

# STUDENT BEHAVIOUR POLICY

## 1. Policy statement

1.1. At New College Group (NCG), we believe that students, staff members, homestay hosts, accommodation providers, contractors, visitors and members of the outside community all have the right to be treated with dignity and respect. The same conduct of behaviour is encouraged and expected towards private and public property and the environment in general.

1.2. This policy's ultimate aim is to make sure that all students make the most of their time at NCG and that the College is a happy, safe and thriving community in which to study. This document intends to achieve such goal by:

- 1.2.1. Promoting good behaviour inside the College and towards the members of the outside community;
- 1.2.2. Setting out the principles, guidelines and sanctions that will enable order, discipline and a pleasant atmosphere to be maintained.

## 2. Scope of the policy

2.1. The principles, guidelines and sanctions set out in this document apply to any person enrolled on a course at NCG, regardless of age, gender, nationality and other personal circumstances.

2.2. The provisions of this policy will apply on the College's premises at all times without exception. It is intended that such provisions will also apply, in appropriate circumstances, when the students are away from the College's premises, either on social trips with other students or on their own.

2.3. NCG students shall adhere to the provisions of this policy in their dealings with:

- 2.3.1. Fellow students;
- 2.3.2. Teachers and other members of staff;
- 2.3.3. Homestay hosts and their family members, friends and visitors;
- 2.3.4. Accommodation providers and their staff members;
- 2.3.5. Contractors who work for NCG;
- 2.3.6. Visitors on NCG premises;
- 2.3.7. Members of the broader local community.

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## 3. Definitions

3.1. For the purpose of this policy, the following definitions will apply:

3.1.1. *Behaviour*: The way in which a person acts or conducts oneself, especially towards others.

3.1.2. *Good Behaviour*: Polite conduct that conforms to the guidelines set out in this document (Paragraph 5) as well as to the general principles and rules provided for by current law.

3.1.3. *Misconduct/Poor Behaviour*: Improper or impolite behaviour that does not conform to the guidelines set out in this document (paragraph 5).

3.1.4. *Bullying and Harassment*: For a comprehensive definition of bullying and harassment, please see the separate Anti-Bullying & Harassment Policy.

3.1.5. *Discipline*: The practice of training people to obey sets of rules or codes of behaviour, using negative incentives to correct disobedience.

## 4. General principles

4.1. NCG will always encourage students to behave in a courteous and respectful fashion, speak politely, using good manners and treating public and private property, other people's belongings and the environment with adequate care and respect.

4.2. NCG will always promote, support and encourage respect for cultural, racial, religious or any other difference of any other nature.

4.3. NCG will not tolerate any form of harassment, bullying and violence under any circumstances.

4.4. NCG will not tolerate instances of poor behaviour and disciplinary action may be taken against those who behave poorly.

## 5. Guidelines on good behaviour expected from students

5.1. The following is a non-exhaustive list of guidelines that every NCG student is expected to adhere to. NCG students shall:

5.1.1. Behave in a manner that is not offensive to or disrespectful of other individuals. This includes the acknowledgement that views and opinions held by others may not coincide with their own.

5.1.2. Refrain from using offensive language, including making rude or derogatory remarks and swearwords.

5.1.3. Not bully or harass the other individuals they are in contact with.

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5.1.4. Not use violence at any time and under any circumstances.

5.1.5. Attend all scheduled classes and arrive on time.

5.1.6. Not use their mobile phone or other electronic device for whatever purpose during lesson time, except when the use of such device forms part of an approved learning method.

5.1.7. Only speak English in class.

5.1.8. Complete all homework assigned.

5.1.9. Listen to the teacher and fellow students and not speak at the same time as someone else.

5.1.10. Say “please” and “thank you” when appropriate.

5.1.11. Only smoke in the appropriately designated areas.

5.1.12. Never bring or consume alcohol on the college’s premises.

5.1.13. Take care of the furniture and equipment in the classroom and in the college.

5.1.14. Treat other people’s property and the environment with care and respect.

5.1.15. Dispose of their rubbish by using appropriate bins, whether in the College or in the street.

## 6. Sanctions

6.1. NCG reserves the right to refuse admission to any student or to dismiss any student from the college or accommodation, without refund of tuition fees, in the event of misconduct or unsatisfactory attendance. The school expects students to adhere to the guidelines, standards and rules set out in this and other policies.

6.2. When a student is asked to leave the school for poor attendance or conduct, their fees will not be refunded and they will not be allowed to stay in NCG accommodation. In addition, students will be required to pay for any damage they cause on the school premises or at their accommodation.

6.3. Students may be asked to leave the college for any of the following reasons:

6.3.1. Abusive, violent or threatening behaviour;

6.3.2. Racism, homophobia, sexism, religious intolerance;

6.3.3. Theft;

6.3.4. Vandalism/damage to property or other people’s personal belongings;

6.3.5. Use of illegal drugs, alcohol, smoking on the premises;

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6.3.6. Attending the college while under the influence of illegal drugs or alcohol;

6.3.7. Repeated unauthorised absence or lateness;

6.3.8. Repeated/serious breach of the rules relating to NCG and/or accommodation

6.4. In dealing with poor behaviour or misconduct, reasonable force will be used in accordance with the DfE guidance Use of Reasonable Force (July 2013) and only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

6.4.1. Committing a criminal offence.

6.4.2. Injuring themselves or others.

6.4.3. Causing damage to property, including their own.

6.4.4. Engaging in any behaviour prejudicial to good order and discipline, whether that behaviour occurs in a classroom or elsewhere.

## 7. Disciplinary action

7.1. If student conduct or behaviour is a concern the following steps will be taken:

7.1.1. An appropriate member of staff will speak with student, warning about poor conduct and a note of this will be made in the student's file.

7.1.2. If the student's conduct continues to be a concern, the student will receive a written warning from the Principal. For sponsored students, the appropriate body will be informed. For under 18s, parents/legal guardians will be informed. A meeting will then be held to agree a plan of improvement.

7.1.3. If student conduct does not improve as agreed in the plan, the student will be asked to leave the college (a refund will not be given in this case). In serious cases, we may expel a student from the college without prior notice and, in the case of a criminal act, contact the police.

## 8. Reporting misconduct or poor behaviour

8.1. Students who feel that they may have been subjected to poor behaviour and wish to make a complaint should pursue the issue by using the college's Complaints Procedure.

8.2. Where a student makes an accusation against another student or member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider what form of disciplinary action to take in accordance with this policy.