

STUDENT CODE OF CONDUCT FOR ELAC COURSES updated Jan 2019

We want you to enjoy our English course language course in the UK. We will do everything we can to make the course a big success for everyone, and we want you to help us to do this too.

These rules tell you about **examples of behaviour which we will not accept**, and also **examples of behaviour we want to encourage**. Please read it carefully – if there are some words you do not understand, ask your teacher to help you. When you have read it, please sign it to say you understand. These rules apply to all students on our Junior Vacation Courses, including those who are 18 years old or over before or during the course.

Tick each box below to show us that you understand what the sentences mean.

Examples of **GOOD** behaviour

- 1. We want you to work hard and participate in your English classes.
- 2. We want you to listen to your teachers, the activity leaders and the other students.
- 3. We want you to listen to your Elac leader and to follow their instructions on the excursions
- 4. We want you to make friends with people from different groups
- 5. We want you to let us know if you or your friends are unhappy.
- 6. We want you to be punctual for lessons and activities.
- 7. We want you to be friendly, polite and respectful and to accept other students' faith and beliefs.
- 8. We want you to participate in the activities and to include everyone.
- 9. We want you to speak English all the time.
- 10. We want you to try different foods.
- 11. We want you to respect the school and the campus where you are studying.
- 12. We want you to stay safe online, and be careful with whom you share information.

Examples of **UNACCEPTABLE** behaviour

- 1. You **must not** buy or drink alcohol.
- 2. You **must not** smoke on the school/college campus or in any buildings (or vape/e-cigarettes).
- 3. You **must not** buy or take any illegal drugs (including legal highs).
- 4. You **must not** steal from other students, shops or the school.
- 5. You **must not** carry any weapons (eg a knife or imitation gun), or threaten or be violent towards others.
- 6. You **must not** make too much noise at your host's house or in your residence, especially late at night.
- 7. You **must not** drop rubbish in the streets or at school or write graffiti anywhere.
- 8. You **must not** enter other people's bedrooms without permission.
- 9. You **must not** leave your host's house or the residence in the evening without permission.
- 10. You **must not** bully other people, both at school or online (this includes things you say and do as well as physical bullying).
- 11. You **must not** take photos/videos of other students or staff, or share them, without their permission.
- 12. You **must not** create, transmit, display or publish any inappropriate or extremist material online, or share inappropriate photos or information without permission.

What happens if I break the rules?

We take student behaviour very seriously and there will be consequences.

1. First we will talk to you and your Group Leader. If there is anyone else involved, we will talk to them as well.
2. We will make a record of the incident.
3. Elac will then make a decision about the consequences. You will usually have an opportunity to improve your behaviour, however if it is a serious situation (for example: drinking alcohol, taking drugs, bullying another student, stealing) you may be sent home.
4. If we make a decision about your situation and you do not agree, you can ask us to think about it again. However, after considering this, our decision will be final.
5. If you are sent home, then your parents will have to pay the cost.

Some **consequences for less serious** situations could be:

- Cleaning up around the campus if you have been making a mess.
- Doing some extra English work if you have not been working hard in class.
- Missing an excursion if you have gone somewhere without permission.

For the **most serious bad behaviour** which involves breaking the laws in the UK the police may be called.

The police have the power to arrest you if they suspect you have committed an offence. If you are arrested, contact Elac immediately using the number on the Emergency Contact Card, and we will provide immediate support.

What do I do if I have a problem or want to make a complaint?

If you have any problem, it is really important that you tell somebody about it so we can deal with it. The person who will help you with the problem is our Welfare officer, however, in the first instance, you may prefer to tell a friend, a teacher/activity leader or your Group Leader – they can then help you to bring the problem to us.

If you have a complaint about any member of staff, another student, your classes, your Homestay placement, activities, excursions or the school, please tell us as soon as possible. We will take your complaint seriously, we will investigate and then we will tell you whether we agree with you and what we can do.

Who should I speak to?

In the first place speak with the person who can easily solve your problem: if it is about your homestay, talk to the host; if it is about lessons, talk to your teacher; if it is about another student or staff member, talk to your Welfare Officer. If talking to that person doesn't solve the problem, you may want to make a complaint to our management. There is a way for you to do this and it will involve having a meeting with the Welfare Officer. You can take a friend or your group leader to that meeting you help you.

The procedure for making a complaint is on the office noticeboard and your Group Leader will also have a copy.

Personal Safety and Care of Valuables

Always be aware of your surroundings and use your common sense. Cross roads safely, remember that vehicles drive on the left in the UK, so traffic will be coming towards you from the right. Avoid walking alone and keep to well-lit, busy streets. Keep your wallet, phone, keys and other valuables with you at all times, and out of sight in busy, public places.

I have read and understood what is expected of me on the Elac course (Please tick)

If in Homestay: My host has explained my journey to and from the centre, including any risks when travelling

SIGNED: _____ DATE: _____

FIRST NAME: _____ SURNAME: _____

NAME OF GROUP: _____