

Student Code of Conduct

FOR ALL STUDENTS

Reviewed periodically

Capital School of English believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. Below are Capital School of English's school rules for your behaviour and actions in and out of the school, at social events organised by the school or in accommodation provided by the school. These rules make a safe and supportive environment.

AT ALL TIMES

1. Always speak English – in and out of class.
2. Always remember you are representing your country – be kind and polite.
3. Always look after your belongings and valuables.
4. Always **THINK** before you speak or write a post on social media
5. Always complete a 'Request to be Absent Form' before you have a day off or take a holiday.
6. If you have a problem, talk to a teacher or member of staff immediately. Outside of school opening hours (Monday - Friday 08:30-17:30) a member of staff can be contacted on the Emergency Phone (00447969524647).

T	=	Is it true?
H	=	Is it helpful?
I	=	Is it inspiring?
N	=	Is it necessary?
K	=	Is it kind?

IN THE SCHOOL

7. Always attend lessons. No Certificate of Study will be given if your attendance is less than 80%.
8. Always telephone the school if you are sick or cannot come to class. If you are absent for 7 or more days, you must give the school a doctor's note.
9. Always be on time for your lessons. If you are late, you will not be allowed to enter the classroom. Please go to the Academic Office on the first floor.
10. Always follow the classroom rules – look at the posters in your classroom.
 - No food
 - No mobile phones
- No drinks (other than water in bottles)
- No chewing gum
11. Always have your student ID card with you. Don't lose it – you will have to pay £5 for a new one.
12. Do not lose or write in the school books. If you lose or write in them, you will have to pay £30 for a new one.
13. Only smoke in the designated smoking areas.

OUT OF THE SCHOOL AT SOCIAL EVENTS ORGANISED BY THE SCHOOL

14. Always be on time for activities.
15. Always follow the instructions of the Social Organiser(s) and/or members of staff.

IN ACCOMMODATION PROVIDED BY THE SCHOOL (HOMESTAY/RESIDENCE)

NOTE: Students are guests of the homestay provider and should respect their rules and decisions.

16. Always follow the house rules of the homestay provider or instructions of the Residential Manager.
17. Always tell the homestay provider in advance if you will not be home for dinner or are going away for the weekend.
18. Always ask the homestay provider in advance if you would like to invite a friend to the house.
19. Never cook in your homestay provider's home.
20. Always lock the doors and windows when you leave the house.
21. Never lose the keys for your homestay provider's home or the residence. If you do, tell the homestay provider or Residential Manager immediately.

If you break the Student Code of Conduct, we will give you verbal (spoken) and/or written warnings. If you get a warning we may tell your Educational Tour Operator, and/or parents and/or legal guardian (if applicable). If unacceptable behaviour is very serious or continues, you will not be allowed to continue at the school (expelled) immediately with no refund of any fees. If students do not follow the rules of the homestay provider or Residential Manager, they may be asked to leave the accommodation and the school with no refund of any fees.