

Discipline and Code of Conduct Policy

The Wimbledon Language Academy is a friendly and welcoming English language school. To ensure that all students, staff and representatives of the school continue to feel safe and free to study and work in a supportive environment, we have a list of what constitutes misconduct:

- Students using the school computers for any illegal activity, eg copying files illegally or viewing illegal images
- Students who disrupt classes or social activities
- Students who commit fraud, are dishonest, do not tell the truth about their qualifications or background or use false documents (visas, passports, qualifications) to enter the school
- Students who have not paid or do not pay their fees on time without a valid reason
- Students whose behaviour on the premises endangers the lives of other students or staff members
- Students who are violent, swear, or threaten other students or are indecent
- Students who damage school property
- Students who are noisy and/or disruptive to the neighbours in the building
- Students who harass other students or staff members. This includes bullying, and sexual or racial harassment
- Students who smoke, drink alcohol or take or possess illegal drugs on the premises
- Students whose behaviour at their homestay or other accommodation is unacceptable
- This list is not exhaustive: other actions and behaviours which we feel are threatening to the school, its students, its staff, its representatives or members of the public, as well as damaging to the reputation of the school, its students, its staff, its representatives or members of the public will be regarded as misconduct.

Reporting and Procedures

If anybody witnesses or becomes aware of misconduct on the part of our students, staff or representatives, they should report the matter to the Principal or the DOS (or another member of the management team) immediately. The Principal or the DOS will then conduct a thorough investigation of the allegation. This will include interviewing anybody accused of misconduct and, if applicable, any victims of the misconduct. Anybody interviewed will be invited to be accompanied by a representative of their choice to ensure fairness. At the end of the process, the Principal will reach a decision based on the evidence and testimony submitted. In all cases, the final decision will rest with the Principal or the DOS.

Sanctions

Students accused of misconduct

If a complaint is upheld, the following courses of action are pursued:

- For most incidents, we will endeavour to broker a solution internally, possibly with the aid of a mediator. For example, a student who has verbally abused another student may receive counselling and appropriate education regarding (for example) racial discrimination. He or she will also be encouraged to apologise to anybody who has been affected by their behaviour.

Students may if appropriate be issued with warnings as follows:

First occurrence of misconduct: Verbal Warning

Second occurrence of misconduct: Written Warning

Third occurrence of misconduct: Final Written Warning

Fourth occurrence of misconduct: Expulsion from school; in such cases, students will not be entitled to a refund of any school and accommodation fees.

- Where the matter cannot be resolved internally, or is of a serious nature, we will involve any external agencies we feel are appropriate, including the police and the United Kingdom Border Agency. In such cases, students will be asked to leave the school with immediate

effect. In such cases, students will not be entitled to a refund of any school and accommodation fees.

Members of staff or representatives of the school accused of misconduct

Allegations of misconduct against members of staff or school representatives are dealt with in line with the terms of employment as specified in any contracts or agreements between the school and the member of staff or representative. In summary, the process is:

- First occurrence of misconduct: First Written Warning
- Second occurrence of misconduct: Final Written Warning
- Third occurrence of misconduct: Dismissal from the school

In certain circumstances, a verbal warning may be issued prior to the first written warning.

In cases of gross misconduct, as specified in the contract and/or agreement with the school, members of staff will be dismissed immediately.

During any investigation of misconduct, the member of staff will be suspended from the school.

October 2013

This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.

Date of next scheduled review: October 2014