



Haileybury International Summer School Behaviour, Discipline and Exclusions Policy

Policy date:	June 2025
Date of next review:	April 2026
Owner:	Commercial Operations Director
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website and Summer School Staff Handbook

1. Scope and purpose

- 1.1 The purpose of this policy is to support effective teaching and learning at Haileybury International Summer School ('Summer School') by providing a structure within which positive behaviour is encouraged and supported through its recognition and appreciation in all aspects of Summer School life.
- 1.2 Pupils join Summer School from a variety of different countries with different cultural backgrounds and experiences. It may take time for them to settle. However, it is still necessary for them to follow the Summer School rules sent out in advance of joining the Summer School.

2. Recognition of achievement

- 2.1 Every pupil works more enthusiastically and effectively when their good work is recognised. Regular praise for good work or displaying values such as helpfulness, teamwork and leadership will be offered verbally by staff, during or at the end of lessons and other activities.
- 2.2 Individual and team prizes will be awarded at the graduation ceremony at the end of the course for progress and achievements in English lessons, organised activities and wider Summer School life.

3. Routine order

- 3.1 Good discipline is the foundation on which the Summer School can operate effectively and base the standards on which its pupils develop intellectually, socially and morally. Respect for others, regard for authority and a sense of community are more easily learned in a well-ordered environment. To this end, the Summer School has a carefully considered system of fair and consistent rules and sanctions to which all pupils must adhere, which seek to address both the needs of the individual but also those of the Summer School community as a whole.

4. Expectations of behaviour

- 4.1 Standards expected of Haileybury International Summer School pupils as a whole include:
 - be punctual to all lessons and activities;
 - dress appropriately – please note that if you are deemed to be dressed inappropriately, you will be asked to change into something more suitable;
 - walk calmly and quietly between different areas of the Summer School site;
 - listen to and respect your peers, do not speak out of turn by interrupting or talking over someone; and
 - listen carefully to, and promptly follow, instructions given by members of staff.
- 4.2 In the Boarding Houses, pupils should:
 - remain in their own Boarding House;
 - treat their bedrooms with respect by keeping them clean and tidy;
 - treat common areas with respect by leaving rooms as you would wish to find them;
 - never enter another pupil's or a staff member's room without their permission; and
 - follow the rules which they agreed together as part of their Boarding House induction.
- 4.3 During lessons or organised activities, pupils should:

- engage fully with the task at hand and contribute to the lesson/activity;
- adhere to the seating arrangements and instructions given to them by the member of staff;
- contribute to lessons and activities;
- ask before going to the toilet;
- not use mobile telephones unless asked by the teacher; and
- leave only when permitted by a member of staff.

4.4 During excursions, pupils should:

- prepare appropriately according to instructions given before departure;
- remain in pairs or small groups at all times;
- listen carefully to and promptly follow all instructions from Haileybury International Summer School staff or staff members at the excursion venue; and
- arrive at agreed meeting points on time.

5. Disciplinary sanctions

5.1 General: If a pupil is found to have breached the Summer School rules, they will be proportionately disciplined by staff in relation to the seriousness of the pupil's behaviour.

5.2 All staff are authorised to discipline pupils for minor breaches of the rules.

5.3 When the pupil persistently breaks the rules or when a staff member considers the breach to be severe, the matter will be referred to the Director of Studies in consultation with the Commercial Operations Director to deal with according to the procedure set out in this policy.

5.4 All staff must accept their responsibility for maintaining good order and discipline, both in their lessons/activity and in and around the Summer School. Pupils will inevitably interpret non-intervention by a member of staff as tacit approval of the misdemeanour. Therefore, it is essential that a member of staff point out the inappropriate behaviour to a pupil there and then.

5.5 In many cases of unacceptable behaviour, a timely word from a staff member will be required to resolve the issue, and sanctions should not be resorted to unless it is felt that a serious or repeated offence has been committed.

5.6 Examples of behaviour that might lead to a sanction include:

- entering areas of the Boarding House accommodation reserved for the opposite sex;
- wilful damage to or defacing of Summer School property, or irresponsible behaviour which causes damage to property;
- interference with another pupil's possessions;
- repeated lateness;
- absenting oneself from lessons or other compulsory activities without permission;
- antisocial behaviour, including bullying;
- misuse of electronic communication systems, including cyber-bullying;
- grossly discourteous, disobedient or insolent behaviour towards staff;
- grossly discourteous behaviour towards other pupils;

- possession of forbidden articles;
- persistent disruption in lessons;
- dangerous behaviour likely to result in injury;
- the possession, viewing and/or distribution of pornographic or other offensive material;
- possession, use and/or distribution of alcohol, tobacco, drugs or other illegal substances; and
- bringing the Summer School name into disrepute.

