

Disciplinary and Exclusion Policy (Students)

Instances where disciplinary measures will be taken (not exhaustive):

Persistent lateness	Graffiti or vandalism	Persistent absenteeism
Rudeness	Threat of violence	Sexual misconduct
Bullying	Taking/Buying drugs	Aggression
Harassment	Smoking in the school	Extremism
Racism	Drinking/Buying alcohol (under 18/junior students)	
Actual violence	Disruptive behaviour	Radicalising others
Any criminal offence	Accessing inappropriate internet content	

Incitement for any of the above

Where the perpetrator is a Riviera English School student, the following disciplinary steps can be taken (depending on severity of the incident):

- official warnings to cease offending:- verbal for minor cases, written for more serious cases. Three-stage process for continued offenders – verbal, then written, then exclusion/detention/expulsion as is considered appropriate (this will be made clear in the written warning.) *
- contacting the agency that sent the student (if possible)
- contacting the parent/guardian of offending student (Juniors)
- detention (Juniors)
- exclusion from certain activities on the social programme (Juniors).
- fixed-term exclusion from classroom
- permanent exclusion from school and repatriation

(Junior Students: To enable younger students to fully understand the situation, we have a Green, Yellow and Red card system in place which works in the same 3 step process and in accordance with this policy).

*It must be understood that if a very serious incident or crime has taken place, the school reserves the right to immediately withdraw the student from the school, all services provided being withdrawn and repatriating where necessary.

If a student is removed from the course due to his/her actions, there will be no refunds offered. The student/agent/parents bear all responsibility for repatriation costs.

In cases where the student is removed from homestay accommodation but not the course, we may refuse to offer to relocate the student should we consider it unacceptable for a new homestay provider to accept the student. Any refunds for the remaining homestay time are at the discretion of the Principal (James Nicholls).

The decision of the Principal is the final decision of the school. Should the student wish to appeal the decision, he/she must do so through his/her agent (if applicable) or they can ask English UK to mediate. www.englishuk.com

This Disciplinary Measures Policy was last reviewed by Alex Nicholls on 13/03/2017 and will be reviewed again before 31/12/2017.