

JUNIORS CODE OF CONDUCT & RULES FOR STUDENTS 2020/2021

We want everyone on the course, both students and staff to have a great time. We have a few rules to ensure everyone has a great time, and it is important to follow them. If there are any rules you do not understand, please ask any member of staff.

Things you should ALWAYS do:

- Keep all your money and valuable items safely in a bag. You may keep your mobile phone and/or tablet computer, but you must show it to us when you arrive at class and you must keep your mobile switched off in class.
- Be on time for classes, meals, and activities every day. We do not want you to miss any part of your lessons or activities. If you are late for them it will disrupt your classmates.
- Take an active part in lessons and all activities. The course will be at its most enjoyable if you try your best in all your lessons and activities.
- Be kind and friendly to other students and staff. Treat people as you want them to treat you.
- Be careful not to endanger others or yourself. Your safety is our most important priority. Sometimes something might not appear to be dangerous, but our staff are trained to know what can cause you or other students harm, so please listen to our staff members.
- Keep your room tidy and make your own bed in your homestay host. Remember it is not only your room. You are sharing it with other students, so please keep them happy by keeping your part of the room clean and tidy.
- Look after your belongings and the school. Please keep your valuable belongings with you always. Please do not leave them lying around. The school is used by many students, so it is everyone's responsibility to keep it looking nice. Do not do anything that might damage or break anything belonging to the school.
- Speak English. We want you to speak English as much as possible, because this will help you to improve your communication skills in English. Speaking English in class and during the activities is especially important.
- Always have your LanguageUK student card with you. This has important information in what to do in an emergency and the emergency phone number.

Things you should NEVER do:

- Smoke, obtain or drink alcohol, or take drugs. Drugs are illegal, and you can be in serious trouble with the police! Smoking and drinking alcohol is illegal if you are under 18. If you are found with cigarettes or alcohol it will be taken from you and destroyed. We may have to send you home early.
- Steal or shoplift. As well as being morally wrong, you can get into serious trouble with the police. We will send you home early if you are caught doing this.
- Bring or buy knives, weapons, or toy guns. British police can stop and search you to check if you have any knives or weapons. If they catch you with any weapons you could be in serious trouble. Certain types of toy guns that fire pellets might not be legal in the UK.
- Use bad language or fight with anyone. Bad language (including in your first language) and fighting just spoils the fun for everyone. If you have a disagreement with another student, try and work it out calmly or ask your group leader to help you.
- Use your mobile phone or any handheld equipment during lessons, meetings, and activities. You will have plenty of time to stay in contact with friends and family. However, please give lessons, meetings, and activities your full attention.
- Use personal IT/electronic equipment to access illegal/inappropriate sites or images. For the safety and wellbeing of you and other students, we will not let you view any sites that are not appropriate for your age.
- Chew gum or drop litter. We need to keep the school clean. Disposing of chewing gum can be messy so it is not allowed at the school. Please use the bins provided for all rubbish.
- Damage school property. Equipment costs money to repair or replace. You or your parents will be billed for any school property that is damaged deliberately or through misuse. This includes using fire extinguishers if there is no fire.
- Use fire escapes, unless for emergency exit. Some fire exits are designed only to be used in an emergency.
- Break any British law. Please ask any member of staff if you are unsure if anything is allowed.

- Behave in an anti-social way. For example: shouting in areas where you should be quiet, running on crowded areas, standing in large groups in the street. Do not spoil other people's fun. The safety and wellbeing of our students is the most important thing for us. Rules and laws are there for everyone's safety.

Students who break British law, do not obey the course rules, who repeatedly misbehave, do not follow the instructions of course staff or otherwise disrupt or adversely affect the smooth running of the course will be asked to leave the course immediately at their own expense.

Safety Please think about your actions and how they affect your safety and the people around you. If a staff member asks you to stop doing something because it is not safe, please stop doing it.

If you see a fire, please sound the alarm. If you hear the fire alarm, please go directly to fire meeting point which you will be shown on your first day with the member of staff you are with at the time. Do not leave the fire meeting point until told to do so. It is against the law to set off the fire alarm for no reason or to play with fire safety equipment. You could be fined for this under British law and may be sent home early.

Living in Britain and Staying Safe

If there is an emergency that a member of staff is unable to deal with, the telephone number for the police, fire brigade or ambulance service is 999. The common European emergency number 112 is also used in the UK, so you can use either.

Please note that our habits and rules in Britain may be different to those in your own country. Always remember:

- Be polite and join queues.
- Use bins. Do not leave litter anywhere. In some places you may be fined for dropping litter.
- Do not block paths or walkways. Think of other people who are around you.
- Do not crossroads until you see the green man. Remember that cars drive on the left so when you cross the road, look right first then left.
- Do not be loud and shout when you are in public places unless there is an emergency.
- Always say "hello", "goodbye", "please" and "thank you".
- Everyone is equal in the UK, do not treat people differently because of gender, race, nationality, and religion.

Reviewed October 2018

Next review October 2019

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