

Discipline and Exclusion Policy

The school's warm environment helps learners to be happy and to show respect to each other. All learners should follow the school rules which can be found displayed around the school walls and at the Administrator's Office. No offences or distress to others ought to be caused within the school based on racial, sexual or religious differences. The school also does not accept abusive behaviour, such as: harassment, bullying, violence - threatened or actual or damage to personal property.

In severe cases Yorkshire English School has the right to exclude a student/s right away.

Previous exclusions from the School will result in rejection from any YES courses that the learner may want to apply for in the future - at the discretion of the management team.

Steps the school will take for unacceptable behaviour:

1. Verbal warning
2. Written warning (Parent/guardian, agency, school may be informed)
3. Final written warning
4. Expulsion from school (No refund to be given for remainder of the course)
5. In a serious case a learner may be expelled immediately

Exclusion

It is important to note that exclusion, whether temporary or permanent, is a last resort. Permanent exclusion is used only in the most serious circumstances.

The Right of Appeal

During the disciplinary process the student will be informed whether they have a right to appeal or not. In most cases they will be given a right of appeal. Summary of the appeal procedure is as follows:

- The grounds for the appeal should be set out clearly along with details of any written material considered relevant and the names of witness in support of the appeal.
- The Director of Studies shall ensure that a copy of the grounds of appeal is made available to the Designated Officer.
- An appeal process will not necessarily require a detailed rehearing or re-examination of all matters previously addressed and the focus should be on the matters raised in the grounds for appeal.

In reaching a decision on the nature or scope of the procedure to be followed, the Director of Studies may seek such advice as he/she considers appropriate in the circumstances.

Outcome

The Director of Studies will give this decision in writing within 5 working days. The options available to the Director of Studies by way of decision are,

- That disciplinary action is not appropriate
- That a different disciplinary measure, which may be of a higher or lower severity, be imposed.

In exceptional circumstances he/she may direct that the matter be further investigated before he/she reaches any decision.