

## 1 Aims of the Policy

### 1.1 Aims: The aims of this policy are:

- 1.1.1 To enable the Centre Director to carry out his/her responsibility to maintain order and good discipline in the Summer School.
- 1.1.2 To promote good behaviour amongst the students.
- 1.1.3 To ensure, so far as possible, that every student is able to benefit from his/her stay at the Summer School both in terms of their English language learning and in terms of organised sport and leisure activities.
- 1.1.4 To underline the importance of the School Rules and to outline the consequences of breaking them.
- 1.1.5 To ensure, when an exclusion is necessary, that proceedings are fair and transparent.

## 2 The Summer School's Attitude towards Behaviour and Discipline

- 2.1 **Summer School Ethos:** The Summer School recognises that students attending the Summer School are on holiday and that it is important that students enjoy their stay. It is also important, for the welfare and safety of the students and to uphold the good name of Bede's, that students abide by the rules at all times.
- 2.2 **School Rules:** The School Rules are laid out in the Student Handbook. The School Rules apply at all times during the student's stay at the Summer School and are necessary:
  - 2.2.1 For the safety and well-being of students, staff and all other stakeholders connected with the Summer School.
  - 2.2.2 For the protection of school equipment and property.
  - 2.2.3 To uphold the good name of Bede's locally, nationally and internationally.

## 3 Sanctions

- 3.1 **General:** If a student is found to have breached the Summer School Rules, they will be disciplined by the Summer School staff in a manner which is proportionate to the seriousness of the student's behaviour.
  - 3.1.1 All members of staff are authorised by the Summer School Principal to discipline students for minor breaches of School Rules.
  - 3.1.2 When the student persistently breaks the Rules or when the breach is considered by a staff member to be particularly serious, the matter will be referred to the Centre Director to deal with according to the procedure set out in this policy.
- 3.2 **Breaches of School Rules:** Examples of sanctions for breaches of School Rules include:

- 3.2.1 When a student has been late for a class, activity or meeting: taking away the student's free time.
- 3.2.2 When a student has caused damage to School property: charging the student for repairs or restitution.
- 3.2.3 When a student fails to keep his/her bedroom tidy: requiring the student to tidy their bedroom during free time.
- 3.2.4 When a student is rude to staff or persistently breaks the Summer School Rules: informing the parents.

3.3 **Serious Breaches of School Rules:** A student can be excluded for a grave breach of Summer School discipline, for example, if they commit a criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its members. Examples of behaviour which may cause the student to be sent home include:

- 3.3.1 Abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property and verbal or other abuse based on racial, sexual or religious differences.
- 3.3.2 Possessing, using or supplying cigarettes, alcohol, drugs or any other illegal substances.
- 3.3.3 Stealing or committing any other criminal offence under UK law.

This is not an exhaustive list of examples and is included for illustrative purposes only.

3.4 **Single Serious Breach of School Rules:** Although the Summer School will always aim to deal with breaches of the School Rules whilst allowing the student to complete the course, the Summer School regards some offences as being so serious that a single incident could result in the student being excluded.

3.5 **Behaviour related to a Disability:** The Summer School will make reasonable adjustments for managing a breach of School Rules that is related to a student's disability. The Summer School will ensure that a disabled student is able to present their case fully, where their disability might otherwise hinder this.

## 4 Informing the Parents

4.1 **Informing Parents of Behavioural Issues:** When the Centre Director is concerned about a student's behaviour, when serious breaches of school rules occur and when conducting an investigation, he/she is permitted to speak to the student's parents and/or agent.

## 5 Investigation Procedure

5.1 **Conduct of an Investigation:** A rumour or suspicion of a repeated or serious breach of Summer School Rules will be investigated and if appropriate, disciplinary action may be

taken by the Summer School. Investigation of a complaint or rumour about a student's behaviour will be conducted by the Centre Director or nominated Manager.

5.1.1 The Investigation Procedure is used to establish whether a breach of Summer School discipline has occurred. As such, it will not be used when the student has already admitted the breach or been caught while committing the breach.

- 5.2 **Involving the Student in an Investigation:** When a complaint is made concerning a student's behaviour, the Centre Director or nominated Manager will hold a meeting with the student to ensure that they have the opportunity to give their version of events. If the student feels that they are not able to adequately communicate in English, they may choose to be accompanied by a friend who can act as translator. The Parent/Guardian/Agent will be informed before the meeting takes place.
- 5.3 **Documentation of Procedure:** An incident report will be completed by the Centre Director or nominated Manager whenever an investigation is carried out into a student's conduct, a copy of which will be sent to Head Office for the attention of the Summer School Principal.
- 5.4 **Bag/Room Searches:** If a bag or room search is appropriate to the investigation procedure, such a search will be conducted in accordance with Bede's *Search and Confiscation Policy*.
- 5.5 **Body Searches:** If a body search is required, it will be conducted by the Police.
- 5.6 **Outcome of an Investigation:** In order to ensure that the same person is not responsible for both the investigation and making the final decision, The Summer School Principal or Assistant Principal will decide on the outcome of an Investigation.
- 5.7 **Informing Parents of the Outcome of an Investigation:** Parents will be informed by the Summer School Principal or Assistant Principal as soon as reasonably practicable of the outcome of the investigation, and of any decision to permanently exclude.

## 6 The Summer School's Procedure for Dealing with Exclusions

- 6.1 **Decision to Permanently Exclude:** The decision to exclude permanently is at the sole discretion of the Summer School Principal who will act fairly and reasonably in arriving at his decision.
- 6.2 **Organising the Transfer home:** The student's parents will be responsible for:
- 6.2.1 Rescheduling, where possible for the same day, and paying for, the student's return flight home.
- 6.2.2 Paying for any additional transfer costs incurred.
- 6.3 **Accommodating the student between their exclusion and departure:** Once the decision has been made to exclude a student from the Summer School, they will be withdrawn from all lessons, activities and excursions and they will be required to pack their suitcase and leave the

# Behaviour Policy 2021

*Little Explorers, English Plus, Pro Dance.*

# BEDE'S AMBITIOUS SUMMER SCHOOL

School.

If a flight is not available the same day as the exclusion, the Summer School will assist the Parents to arrange suitable accommodation, the costs of which will be paid by the Parents in advance.

- 6.4 **Contesting an Exclusion:** Due to the short nature of the Summer School course, parents will not be able to appeal any exclusion. However, if they feel that the decision and/or procedure was unfair, they will be able to make a complaint to the Bursar of Bede's School who can be contacted via the Summer School Head Office. The Bursar will then look into the complaint and contact the parents with the results of any further investigation.
- 6.5 **Fees:** In the event that a student is permanently excluded from the Summer School no refund of fees shall be paid in any circumstances.

Signed:



Danny Kenward  
Assistant Director of Summer School

Date: 1 September 2020

Review Date: 1 September 2021