

CODE OF CONDUCT

This document is meant for the student, and the parent or guardian of any student aged 16 or 17 who is enrolled on a course at The Language Gallery.

The following are guidelines to ensure that the experience of all our students is a positive one.

The Language Gallery staff are all familiar with these guidelines. All staff are required to report to the Academic Manager any refusal to comply with the Code of Conduct which may affect any student's safety or enjoyment.

At all times:

- Teachers, activity staff, group leaders and other students should be treated with respect.
- Bullying (i.e. aggressive or threatening behaviour towards other students, whether verbal or physical) will not be tolerated under any circumstances.
- The Language Gallery does not accept any responsibility for the loss, damage or theft of any personal belongings, including money, not in its direct care.
- Students must be careful not to endanger themselves or others in the residence, at the college or on outside excursions. Students must not push each other on the stairs or slide down banisters.
- Students are enrolled onto adult courses. Students will be studying with adults and must behave in a mature manner in class and on school premises.
- Any student caught stealing will be required to leave the programme immediately and the police will be informed. Further action by the police will be at their discretion.
- If a student is found to have in his/her possession or in his/her room, any alcohol, illegal drug or other substance prohibited by the law, the police will be informed and the student will be required to leave the programme immediately. Further action by the police will be at their discretion.
- If a student is sent home for any of the above reasons, no refund of fees will be made. Additionally, all fines and all costs, including airline tickets, will be charged to the parents or agency of the student concerned.

On arrival:

- Students must give their mobile phone numbers to our student support officer on arrival.
- Students must meet with the Accommodation and Welfare Officer or Manager in their first week. They must also attend bi-weekly meetings with the welfare officer/manager throughout their course.

In class and on school premises:

- Attendance is compulsory.
- Students must arrive to class on time, and stay until the end of the class.
- Mobile phones must be switched off during class time.
- Smoking is not permitted in any of the The Language Gallery buildings.
- Chewing gum is not permitted in the college.
- Food and drink may not be consumed in the classrooms.
- Students causing accidental or deliberate damage to buildings or equipment will be charged the repair or replacement cost in full.

- If we are unable to identify the person who has caused damage in a communal area, the cost of the damage will be split between all users of that area.
- Fire escapes, fire equipment and fire alarms are for emergency use only. They must not be used at any other time. It is illegal to set off fire alarms unnecessarily and strictly forbidden to misuse fire extinguishers. Any incidents involving false alarms or interference with fire safety equipment will be taken very seriously and may lead to a heavy fine and the student(s) involved being sent home.

Out of school:

- The Language Gallery does not take responsibility for the supervision of students outside of lessons. Students are responsible for their own well-being.
- Students are expected to behave with mature attitude outside the school as well as on the school premises.
- Students found drinking alcohol or consuming illegal drugs outside of school or on the school premises may be sent home.

School excursions:

- In order to participate in tour operator run activities students will need to provide written consent provided by their parent or legal guardian. If the parent or legal guardian wishes to provide that consent here please sign the additional declaration at the end of this document
- School-run activities will be supervised by a teacher or member of staff. Tour operator excursions will be supervised by a guide.
- Participation in excursions and activities is optional.
- Smoking is not permitted in any public buildings or places.
- Drinking alcohol under the age of 18 in the UK is illegal.

In the homestay:

- 16- 17 year olds must book half board homestay accommodation with LSBF, or stay with a legal guardian or relative during their course
- Bedrooms must be kept tidy.
- Room keys/house keys are the responsibility of the student and, if lost, the cost of replacement keys will be charged to the student.
- Chewing gum is not permitted in the homestay.
- Food and drink may not be consumed in the bedrooms. Alcohol is forbidden.
- Students are housed in single sex rooms. Students may not visit friends of the opposite sex in their room.
- Access to laundry facilities will be provided.
- Breakfast and dinner will be provided by the homestay when booking half board accommodation. Lunch will not be provided.
- Students must return to their homestay accommodation by 10 pm, subject to family rules.
- Students must abide by their homestay family rules.

If there is an inconsistency between any of the provisions of this agreement and the provisions of the terms and conditions in the application form, the provisions of this agreement shall prevail.

I've read and agree for my dependant to abide by The Language Gallery Code of Conduct:

Parent/Guardian's Full Name:

Signature:

Date:

Student's Full Name:

Signature:

Date:

I give permission for my dependent _____ to participate in activities or excursions run by independent providers, not directly through The Language Gallery. I accept that my dependent will be responsible for their own possessions and well-being during their participation of these activities or excursions. Neither The Language Gallery nor the tour operator/provider will be liable for any damage to my dependent or the possessions of my dependent.

Parent/Guardian's Full Name:

Signature:

Date:
