



Student Discipline Policy/Procedures

ELC Bristol reserves the right to ask a student to leave the school without refunding tuition fees in the event of misconduct or unsatisfactory attendance.

Disciplinary problems include:

- Frequent non-attendance or persistent lateness
- Disruptive behaviour in class
- Harassment, bullying, aggressive or abusive behaviour or lack of courtesy towards other students or a member of staff

At ELC Bristol, we want all students, staff, homestay providers and visitors to feel comfortable and happy in the school. We therefore have policies to protect everyone from bullying, harassment and abuse, to help us keep a friendly positive atmosphere in the school, classroom and in homestays. The school also has special policies to protect all children under the age of 18 from abuse.

Disciplinary Procedures

Firstly, a student will be spoken to by their teacher. This will normally happen twice - the first time to check that there are no underlying problems and the second time, more strictly.

If the issue/situation does not improve, then the student will be cautioned by the Director of Studies and given a first warning letter. At this stage, the parents of students under 18 will be informed.

If the issue/situation still does not improve, the student is seen again by the Director of Studies or Vice Principal and given a second warning letter. The student's representative, parents or sponsor may be informed at this stage.

If the issue/situation still does not improve, then there will be a final warning letter from the Principal or Vice-Principal and if things do not improve after this, the student will be asked to leave the school. In the case of a student under 18 years, arrangements will be made for them to return home.



In serious cases, there will be no warning letters but immediate dismissal.

Examples of situations when there will be zero tolerance include:

- Abuse of drugs or alcohol
- Any kind of violence
- Criminal behaviour which includes shoplifting, having sex with someone under 16 and sexting (sending indecent digital images) of people under 18 (including yourself if you are under 18).

In dealing with our students we aim to:

- be open, friendly, consistent, honest and fair
- ensure that communication is clear and understood
- make it clear to our students the course of action that will be taken
- ensure that we are accessible to listen to students at all times
- recognise that in times of stress or distress people act out of character
- not view behaviour as unacceptable just because it is forceful or determined

The school has the following policies and procedures relevant to this policy:

Bullying and Harassment policy

Equality Policy

Safeguarding Policy and Procedures

School Rules

ICT Policy