



Student Discipline

ELC Bristol reserves the right to ask a student to leave the school without refunding tuition fees in the event of misconduct or unsatisfactory attendance or work.

Disciplinary problems include:

- Frequent non-attendance or persistent lateness
- Disruptive behaviour in class
- Harassment, bullying, aggressive or abusive behaviour or lack of courtesy towards other students or a member of staff

Disciplinary Procedures

- Firstly, a student is spoken to by the teacher. This will happen twice - the first time to check there are no underlying problems, the second, more strictly.
- Then, the student is cautioned by the Director of Studies and given a first warning letter.
- Next, the student is seen again by the Director of Studies and given a second warning letter. The student's agent, parents or sponsor may be informed at this stage.
- Next, there will be a final warning letter from the Principal or Vice Principal and if things do not improve, the student will be asked to leave the school.

In serious cases, there will be no warning letters but immediate dismissal.

Examples of situations when there will be zero tolerance include:

- Abuse of drugs or alcohol, violence or criminal behaviour

In dealing with our students we aim to:

- 1. be open, friendly, consistent, honest and fair***
- 2. ensure that communication is clear and understood***
- 3. make it clear to our students what course of action will be taken***
- 4. ensure that we are accessible to listen to students at all times.***
- 5. recognise that in times of stress or distress people act out of character***
- 6. not to view behaviour as unacceptable just because it is forceful or determined***