



## IJ Tours Ltd t/a “International House Manchester or IH Manchester”

### Student Code of Conduct, Disciplinary and Exclusion Policy

#### Policy Statement

IH Manchester believes that everyone has a right to learn and work in a polite, respectful environment. We believe that everyone should be treated with dignity and respect, regardless of age, gender, ability, language, religion, race, nationality, sex, sexuality, culture or disability (more information on how the school deals with discrimination can be found in our Equality Policy, available from our website). IH Manchester will not tolerate any behaviour that affects wellbeing or the ability to learn or work (including harassment, bullying and violence).

#### Policy Aim

This policy ensures that students are aware of:

- The rules on behaviour and what is acceptable and unacceptable under the code of conduct.
- What happens if a student breaks the code of conduct i.e., disciplinary action.

This policy applies to all IH Manchester students, online or in school. It also applies when they are outside the school premises, such as, during school trips or at their homestay accommodation or other residence. Please refer to our Disciplinary and Grievance Policy and Procedure in the case of unacceptable behaviour from an employee or contractor (including homestay hosts).

#### Key contacts

Role	Name	Contact details
Principal	John O'Leary	In person in school Email: john@ihmanchester.com
Academic Management	Joseph Baker	In person in school Email: joseph@ihmanchester.com
Academic Management	Marie Pepper	In person in school Email: marie@ihmanchester.com
Welfare and Accommodation	Jordan Clark	In person in school Email: Jordan.clark@ihmanchester.com

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## Code of Conduct

The school expects everyone to follow a basic set of rules. The school will act when students break these rules. This procedure is described in “The Disciplinary Process” section below.

### All students

All students (online and in school) should:

- treat themselves, other students, staff and their environment with respect and care.
- cooperate with other students, teachers, and staff. Listen to them and wait for their turn to speak.
- value and promote equality.
- attend all their classes and arrive on time.
- speak English during the class and around the school.
- help create a good atmosphere for learning by participating in classes, asking for and following the advice of teachers on learning.
- use polite language. Swear words, inappropriate topics or insults will not be tolerated.
- respect UK law, including visa laws if needed.
- only use their phone during lessons for learning.
- dress appropriately.
- behave appropriately.

### Rules for online students

Online students should:

- use their name and surname on Zoom (in Latin letters).
- not share the Zoom class meeting IDs with people who are not IH Manchester students.
- be alone while attending class (not with a brother/parent/friend etc.) - it is ok if they are in the room but they should not be participating.
- attend class in a quiet, appropriate environment, i.e., not in bed, on the street or in a noisy room.
- have their video on.
- never take screenshots or screen recordings of a lesson.
- switch off and mute their video when temporarily leaving the class i.e., going to the kitchen or bathroom.

Please note that these lists are non-exhaustive.

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## The Disciplinary process

This section details what will happen if unacceptable behaviour is reported or seen. Please note that any students in breach of the code of conduct may be temporarily removed from classes while an issue is being addressed. They will then be spoken to by a member of staff regarding the issue, either in person or online. For under-18s, stakeholders will be informed.

### Minor or first-time incident and informal counselling

If a student does not follow the rules set in the code of conduct, but the issue is minor, the principal or a member of senior management may informally warn a student and explain the problem their behaviour is causing and give them an opportunity to change. This kind of day-to-day help is part of normal school life and may not be recorded as a disciplinary issue.

### Repeated or serious misbehaviour and formal action

#### What is a misconduct?

If minor misbehaviour continues, or if something more serious happens, this is called a misconduct. Some examples of misconduct are:

- Repeated poor attendance (please see our Attendance, Holidays and Withdrawal Policy for more details).
- Repeated use of native language in class or any behaviour that negatively affects the learning of others.
- Swearing or hurtful language.
- Repeated carelessness with school facilities.
- Harassment, threatening behaviour, bullying (including peer on peer abuse) or violence.
- Hate incidents or crimes related to someone's race, disability, religion, gender identity or sexuality.
- Vandalism (destroying property) or theft.
- Drug possession, consumption or dealing.
- Smoking or drinking alcohol in class, in the school or anywhere by under 18 students.
- Breaking the law.

#### What happens in a case of misconduct

##### Interview

When misconduct is reported or seen, the school will talk to everyone involved and record discussions in writing. People involved will be able to tell the school their version of what happened. In this interview, a member of staff will be present to ask questions and take notes. If requested, another person, for example, another member of staff, another student or a personal friend can attend. A record will be kept of all interviews including the names of the people involved, the date and the time.

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## Results

Following the interviews, the school will use this information along with any other evidence available to make a decision. The school will decide to either:

- Take no further action.
- Give a verbal warning.
- Give a written warning.

If the behaviour reoccurs, or the problem is more serious, the school may issue a final warning or the student may be permanently excluded from the school.

All decisions and the reasons for these are recorded in writing.

When giving warnings, the school will normally move from verbal warnings to written and then final warnings before excluding a student. If the incident is very serious, however, the school can skip one or more of these steps. For example, the principal can expel a student immediately, without notice or refund. The next section will explain how the school reviews evidence and makes a final decision.

**Please also note that where a crime is suspected to have happened, IH Manchester will immediately contact the police.**

## Review of Circumstances

Before reaching a decision, we will:

- Review the evidence.
- Meet with the student.
- Talk with other students or members of staff as needed.
- Consider relevant mitigating or aggravating factors.

Here are a few possible mitigating factors:

- Was the student provoked, bullied or abused by others?
- Was the student forced or encouraged by others (peer pressure)?
- Could the student's medical or emotional wellbeing or their cultural background be a contributory factor?
- Is the student new to the school? Could they have been unaware of the seriousness of their behaviour?
- Is this the first time this has happened? How possible is it that it will happen again?
- Did the student admit the offence? Apologise? Did they show they are sorry and accept responsibility? Is the student cooperating?

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And here are a few examples of possible aggravating factors:

- Having or using a weapon.
- The victim(s) was/were physically injured and/or needed medical attention.
- The victim was younger or more vulnerable.
- The student ignored previous warnings about their behaviour or the risk of exclusion, or refused support offered by the school.
- The offense was planned or calculated.
- The student shows no signs of remorse, is unwilling to accept responsibility or refuses to cooperate.

## In the case of a hate incident or crime

There is a special case for hate incidents/crimes, which is explained in this section. A hate incident is an act of violence or hostility because of one of the following things:

- Disability
- Race
- Religion
- Gender identity
- Sexual orientation

Anyone who thinks this has happened to them can report it to the police, and it will be investigated as a hate incident. When hate incidents become criminal offences they are known as hate crimes. IH Manchester will assist the victim throughout – explain what their options are, assist them with reporting the incident/crime to the police, and if necessary, help them seek further help (counselling, contacting appropriate organisations or charities etc).

## Complaints

In the event a student feels unfairly treated, please refer to our Complaints Policy.

## Supplementary Documents

This policy is supported by others such as:

- Child Protection Policy
- Anti-Bullying and Harassment Policy
- Attendance, Holiday and Withdrawal Policy
- Equality policy

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These are referenced when appropriate. The above policies are available to view [online](#).

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