



STUDENT CODE OF CONDUCT

As a student of the The Language Gallery, I agree to:

- Read the Student Handbook and the induction Pack which I received by e-mail
- Arrive to class on time
- Return to class on time after the break
- Participate fully in class
- Buy a course book for all of my classes
- Bring my course book to class every day
- Not bring food into class (water in a closed container is allowed)
- Switch my phone to silent in class. If my teacher has a no phones policy, I will respect my teacher's rules
- Only use of my phone or tablet for educational purposes, with my teacher's permission
- Treat my teachers, my classmates and staff members of The Language Gallery with respect
- Inform my teacher and the Academic Manager if I can't attend class
- Not change class without the permission of the Academic Manager if I can't attend class
- Do my homework
- Not speak my own language during classtime and activities
- Work in groups and pairs with classmates
- Take responsibility for my own learning
- Follow schools policies regarding class transfers, complaints and holidays
- Follow all The Language Gallery rules and instructions by TLG Staffs
- Not smoke (including the use of e-cigarettes) in any TLG building
- Follow all safety and emergency procedures
- Not show inappropriate physical intimacy in school
- Not distribute religious or political materials at TLG
- Not bring alcohol, illegal drugs or weapons onto TLG premises
- Not attend school under the influence of alcohol, illegal drugs, misuse of prescription medication or "legal highs"
- Be respectful of others faiths, beliefs, sexualities, nationalities and genders.
- Not engage in serious bad behaviour, such as violence, physical, sexual or mental abuse, bullying, damage to property, and use of abusive or threatening language in English or any other language.
- Understand my final certificate of attendance will not be issued if my attendance is below 85%.

I understand that failure to follow these rules may lead to my suspension or expulsion from The Language Gallery.

Print name:

Signature:

Date: