

# *Pilgrims*

**PILGRIMS YOUNG LEARNERS**

## **Disciplinary policy**

### **Lateness, absence & disruptive behaviour:**

1. The Teacher or Staff Member running an activity should inform the Academic Manager at daily meetings of any disruptive behaviour. All absences/lateness should also be reported on the day to the Academic Manager or Assistant Director. All such instances should be noted in an incident report for future reference.
2. If the problems continue, the Academic Manager or Assistant Director speak to the student about disruptive behaviour during lessons or activities.
3. If the problem is not solved/the behaviour continues, the Academic Manager or Assistant Director should speak to the student again (with the reporting staff member present). Every effort should be made to find out the reason for the behaviour and ask if anything can be done to help if there is a problem of some kind. The student should be made aware of the procedure if the behaviour continues. A record of this conversation should be filed as an incident report.
4. If the behaviour continues the student should receive an official verbal warning from the Course Director, who should again try and find out if there is an underlying cause. A record of this conversation should be filed as an incident report.

5. If the behaviour continues, the student should receive an official written warning from the Course Director who should also try to find out if the student has any difficulties. At this stage the parents or ETO should be informed of the persistent nature of the behaviour.
6. The student would then receive a final written warning from the Course Director, a copy of which should be sent to the parents or ETO. At this point it should be made clear that expulsion is a viable sanction.
7. In the event of any repetition, the parents or ETO should immediately be contacted and the student will be asked to leave the school and moved to private accommodation or a hotel pending arrangements to be made for their transfer home.