

# Discipline Policy – Adults



## 1. Why this policy matters

At Lewis School of English, we want everyone to feel safe, respected and able to learn in a positive environment.

This policy explains the behaviour we expect from you and what may happen if you do not follow our rules.

## 2. What we expect

We expect you to:

- behave politely and respectfully
- follow staff instructions
- arrive on time and follow our attendance rules
- respect people from different backgrounds, cultures and beliefs
- respect the school, your accommodation and other people's property
- avoid behaviour that disrupts lessons, activities or accommodation
- use phones, messaging and social media responsibly
- follow school rules and accommodation rules

If you are under 18 in the adult school, you must also follow any extra welfare or safeguarding arrangements we put in place.

## 3. Behaviour we do not accept

We take unacceptable behaviour seriously.

This includes, for example:

- rude, abusive or threatening behaviour
- bullying, harassment or intimidation
- racist, sexist or other discriminatory behaviour
- repeated disruption in class or during activities
- refusing to follow reasonable staff instructions
- repeated lateness or absence without a good reason
- damaging school property, accommodation or other people's property
- stealing
- smoking or vaping where it is not allowed
- drunken, disorderly or unsafe behaviour
- using, having or supplying illegal drugs
- having a knife, weapon or other dangerous item
- behaviour that puts you or other people at risk
- abusive online behaviour
- sending threatening, offensive or sexual messages

- taking or sharing photos or videos of others without permission

#### **4. If there is a problem**

If you experience or see unacceptable behaviour, you should tell a member of staff as soon as possible.

We will look into the situation and decide what action is needed. In some cases, we may also deal with the matter under another policy, such as safeguarding or attendance.

#### **5. What may happen**

If you break school rules or behave in an unacceptable way, we may:

- speak to you informally
- give you a warning
- ask to meet with you
- give you a written warning
- remove you from a lesson, activity or accommodation arrangement
- suspend you
- ask you to leave the school or course

We may begin at any stage, depending on how serious the situation is.

#### **6. Serious behaviour problems**

Some behaviour is very serious and may lead to immediate suspension or expulsion.

This includes, for example:

- violence or threats of violence
- serious bullying or harassment
- discriminatory abuse
- sexual misconduct
- serious safeguarding concerns
- using, having or supplying illegal drugs
- having a weapon or dangerous item
- deliberate damage or theft
- refusing to follow important safety instructions
- serious online abuse
- behaviour that seriously affects the safety, welfare or reputation of the school community

Where appropriate, we may also contact parents, accommodation providers, sponsors, agents or the police.

#### **7. Damage and costs**

If you cause damage to school property, accommodation or someone else's property, you may be asked to pay the cost.

## **8. Safeguarding and welfare**

Sometimes a behaviour issue is also a welfare or safeguarding concern. If this happens, we may also deal with it under our Safeguarding Policy or another relevant policy.

If you are under 18, behaviour, lateness, absence or welfare concerns may need extra follow-up under our safeguarding arrangements and our Under-18s in Adult School Policy.

## **9. Linked policies**

This policy should be read with our:

- Safeguarding Policy
- Attendance & Lateness Policy – Adults
- Under-18s in Adult School Policy
- Equality Policy

You can find our school policies at: <https://lewis-school.co.uk/school-policies/>

Version: DPA-0326

Policy owner: Alistair Walker, Owner/Director

Last reviewed: 29 March 2026

Next review date: 1 March 2027