

## General Guidelines

These guidelines aim to ensure the enjoyment and safety of all students and to make staff (including managers), group leaders and agents aware of our Discipline Policy and our expectations of staff and students. It is essential that parents, guardians, agents and staff are all familiar with our Discipline Policy in advance. To ensure that parents and agents are aware, the Juniors office team collects a signed agreement from students and parents asking for their agreement to our Discipline Policy.

Positive reinforcement, good role-models and a sense of fairness are key components of life at our junior centres. Rules are necessary in any organisation, and any disciplinary action taken for breaking the rules should be objective, seen to be fair and reasonable and well communicated to those concerned (and to their parents when necessary). Junior students in particular, will appreciate having any penalties for breaking rules, applied promptly, fairly, calmly, and without undue criticism to students.

At St Giles Juniors, we have developed a set of rules through which we hope to create a positive and safe environment for all our students, group leaders and staff. Students' attention should be drawn to the rules when they start their course during the welcome talk from the Centre Manager. It is necessary to remind students of the rules so that students know what behaviour is acceptable for them and for others.

Posters displaying our rules and possible consequences will be displayed throughout the centre in order that students may be regularly reminded of the behaviour we expect from them and others.

## Disciplinary Procedure

It is not possible to prescribe how disciplinary action might progress for each and every case and the precise course of action will depend on the specific behaviour and the severity of the rule-breaking. Whilst, as a general guide, the following procedure must be followed by St Giles Juniors staff members and managers; inevitably it is necessary to exercise discretion and avoid over-reaction to minor rule breaking. Some of the first stages listed may be missed for more serious rule-breaking.

- **Stage 1:** A first verbal warning is given with an explanation as to why the behaviour is inappropriate. Staff will draw the student's attention to the Rules & Consequences poster, if this is available.
- A member of staff may require that a student sits out of an activity for a period of time not to exceed 30 minutes (i.e. time out). It is important that the student remains within eyesight of the staff member during the time out. Staff will not send a student out of the classroom/away from the group alone.
- **Stage 2:** The student will meet with a manager. This will involve a meeting to discuss their behaviour and what is expected. An incident report form will be completed and the student will be asked to sign the incident report. This report will be filed at the centre and copied to the Director of St Giles Juniors. The student's name and a brief

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description of the misbehaviour will be written down and this will be filed. Recording the incident should happen as soon as is possible after the misbehaviour.

- Students may have a maximum of 60 minutes of free time withdrawn on that day (or on the following day if necessary). Free time withdrawn may include time at the centre, in town or during excursions.
- **Stage 3:** The Centre Manager may take steps to ensure that parents are informed. This report and a copy of the incident report will be sent to the Director of St Giles Juniors to send to the agent and parents. The purpose of the letter is to ask the parents for support in ensuring that the student follows the rules and enjoys their time at St Giles Juniors.
- **Stage 4:** A student may be asked to return home early and have their course cancelled. This action can be recommended by a Centre Manager but must be approved by the Director of St Giles Juniors.

We recognise that disciplinary action must appear to be taken fairly and consistently and with proper investigation. It is important to avoid accusations of victimisation and every effort will be made to communicate and cooperate with parents and agents in more serious cases.

Staff and managers appreciate that the purpose of this Discipline Policy is to encourage students to follow the rules and while some punishment may be necessary; this is not the main aim of our policy. Good behaviour is always the intended goal.

Progression through the lower stages of disciplinary action may not always be appropriate, if for example, a serious breach of discipline occurs (e.g. drug abuse, bullying, fighting). Some bad behaviour may put other students or staff at risk and warrant movement to a higher stage immediately, without necessarily the lower level stages being used initially. However, in most cases, it makes sense to raise the level of discipline and to avoid over reaction. Most students will respond to a lower level of discipline, without the necessity to enforce a firmer policy.

### **Communicating Our Discipline Policy**

We appreciate that parents are generally supportive of the staff and management when they have been consulted and are probably more likely to be effective disciplinarians rather than ourselves and we aim to work together to ensure students are well-behaved and happy at our centres.

To ensure everyone is familiar with our discipline policy, a copy is included within our staff and agent manuals. We communicate this policy to our students and their families through the below, "Rules and Consequences Poster" which is provided to students in the student welcome packs, given at the time of their enrolment on a course.

**Student Agreement to St Giles Juniors Discipline Policy**

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**St Giles Juniors Centre:** \_\_\_\_\_

As a student with St Giles Juniors, we require you to agree to our Discipline Policy, and accept our rules and the local laws that may restrict your activities while studying with St Giles Juniors. Please complete this form and sign it, then return it to St Giles Juniors.

I \_\_\_\_\_ agree to follow the rules of St Giles Juniors and to follow the rules on the 'Rules and Consequences' document.

By signing this agreement, I recognise that breaking any of the above stated rules can result in the disciplinary action listed in this policy and may result in my immediate expulsion from the course.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I, the parent of the above student, agree with the St Giles Juniors Discipline Policy and also agree to respect the rules of St Giles Juniors.

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form to St Giles Juniors.

## Rules and Consequences Notice

We want you as a St Giles student to feel part of a community which includes all the students, our staff and any other students and staff using the buildings where this course is held. To make St Giles Juniors an enjoyable and safe place to study and participate in activities and excursions, we have rules for everyone's benefit.

### Rules

1. Please tell a manager if you or someone else is unhappy about something.
2. Please be polite and respectful of everyone in St Giles Juniors and show respect for all staff, other students and other people you meet, this includes their feelings and their views.
3. Please do not wear clothing with offensive or insulting images or words. You must dress in an appropriate way for each activity. Clothing should be respectful to the community, staff and students at the centre you are at. Clothing should not be damaged or dirty and should not be too revealing. At some centres, you may be required to dress more formally.
4. Please make sure you are on time for all classes, activities and excursions.
5. Missing classes, activities or excursions without permission from the Centre Manager is not allowed. Disruptive behaviour in class which prevents other students benefiting from classes is prohibited.
6. Please stay within the St Giles areas for classes and activities.
7. Smoking cigarettes and drinking alcohol is not allowed. Using or having illegal drugs is strictly not allowed and students will be sent home and have their courses cancelled.
8. Students should not leave their rooms and should be quiet after lights out.
9. Bad language, fighting and bullying is not allowed.
10. Please take care of all equipment and other people's things. Damage to property and graffiti is not allowed.
11. Please do not use your phone in class or during scheduled activities and excursions. We need you to be able to listen to instructions and to ensure that your phone does not disturb others. This includes calls, text messages and using the internet.
12. Misuse of computers to harass or abuse staff or students is prohibited. Misuse of computers to visit websites or download inappropriate material is prohibited.
13. Please complete any work you are given by teachers outside class hours.
14. Please carry your St Giles Juniors ID card at all times during classes, activities and excursions.

### Consequences

The consequence of not following the rules may include some of the following:

- **Stage 1:** • First warning
  - Time-out of an activity or lesson
- **Stage 2:** • Meet with the Centre Manager to discuss your behaviour
  - Lose up to 60 minutes free time
- **Stage 3:** • Phone call to parents or guardians
  - Letter to parents or guardians
- **Stage 4:** • Cancellation of your course and being sent home without a certificate