

School Expulsion Policy

Introduction

The Language Training Co must maintain discipline and good conduct to ensure a friendly environment that promotes learning. Our Student Code of Conduct and Terms and Conditions are clear about what constitutes unacceptable conduct and the possible consequences of such behaviour.

A pupil may be expelled from The Language Training Co in the following circumstances:

- In response to a serious breach of our Student Code of Conduct.
- In response to a student's continual refusal to comply with the School Rules (after the school has taken all reasonable strategies to avoid expelling the student) and if allowing that student to remain in school would, in the opinion of the School, seriously harm the learning experience and welfare of other pupils or members of the school community.
- If he or she has been found to have committed a criminal offence in or outside school or found to have behaved in a manner that tends to bring the School into disrepute.
- If the Managing Director considers that the student's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Managing Director the removal is in the School's best interests or those of the student or other students.
- If the behaviour of the student's agent / parent / legal guardian, is, in the opinion of the Managing Director, unreasonable and affects or is likely to affect adversely the student's or other student's progress at the school or the well-being of school staff or to bring the school into disrepute.
- The Student Code of Conduct sets out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Managing Director may decide that expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the school may be taken into account.

Guiding Principles

Whilst the precise procedure to be followed in a given situation will depend on the circumstances of the case, the following key principles are followed:

- A fair and reasonable investigation will take place. No decision will be made until sufficient information has been gathered.

- Students will be informed of the allegations and the supporting evidence and must be given a reasonable opportunity to exculpate themselves.
- Immediate expulsion of a student will only take place in exceptional circumstances, e.g. if there is an immediate risk to the safety of others in the school or the student concerned.

Only the Managing Director can expel a pupil from the School.

Procedure

1. Clarification

When a matter arises which may lead to expulsion of a student, the Managing Director will seek clarification as to the exact nature of the allegation and the extent of the information available.

2. The Investigation

The Managing Director will appoint an Investigating Officer (usually the Director of Studies or School Coordinator) who will contact all staff and students involved. There is no requirement for agents / parents / legal guardians to be present. Statements may be taken from staff and students involved in the matter or who witnessed an incident. All written statements will usually be attributed, signed and dated by the witness, having first had a chance to read through. They will usually be countersigned by the person who took the statement and by the person present when the statement was taken.

Students involved in the matter should be kept apart throughout the period of the investigation as far as is reasonably possible. Each staff member / student interviewed should be told not to discuss the matter with others, especially those involved in the incident.

It may be appropriate to suspend the student while the investigation continues. If this is the case, suspension will be kept as brief as possible. It will be made clear to the student that suspension is to allow the school to investigate the matter properly and not a disciplinary sanction.

On conclusion of the investigation, the Investigating Officer will consider the findings of the investigation and will consult the Managing Director before deciding whether there is a case for expulsion. No hearings will be held and no right of appeal will be granted.

The school may refer to the police any matter which amounts to a criminal activity. The school will refer to social services any case where it is believed that a junior student may be suffering or may be at risk of suffering significant harm.