



*When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.*

*Nayland College is a signatory to the ["The Education \(Pastoral Care of International Students\) Code of Practice 2016"](#) (The Code of Practice).*

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# *School Rules and Conditions of Enrolment for International Students*

*Please sign the Application form to show you have read the school Rules and Conditions of Enrolment*

*Nayland College, like all schools, has rules which students need to follow. Rules with particular relevance to international students are listed below so there is less chance of any misunderstanding of what students are expected to do and not to do. Some of the rules are based on the national and local laws of our country; others are set up by Nayland College. All rules are for the welfare, care and protection of our students. Failure to comply with the rules and requirements may lead to disciplinary action, and possibly dismissal from Nayland College or immediate return to the student's home country.*

## *Homestay*

*The student is expected to be polite, courteous and respectful to all members of their host family. Any rules of the homestay family are to be respected and obeyed. Students are expected to keep their room tidy and help with general chores in their homestay (eg: clearing the table after dinner). If the student wishes to go out they must obtain permission from their host parents. A homestay parent has the right and responsibility to know and approve of where their student is going and with whom and they are expected to be home at the arranged time. The student must take care of the property and belongings of the host family and inform them of any damage and an agreement of payment will be negotiated.*

## *Curfews*

*During the week (Sunday - Thursday) all students are expected to be home by 6.00 pm. In the weekends (Friday and Saturday nights) students must follow the homestay curfew rules, which will be discussed on their arrival in the home. All students should have a mobile phone and have contact with their homestay family when they are out. Students must answer phone calls from their host family*

## *Smoking and Alcohol*

*Smoking and drinking alcohol is not permitted for Nayland College International Students. Disciplinary action may be taken which may lead to suspension or expulsion if any student is found in possession of cigarettes or alcohol.*

## *Drugs*

*Nayland College has a zero-tolerance policy for illegal drugs. Students found to be using or in possession of illegal drugs will be expelled and sent home. The authorities will be notified.*

## *Driving*

*Nayland College does not allow international students to drive or own a car, motorbike or scooter while they are enrolled at the school. However, when a student turns 17 years of age they may learn to drive with a qualified Driving Instructor, with the permission of their parents and the International Director.*

## *Leave and Holidays*

*Nayland College is responsible for all its International Students enrolled at Nayland College who are currently studying here as they are generally here in NZ on a Nayland College Student Visa. Each International student must complete and have approved their travel plan before they book and pay for their travel. Nayland College will NOT be responsible for any loss of travel vouchers or payments made should the planned travel be declined by the College.*

## *Travel within New Zealand*

*International Students are encouraged to travel within New Zealand in holiday time:*

- *with their host family OR*
- *trips organised by a school approved travel company OR*
- *with their parents, guardians or agents*

*Students travelling to another city must stay in approved homestay accommodation  
Students are NOT permitted to travel alone, with other students or without school approval.*

### *Attendance*

*International Students are treated the same as domestic students and the school's policies and procedures apply. Discipline procedures will apply in the event of truancy or continuing truancy and the student's parents and agents (where applicable) will be notified. These can involve a visit to the home by the school's truancy officer in the case of students aged under 16 years of age and/or suspension procedures where truancy is deemed to be a gross misconduct which is a harmful example to other students.*

*If a student is unable or unwilling to co-operate with the school rules or attend school properly, these actions will be taken:*

- 1. The student will be spoken to by a member of the International Department*
- 2. If the student's behaviour/attendance does not immediately improve then the parents / agent will be informed via email*
- 3. If the student's behaviour does not significantly continue to improve, they will be referred to the Deputy Principal and the parents will be sent a first written warning letter*
- 4. If the behaviour still does not improve, the student will be referred to the Principal and the parents will be sent a final warning letter*
- 5. If no improvement is seen the student will be required to return home.*

*If a student is expelled from the school, Immigration NZ will be notified and the student visa may be revoked.*

### *Work*

*Students studying in Years 12 or 13 are able to apply for a Variation of Conditions to their Student Visa to enable them to work for up to 20 hours per week during the school year and full-time in the summer vacation period between school years. Written permission must be granted from the International Director, the student's parents and host family. Permission to work will ONLY be given by the school if the student's academic progress is satisfactory. A fee applies to apply for a Variation of Condition.*

### *Insurance and Liability*

- *Nayland College shall not be liable for any loss or damage to property.*
- *Nayland College reserves the right to place a student in the most appropriate level / course of study and to change the course of study of any student if it is deemed to be in the best interest of the student to do so.*
- *Nayland College reserves the right to decline any student enrolment to the School, without explanation, at the discretion of the Principal.*
- *Nayland College has the authority to provide consents that may be necessary on the student's behalf in the event of a medical emergency where the school is not able to contact the parents.*

