

Student Discipline Procedure for General English students

The LTC UK Discipline Procedure is designed to help students to achieve and maintain the standards set by LTC UK. The aim is to ensure consistent and fair treatment for all.

Please read the Code of Conduct. We will speak to you if:

- You are absent without satisfactory explanation
- You do not do your classwork, homework or maintain your file
- You make no progress.
- You behave anti-socially.
- You are consistently late

Stage 1

Your teacher will normally speak to you if there is a problem.

Stage 2

If your behaviour still causes concern, the Director of Studies will talk to you

If your level of attendance or behaviour is still unsatisfactory the Director of Studies will warn you formally about your behaviour and the outcome is recorded.

Stage 3

The Director of Studies will monitor you daily if necessary and speak to you immediately if there is any cause for concern.

If you are between 16 and 18 your educational advisor/parents/guardians will be kept informed at all stages from now

Stage 4

If things still do not improve, the DoS may issue a first written warning to you telling you what you must do.

You must sign a copy of the letter to confirm receipt.

A copy of all correspondence will be sent to the Principal and within one week of the first written warning, the Principal will speak to you.

Stage 5

If there is still no subsequent improvement in your behaviour, the DoS will issue a final formal written warning together with improvement guidelines.

You will be warned the next step is expulsion from LTC.

Step 6

If there is no improvement at all, you will be expelled. There will be no refund of fees and The UK Border Agency will be informed immediately if you are a visa student.

At all stages, you and/or your parent/guardian may request a meeting with the Principal if you believe your treatment is unfair.

The Director of LTC UK responsible for HR may be contacted if you are still not satisfied. Her name is Wendy Teraoka, email: wendy@ltc-english.com.

If you or your parent/ guardian are not satisfied, you can contact :
The Ombudsman, English UK
219 St John Street, London EC1V 4LY
Tel: +44 (0)20 7608 7960 Fax: + 44 (0)20 7608 7961
Emails: enquiries@englishuk.com: www.englishuk.com