

Oxford Spires International believes that students thrive in an ordered environment in which everyone knows what is expected of them. At Oxford Spires, we aim to provide an environment in which students can develop self-discipline and self-esteem in an atmosphere of mutual respect, encouragement and safety.

In order to achieve this, we adhere to the following guidelines:

- All staff will provide a positive model for the students with regards to friendliness, care and courtesy, and will offer strategies for handling conflict if it arises
- Rules governing student conduct and disciplinary procedures are agreed and explained to all students, staff and group leaders upon arrival
- The school rules and disciplinary procedure are found in all student, group leader and staff handbooks for reference
- Staff ensure that these rules are applied in a consistent manner
- Good behaviour and participation in lessons and activities is praised
- Staff actively try to avoid attention-seeking through undesirable behaviour
- Bullying behaviour, in any form, which may be emotional, physical or verbal, is not tolerated. Students are encouraged to report any incidences of bullying to a member of staff. Staff should consult the Centre Manager if they receive a report of bullying
- Staff ensure they are aware of any issues arising from students' special needs

When students behave in unacceptable ways:

- They are spoken to clearly and calmly. It is always made clear to the student that it is the behaviour that is unwelcome, and not the individual
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptable nature of the behaviour and attitudes is made clear immediately, but by means of explanation rather than personal blame. Staff should consult with the Senior Teacher or Centre Manager for support
- Staff are respectful and mindful of cultural expectations in all communication with students
- Unacceptable behaviour is dealt with promptly and as fairly as possible
- Efforts are made to understand the cause of the misbehaviour, explain to the student why it is not acceptable and find a solution



The school does not:

- Use or threaten physical punishment
- Single out or humiliate students
- Allow staff to shout or raise their voices in a threatening way
- Allow staff to speak to students in a rude or demeaning manner

Disciplinary Procedure

Recurring or serious misbehaviour is dealt with by following the disciplinary procedure

1. First Warning

The student is given a verbal first warning by the Centre Manager

2. Second Warning

The student is given a written second warning by the Centre Manager. The Centre Manager completes an Incident Report form and sends this to Head Office, who will inform the students' parents and/or agent of the situation

3. Final Warning

The student is given a final written warning by the Centre Manager, with prior approval from the Academic Manager, which stipulates that they will be sent home immediately if they continue to behave in an unacceptable manner. The Centre Manager will complete an Incident Report form and send this to Head Office, who will communicate with parents/agents

4. Expulsion

A student may be asked to leave the course at their own expense. This may be recommended by the Centre Manager but must be approved by senior Head Office staff

Oxford Spires reserves the right, where appropriate, to exclude a student from a period of free time or excursion/activity alongside a warning. Students must never be left unattended

Oxford Spires reserves the right, at the discretion of senior Head Office staff, to administer an immediate final warning or exclusion for any serious breaches of discipline