



Burlington School
Excellence in English



Student Discipline and Exclusion

Policies, Procedures and Legal Frameworks

Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



TRINITY
COLLEGE LONDON
Registered Examination Centre 46190



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Summary

Aim	<p>This Policy aims to:</p> <ul style="list-style-type: none"> • set out the procedures in place for dealing with student discipline • set out the procedures in place for exclusion of students • set out the procedures in place students to appeal disciplinary action • highlight the school’s commitment to the welfare of all students, staff, representatives and sub-contractors, and visitors to the school • highlight the school’s moral and legal responsibilities when dealing with student discipline
Applies to	<ul style="list-style-type: none"> • School Management • Academic Management • Safeguarding & Welfare Officer • Health and Safety Officer • Activity Leaders • Accommodation staff • Homestay providers • Residence managers & staff • Marketing and Sales staff
Related Documents	<ul style="list-style-type: none"> • Staff Handbook • Student Handbooks • Prevent Duty Policy • Safeguarding and Welfare Policy • Recruitment Policy • Attendance Policy • Anti-Bullying Policy • Progress Monitoring Policy
Approved by	Managing Director
Responsibility for update	Managing Director
Date of approval	April 2023
Proposed date of review	April 2024

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Introduction

Burlington school is committed to providing the best service possible to its students and stakeholders. As a consequence, the school has in place a procedure for dealing with discipline among students to ensure that individual instances of misconduct do not affect the experience of the other students in the school.

This policy does not set out to list all conduct or actions that may result in disciplinary procedures being taken against students; however, it should be read in conjunction with the following policies, which outline examples of misconduct within their individual areas:

- Burlington School Attendance Monitoring Policyⁱ
- Burlington School Anti-Bullying Policyⁱⁱ
- Burlington School Safeguarding and Welfare Policyⁱⁱⁱ
- Burlington School Prevent Duty Policy^{iv}

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Expected standards of behaviour

All students are given a Student Handbook as part of their induction process. The handbook contains a written code of conduct for all students, and outlines the sanctions which may apply for breaches of the code.

See [Appendix 1](#) and [Appendix 2](#) for posters outlining the Student Code of Conduct at our London School.

See [Appendix 3](#) for posters outlining the Attendance Code of Conduct at our London School.

See [Appendix 4](#) for posters outlining the school's approach to bullying and abusive or violent behaviour.

These posters are displayed throughout the school.

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Legal Frameworks

At all times, legal frameworks are considered when formulating school policy. Where there is a dispute between school policy and UK or EU law, the law takes precedence, and school policies are amended accordingly.

The frameworks considered include, but are not limited to:

- Safeguarding^v
- The Prevent Duty^{vi}
- Immigration^{vii}
- Health and Safety^{viii}
- Discrimination^{ix}

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Disciplinary Procedures

Burlington School operates a disciplinary system for students based on that for staff, with a system of warnings and the ultimate sanction of exclusion. All issues of student misconduct are brought to the attention of the Managing Director. The Managing Director then meets with the student, and depending on the findings of the meeting one of the following occurs:

Warning	Examples
No action taken	<ul style="list-style-type: none"> • Misconduct was misattributed. • Misconduct was influenced by external factors. The student may be referred to the Safeguarding & Welfare Officer as appropriate.
Informal Warning	<ul style="list-style-type: none"> • Repeated failure to complete homework • Repeated use of Mobile phones in class for purposes other than learning as sanctioned by the teacher <p>The warning is not recorded.</p>
Green Warning	<ul style="list-style-type: none"> • Showing disrespect to teachers or other members of Burlington School staff • Showing disrespect to other students • Persistent lateness or absence <p>This warning is held on the student's record for a period of 3 months, or a period agreed between the school and the student (as well as the student's parent or guardian where appropriate).</p>
Amber Warning	<ul style="list-style-type: none"> • Repeated instances of the above (2 or more Green Warnings) • Breaking curfews in homestay or residences • Causing accidental damage to school property, residential property or property of staff, representatives, or other members of the school through careless behaviour <p>This warning is held on the student's record for a period of 3 months, or a period agreed between the school and the student (as well as the student's parent or guardian where appropriate).</p>
Red Warning	<ul style="list-style-type: none"> • Repeated instances of the above (2 or more Yellow Warnings) • Conduct that brings the name of Burlington School into disrepute • Use of racist, sexist, homophobic or otherwise discriminatory language <p>This warning is held on the student's record for a period of 3 months, or a period agreed between the school and the student (as well as the student's parent or guardian where appropriate).</p>
Exclusion	<ul style="list-style-type: none"> • Repeated instances of the above (2 or more Red Warnings) • Violence (or threatened violence) against members of school staff or representatives • Violence (or threatened violence) against other students • Deliberate damage to school property, residential property or property of staff, representatives, or other members of the school • Possession of drugs on school premises, accommodation organised through Burlington School, or activities organised by Burlington School

