

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 **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 smart phone, please switch it to the flight mode so that you and your class are not distracted by texts, emails or phone calls during the lesson. Smart phones can be used for dictionary work or on direction from the teacher for research etc. Phones should never be used for making or taking calls, texting or social media in class time. If you do this repeatedly, your phone may be confiscated until the end of the lesson.

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 also has the following policies and procedures which may be relevant to this policy:

Equality, Relationship, Harassment and Abuse Policies and Procedures

Child Protection and Safeguarding Policy and Procedures

Health and Safety Policy

Fire Safety Policy

Data Protection Policy (we may give your details if asked to the Home Office, the British Council or other government bodies)

Teaching & Learning Policy

ICT Policy and Procedures

In particular, any disruptive behaviour in or out of class, or any use of abusive or bad language will be viewed very seriously.

Unacceptable behaviour and school procedures

This diagram shows the school's disciplinary procedures.

We expect students to abide by the School'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.

