



Disciplinary procedure for adult students (and students under the age of 18 on the adult programme)

1. If your behaviour is bad, a member of staff will speak to you. This is called **FIRST WARNING. We will make a note in your student record.**
2. If your behaviour continues to be bad, a member of staff will speak to you again. This is called **SECOND WARNING. We will make a note in your student record (and advise your agent and parents if under 18).**
3. If your behaviour continues to be bad, the Principal will speak to you and you may be asked to leave the school. This is called **THIRD WARNING. We will also make a note in your student record and discuss the situation with your agent (and parents if you are under 18).**

examples of bad behaviour for warnings 1-3 might include:

- Failure to follow your teacher's or your social organiser's instructions
 - Being rude or using bad language
 - Being unkind to other students
- ◆ **If you do something very bad, we can go direct to step 3. Examples where we may go direct to point 3 are:**
- Bullying and verbal assault
 - Shop-lifting, assault,
 - drinking of alcohol (if you are under 18)
 - fighting
 - Drug taking
- ◆ **Warnings will always be given in the presence of another adult member of staff.**
- ◆ **Drug taking, assault, or shop-lifting will result in the local police being informed.**
- ◆ **In some cases the police may be involved if you are caught buying or drinking alcohol under the age of 18**