

<b>Under 18 (U18) Student Code of Conduct</b>	<b>FOR ALL STUDENTS</b>
	<b>Reviewed periodically</b>

In the UK, a student under the age of 18 is legally considered a **child**. As such, all members of the school community (staff, homestay providers, group leaders and parents and/or legal guardians) have an extra **Duty of Care**.

This Under 18 Student Code of Conduct is to be used with the Student Code of Conduct. It is expected that Educational Tour Operators and parents and/or legal guardians discuss both Codes of Conducts with their client(s)/child or children to ensure that all U18 students fully understand the rules of Capital School of English before arriving in the UK. Parents and/or legal guardians must sign Capital School of English's Parental Consent Form stating they have discussed these rules with their child/children.

Capital School of English's Under 18 Welfare Officer will discuss the Student Code of Conduct and Under 18 Code of Conduct with all Under 18s at their first Under 18 meeting.

#### **AT ALL TIMES**

1. Never drink alcohol. The minimum legal age to drink alcohol in the UK is 18 years old.
2. Never buy tobacco products. The minimum legal age to *smoke* in the UK is 16 years old, BUT the minimum age to *buy* tobacco in the UK is 18 years old.
3. Never gamble. The minimum legal age to gamble in the UK is 18 years old.
4. Always have a good level of personal hygiene.
5. Always answer the phone if the school calls you.
6. If you have a problem, talk to a teacher or member of staff immediately or the U18 Welfare Officer. During school times (Monday - Friday 08:30-17:30) the U18 Welfare Officer can be contacted on 0044 1202 546875. Outside of school opening hours a member of staff can be contacted on the Emergency Phone 00447969524647.

#### **IN THE SCHOOL**

7. Attend all your lessons. The school will check you attend every lesson.
8. Attend weekly Under 18 meetings with the Under 18 Welfare Officer.
9. Never leave the school during lesson times unless authorised by the U18 Welfare Officer or a member of staff.
10. Always go and see the Under 18 Welfare Officer or a member of staff in the Academic Office if you are late for your lessons. You must remain in the building during the lesson time. You can use the Self-Study Centre.

### **OUT OF THE SCHOOL AT SOCIAL EVENTS ORGANISED BY THE SCHOOL**

11. Always check the age restrictions on the social activities before registering.
12. (Summer term ONLY) Attend the Day Social Programme as highlighted on your timetable.

### **IN ACCOMMODATION PROVIDED BY THE SCHOOL (HOMESTAY/RESIDENCE)**

13. Always be home for curfew times:

- 22:30 Sunday – Thursday
- 00:00 (midnight) on Friday & Saturday

If you return home after the curfew times, your homestay provider will contact the school.

### **HOLIDAY/TRAVELLING**

14. If you would like to have one night or more away from Bournemouth, before going away you must complete a 'Request to be Absent Form'. The U18 Welfare Officer will contact your parents and/or legal guardians to complete an 'U18 Permission to Travel Form'.

**If you have a problem, are homesick or feel sad, talk to the Under 18 Welfare Officer, a teacher or a member of staff immediately.**