In the case of students under the age of 18, the student's parent or guardian will be informed of all instances of misconduct.

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Exclusion

Exclusion is the ultimate decision of the Managing Director; however, he or she should confer fully with any or all of the following as appropriate:

- Proprietor
- Director of Studies
- Young Learner Programme Coordinator
- Designated Safeguarding Lead
- Deputy Designated Safeguarding Leads
- Operations Manager
- Prevent Lead Person
- Accommodation Manager & Designated safeguard and prevent lead

Exclusion should be resorted to only in the most extreme cases of misbehaviour and indiscipline, and in most cases after every effort at rehabilitation has failed and every other sanction has been exhausted. However, in extreme cases, it may be applied as an immediate sanction without any previous warnings. Cases where immediate exclusion may be appropriate include, but are not limited to:

- Threatening or abusive behaviour towards a student, employee or representative of Burlington School.
- Possession of drugs other than those prescribed by a registered GP or bought over the counter at a reputable pharmacy.
- Possession of any form of offensive weapon.
- Any form of theft whether this occurs on the premises or outside.
- Conduct jeopardising the safety or welfare of a student, employee or representative of Burlington School.

There are 2 types of exclusion: Fixed-Term (Suspension) and Permanent (Expulsion). In cases where the student's conduct has warranted exclusion, the management team and other affected stakeholders should meet and decide which is the more appropriate sanction.

Fixed-Term Exclusion (Suspension)

This should be applied where:

- it is felt that the bond of trust between the school and the student can be repaired
- the student is taking steps (or has agreed to take steps) to address their behaviour, such as counselling or other medical intervention
- it is felt that the student may respond positively to a return to the school.

The period of suspension should be no more than 50% of the student's remaining time at the school.

Permanent Exclusion (Expulsion)

This should be applied where:

- it is felt that the bond of trust between the school and the student is beyond repair
- the presence of the student in the school, residential accommodation or activity sessions would jeopardise the safety or welfare of a student, employee or representative of Burlington School
- it is felt that the student would not respond positively to a return to the school.

Exclusion will be used as a sanction for students under the age of 18 only when Burlington School is satisfied that suitable provision for looking after the student is in place.

In cases of exclusion, the student is held to be in breach of their terms and conditions, and is thus not entitled to any refund in respect to any tuition or other services forfeited.

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Appeals Procedures

At any time during the disciplinary process, students have the right to appeal the decision. Students may appeal any decision either verbally or in writing to the Managing Director (or Centre Manager in the case of residential centres).

In such cases a meeting is arranged between the student and a member of the school management team who has not been involved previously in the case. Another member of staff is present as an observer, and the student is invited to bring a friend or other representative to the meeting in a similar capacity. For students under the age of 18, the parent or guardian must be present; if this is not possible, the school Safeguarding & Welfare Officer should be present.

The meeting gives the student the chance to state their side of the dispute, and put forward any mitigating circumstances.

After the meeting, the manager holding the meeting reports back to the Managing Director or Centre Manager, who should then write to the student with the outcome of the meeting within 48 hours. Possible outcomes include:

- The warning or exclusion is upheld against the student
- The period a warning is held on the student's record is reduced
- A previous warning is extended, rather than a new warning issued
- An exclusion is overturned, and a warning issued in its place
- The warning or exclusion is overturned and deleted from the student record.

If the student is dissatisfied with the outcome of the appeal meeting, they are invited to set out their reasons in writing to the Managing Director, who will respond within 5 working days.

If the student is dissatisfied with the outcome of this response, they are invited to set out their reasons in writing to the Proprietor, who will respond within 15 working days.

