

Our Policy on Abusive Behaviour or Bullying

At Victoria School of English, we believe that everyone should be treated equally, fairly and with respect. Abusive behaviour, bullying and harassment of any kind is unacceptable. Both students and staff have the right to work in a safe environment.

Bullying and harassment can be difficult to recognise and may not be obvious to other people around you.

What is bullying?

Bullies can be men or women and bullying can happen in many different ways:

- It can be physical
- It can be verbal
- It can be psychological

Bullying can happen face to face, through e-mails, networking sites and text messages.

Forms of Bullying/ Abusive Behaviour

- Being overly physically aggressive towards another person i.e. hitting, pushing.
- Being verbally aggressive towards another person i.e. embarrassing, shouting and intimidation.
- Using offensive names when addressing another person.
- Belittling another person's abilities and achievements.

What is harassment?

Harassment comes in many different forms and can affect men and women. It is unwanted actions of someone and can be:

- Racial – insulting where someone is from and/or their culture
- Sexual – unwanted physical contact – unwelcome touching, standing too close
- Religious – insulting someone's religious beliefs
- Disability – insulting someone on their disability

Harassment can happen face to face, through e-mails, networking sites and text messages.

At Victoria School, we do not tolerate any kind of bullying, harassment or abusive behaviour.

What to do if you are being bullied or harassed

If you have a problem and feel you have been bullied or harassed, you can:

- Contact the Welfare Officer, Jill Hooton.
- Speak to your teacher
- Speak to the Principal, Jon Hooton or the Director of Studies, Lisa Barry.

Prevent Policy

At Victoria School we are committed to encouraging an environment which exemplifies the Core British Values of:

- Democracy
- Following the UK laws
- Individual Liberty
- Respect and Tolerance of other people's faiths and beliefs.

We strongly discourage any extremist views or actions but we recognise that vulnerable people could be influenced unduly by other people or through extremist web-sites and therefore be at risk of radicalisation.

We ask all students not to access any web-sites of an extreme nature, to respect and value fellow students, to follow the UK laws and to challenge any extremist views.

If you are worried that any person in the school is vulnerable for any reason and you feel that

- they are voicing extremist views
- posting extremist views on social media
- becoming involved with extremist groups

Please talk to The Prevent Officer, Jill Hooton who will listen to your concerns. No concern is too small.

Exclusion Policy

There are some circumstances where we will ask you to leave the school. This is called exclusion.

We will exclude students from the school for the following reasons:

- Abusive behaviour
- Bullying or harassment
- Disruptive behaviour in the classroom
- Failure to pay
- Unauthorised non-attendance

Abusive Behaviour/ Bullying and Harassment

Abusive behaviour, bullying and harassment in any form will not be tolerated.

We expect all students to respect the British core values of democracy, individual liberty, tolerance and the rule of law. Victoria School does not tolerate aggressive behaviour and not respecting cultural, racial and religious differences. You may be asked to leave the school and your accommodation if you do not respect other people.

Disruptive behaviour in the classroom

Please make sure that you pay attention in class, switch off your mobile phone and arrive for your lesson within 10 minutes of the start. Please respect the group and take part in all activities as directed by the teacher. If you ignore the teachers' requests repeatedly and you disrupt the class so that it is disturbing other students, then the teacher can exclude you from the class. Continued and sustained disruptive behaviour will result in being excluded from the school.

Failure to pay

We request that you pay your invoice during the first week at the school. In some cases there may be special circumstances where we will agree on a schedule of payments. This is an exception and can only be authorised by the Principal. During the first week please come to the Reception desk to make your payment or to inform us of how you will be paying. For students paying by bank transfer we do ask for evidence that you have made your payment.

If you fail to pay after several requests and therefore have not actually paid for the course you are taking then we will take the decision to exclude you from the school until a payment is made.

Unauthorised non-attendance

Please make sure that you keep in contact with the school if you are going to be absent for any length of time. If you fail to keep us informed, then after 5 days we will remove you from the class lists.