### *Subject Choices and English Level*

*In some cases it is not possible to gain entry to your first choice of subjects as classes may be full - particularly if you arrive during the year. However, staff at Nayland College will do their best to ensure you have a course which is suitable to you and your level of achievement. During orientation an English language test and a Mathematics test will be given so that students will be placed in the appropriate English and Maths class for their ability.*

**All subject placements are at the discretion of the school.**

### *General Conduct*

*Students are expected to conduct themselves in a sensible, responsible manner while studying at Nayland College and:*

- show respect, care, concern, and consideration for others.
- show respect for school property, and the property of other students.

Serious misbehaviour includes bullying, theft, violence, deliberate absenteeism, offensive language, racist remarks and sexual harassment.

### *Uniform and Dress Codes*

Nayland College students in years 9-12 are required to wear a uniform.

For **international** students studying in years 9 and 10 (junior students) it is compulsory to wear uniform.

For **international** students in year 11 and 12 it is recommended they wear uniform, as this helps with integration. However, for international students it is optional to wear uniform. If students choose not to wear a uniform, they will be required to follow the [dress code for year 13](#) students.

For **All students** in Year 13 it is optional to wear a uniform, but there is a [dress code for year 13](#).

Students representing the school at certain events may be required to wear uniform.

The approximate cost of a new uniform is **NZ\$400**. Click [here](#) to visit the uniform page. International students may bring shorts, skirts or pants in a similar style from their home country. Students may also bring with them any plain black shoes (with no coloured markings). On Orientation day, we can help you select your uniform as we will have a range of sizes available for you to try. We may also have second hand and some loan uniform.

If you play sport at Nayland College, you may be required to purchase a Nayland College sports uniform for that particular sport. Many sports team loan out the uniform and you must return it at the end of the season.





## Accommodation

- *International students are required to reside in a homestay residence approved by the school. Our Homestay Co-ordinator will be responsible for organising homestay accommodation for each student.*
- *Permission for alternative arrangements can only be given on receipt of an "Indemnity Document for Students living with Designated Caregiver" form signed by the student's parents, stating that the parents take full responsibility for the placement of the student with another family member or close family friend. These families will be checked and Police Vetted.*
- *If you are a parent living with your child you MUST inform the school if you leave the country at any time so we can agree to alternative arrangement for your child while you are away. If you leave New Zealand without informing the school, the school reserves the right to send your child to their home country with no refund of school fees.*
- *Students are required to inform the school of any changes in circumstances of their parents, such as a change of address.*

## Photographs and Marketing Material

*As a parent I grant permission for the school to take photographs of my child during school activities and that the school may use those photographs on the Nayland College website, international newsletters and school newsletters as well as in marketing material for the school.*

## Internet and Email Permission

*As the parent, I grant permission for my child to use electronic mail and the internet. Students must comply with the school and their homestay rules on internet and email use. They must use the internet in a responsible way and observe all restrictions. Students will be held accountable for their own actions when using the internet at school and in their homestay.*

*In New Zealand it is illegal to download movies or music using Peer to Peer Protocols. Students are still able to download from sites such as "Youtube", Hulum, TV New Zealand and NZ Online.*

## Liability Release

*As participants and parents, on behalf of ourselves and our legal representatives, renounce the right to claim against Nayland College, teachers, coordinators, any person intervening on behalf of the school, that may arise due to injury, damage, sickness, accident, delay, unusual circumstances or expenses due to strikes, war, atmospheric conditions, quarantine, government restrictions or regulations, or those derived from acts of omission of airlines, shipping companies, railroads, buses, transportation in general, hotels, restaurants or any other service given by companies, individuals or anyone related with the aforementioned. We understand that Nayland College cannot be expected to refund fees in the event of school closure due to events beyond its control such as fire, flood, earthquakes, snow, riots and strikes.*

## Complaints

*Nayland College has established guidelines for students who have a complaint or grievance against the school. The procedure for dealing with such an issue is:*

- *International students who consider that they have a concern, complaint or grievance with Nayland College should in the first instance discuss the concern with the International Student Director.*
- *If the matter is not resolved to the satisfaction of the student, the student or their authorised agent/representative should then take up the matter with the Principal.*
- *If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Nayland College. The Board will then consider the matter and come to a decision.*

