

Discipline Procedure for Young Learners (student sheet)

The LTC UK Discipline Procedure is designed to help you to achieve and maintain the high standards set by LTC. We will try to be consistent and fair. Bullying, violence, swearing, lateness, rudeness, vandalism are never acceptable in LTC.

- A. If you do not behave well, our teachers and other staff will talk to you first.
- B. If you continue to be badly behaved, the Director of Studies or a senior member of staff will talk to you
- C. If you continue to be badly behaved, you may:
 - Miss social activities you enjoy or
 - Have to sign in regularly at the welfare office or
 - Do cleaning duties e.g. pick up litter or
 - Get a white card for one day



How does the report card system work?

If you are given a card, you must take it to be signed:

- i. At the end of the morning by your teacher.
- ii. At the end of the afternoon activity by an activity leader
- iii. At the end of the evening by activity staff or your group leader
- iv. By a member of the residential staff or your homestay family.

D. Continued misbehaviour is serious and is dealt with by:

Yellow Card 2 ► Red Card ► Expulsion!

Your parents will be contacted and told that you are in trouble

For 3 consecutive days



If you are still misbehaving, you are then put on a red card until your course ends. You may be put on red card immediately for seriously bad behaviour

Your mother or father will be informed and will be told you will be expelled if you continue to misbehave. They will lose their money and will have to buy you a new return ticket home.

More misbehaviour leads to expulsion ►



It is possible to be expelled immediately for extremely serious misconduct e.g. shoplifting or taking drugs