

EXCLUSION POLICY

Behaviour

A student may be asked to leave his or her course if their behaviour interferes with other students' learning or with their experience at Stay Campus London.

If a student behaves inappropriately during a lesson, social activity, or at any other time whilst they are under the responsibility of the school, they will be asked to attend a meeting with the Head of EFL/Designated Safeguarding Lead (DSL), Byron Skelton, Deputy Safeguarding Lead, Denisa Sava, and Residence Manager, Michele Gaspe, to explain their behaviour. Targets for improved behaviour will be set and minutes of the meeting will be taken. A copy of the minutes will be sent to parents or guardian if student is under 18. If the student is an adult, a copy will be sent to student's agent/ sponsor. A copy of the meeting minutes will act as a first written warning and be kept on the student's disciplinary file.

When a student fails to meet their agreement, the student will be asked to attend a second meeting with the Head of EFL/Designated Safeguarding Lead (DSL), Byron Skelton, Deputy Safeguarding Lead, Denisa Sava, and Residence Manager, Michele Gaspe. Where it is likely that an improvement in behaviour can be achieved, further targets will be agreed in the meeting. A copy of targets will be sent to parents, guardians, agents or sponsors as above. These targets will act as the second written warning.

If the student does not meet the agreed targets, a final written warning will be issued. This will state the final conditions to be met if the student is to continue at the school, or recommend temporary or permanent exclusion.

The student will have the right of appeal to the Head of EFL, Byron Skelton, against any recommendation for permanent exclusion or suspension.

Where a student is excluded from school due to persistent bad behaviour, no refund of fees will be given.

Serious Misconduct

If an incident of behaviour is considered serious, the student will be asked to leave the school immediately.

The school will then make arrangements to send the student home. Any costs will NOT be covered by the school. Examples of such behaviour may include violation of criminal statutes through:

- Substance Abuse (drugs, alcohol)
- Sexual Misconduct
- Theft
- Aggressive Behaviour
- Bullying
- Vandalism
- Racism

Gross Misconduct

Where students are alleged to have committed an act of Gross Misconduct (i.e. bullying, stealing, sexual harassment etc) the school reserves the right to exclude the student immediately.

Where a student is excluded from school due to Gross Misconduct, no refund of fees will be given.

If a visa has been obtained on the basis of the student's attendance at the school, the embassy in question and the Home Office will be notified of the decision.

Reviewed: **August 2019**