



Disciplinary Procedures Policy

Purpose

EF takes its School Community Standards very seriously and has the following Disciplinary Procedures in place for students who are in breach of them. These procedures are in place to ensure that all our students have a safe, enjoyable, and productive experience during their time in school, setting clear standards for students to meet.

Procedures

EF school staff will follow these procedures in the event of disciplinary issues:

- First offence: A 1st warning letter will be issued to the student with sales office informed of the breach via Atlantis cases
- Second offence: A 2nd warning letter will be issued, with an appointment to see a Senior Manager (such as Director of Student Services or Director of Studies) and the student's sales office informed of the breach via Atlantis cases
- Third offence: A 3rd warning letter is sent with an appointment to see School Director and sales office informed of the breach via Atlantis cases
- Fourth offence: The student will be expelled from the school, and no refund will be offered.

In extreme cases it may be necessary to skip one or more of the above stages.

A few examples of breaching the code of conduct are given in the Campus Connect, as detailed below, noting that this list is not exhaustive:

- Use of drugs
- Continuous poor attendance
- Inappropriate behaviour
- Breaking the law

Prevention

Students are made aware of expected standards of conduct with the written Community Standards in Campus Connect. Awareness is raised by induction discussion and notices around the school. Staff will try to minimise issues within the school by speaking directly to students regarding minor concerns.

Management of disciplinary issues

Staff will be sensitive to cultural differences around what may be considered acceptable behaviour and will attempt to raise awareness of the local culture & expectations through discussion and information. Management of student conduct issues will also take language ability, age and any known special needs into consideration.

Management of school expulsions

In the event of a school expulsions, depending on the nature of the offence and track record of the individual student, it may be considered appropriate to offer an opportunity for the student to transfer to another EF school to complete their course. This should be with full disclosure of all relevant information to the potential receiving school and decision whether to accept a transfer under such circumstances will be at the discretion of the receiving School Director.

Expulsion of minors will be managed sensitively and in full consultation with parents. EF will ensure that the parents or an appointed responsible adult is available to receive the student on their return home. The minor will be accompanied to check in for their return flight by an EF taxi service or member of staff.

Document revision & review history

Version	Author	Revision	Date
2019.1	Ruth Chambers	Added section on prevention of disciplinary issues	Oct 2019
2020.1	Ruth Chambers	N/A	Nov 2020
2021.1	Ruth Chambers	N/A	Nov 2021
2022.1	Ruth Chambers	N/A	Nov 2022
2024.1	Ruth Chambers	Added section on management of issues	Jan 2024
2025.1	Ruth Chambers	Added section on management of expulsions	Oct 2025