

EXCLUSION POLICY

- **Behaviour:** A student may be requested to leave his or her course if their behaviour is deemed to interfere with other students' learning, or with their experience at the Suzanne Sparrow (Plymouth) Language School. In such circumstances, the student will be issued with a written warning that if their behaviour persists their course will no longer be available.
- **Serious Misconduct:** In the case of an incident of behaviour that is deemed to be serious and that brings the school into disrepute the student will be asked to leave the school immediately. Arrangements will be made in such circumstances to repatriate the student. Any repatriation costs will NOT be covered by the school. Examples of such behaviour may include violation of criminal statutes through:
 - Substance Abuse (drugs, alcohol)
 - Sexual Misconduct
 - Theft
 - Aggressive Behaviour
 - Bullying
 - Vandalism
 - Racism
- **Where a student behaves inappropriately during a lesson or social activity, or in the care of their homestay provider, or at any other time whilst they are the responsibility of the Suzanne Sparrow Plymouth Language School** they will be requested to attend a meeting with the Principal/Director of Studies to explain their behaviour. Targets for improved behaviour will be clearly set out. Minutes of the meeting will be taken and a copy sent to parents/agent/sponsor as appropriate. A copy will also be kept in the Disciplinary file. The copy of the meeting minutes will constitute a **first written warning**.
- When a student fails to meet their agreement, the student will be asked to attend a meeting with the Principal/Director of Studies. Where it is likely that an improvement in behaviour can be achieved, the meeting will result in further targets being agreed. A copy of the targets will be sent to parents/agent/sponsor. This constitutes the **second written warning**.
- If a student continues to cause concern, they will be issued with a **final warning** which will state clearly the conditions to be met if the student is to continue at the school, or recommend permanent or temporary exclusion.
- The student will have the right of appeal to the Chairman against any recommendation for permanent exclusion or suspension.
- Where a student is excluded from school due to persistent bad behaviour, no refund of fees will be given.

Gross Misconduct

- Where students are alleged to have committed an act of **Gross Misconduct** (i.e. bullying, stealing, sexual harassment etc.) the school reserves the right to immediately exclude the student.
- Where a student is excluded from school due to Gross Misconduct, no refund of fees will be given.
- Where a visa into the country has been obtained on the basis of the student's attendance at the school, the embassy in question and the Home Office will be notified of the decision.

Reviewed: May 2018