International House Manchester

STUDENT CODE OF CONDUCT, DISCIPLINARY AND EXCLUSION POLICY

Policy Statement

At IH Manchester, we believe people have the right to work or learn in a safe, respectful, and friendly environment. To help achieve this, we have created this Student Code of Conduct, Disciplinary and Exclusion Policy. By following the Code of Conduct, students help create a welcoming and respectful environment where everyone can learn, grow, and succeed.

Policy Aim

This policy sets clear rules of behaviour so that everyone – students, staff, and homestay hosts – can enjoy a positive experience at our school.

It explains:

- What behaviour is acceptable and unacceptable.
- What happens if a student does not follow the rules.

The policy is for all students, studying in school or online. It also applies outside school, such as during trips, at homestay accommodation, or other school-related activities.

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 Claire Bouedo	In person in school Email: jordan.clark@ihmanchester.com Email: claire.bouedo@ihmanchester.com

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.

Reviewed November 2025 – Next review November 2026 or in the event of staffing, policy, or legislative changes

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MEMBER ENGLISH UK

- 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.

The Disciplinary process

This section details what will happen if unacceptable behaviour is reported or seen. Please note that any students who break the code of conduct may be removed from classes while an problem is being solved.

MINOR OR FIRST-TIME INCIDENT AND INFORMAL COUNSELLING

If a student does not follow the rules, but the issue is minor, the principal or a member of senior management will informally speak to the student, explain the problem their behaviour is causing and give them a chance 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.

Please note that this list is non-exhaustive.

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 there to ask questions and take notes. If asked for, 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.

RESULTS

Following 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.
- Exclude the student

If the behaviour happens again, or if the problem is more serious, the school may give a final warning or ask the student to leave the school permanently. All decisions and the reasons for them will be written down.

The school will usually follow a step-by-step process. This means giving a verbal warning first, then a written warning, and finally a last warning before asking a student to leave. However, if the behaviour is very serious, the school can skip some of these steps. For example, the principal can decide to exclude a student straight away, without giving notice or a refund.

The next section will explain how the school looks at the 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 making a decision, we will:

- look at all the evidence.
- meet with the student to hear their side of the story.
- talk to other students or staff members if needed.
- consider any factors that might make the situation less serious or more serious.

Some things that might make the situation less serious, called "mitigating factors," include:

- Was the student provoked, bullied, or treated badly by others?
- Was the student pressured by others to act in a certain way?
- Could the student's health, emotions, or cultural background have played a part in their behaviour?
- Is the student new to the school? Did they not understand how serious their behaviour was?
- Is this the first time this has happened? How likely is it that it will happen again?
- Did the student admit what they did, apologise, and show they are sorry and willing to take responsibility? Are they cooperating with the school?

Some things might make the situation more serious, called "aggravating factors." These include:

- Using a weapon or having a weapon in school.
- If the victim was hurt and needed medical help.
- If the victim was younger or more vulnerable.
- If the student ignored previous warnings or refused help from the school.
- If the offence was planned or done on purpose.
- If the student shows no regret, refuses to take responsibility, or does not cooperate.

Complaints

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

Supplementary Documents

This policy is supported by others including:

- Safeguarding for Adults Policy
- Anti-Bullying and Harassment Policy
- Attendance, Holiday and Withdrawal Policy
- Equality, Diversity, Inclusion and Belonging Policy

These are referenced when appropriate. The above policies are available to view online.