



**St Giles International Highgate,
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**ST GILES
HIGHGATE**

**DISCIPLINARY POLICY AND ADVICE FOR
STUDENTS AGED 14 TO 17**

Disciplinary Policy for students aged 14 to 17

We would like all of our students to enjoy their time in and out of the school. We have a responsibility to look after you and make sure you are safe during your time with us.

Please remember, if you have any problems, big or small, at school, with your accommodation or with your health then please tell a member of staff and we will help you solve the problem. You can also ask your parents or guardian to speak to us – We are always here to help.

To help us keep all of our students safe we have some rules and advice that we would like you to follow.

1 RULES

Attendance

- 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 Welfare Officer (Rachel Gomez) or the Designated Safeguarding Person (Joni Stephens).
- If you miss a lesson we will call your host family immediately to speak to you. When you return to school our Designated Safeguarding Person will speak to you.
- If you are ill and cannot come to school you must phone the school number: +44 208 340 0828. The school's emergency number is: **07796 552 488**. Please do not email or text!
- If you start to miss lessons we will contact your parents/guardian to discuss the situation

At the school

- 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 electronic devices to harass or abuse students or staff is prohibited. Misuse of electronic devices to visit inappropriate web sites or download inappropriate material is prohibited
- Please wear the red lanyard with your student ID that you were given on your first day when you are at the school and on social activities organised by the school
- Please carry your St Giles student card at all times
- Our Designated Safeguarding Person will meet with you on a regular basis to check that you are OK. All under-18s must attend these meetings.

At your host family

- Please remember that you are a guest in someone's home. This is a great chance to learn about life in London but also comes with responsibilities. You must treat your hosts with respect, keep your room tidy, clear up any mess that you make in the kitchen and bathroom and follow the rules of the house. In return, the family will make you feel welcome and will look after you whilst you are here.
- Give your host family your mobile phone number and take your host family's number
- If you go out, make sure your mobile phone is fully charged
- You must be back at your homestay for dinner every evening. If you are going to be late, tell your host family in good time. If you are not back at your host family 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. Always call a licensed taxi company or use a reputable online company such as Uber. If you want to take a taxi from the street only take licensed London black taxis. **Never get into a taxi with someone who approaches you to offer a taxi service.**
- If you go out in the evening or at the weekend, you must tell your host family where you are going and with whom. Give your host family a telephone number or address where you can be contacted at all times

In your Free Time

- **If you are 14 or 15** you must be back at your host family 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 host family by 22.30.
- **If you are 16 or 17** you must be back at your host family 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 London 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 host family 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 and who you will be with. If you do leave London 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.
- **If you are under 18** You cannot stay out over night unless we have received permission from your parents and you are travelling and staying with an approved adult. The school will also need details of your travel plans including the address of where you will be staying overnight. The school reserves the right not to allow overnight stays where we feel that you may be at risk.

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. It is also illegal for someone over the age of 18 to buy or try to buy alcohol for you.

- 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, homophobic or other harassment
- St Giles will treat very 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 very 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

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. The school will ask your parents/guardians to arrange your flight home

4 Student Agreement to St Giles International Highgate Under-18 Disciplinary Policy

To the student

Student Name:

Date of Birth: / /

As a student with St Giles International Highgate, 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 Highgate. Please complete this form and sign it, then return it to St Giles International Highgate.

I agree to follow the **rules** of St Giles International Highgate 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 Highgate Disciplinary Policy and also agree to respect the rules of St Giles International Highgate.

Name of parent/guardian

Parent's Signature:

Date:

Please return this form to St Giles International Highgate.