

## DISCIPLINE AND EXCLUSIONS POLICY

Colchester English Study Centre requires students to attend their classes and behave in a reasonable manner while at CESC and in their homestay accommodation. There is a Code of Conduct in the Student Handbook.

Students should behave reasonably at all times and any complaints about behaviour will be investigated quickly. Students should be aware that if they are seen to break any of the rules listed below they may be asked to leave the Centre.

### **Bad Behaviour**

If a student's behaviour is unacceptable, the student will not be permitted to continue with their studies, and will be asked to leave. This includes unacceptable behaviour in the classroom and homestay accommodation. Unacceptable behaviour includes:

- Bullying
- Harassment
- Physical violence
- Verbal abuse

If a student is sponsored, the sponsor will also be informed.

### **Health and Safety**

It is very important that everyone follows Health and Safety regulations.

Students who break these rules will have to explain the situation with the Head of Studies and/or the Managing Director.

Students who continue to do things which may affect

the health and safety of others may be asked to leave.

### **Exclusion**

The centre takes very seriously the decision to exclude a student, and would only do so after careful consideration. If this decision is taken, the student will be notified in writing by the Managing Director. If the student is either under 18, or a sponsored student, the parent/legal guardian or the sponsor will also receive a copy of this communication.

### **Appeal.**

The student has the right to appeal this exclusion. They can do this by writing to the Managing Director stating the grounds for the appeal. The Managing Director will notify the student in writing of the date of an appeal meeting. The Managing Director and Head of Studies will be at the meeting and the student may bring a friend or fellow student with them. If the student is under 18, they may be accompanied by their parent/ legal guardian or other responsible adult. This meeting will review the request to ask the student to leave the college and decide to uphold or change that decision. The decision of this meeting will be final.