



# The Bournemouth School of English

## Code of Conduct *for all students*

*rules for acceptable and appropriate behaviour*

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**Applies to:** All students

**Context:** The Bournemouth School of English works to provide a safe and welcoming environment for all. These rules are provided to offer guidelines to students on what behaviour will be expected of them, in a number of different situations.

**Last updated:** June 2018

**To be reviewed:** Annually

# Code of Conduct

These rules apply to every student, all of the time. They are for your safety, as well as for the benefit of others. If you break these rules, we can give you a warning, and also expel you from the school without any refund.

## General rules

- ★ Don't break the law. If you do anything illegal, you will be expelled from the school with no refund.
- ★ Respect other people; do not swear, shout at, threaten, or be violent towards anyone. Do not harass other people in any way, or behave in a way that could be considered as bullying.
- ★ Do not do anything that may cause harm to another person, either physical or psychological. Behave in a way that does not affect another student's learning, enjoyment, or safety.
- ★ Do not access inappropriate material on the internet or encourage others to access such material. Remember that the police can trace what you do online.
- ★ Do not damage other people's property; treat everything with respect, as if it were your own.
- ★ Do not damage the reputation of the school; if you are not happy, speak to a member of staff first and we will try to help.
- ★ Be sympathetic and understanding of cultural differences that will exist in a language school environment.
- ★ You must be tolerant and respectful of other people's views and opinions. The school does not allow extreme views to be voiced or forced on others.
- ★ Behave in a way that is appropriate and sensitive to other people's needs at all times. Think carefully about the clothes you wear, the things you say and do, and the way in which your behaviour may affect others.
- ★ Communicate openly; if you are going to be late, or absent, it is courteous to inform us before.
- ★ Remember that the school is open to all ages, including children. Any person who is witnessed or accused of behaving inappropriately with regard to a child will be investigated appropriately.
- ★ Sexual contact with a child is child abuse, and is therefore illegal. It is your responsibility to understand other people's ages, and to act appropriately at all times. A child is someone under the age of 18.
- ★ Speak English at all times; it is rude to speak in your own language when others cannot understand you. It is very easy to have a misunderstanding if you don't communicate openly.

# Code of Conduct at school

**We have a professional and friendly atmosphere at school; everyone is treated equally, and with respect. We ask all students to follow these simple rules, to make sure our school environment is safe and welcoming to everyone.**

## Around the school

- ★ Use the main school door to enter and exit the building - the fire doors are for emergency exit only.
- ★ If an alarm sounds continuously, you must leave the building quickly, and follow instructions from staff.
- ★ Keep your property with you at all times; don't leave your valuables unattended.
- ★ If you smoke, you must do so outside and dispose of your cigarette in the metal bins provided.
- ★ You may eat and drink in the coffee room, but please put your rubbish in the bins provided.
- ★ Do not use school computers for any illegal activity, or to access adult websites or material.
- ★ Do not bring drugs or alcohol onto the premises, or attend school if you are intoxicated.
- ★ Do not bring pornographic material, or anything illegal, into the school.
- ★ Do not bring advertising or publicity materials into the school.

## In the classroom

- ★ Don't be late; your teacher will not allow you to enter the room after the class has started.
- ★ If you need to leave a class before the end, you must discuss this with your teacher.
- ★ Attend all of your classes; you must inform the office if you cannot attend for any reason.
- ★ Speak English at all times; it is rude to speak in your own language when others cannot understand you.
- ★ Switch your mobile phone off, or onto silent, and do not use your mobile phone during the lesson.
- ★ Respect your teachers, listen to what they are asking you to do and, if you are not sure, always ask.
- ★ Respect your classmates, listen to what they want to say, and be patient while they say it.
- ★ Understand and embrace cultural differences, even if you don't agree with them.
- ★ You are not allowed to take pictures or record videos during class time.
- ★ Take your rubbish out of the classroom, and put it in the bins provided around the building.

# Code of Conduct in homestay accommodation

**Our homestay hosts will offer you a warm welcome; in return, we ask all students to follow these simple rules, to make sure the home is safe and comfortable for everyone.**

## With the host

- ★ Remember that you are a guest in another person's home, not a hotel. Respect your host, and their home, at all times, and take care of their property. If they give you a key, do not lose it.
- ★ Think about your noise - remember that your host may need to wake up early for work, and so may go to bed before you. This is not just about loud music, but also about what time you speak on the telephone.
- ★ Speak English at all times; it is rude to speak in your own language when others cannot understand you. It is very easy to have a misunderstanding if you don't communicate openly.
- ★ If you smoke, find out where is an appropriate place to have a cigarette. Remember to think about the effect this may have on any children in the house.
- ★ Remember that all the differences, even the differences you don't like, are an opportunity to experience something new, and to learn about new things. Have an open mind about things, and try everything once!

## Your food

- ★ English food will be different from food in your country: sometimes better, sometimes worse. Don't be afraid to say if there is something you don't like, but try everything once! If you have any special dietary requirements, tell the school before you arrive so that we can organise things for you.
- ★ Meal times will also be different - it is your responsibility to adapt to an English timetable. If you are going to miss a meal, it is important that you tell your host at least 24 hours before. If you are delayed, or if you change your plans, telephone your host as soon as possible to let them know. If you are under 18, you are not allowed to miss a meal without school agreement; you must be at home for dinner.
- ★ You should not use the kitchen unless you have asked your host before. You should also not take any food unless it has been offered. It is normal to help yourself to water; in England, the cold water from the kitchen tap is always drinkable.

