



Disciplinary Procedures Policy

Ace London School

1. Purpose

Ace London School aims to promote a positive and respectful learning and working environment where all students and staff act with integrity, professionalism, and mutual respect. This policy outlines the procedures for managing breaches of conduct to ensure fairness, consistency, and compliance with UK education and employment regulations.

2. Scope

This policy applies to:

- **All students enrolled at Ace London School**
- **All staff members, whether full-time, part-time, or temporary**
- **Any other individuals engaged in activities on school premises or representing the school externally**

The procedures cover misconduct, academic dishonesty, and breaches of school regulations.

3. Principles

The school will ensure that all disciplinary matters are handled:

- **Fairly and consistently**, in accordance with natural justice principles
- **Promptly**, with reasonable timeframes for investigation and resolution
- **Confidentially**, with information shared only on a need-to-know basis
- **Impartially**, with no bias or conflict of interest in investigations
- **Supportively**, ensuring that individuals understand the process and have the opportunity to respond





4. Types of Misconduct

a) Minor Misconduct

Examples include, but are not limited to:

- Persistent lateness or absenteeism
- Disruptive behaviour in class or on campus
- Minor breaches of school rules or dress code
- Misuse of College property or facilities

b) Major (Gross) Misconduct

Examples include:

- Academic dishonesty (cheating, plagiarism, falsifying records)
- Harassment, bullying, or discrimination
- Physical violence or threats
- Theft, fraud, or deliberate damage to property
- Serious breach of health and safety regulations
- Possession or use of illegal substances on school premises

5. Disciplinary Procedure

Stage 1 – Informal Action

For minor issues, informal discussions between the staff member or student and the relevant tutor, line manager, or department head will take place. The aim is to identify causes, agree expectations, and set clear behavioural improvements.

A note may be kept on file, but no formal warning will be issued at this stage.

Stage 2 – Formal Investigation

If informal action fails to resolve the issue, or if the misconduct is more serious, a formal investigation will begin.





- A written statement outlining the alleged misconduct will be sent to the individual.
- Principal or the School Manager will gather evidence and interview relevant parties.
- The individual will have the opportunity to respond before any decision is made.

Stage 3 – Disciplinary Hearing

If sufficient evidence is found, a disciplinary hearing will be arranged.

- The individual will be given at least five (5) working days' notice of the hearing.
- They may be accompanied by a representative, friend, or union member.
- The panel (usually the Principal or School Manager) will review all evidence and make a decision.

Possible outcomes include:

- No action (complaint not upheld)
- Verbal warning
- Written warning
- Final written warning
- Suspension or expulsion (students) / Dismissal (staff) in cases of gross misconduct

Stage 4 – Appeal

Individuals have the right to appeal against any disciplinary decision within ten (10) working days of receiving the outcome.

- Appeals must be submitted in writing to the Principal (or the Board of Governors if the Principal made the original decision).
- The appeal will review whether the correct procedure was followed and whether the decision was fair and proportionate.
- The appeal outcome will be final.

6. Suspension

In cases of alleged gross misconduct, the school may suspend a student or staff member while an investigation takes place.



Ace London School Limited

UK Learning Provider (UKPRN 10096855)

Suite 302, 315 & 504 Olympic House 28-42 Clements Road, Ilford. IG1 1BA

Company number 15358333 Registered in England & Wales

ASIC Accreditation no: AS95651/1124



- Suspension is a neutral act, not a disciplinary penalty.
- The individual will be informed in writing of the reasons and expected duration.

7. Record Keeping

All disciplinary records, meeting notes, and evidence will be securely stored and handled in compliance with the UK General Data Protection Regulation (UK GDPR). Records will be retained for no longer than necessary and may be referred to in future disciplinary matters.

8. Monitoring and Review

The school will monitor disciplinary cases annually to identify recurring issues and areas for improvement.

This policy will be reviewed every two years or sooner if legislation or best practice changes.

9. Contact

For queries regarding this policy, please contact:

Administration Office

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