:

3.3.1 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.

3.3.2 Possessing, using, or supplying cigarettes, alcohol, drugs, or any other illegal substances (different rules apply for different age groups and on different courses – See Student Handbook).

3.3.3 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.

3.4 **Single Serious Breach of School Rules:** Although British Summer School will always aim to deal with breaches of the school rules whilst allowing the student to complete the course, it regards some offences as being so serious that a single incident could result in the student being excluded.

3.5 **Behaviour related to a Disability:** British Summer School will make reasonable adjustments for managing a breach of school rules that is related to a student's disability. It will ensure that a disabled student is able to present their case fully, where their disability might otherwise hinder this.

4 Informing the Parents

4.1 **Informing Parents of Behavioural Issues:** When the Centre Manager is concerned about a student's behaviour, when serious breaches of school rules occur and when conducting an investigation, he/she is permitted to speak to the student's parents and/or their representative/agent.

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5 Investigation Procedure

- 5.1 **Conduct of an Investigation:** A rumour or suspicion of a repeated or serious breach of British Summer School's 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 Centre Manager or nominated Manager.
- 5.1.1 The Investigation Procedure is used to establish whether a breach of 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.
- 5.2 **Involving the Student in an Investigation:** When a complaint is made concerning a student's behaviour, the Centre Manager or nominated Manager 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 translator. The Parent/Guardian and/or representative/agent will be informed before the meeting takes place.
- 5.3 **Documentation of Procedure:** An incident report will be completed by the Centre Manager or nominated Manager whenever an investigation is carried out into a student's conduct, a copy of which will be sent to Head Office for the attention of the Managing Director.
- 5.4 **Bag/Room Searches:** If a bag or room search is appropriate to the investigation procedure, such a search will be conducted in accordance with British Summer School's *Search and Confiscation Policy*.
- 5.5 **Body Searches:** A body search can only be conducted by the Police.
- 5.6 **Outcome of an Investigation:** To ensure that the same person is not responsible for both the investigation and making the final decision, a member of the British Summer School Head Office team will decide on the outcome of an Investigation.
- 5.7 **Informing Parents of the Outcome of an Investigation:** Parents will be informed of British Summer School's decision as soon as reasonably practicable of the outcome of the investigation, and of any decision to permanently exclude a student.

6 British Summer School's Procedure for Dealing with Exclusions

- 6.1 **Decision to Permanently Exclude:** The decision to exclude permanently is at the sole discretion of the Managing Director, who will act fairly and reasonably in arriving at his decision.

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- 6.2 **Organising the Transfer home:** The student's parents will be responsible for:
- 6.2.1 Rescheduling, where possible for the same day, and paying for, the student's return flight home.
 - 6.2.2 Paying for any additional transfer costs incurred.
- 6.3 **Accommodating the student between their exclusion and departure:** Once the decision has been made to exclude a student from British Summer School, they will be withdrawn from all lessons, activities and excursions and they will be required to pack their suitcase and leave the School.
- If a flight is not available the same day as the exclusion, British Summer School will assist the Parents to arrange suitable alternative accommodation, the costs of which will be paid by the Parents in advance.
- 6.4 **Contesting an Exclusion:** Due to the short nature of the course, 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 CEO of British Summer School who can be contacted via the Head Office. The CEO will then look into the complaint and contact the parents with the results of any further investigation.
- 6.5 **Fees:** If a student is permanently excluded from British Summer School, no refund of fees shall be paid in any circumstances.

Signed:

A handwritten signature in black ink, appearing to read 'S Wood'.

Steve Wood
Managing Director of British Summer School

Date: 1 September 2023
Review Date: 1 September 2024