- If after doing all these things, you still feel that your problem has not been solved you can contact iStudent Complaints in a few ways:

Website: [www.istudent.org.nz](http://www.istudent.org.nz) Email: [complaints@istudent.org.nz](mailto:complaints@istudent.org.nz)

International phone number: 64 4 918 4975 or Freephone (within New Zealand) 0800 00 66 75

Fax 64 4 918 4901

**On social media:** Facebook: [www.facebook.com/istudent.complaints](http://www.facebook.com/istudent.complaints)

WeChat (search for 'NZ iStudent Complaints' Chinese language only)

## Post:

iStudent Complaints, P.O. Box 2272, Wellington 6014, New Zealand

### *New Zealand's quality standards*

All international students enrolled with a New Zealand education provider are covered by the New Zealand Government's Education (Pastoral Care of International Students) Code of Practice.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand.

The education system is regulated with strong quality assurance systems across the board.

In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

## About the Education (Pastoral Care of International Students) Code of Practice

[\*"The Education \(Pastoral Care of International Students\) Code of Practice 2016"\*](#) (The Code of Practice).

is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by – to read this, go to the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## About NZQA

NZQA is a government organisation which manages the quality of New Zealand qualifications, and also acts as the Administrator of the Education (Pastoral Care of International Students) Code of Practice. Naylor College is a signatory to this document.

## *Additional Policies*

### *Fee Protection Policy For International Students*

#### **PURPOSE:**

This fees protection policy makes clear factors that will be considered to ensure that international student fees paid in advance are protected and can be made available in accordance with the school's refund policy. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016.

#### **FEES PROTECTION:**

The school will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards:

1. The school will ensure that funds from international students paid in advance are accounted for in such a way that individual student balances are clearly identified and monitored
2. The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance
3. The school will ensure that only those staff with appropriate authority will have access to international student funds paid in advance
4. The school will ensure that all International fees paid in advance shall be paid into the school's operating account or other account authorized by the Principal
5. The school will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student
6. The school will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
7. The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.

#### **REVIEW:**

The school will review procedures relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

#### **REPORTING:**

The staff member in charge of international education will report directly to the school Principal on the operation of the school's fees protection policy.



## *International Students Refunds Policy*

### *PURPOSE:*

*This refund policy outlines how the school will manage a request for a refund of international students fees.*

### *REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES*

**The school will consider all requests for a refund of international student fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request.**

*A request for a refund should provide the following information to the school:*

- *The name of the student*
- *The circumstances of the request*
- *The amount of refund requested*
- *The name of the person requesting the refund*
- *The name of the person who paid the fees*
- *The bank account details to receive any eligible refund*
- *Any relevant supporting documentation such as receipts or invoices*

### *NON-REFUNDABLE FEES*

*The school is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:*

*Administration Fee: Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.*

*Insurance: Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of a student. Students and families may apply directly to an insurance company for a refund of premiums paid.*

*Homestay Placement Fee: Homestay placement fees meet the cost of processing a request for homestay accommodation by the student. Costs incurred for arranging homestay accommodation for international students prior to the refund request, cannot be refunded.*

*Used Homestay Fees: Homestay fees paid for time the student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks'.*

*Portion of Unused Tuition Fees: The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary depending on the time of year the request is received.*

*Outstanding Activity Fees: Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.*

### *REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA:*

*If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an Administration Fee of \$550.*



## **REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL:**

### **WITHDRAWAL PRIOR TO ENROLMENT**

*If an international student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.*

### **WITHDRAWAL AFTER ENROLMENT**

*If an international student withdraws after the start date of their enrolment, reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.*

### **REQUESTS FOR A REFUND FOR FAILURE TO PROVIDE A COURSE, CESSATION AS A SIGNATORY OR CESSATION TO BE A PROVIDER:**

*If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:*

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or*
- Transfer the amount of any eligible refund to another provider or*
- Make other arrangements agreed to by the student or their family and the school.*
- 

### **OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED:**

#### **WHERE A STUDENT'S ENROLMENT IS BROUGHT TO AN END BY THE SCHOOL**

**In the event a student's enrolment is ended by the school for a breach of the Contract of Enrolment, the school will consider a request for a refund less:**

- Any non-refundable fees set out in this policy**
- Ten weeks tuition fee**
- Any other reasonable costs that the school has incurred in ending the student's enrolment**

#### **WHERE A STUDENT CHANGES TO A DOMESTIC STUDENT DURING THE PERIOD OF ENROLMENT**

*If an international student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.*