If the student is dissatisfied with the outcome of this response, they are invited to contact English UK, the school's accrediting body. They will investigate the complaint in a full and impartial manner.

Further information about complaints and appeals can be found in the Student Handbooks, on the school website, and on notices throughout the school.

See [Appendix 5](#) for the school complaints procedures.

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Appendix 1: Student Code of Conduct Poster



Code of Conduct

Lord Annaly House
146A Bedford Hill
London
SW12 9HW

We want all our students to have a positive and rewarding time in London and at Burlington School. Cases of misconduct are very rare at this school, and we ask all our students to follow this Code of Conduct, which is based on mutual respect, tolerance, and on UK law.

For more information, see the Student Handbook.

If you do not follow this code of conduct you might be asked to leave the school and/or your accommodation, and you might not be given a refund.

Punctuality and Attendance

- I will not be late for my classes.
- If I am over 18 and more than 10 minutes late to class, I will not be allowed in.
- I will attend at least 70% of my classes, and I will tell the school if I am ill or on holiday.

Classes

- I will buy the coursebook for all of my classes, and bring it to school every day.
- I will speak only English in class.
- I will take part in all activities in class.
- I will only use my mobile phone or tablet in class if my teacher has given me permission, and if it is part of my learning (e.g., looking up a word in a dictionary).

Respect

- I will treat all students, teachers, and staff and representatives of Burlington School with respect.
- I will not use bad or abusive language in the school or online.
- I will not discriminate against anybody based on things like sex, gender identity, sexual orientation, race, religion, nationality, disability or age. All staff and students at Burlington School are equal.

Smoking, Alcohol and Drugs

- I will not drink or bring alcohol in the school, or in the school residence.
 - I will not use or bring illegal drugs in the school.
- In the UK it is illegal to smoke in any public building or enclosed area, including this school.

Health and Safety

- I will think about my own and other people's health and safety at all times.
 - I will not interfere with or damage any fire equipment in the school.
 - I will not enter areas of the school that are private or off-limits.
- It is illegal to carry weapons such as guns and knives in the UK. Any students carrying weapons will be excluded from the school and reported to the police.

www.burlingtonschool.co.uk
info@burlingtonschool.co.uk
+44 (0) 20 7736 9621



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Appendix 2: Traffic Light Poster

We have a warning system in place for misconduct. If your conduct is bad, you will receive a warning as follows:



You will receive an **Informal Warning** for misconduct including:

- Repeated use of mobile phones in class for purposes other than learning as sanctioned by the teacher



You will receive a **Green Warning** for misconduct including:

- Showing disrespect to teachers or other members of Burlington School staff
- Persistent lateness



You will receive a **Yellow Warning** for misconduct including:

- Repeated instances of the above
- Breaking curfews in homestay or residences
- Causing accidental damage to school property, residential property or property of staff, representatives, or other members of the school through careless behaviour



You will receive a **Red Warning** for misconduct including:

- Repeated instances of the above
- Conduct that brings the name of Burlington School into disrepute
- Use of racist, sexist, homophobic or otherwise discriminatory language

You may be **temporarily or permanently excluded** from the school and/or your accommodation for the following:

- Repeated instances of the above
- Violence (or threatened violence) against members of school staff or representatives
- Violence (or threatened violence) against other students
- Deliberate damage to school property, residential property or property of staff, representatives, or other members of the school
- Possession of drugs on school premises, accommodation organised through Burlington School, or activities organised by Burlington School

In these cases, you might not receive a refund for any classes or accommodation you lose.

See the school's Discipline and Exclusion Policy for more information.

Appendix 3: Attendance Code of Conduct

The following notice is included in the Student Handbook, and displayed throughout the school:

Burlington School Attendance Code of Conduct

At Burlington School, we want our students to learn English in the best way. If students are absent from class, this is disruptive to their learning, and makes it harder for the teachers and other students. Therefore, we ask all our students to follow this code of conduct.

Stage 1

- If I miss 5 consecutive days of any class without informing the school, I will be emailed or telephoned by the Director of Studies or Assistant Director of Studies. This is my **first warning**.
- If my attendance falls below 70% for two consecutive weeks, I will be emailed by the (Assistant) Director of Studies. This is my **first warning**.

