



Code of Conduct and Exclusion Policy

Code of Conduct

Smoking, alcohol and drugs

No smoking or drinking of alcohol is allowed on the school premises. It is illegal for anyone under the age of 18 to smoke or drink alcohol in Britain. Students who fail to observe this will be sent home at their own expense and without any reimbursement of fees. Any student found in possession of drugs will be reported to the police and may be deported.

Loss or theft

International House Manchester takes theft, loss or damage involving a student’s personal possessions, very seriously but does not take financial responsibility. Loss or theft should be reported to the school staff as soon as possible so that we can take the appropriate action. Students will receive help from International House Manchester staff if they need to make a police report so that they can receive a crime reference number for any resulting insurance claim. Loss of money is a difficult and embarrassing matter to deal with. We can all help by advising students not to leave money lying around. Bags should not be left unattended in the school, cafes or other public places.

Damage to International House Manchester or Host Family or Residence Property

Students may be reasonably expected to pay for any damage they cause to property. This includes damage to school property, host family or residence property. They will be informed of the extent of the damage and the payment involved. They must settle this before the student returns home.

Abusive, threatening or disruptive behaviour

Staff and students have a right to work and study in an environment of mutual respect. This means, amongst other things, ensuring that different cultures, religions and views are respected. As such, behaviour which undermines this will be treated very seriously and dealt with proactively by management.

Reviewed March 2017 – Next review March 2018



Exclusion

International House Manchester staff will always endeavour to help you with any problems you may have. Whenever possible or appropriate we will try to counsel students to improve behaviour. However, you may be asked to leave the school for any of the following reasons:

- Theft
- Vandalism/damage to property of other people's personal belongings
- Use of illegal drugs
- Smoking/alcohol on premises or off premises if under minimum age and in International House Manchester care
- Repeated unauthorised absence or lateness
- Abusive/threatening/disruptive or anti-social behaviour towards International House Manchester staff, students or home stay providers
- Repeated/serious breach of the rules relating to International House Manchester and/or accommodation

Exclusion Procedure

It is the school's decision if your behaviour is unacceptable or not. If your behaviour is unacceptable the school will issue you with a verbal warning. If the behaviour reoccurs the school may issue a written warning and a final warning. If these do not remedy the situation, you will be excluded from the school. The school will order you to leave the school immediately and with no refund of any fees.

Please note that the school may order you to leave the school immediately with no refund of fees, with no written warning, if the behaviour is very serious in the school's opinion.

We will record all incidents in writing.

In the event you feel you have been unfairly treated, please see the complaints policy.

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