



**St Giles International Cambridge**  
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**ST GILES  
CAMBRIDGE**

## DISCIPLINARY POLICY FOR STUDENTS AGED 14 TO 17

## **Disciplinary Policy for students aged 14 to 17**

We want our students to enjoy their stay in Cambridge, both at the school and outside the school. We have a duty of care to look after you and to ensure you are safe during your time with us. To help with this, we have certain rules and advice, which we ask you to follow.

Remember – if you have any problems, large or small, either at school or with your accommodation, please speak to us. You can also ask your parents or guardian to speak to us. The important thing is to talk to us. We are here to help.

### **1 RULES**

#### **At the school**

- ◆ We expect our students to come to all their lessons on time and to attend all their lessons.
- ◆ If you are late for two or more lessons in a week we will ask you to meet with the Under-18 Welfare Officer on a Friday lunchtime
- ◆ If you miss a lesson we will call your hosts immediately to speak to you. When you return to school our under-18 Welfare Officer will speak to you.
- ◆ If you are ill and cannot come to school you must phone the school number: +44 1223 358089. The school's emergency number is: 07943 631947. No emails and no texts, thank you!
- ◆ If you start to miss lessons we will contact your parents/guardian to discuss the situation
- ◆ In your lessons, please do not use your mobile phone or tablet for personal messaging, telephoning, surfing the internet or anything not related to the lesson
- ◆ Please do what your teachers ask you to do
- ◆ Bad language, fighting and bullying are not allowed
- ◆ Please do not wear clothing with offensive or insulting images or words. Clothing should be respectful to the staff and students, and should not be too revealing
- ◆ Misuse of computers to harass or abuse students or staff is prohibited. Misuse of computers to visit inappropriate web sites or download inappropriate material is prohibited
- ◆ Please carry your St Giles student card at all times
- ◆ Our Under-18 Welfare Officer will meet with you on a regular basis to check that you are OK. All under-18s must attend these meetings

#### **At your homestay**

- ◆ Please follow any rules your hosts give you
- ◆ Give your hosts your mobile phone number and take your hosts' number
- ◆ If you go out, make sure your mobile phone is fully charged and turned on
- ◆ You must be back at your homestay for dinner every evening. If you are going to be late, tell your hosts in good time. If you are not back at your homestay on time – for dinner or for your curfew time, the hosts will telephone the school. The school may then call the police and/or your parents or guardians
- ◆ Do not walk home alone at night. Take a taxi, or go with a friend. The school recommends the following taxi companies:  
Panther 01223 715715
- ◆ If you go out in the evening or at the weekend, you must tell your hosts where you are going and who you are going with. Give your hosts a telephone number or address where you can be contacted at all times

#### **In your free time**

- ◆ **If you are 14 or 15** and you wish to go out in the evening or at the weekend for an intended period of more than 1 hour, you must be accompanied by another student under the age of 18, or with a member of the school staff, or with an adult who has been approved by your parents, guardians or the school. We ask your hosts to make

sure you go with this person or that you go to an arranged meeting point to wait for this person. Your hosts must know where you wish to go, when you wish to go, how you will travel, when you will return, and who you will be with.

- ◆ **If you are 14 or 15** you must be back at your homestay by 21.00 Sunday to Thursday and 22.00 on Friday and Saturday, unless you are attending a school social event and you return by approved taxi, in which case you must return to your homestay by 22.30.
- ◆ **If you are 16 or 17** you must be back at your homestay by 23.00 Sunday to Thursday, and 00.00 on Friday and Saturday
- ◆ **If you are 14 or 15:** In your free time you cannot leave Cambridge without written permission from your parents/guardian. You must be accompanied by another student under the age of 18, or with a member of the school staff, or with an adult who has been approved by your parents, guardians or the school. We ask your hosts to make sure you go with this person or that you go to an arranged meeting point to wait for this person  
The school and your hosts must know where you wish to go, when you wish to go, how you will travel, when you will return, and who you will be with. If you do leave Cambridge without this permission, the school will treat the situation very seriously. We will discuss this with your parents/guardian and we may have to ask you to leave the school

#### **Other**

- ◆ Smoking – it is illegal to buy cigarettes/tobacco if you are under 18 and it is illegal to smoke cigarettes if you are under 16.
- ◆ Under-16s are not allowed to smoke either at the school or outside the school
- ◆ Students aged 16 and 17 are not allowed to smoke at the school or at their homestay, unless the school has received written permission from their parents or guardians
- ◆ Alcohol – You may not enter any pubs, bars or nightclubs. It is illegal to buy and/or drink alcohol if you are under 18
- ◆ Using or having illegal drugs is strictly not allowed. If someone offers you drugs always say NO!
- ◆ Dangerous objects—you must not carry any kind of weapon (for example, a long knife or a gas/liquid spray) in a public place.
- ◆ Shoplifting—Shops have good security systems, and they will always call the police when they catch someone stealing.
- ◆ In the UK, the age of sexual consent is 16
- ◆ St Giles will treat any criminal offences, for example theft, damage to property seriously.
- ◆ St Giles does not tolerate racial, sexual or other harassment
- ◆ St Giles will treat seriously any attempts to either promote terrorism or violent extremism or to make or encourage students to take part in such activities in the school or in the community
- ◆ St Giles will treat seriously any behaviour which might reasonably be considered to put the physical or mental wellbeing of yourself or other students and staff, hosts and/or their family at risk or harm

## **2 CONSEQUENCES**

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

### **Stage 1:**

Meet with a member of the school management (Director of Studies and/or Principal) and receive a first verbal warning

### **Stage 2:**

Meet with the Principal and receive a second (written) warning

### **Stage 3:**

Phone call from the school to your parents/guardians

Letter from the school to your parents/guardians

### **Stage 4:**

Cancellation of your course. There is normally no refund of tuition fees. The school will ask your parents/guardians to arrange your flight home

## **4 Student Agreement to St Giles International Cambridge Under-18 Disciplinary Policy**

### **To the student**

Student Name:

Date of Birth:         /         /

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

I ..... agree to follow the **rules** of St Giles International Cambridge listed above.

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:

### **To the parent/guardian**

I, the parent/guardian of the above student, agree with the St Giles International Cambridge Disciplinary Policy and also agree to respect the rules of St Giles International Cambridge.

Name of parent/guardian

Parent's Signature:

Date:

**Please return this form to St Giles International Cambridge.**