



Disciplinary Procedure

We want everyone at Cavendish School to improve their English and have a great time!

Students **MUST** respect other students and staff.

They **MUST NOT** stop everyone from having a good time and learning.

If a student does not behave well then we must do something.

1. Teachers will explain to the student(s) why their behaviour is bad. Teachers will remind students we need good behaviour for their reports.
2. The student can be sent to the Director of Studies' office. They will tell him why they are bad and how they will be good.
3. A letter could be sent home, or a phone call made to the parents IF their behaviour does not improve.
4. IF this does not help, the student will miss lesson and excursions.
5. Finally, the student will be sent home.

Students are normally lovely! But if a bad student is always making life difficult for our staff and other students then the above will happen.

We want everyone here to enjoy themselves and use their time well.

Abusive and Bad Behaviour

Cavendish is a safe and healthy place for everyone.

We **DO NOT** want any violence or bad behaviour from students. This is very important.

If you see anything below please tell your teacher or leader:

- Bullying
- Physical abuse (attacking a person)
- Verbal abuse (bad language/spoken attack/shouting)
- Use of/Having weapons
- Any intimidating/threatening/abusive behaviour

At school:

1. When we first hear of something between students, a teacher or leader will ask them questions. If staff are involved then the Director of studies will ask questions.
2. If the bad behaviour continues then the Director of Studies will talk to the student(s) and leaders, the best action will be taken.
3. If this does not stop the problem, the Managing Director will be told and will talk to the student(s). The Managing Director can send the student home if necessary.
4. In really bad cases the police will be called.

If this happens at the homestay, then the welfare officer replaces the Director of Studies in steps 1 & 2.