

Corporate Social Responsibility (CSR) Policy

About WISE

Weybridge International School of English (WISE) is a privately owned School of English based in Weybridge, Surrey. WISE's mission is: 'to provide a supportive and enriching experience for all our students, among a diverse group of students who come to WISE because of our teaching reputation, the cultural activities we offer and the support we provide our students in a friendly environment.'

Student numbers vary from 40-80 students with students coming from a number of different countries. At WISE, we offer General English Classes from beginner to advanced levels and exam classes. Outside WISE, we offer private EFL tuition at the student's home or place of work.

POLICY STATEMENT

- WISE aims to be a responsible business that meets the highest standards of ethics and professionalism.
- WISE is responsible for managing its business in a sustainable manner and for understanding the nature of the impact WISE has on society and on the environment.
- WISE's social responsibility falls under two categories: Compliance and Proactiveness.

Compliance refers to its company's commitment to legality and willingness to observe community values.

Proactiveness is initiative to promote human rights, help communities and protect the natural environment.

Compliance

Business

WISE will:

- . comply with all relevant regulatory requirements
- . honour its internal policies
- . ensure that all its business operations are legitimate
- . act as an equal opportunities employer
- . provide students with a quality service from registration to departure
- . conduct student satisfaction surveys and report on these results
- . build relationships with our suppliers based on mutual respect

Compliance

Workplace

WISE will:

- . comply with Health and Safety regulations
- . provide initial (induction) training to all staff (including health and safety)
- . provide opportunities for on-going professional staff development
- . treat all staff and students fairly
- . communicate business progression to staff
- . share student feedback and any (non-confidential) issues raised by students
- . treat all students and staff equally

Compliance

The Environment

WISE

- . encourages students and staff to cycle and walk to the school to reduce the carbon footprint
- . turns off lights and heating immediately after use to reduce the carbon footprint
- . promotes recycling of all paper, cardboard, glass and hard plastics. Recycling bins are in every room
- . promotes recycling of all plastic cups. We encourage students to wash and re-use.
- . composts all possible food waste in our compost bin
- . ensure that paper use is kept to a minimum by always copying double-sided and re-use where possible
- . disposes of all rubbish from the school in recycling dustbin and general dustbins
- . recycles all printer cartridges
- . ensures the dustbin area is kept clean and rodent free.

Proactiveness

The Community

WISE

- . is a member of the Weybridge Town Business Group (WTBG) and attends/hosts regular meetings to support Weybridge and its residents
- . actively partakes in the WTBG Christmas Fair
- . actively organises school charity events to support national charities, eg. Red Nose Day, Sport's Relief
- . encourages students to volunteer at local charity shops, in particular: Oxfam and Blue Cross
- . actively promotes local events to support the local community by advertising these on the school notice boards and event folders
- . actively supports local cafes and has established 10% discount for students
- . actively encourages students to make use of, and join, the local library

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