
Student Code of Conduct and Disciplinary Policy – Under 18s

Purpose

This policy outlines the standards of behaviour expected from all students under the age of 18 attending our Foyle International Programmes including English language, high school, and Erasmus+ programmes. It is designed to ensure the safety, wellbeing, and positive learning experience of all students.

This policy also applies to programmes taking place in Donegal and Dublin (i.e. Erasmus+ programmes).

Students are expected to behave responsibly, show respect for others, and comply with all school rules throughout their stay in the UK and Ireland.

Student Expectations

Attendance

- Attend all scheduled lessons, activities, work placements, and educational visits.
- Attendance is compulsory for all programmes, including: English language courses, High School Programmes, Work-based Learning Programmes, timetabled excursions and educational activities where attendance is required.
- Unauthorised absence is not permitted.

Punctuality

Students must arrive on time for every lesson and activity.

Late arrival disrupts learning and is unacceptable.

Students arriving after the start of a lesson will not be permitted to join the class until the scheduled break unless authorised by a member of staff.

Repeated lateness will result in disciplinary action.

Dress Code

Students must dress appropriately for school and educational activities.

Students should wear clean, comfortable and appropriate clothing suitable for a learning or working environment.

Clothing that is offensive, revealing, or displays inappropriate language or images is not permitted.

High School Programmes

For students on short-stay (i.e. 2-week) high school programmes there is no official school uniform, students are required to wear:

- Black school trousers/School skirt with tights or long socks
- White shirt
- Black trainers or black school shoes
- White trainers or other coloured sports footwear are not permitted.

Students who fail to meet the dress code may be required to change before attending lessons.

Respect and Behaviour

Students must:

- Treat all staff, teachers, homestay hosts, work placement supervisors and fellow students with courtesy and respect.
- Follow reasonable instructions from school staff at all times.
- Respect different cultures, religions and beliefs.
- Use appropriate language at all times.
- Behave responsibly both inside and outside school as representatives of the school.

Bullying, intimidation, harassment, discrimination, abusive language or aggressive behaviour will not be tolerated.

Curfew

Students must follow the curfew times set by the school and, where applicable, their homestay provider.

Failure to return by curfew without permission is considered a serious breach of school rules and safeguarding procedures.

Homestay Expectations

Students living with homestay providers must:

- Respect [homestay rules](#).
- Inform hosts of their whereabouts.
- Keep bedrooms reasonably tidy.
- Respect meal times and family routines.
- Treat the home and possessions with care.

Students who are removed from homestay accommodation due to serious or repeated breaches will not be provided with alternative accommodation.

Mobile Phones and Electronic Devices

Mobile phones should be switched off or placed on silent during lessons unless permission has been given by the teacher.

Students must not photograph or record staff or other students without permission.

Health and Safety

Students must:

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- Follow all health and safety instructions.
 - Report accidents, illness or safeguarding concerns immediately.
 - Remain with their group during organised excursions unless permission has been given by staff.

Local Laws

Students must obey UK and Irish law throughout their stay.

Illegal behaviour, including theft, vandalism, possession of offensive weapons, drug-related offences or other criminal activity, may be reported to the police and parents or guardians.

Prohibited Behaviour

The following behaviours are considered unacceptable and may result in immediate disciplinary action:

- Persistent lateness.
- Unauthorised absence from lessons or activities.
- Failure to follow staff instructions.
- Breaking curfew.
- Disrespect towards staff, students, homestay providers or members of the public.
- Bullying, harassment or discrimination.
- Fighting, threatening behaviour or violence.
- Damage to school, homestay or public property.
- Smoking, vaping or possession of tobacco or vaping products where prohibited by school rules.
- Possession or use of alcohol.
- Possession, use or distribution of illegal drugs or controlled substances.
- Possession of knives, weapons or dangerous items.
- Theft.
- Inappropriate use of social media or online bullying.
- Behaviour that brings the school into disrepute.

Disciplinary Procedure

The school will normally follow a staged disciplinary process. However, serious incidents may result in immediate escalation.

Stage 1: Verbal Warning

For minor misconduct, students will receive a verbal warning and guidance on the expected behaviour.

Sending organizations, parents, group leaders may be informed where appropriate.

Stage 2: Written Warning

If behaviour continues or the incident is more serious, a written warning will be issued.

Sending organizations, parents, group leaders may be informed where appropriate.

Stage 3: Final Written Warning

A final written warning may be issued for repeated misconduct or a serious breach of school rules.

Students may also lose privileges, including:

- Participation in excursions
- Social activities
- School events
- Other programme activities

Stage 4: Suspension or Removal

The school reserves the right to suspend or remove a student from lessons, accommodation or activities where behaviour presents a risk to themselves or others.

Stage 5: Expulsion

Students may be permanently removed from the programme for serious or repeated misconduct.

Examples include:

- Serious safeguarding concerns
- Violence or assault
- Possession or use of drugs
- Possession of weapons
- Serious criminal behaviour
- Repeated breaches of curfew
- Persistent refusal to follow school rules
- Removal from high school, homestay or work-placement company.

No refund will normally be given where a student is expelled because of misconduct.

Safeguarding

The safety and welfare of students is the school's highest priority.

Where a student's behaviour raises safeguarding concerns, the school may take immediate action to protect the student or others. Parents, guardians, local authorities or the police may be contacted where appropriate.

Acknowledgement

All students and parents or guardians are required to read and understand this policy before the student's programme begins.

By attending the programme, students agree to comply with these rules and understand that failure to do so may result in disciplinary action, including removal from the programme.