## Your room

- ★ Your bedroom is your own private space, and your host will respect this. You can close your door, but remember that your host will probably not disturb you if your door is closed, as they will understand that you want to be alone.
- ★ You should keep your room clean and tidy; you must not smoke in your room, even with the window open. Your host should tell you when they need to access your room, and why. If you are sharing your room with another student, you must respect their privacy and personal space at all times.

## The bathroom

- ★ Be reasonable with your use of the bathroom, and the hot water. Give priority to those people who must leave the house first in the mornings.

# Code of Conduct during leisure activities

**We do our best to organise fun, interesting, and entertaining activities and excursions; we ask all students to follow these simple rules to make sure that everyone is comfortable and safe.**

## Before the activity

- ★ Make sure that you know what is happening every day, and be prepared for the next day.
- ★ We will give you some ideas for what to wear, and what to take. Think about the weather, and what you will be doing. If you're going swimming, take your costume; if you're going shopping, take some money!
- ★ It is your responsibility to be in the right place, at the right time. We cannot wait for you and, if you are late, it is likely that the bus will leave without you.
- ★ If there is anything you are not sure about, ask beforehand so that we can help you.

## During the activity

- ★ Speak English at all times; it is rude to speak in your own language when others cannot understand you. It is very easy to have a misunderstanding if you don't communicate openly.
- ★ The supervisors are there to help you, and make sure you have all the information you need during the activity. Respect them, listen carefully to what they tell you, and make sure you follow their instructions.
- ★ Any guides or professionals who are part of the activity must be treated with respect and courtesy.
- ★ Respect the other people who are with you; allow them to enjoy the activity and take part equally.
- ★ Keep your school identity card with you at all times; it will include emergency contact details.
- ★ You must have a mobile phone with you at all times; it must be fully charged at the beginning of the day, and be able to make and receive calls and text messages. This will be your way of communicating if you become lost, or have an emergency situation.

## Travelling

- ★ Many activities involve travelling; both short and long distances can be involved. It is important that you follow our [Code of Conduct while travelling](#).

# Code of Conduct while travelling

We do our best to organise fun, interesting, and entertaining activities and excursions; we ask all students to follow these simple rules to make sure that everyone is comfortable and safe.

## Public transport

- ★ For your own safety, you must sit as close to the driver as possible.
- ★ Students aged under 16 must never travel alone; you should travel with friends or with students you are living with.
- ★ If you do not know where your stop is, speak to the driver and s/he will help you.
- ★ Be polite and respectful, to the driver and to other passengers. Remember to always say 'please' and 'thank you'.
- ★ Speak English at all times; it is rude to speak in your own language when others cannot understand you. It is very easy to have a misunderstanding if you don't communicate openly.

## Private coach

- ★ Listen carefully to what your driver says, and follow their instructions.
- ★ You must wear a seatbelt at all times when travelling by coach; it is illegal in the UK not to do so.
- ★ Remain in your seat at all times when the coach is moving. Keep quiet and respect other passengers.
- ★ For your own protection, as well as the safety of others, supervisors may ask you to sit in a certain place; please respect these requests without question.

## Private taxi

- ★ On arrival at a UK airport, your driver will be carrying a sign with your name, and the school's name. Do not travel with a driver who you cannot identify in this way.
- ★ The school's recommended taxi company for journeys in and around Bournemouth is **Streamline Warrens**. You can contact them on **0044 (0) 1202 555511**.

# Disciplinary Procedure

**We don't want to punish anyone, or ask anyone to leave our school, but we have a Disciplinary Procedure in case we must.**

## Stage One: First Verbal Warning

A verbal warning will be given to the student by one of the school's directors; the verbal warning will take place in the office and will be witnessed by another member of staff.

If linguistic support is necessary, the student will be allowed to choose a friend to help them understand. The verbal warning will explain the unacceptable behaviour and give clear guidance for improvement.

A permanent record will be placed on the student's file; if the student is under the age of 18, the school will notify the student's parent/guardian.

## Stage Two: Second Verbal Warning & Final Written Warning

If the unacceptable behaviour continues, a second verbal warning and final written warning will be given to the student by one of the school's directors; the verbal warning will take place in the office and be witnessed by another member of staff.

If linguistic support is necessary, the student will be allowed to choose a friend to help them understand. The verbal warning will explain the unacceptable behaviour and give clear guidance for improvement.

The written warning will give details of both verbal warnings as well as the guidance given for improvement. The written warning will also explain the final step in the disciplinary procedure: exclusion.

A permanent record will be placed on the student's file; if the student is under the age of 18, the school will notify the student's parent/guardian.

## Stage Three: Exclusion

If the unacceptable behaviour continues, the student will be excluded from the school. The student will not be given a Diploma of Achievement and will not be given a refund of any fees paid.

A written record of the unacceptable behaviour, the disciplinary procedure, and the reasons for exclusion will be given to the student.

A permanent record will be placed on the student's file; if the student is under the age of 18, the school will notify the student's parent/guardian.