

ENGLISH IN CHESTER

Policy on discipline and exclusions

We want our students to enjoy learning, but we also want all of our students to enjoy learning. We therefore want you to know from the start of your programme the sort of behaviour we expect from you, and what might happen if you do not follow some of these rules.

1. It is important that students try to speak **in English in classes**.
2. Students must not miss classes without good reason or come to class late – the class loses time if one or two students arrive late and in England it is also considered impolite.
3. Remember, if you are ill you must telephone the office to let us know or you must ask your homestay to telephone for you.
4. If you have a mobile phone you **MUST TURN IT OFF** before you enter a classroom and you must not have it on your desk. Teachers will not allow you to take a call during class time.

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

- **Equality, Relationship, Harassment and Abuse Policies and Procedures**
- **Child Protection Policy and Procedures**
- **Health and Safety Policy**
- **First Aid Policy**
- **Compliments and Complaints Procedure**
- **Data Protection Policy**

(we may give your details if asked to the UKBA, the British Council or other government bodies)

Unacceptable behaviour and school procedures

This diagram shows the school's disciplinary procedures.

We expect students to abide by the College's policies and procedures as set out above. In the case of a serious behaviour problem, it is possible that stages will be missed out and a student may be asked to leave the school without refund.

