

STUDENT CODE OF CONDUCT updated Jan 2020

We want you to enjoy your English language course. We will do everything we can to make the course a big success for everyone, but to do this we need your help.

Please read it carefully – if there are some words you do not understand, ask your teacher.

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

WE EXPECT YOU TO:

- 1. Speak English at all times in class and during activities.
- 2. Work hard and participate fully in your English lessons and activities.
- 3. Listen to your teachers, group leaders, activity leaders and other students.
- 4. Be on time for all lessons and activities.
- 5. Respect other students' opinions and religious beliefs.
- 6. Be polite and friendly to everyone.
- 7. Respect the rooms, furniture and equipment.
- 8. Stay safe online and be careful about sharing information.
- 9. Speak to us if you or your friends are unhappy.

UNACCEPTABLE BEHAVIOUR:

- 1. Alcohol, smoking, taking illegal drugs, buying or carrying weapons are all **FORBIDDEN**
- 2. DO NOT drop rubbish or write graffiti anywhere.
- 3. DO NOT steal from other students, from shops, the school or hosts.
- 4. DO NOT bully, threaten or be violent towards other people.
- 5. DO NOT make lots of noise at your host's house or in your room, especially late at night.
- 6. DO NOT enter other people's bedrooms without permission.
- 7. DO NOT leave your host's house or your room in the evening without permission.
- 8. DO NOT create or share any inappropriate or extremist material online.
- 9. DO NOT take or share photos/videos of anyone without their permission.

What happens if I break the CODE OF CONDUCT?

1. We will talk to you and your Group Leader. If anyone else is involved, we will talk to them as well.
2. We will make a record of the incident and make a decision about action to be taken.
3. Often you will have an opportunity to improve your behaviour.
4. If it is a more serious situation, you may be sent home and your parents will have to pay.

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.
- Writing a letter of apology to the people you have upset.

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

If you have a problem or want to make a complaint:

It is really important that you tell a teacher, an activity leader or your Group Leader – so we can help.

If you have a complaint about any member of staff, another student, your classes, your accommodation, activities, excursions or the school, please tell us as soon as possible. We will take your complaint seriously, investigate and decide what might be done.

To make a formal complaint, speak to your Group Leader.

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 look carefully before crossing.
- Avoid walking alone, stay in groups of two or three and stay on well-lit, busy streets.
- Keep your money, mobile phone, keys and other valuables safe and out of sight in public places.
- Label your possessions with your name.
- Keep your emergency contact card with you at all times.

I have read, fully understood and agree to the STUDENT CODE OF CONDUCT

(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: _____