Stage 2

- If I miss another 5 consecutive days of any class (10 consecutive days in total) without informing the school, I will be sent a second email or telephone call by the (Assistant) Director of Studies. This is my **final warning**.
- If my attendance is below 70% for another week (3 consecutive weeks in total), I will be sent another email or telephone call by the (Assistant) Director of Studies.
- If I don't attend next week, my name will be taken off the class register.
- This is my **final warning**.

Stage 3

- I will only be allowed back into class after a meeting with the Director of Studies and Managing Director.
- Continued poor attendance will result in my permanent exclusion from the school.
- I am not entitled to a refund for any classes I miss as a result of my exclusion.

Please note. There are additional rules for students aged under 18.

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Appendix 4: Anti-Bullying Poster



Bullying and Discrimination

Are you being bullied? Tell us!
Do you think someone is being bullied? Tell us!



**At Burlington School,
we do not tolerate
bullying of any kind.**



Edward West

Accommodation Manager and
Designated Safeguarding Lead

accommodation@burlingtonschool.co.uk

020 7736 9621

See me if

- you are being bullied
- you think someone is being bullied
- you are being discriminated against



Talissa Wright

Director of Studies

dos@burlingtonschool.co.uk

020 7736 9621

- Deputy Designated Safeguarding Lead for Adult Programme
- Specialist safeguarding training for designated lead (formerly level 3)



Clare Solomon

Young Learner Programme Coordinator

younglearners@burlingtonschool.co.uk

020 7736 9621

- Deputy Designated Safeguarding Lead for Young Learner Programme
- Specialist safeguarding training for designated lead (formerly level 3)

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www.burlingtonschool.co.uk
 info@burlingtonschool.co.uk
 +44 (0) 20 7736 9621



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Appendix 5: Complaints Procedure



Lord Annaly House
146A Bedford Hill
London
SW12 9HW

Questions and Problems

We want you to have the best time possible at Burlington School. If you have any problems while you are here, please talk to us, and we will try and help you.



If you are not happy with the decision, speak to the Director of Studies or Assistant Director of Studies.

? I am unhappy with my teacher, my class, or the students in my class.

Speak to

Talissa Wright
Director of Studies

Tom Blight
Assistant Director of Studies

? I am unhappy with the service in the office or Reception, or in the café.

Speak to

Olha Hall
Operations Manager

? I am unhappy with my accommodation.

Speak to

Ed West
Accommodation Manager &
Designated Safeguarding & Prevent Lead

? I am feeling unhappy or worried about something.

Speak to

Ed West
Accommodation Manager &
Designated Safeguarding & Prevent Lead

? I am unhappy with the social activities.

Speak to

Amanda Meyer
Adult Social Programme Coordinator

Natalie Boiko
YL Social Programme Coordinator

If we cannot solve your problem in this way, you can complete a complaints form which is available on our website or write to the Managing Director, George Barnbrooke. He will investigate your problem and reply within 5 working days. You can contact him at marketing@burlingtonschool.co.uk

If this does not solve your problem, you can write to the Proprietor, Isabella Anders, within 5 working days of receiving the above reply. She will investigate your problem and reply within 15 working days. You can contact her at principal@burlingtonschool.co.uk

If you are not satisfied with our response, you should contact our accrediting body English UK at:
47 Brunswick Court
Tanner Street
London
SE1 3LH
UK
enquiries@englishuk.com

www.burlingtonschool.co.uk
info@burlingtonschool.co.uk
+44 (0) 20 7736 9621



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Appendix 6: References

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- i <http://burlingtonschool.co.uk/docs/attendance.pdf>
- ii <http://burlingtonschool.co.uk/wp-content/uploads/2016/07/Burlington-School-Anti-Bullying-Policy-2016.pdf>
- iii <http://burlingtonschool.co.uk/docs/SafeguardingChildrenandVulnerableAdultsPolicy.pdf>
- iv <http://burlingtonschool.co.uk/docs/prevent.pdf>
- v <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>
- vi https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf
- vii <https://www.gov.uk/guidance/immigration-rules>
- viii <http://www.hse.gov.uk/>
- ix <https://www.gov.uk/discrimination-your-rights>

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