



Discipline Policy

Our priority at Summers Abroad is to provide a safe, friendly and caring place to study offering the best conditions for your learning. It is very important to us that everyone at the school behaves respectfully towards each other and towards the school facilities. Please be mindful of other people at all times, respect other nationalities and cultures, and remember that something that may be ok for one person might be upsetting or unacceptable to another person. This is very important in a multicultural environment.

We will not accept:

- Poor attendance.
- Bullying.
- Disrespect to members of staff or other students.
- Inappropriate or abusive language.
- Violence.
- Intimidating or insulting behaviour.
- Any form of discrimination (including discrimination based on race, gender, religious beliefs or sexuality).
- Any other act or behaviour that may bring Summers Abroad into disrepute or cause any harm or suffering to staff, other students or members of the public.

A student may be suspended or expelled without refund in case of irregular, anti-social or disruptive behaviour. Any damages caused by a student or group leader must be paid for in full immediately. If they are not paid for, they will be invoiced to the client and payment will be due immediately.

We may also take any further action that we think is appropriate including informing their parent(s) or guardian(s), Police, and/or the appropriate Immigration Authorities. In the

event of expulsion due to inappropriate conduct, there will be no refund of unused fees, and repatriation will be at the student's own expense.

Rules of Conduct:

- Students may not leave the school or be absent from meals without permission from the Centre Manager.
- Students must attend all lessons, activities and study tours.
- Students must observe bedtimes, and silence must be maintained in bedrooms after lights out at night.
- We will not tolerate any bullying. In serious cases students may be sent home.
- Students must not misuse centre facilities including the activation of alarms without due cause. Fire escapes are for emergency use only.
- Mobile phones, iPods and other electronic devices must be switched off during lessons (unless used in projects), activities and after lights out.
- No smoking (including electronic cigarettes) is allowed on any facility at any time.
- Students must hand in their airline tickets, passports, pocket money and credit cards to their group leaders for safekeeping.
- Students should keep all other valuables safely locked away, or hand them in to the Centre Manager for safekeeping.
- Display of offensive material – pictures or writing – including sexting will not be tolerated.
- Students found to possess, use or supply alcohol or illegal drugs will be sent home with no refund of fees.
- Any students breaking these rules, or English law, or persisting in serious anti-social behaviour will be disciplined and may be sent home early with no refund of fees.
- If a student is expelled from the course, parents/guardians will be responsible for departure travel arrangements. Summers Abroad staff will arrange the transfer to the departure point and transfer charges will apply.

Discipline Procedure

If you are found to be breaking any of the rules, you may be reported to the Centre Manager and asked to leave your class/activity. Depending on the seriousness of the case, you may be excluded from lessons/activities. In extreme cases, Summers Abroad may inform you agent and/or parents/guardian and you may be sent home at your expense.

The procedure may start at any of the following steps depending on the seriousness of the case.

- 1. Verbal Warning.**
- 2. Exclusion from Lessons/Activities.**
- 3. Written warning to parents/guardians.**
- 4. Expulsion from the course**