#### **WHERE A STUDENT VOLUNTARILY REQUESTS TO TRANSFER TO ANOTHER SIGNATORY**

*If an international student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the school. Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.*

## REFUND OF OTHER FEES

### REQUESTS FOR A REFUND OF HOMESTAY FEES

*If for any reason, an international student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.*

*Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.*

### REQUESTS FOR A REFUND OF FEES UNUSED AT THE END OF ENROLMENT

*Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500 will be refunded to the student in cash. Sums greater than NZD\$500 will be refunded into a nominated bank account.*

### OUTSTANDING ACTIVITY FEES OR OTHER FEES

*Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.*

### REFUNDS TO BE MADE TO THE COUNTRY OF RECEIPT

*Unless otherwise agreed in writing, all eligible refunds of fees over NZD\$500 received from outside of New Zealand will be refunded to a nominated bank account in the source country.*

### RIGHTS OF FAMILIES AFTER A DECISION REGARDING A REFUND HAS BEEN MADE

A decision by the school relating to a request for a refund of international student fees will be provided to the student or family in writing and will set out the following information:

- Factors considered when making the refund decision
- The total amount to be refunded
- Details of non-refundable fees

Students and families have the right to submit a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

### REVIEW AND REPORTING

#### REVIEW:

The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

#### REPORTING:

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for the refund of international student fees.

## *Accommodation Policy Guideline*

### **PURPOSE:**

*This accommodation policy outlines factors that will be considered when managing accommodation for international students enrolled at the school. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.*

### **RATIONALE:**

*The school undertakes to comply with the accommodation provisions set out in Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).*

### **POLICY OBJECTIVES:**

- 1. To provide a suitable living environment conducive to study and a safe and supportive home life*
- 2. To involve residential caregivers in the welfare of the student*
- 3. To assist the student to successfully integrate into New Zealand life*
- 4. To ensuring the student is well cared for and supported by the school*

### **APPROVED ACCOMMODATION**

*All international students must live with parents or residential caregivers that have been approved by the school. The following categories of residential care may be approved by the school:*

- Designated caregiver*
- Homestay*
- Approved temporary accommodation*

*The school will not approve accommodation for students over 18 years of age not living with parents other than with a residential caregiver.*

### **USE OF ACCOMMODATION AGENTS**

*The school may make use of accommodation agents to organise and manage student accommodation. In the event that an accommodation agent is used, the school will enter into a written contract with the agent and will ensure that the accommodation services provided by the agent meets the requirements of the Code.*

### **RESIDENTIAL CAREGIVERS**

#### **ONSITE ASSESSMENT**

*Residential care accommodation for international students will undergo an on-site assessment to determine that the accommodation is of an acceptable standard, is not a boarding establishment and the residential caregiver provides a safe physical and emotional living environment.*

#### **ONGOING MONITORING**

*All residential care accommodation for international students will be monitored on a regular basis including visits to the accommodation and student interviews to ensure that the accommodation continues to meet required standards.*

## RESOLVING DIFFICULTIES

*Where difficulties arise in residential care, the school will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.*

## SAFETY CHECKING

*Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.*

## DESIGNATED CAREGIVERS

- The school will have written Designated Caregiver Agreements with all designated caregivers*
- The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement*

## HOMESTAY

- The school will have written Residential Caregiver Agreements with all homestays*
- The school will have written Homestay Accommodation Agreements with all students and their families*
- The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement*
- Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.*

## TEMPORARY ACCOMMODATION

- The school will assess the suitability of the accommodation considering the age and gender of the students*
- The school will ensure adequate supervision is in place for all students*
- The school will ensure all pastoral needs of the students are met including meals and laundry*
- The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check*
- The school will monitor and manage risks to students*

## REVIEW:

**The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.**

## REPORTING:

**The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for accommodation for international students.**



## *Disciplinary Policy*

*The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.*

### **Overview**

*Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.*

*In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.*

*In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.*

*The Student will have an opportunity to provide a response to the alleged breach that the School is investigating **(the Allegation)** and any proposed disciplinary action that the School is considering taking **(the Proposed Action)**.*

*This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.*

*This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.*

### **General Policy**

*When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:*

- (a) a written summary of the Allegation or the Proposed Action;*
- (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;*
- (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;*
- (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;*
- (e) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;*
- (f) an opportunity to meet with that support person in private at any stage during the disciplinary process;*

- (g) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
- (h) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

## **Disciplinary Procedure**

### **Stage One: Incident Investigation**

*When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.*

*Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.*

*When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.*

### **Stage Two: Outcome Discussion**

*If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.*

*Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.*

*When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.*