5.7 This list is not exhaustive, and it is important to appreciate that the overall seriousness of an incident will always be assessed and may require a more serious disciplinary response.

5.8 Where punishment is required, the following sanctions will be used:

First Warning – the pupil is given a verbal first warning by the Director of Studies, Commercial Operations Director or Activities Manager.

Second Warning (parents informed) – the pupil is given a written second warning by the Director of Studies or the Commercial Operations Director. Their parents are informed of the situation.

Final Warning – the pupil is given a final written warning by the Commercial Operations Director, which stipulates that they will be immediately sent home should they repeat unacceptable behaviour.

Exclusion – the pupil is sent home.

5.9 Summer School staff reserve the right, where appropriate, to exclude a pupil from a period of free time or an activity/excursion alongside their Second or Final Warning. This extra punishment would apply in cases of verbal abuse or violence perpetrated against another pupil or a member of staff.

5.10 Summer School reserves the right, at the discretion of the Director of Studies in consultation with the Commercial Operations Director, to administer an immediate Final Warning or Exclusion for serious breaches of discipline.

5.11 The Director of Studies and the Commercial Operations Director will keep written records of all sanctions given.

6. Informing the parents

6.1 When the Commercial Operations Director or Director of Studies is concerned about a pupil's behaviour, when serious breaches of school rules occur and when conducting an investigation, the Director of Studies will inform the pupil's parents and/or agent.

7. Investigation Procedure

7.1 **Conduct of an investigation:** A rumour or suspicion of a repeated or serious breach of the Summer School Rules will be investigated. A nominated Manager will investigate a complaint or rumour about a pupil's behaviour. If appropriate, disciplinary action may be taken by the Summer School.

7.2 The Investigation Procedure is used to establish whether a breach of Summer School discipline has occurred. As such, it will not be used when the pupil has already admitted the breach or been caught while committing the breach.

- 7.3 **Involving the pupil in an investigation:** When a complaint is made concerning a pupil's behaviour, the nominated staff member will hold a meeting with the pupil to ensure that they have the opportunity to give their version of events. If the pupil feels that they cannot communicate in English adequately, they may choose to be accompanied by a friend who can act as a translator. The parent/guardian/agent will be informed before the meeting takes place.
- 7.4 **Documentation of procedure:** An incident report will be completed by the nominated Manager whenever an investigation is carried out into a pupil's conduct, a copy of which will be sent to the Administration Office for the attention of the Commercial Operations Director.
- 7.5 **Bag/Room searches:** If a bag or room search is appropriate to the investigation, such a search will be conducted.
- 7.6 **Body searches:** If a body search is required, it will be conducted by the Police.
- 7.7 **The outcome of an investigation:** In order to ensure that the same person is not responsible for both the investigation and making the final decision, the Commercial Operations Director will decide on the outcome of an investigation.
- 7.8 **Informing parents of the outcome of an investigation:** Parents will be informed by the Commercial Operations Director as soon as reasonably practicable of the investigation's outcome and any decision to permanently exclude the pupil.

8. Exclusion Procedure

- 8.1 **Decision to permanently exclude:** The decision to exclude permanently is at the sole discretion of the Commercial Operations Director in consultation with the Director of Studies, who will act fairly and reasonably in arriving at such a decision.
- 8.2 **Organising the transfer home:** The pupil's parents will be responsible for:
- Rescheduling, where possible, for the same day and paying for the pupil's return flight home.
 - Paying for any additional transfer costs incurred.
- 8.3 **Accommodating the pupil between their exclusion and departure:** Once the decision has been made to exclude a pupil from the Summer School, they will be withdrawn from all lessons, activities, and excursions. They will be required to pack their suitcase and leave Haileybury International Summer School.
- 8.4 If a flight is not available the same day as the exclusion, the Summer School will assist the Parents in arranging suitable accommodation, the costs of which will be paid by the parents in advance.
- 8.5 **Contesting an exclusion:** Due to the short nature of the Summer School course, parents will not be able to appeal any exclusion if they feel that the decision and/or procedure was unfair. In that case, they will be able to make a complaint to the Clerk to Governors, who can be contacted via the Haileybury International Summer School Office. The Clerk to Governors will then look into the complaint and contact the parents with the results of any further investigation.
- 8.6 **Fees:** If a pupil is permanently excluded from the Haileybury International Summer School, no fees will be refunded or compensation claims be valid under any circumstances.

Version history		
Date	Reviewed by	Notes
August 2021	Summer School Director	New policy
April 2024	Summer School Director and Commercial Operations Director	Reviewed
June 2025	Commercial Operations Coordinator Summer School Coordinator Commercial Operations Director	Reviewed