

Discipline Policy – Juniors



1. Why this policy matters

At Lewis School of English, we want you 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 towards staff, hosts and other students
- follow staff instructions
- attend lessons, activities and other required parts of the programme on time
- respect people from different backgrounds, cultures and beliefs
- follow programme, accommodation and supervision rules
- use phones, messaging and social media responsibly
- avoid behaviour that puts you or other people at risk

3. Behaviour we do not accept

We take unacceptable behaviour seriously.

This includes, for example:

- bullying, threats or intimidation
- rude, abusive or disrespectful behaviour
- racist, sexist or other discriminatory behaviour
- fighting or aggressive behaviour
- repeated disruption in class or during activities
- refusing to follow staff instructions
- leaving lessons, activities or accommodation without permission
- repeated lateness or unexplained absence
- damaging property
- stealing
- smoking or vaping
- having or using alcohol
- having, using or supplying illegal drugs
- having a knife, weapon or other dangerous item
- abusive online behaviour
- sending threatening, offensive or sexual messages
- taking or sharing photos or videos of others without permission
- sharing sexual images or other inappropriate content
- behaviour that creates a safeguarding risk

4. If there is a problem

If you feel unsafe, upset or worried about another student's behaviour, you should tell a member of staff as soon as possible.

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

5. Attendance and lateness

You must attend all lessons, activities and other required parts of the programme.

If you are late, absent or missing without explanation, we may treat this as a welfare or safeguarding concern as well as a discipline matter.

6. What may happen

If you break the rules, we may:

- speak to you and give you a warning
- remove you from a lesson or activity
- contact your parent, guardian, group leader or agent
- give you a written warning
- suspend you from part of the programme
- send you home early or ask you to leave the course

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

7. Serious behaviour problems

Some behaviour is very serious and may lead to immediate removal from an activity, suspension, early return home or expulsion from the course.

This includes, for example:

- violence or threats of violence
- serious bullying or harassment
- discriminatory abuse
- sexual misconduct or sharing sexual images
- having or using alcohol, illegal drugs or weapons
- leaving supervision without permission
- repeated behaviour that creates a safeguarding risk
- serious online abuse
- behaviour that puts you or other people at risk of harm

Where appropriate, we may also contact parents, guardians, group leaders, hosts or the police.

8. Damage and costs

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

We may also contact your parent, guardian or group leader if needed.

9. Safeguarding and welfare

Sometimes a behaviour issue is also a safeguarding concern. This may include repeated missing incidents, serious bullying, sexual behaviour or image-sharing, self-harm concerns, threats or behaviour that suggests a student may be at risk.

If this happens, we may also deal with the matter under our Safeguarding Policy.

10. Linked policies

This policy should be read with our:

- Safeguarding Policy
- Equality Policy
- Attendance & Lateness Policy – Junior Programmes
- Lost Student Policy – On-Site
- Lost Student Policy – Off-Site

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

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