

Discipline Policy for Young Learners at International House London

Our Educational Philosophy

At IH London, we focus on giving you the confidence and skills to achieve your goals. Communication and creativity is at the heart of everything we do. We believe in a balance of creative and systematic approaches in the classroom, and we tailor the course to your needs. We educate beyond language to promote understanding across cultures, borders, businesses and friendships.

We believe in and aim to create a positive and inclusive experience for all students and our first priority is to manage students with kindness and practical guidance towards good behaviour. We promote respect between all staff and students. Our discipline policy exists to ensure all students and staff know the steps we will take if the behaviour of students does not meet expected standards. This policy exists to protect the experience and safety of everyone on campus.

1 Attendance and Behaviour Policy for IH London Young Learner centres

1.1 Attendance

All parts of the programme are compulsory. We check attendance at lessons, activities, excursions and house meetings. This is very important to keep everyone safe. You need to get to every class and meeting point on time. If you are late, this will be detrimental to other students' experience. Lateness will cause delays to excursions and might mean the group will be too late for the attraction, and not be allowed entry. This will make everyone very sad!

If you are feeling unwell, and you can't attend lessons or activities, you need to tell a member of IH London staff, e.g. your house supervisor. Our schools have a sick bay with beds where you can rest and be looked after by the Welfare team. You can't stay in your room because then we can't look after you.

We monitor attendance and if we notice persistent lateness or attempted absence (i.e. 3 times or more) then we will need to take action. This will include:

Warning from a manager

Office detention / Being assigned clear-up duties

Removal from class/activities

If the behaviour doesn't change, further action will be taken (as described in the table below).

1.2 Behaviour policy

We have communication systems that enable us to record misbehaviour and monitor persistent cases. Below is a list of examples of misbehaviour and how we deal with this when necessary.

Please note that not every example of misbehaviour is listed here.

Severity level	Serious	Significant	Critical
Definition	May compromise another participant's experience or wellbeing	May compromise participants' experience and disrupt the safe or smooth running of the programme	May compromise the safety or integrity of people, the organisation, or the premises
Management	<ul style="list-style-type: none"> > managed internally > Group Leader will be informed > Student will be given opportunity to learn and demonstrate better behaviour > Parents/guardians may be contacted at this stage 	<ul style="list-style-type: none"> > IHL will conduct investigation > IHL will contact parents/guardians at each step of this process > Student will be given opportunity to learn and demonstrate better behaviour 	<ul style="list-style-type: none"> > IHL will conduct investigation > IHL will have a meeting with parents/guardians
Sanction (*)	Step 1 <ol style="list-style-type: none"> 1. Warning from a manager (verbal) 2. Office detention / being assigned clear-up duties 3. Removal from 1 class or activity 	Step 2 <ol style="list-style-type: none"> 1. Permanent removal from particular activities 2. Removal from excursion 3. Final warning (written) 	Step 3 <ol style="list-style-type: none"> 1. Expulsion from camp, with immediate return to home country (at parents' expense). No refunds will be given. No certificate provided.
Examples (*)	Absence/lateness Hiding on campus Not following instructions Smoking / vaping Ordering food deliveries Entering another person's room without permission	Unauthorised exit from campus Disrupting an excursion Entering the house/section of the opposite gender Single instances of bullying Damage to property + if actions listed in previous column continue	Persistent bullying Stealing Vandalism Possession of alcohol/dangerous substances Harassment Violence Racism / sexism /homophobia + if actions listed in previous columns continue

(*)Please note that this list of examples is not exhaustive and the assessment of severity and the final sanction remain at IH London's discretion, based on a fair and objective evaluation of each situation.

1.3 Equality and Diversity

International House London staff are committed to providing a safe and caring environment, free from discrimination for everyone in our school. The equal opportunities policy of International House, London applies to everyone working and studying in the school.

The school is committed to promoting equality of opportunity to everyone regardless of:

- Gender
- Marital status
- Religious Beliefs and political opinion
- Race and nationality
- Disability
- Sexual Orientation
- Age

We do this by:

1 Being positive role models: we are tolerant and respectful in our own behaviour, language and attitudes and encourage the same from our students. We question discrimination of any sort.

2 Taking appropriate action wherever we see discriminatory behaviour, language or attitudes.

3 Encouraging students and staff to develop positive attitudes about themselves and other people.

Learning difficulties and disability access

The school will look at applications from any students with learning difficulties. We will decide on an individual basis if the course is suitable. It is very important that the school is aware of any learning difficulties or special educational needs before enrolment so that if an application is accepted, we can support the student in the right way.

1.4 Harassment and bullying

At International House London we believe that everyone should be treated equally, fairly and with respect. Bullying and harassment of any kind is unacceptable. Both students and staff have the right to work in a safe environment.

Bullying and harassment can be difficult to recognise and may not be obvious to other people around you.

What is bullying?

Bullies can be boys or girls, one person or a group of people. Bullying can happen in many different ways:

- It can be physical
- It can be verbal
- It can be psychological

Bullying can happen face to face, through e-mails, networking sites and text messages.

What is harassment?

Harassment comes in many different forms and can affect boys and girls. It is unwanted actions of someone and can be:

Racial – insulting where someone is from and/or their culture

Sexual – unwanted physical contact – unwelcome touching, standing too close, showing/exposing body parts, making comments

Religious – insulting someone’s religious beliefs

Disability – insulting someone on their disability

Harassment can happen face to face, through e-mails, networking sites and text messages.

What to do if you are being bullied or harassed?

If you have a problem and feel you have been bullied or harassed, please tell a member of staff as soon as possible. If you witness bullying or harassment, please tell a member of staff as soon as possible. We can only help to improve the situation through information.

1.5 Exclusions (see table above for more detail)

The school is a friendly and open environment. In order to maintain this, the school will take the following steps with anyone found to be acting against school policies:

Step 1: A verbal warning

Step 2: A written warning

Step 3: A letter and asked to leave the school

In extreme circumstances, the person will be asked to leave with immediate effect. In any of the above circumstances, no refund will be given.

1.6 Conclusion

All aspects of the programme are carefully designed to ensure everyone on our programmes has a good time, including staff. The behaviour of just one student can have a real effect on everyone’s experience. We want everyone to leave our camps feeling positive, healthy and with lots of new friends!