

Student Code of Conduct

Expectations

The following behaviours/conduct are expected in our schools to ensure all staff and students and representatives of the school continue to feel safe and are free to study and work in a supportive environment, below is a list of what would constitute misconduct: Students will be asked to acknowledge they have read and understood it.

- **Be Respectful.** Respect is an important part of cultural exchange. Please respect all staff and students. Respect their culture, English level, race, religion, beliefs, age, gender and sexual preference.
- **Speak English** as much as possible. This helps your progress and the progress of other students.
- **Follow the Stafford House Attendance Policy.** Attendance is extremely important to academic success. You must have a minimum of 80% attendance to receive a Stafford House certificate of achievement at the end of your course.
Attendance is taken at the beginning of each class. If your attendance is under 85% the school will contact you to encourage you to attend more. If your attendance is under 60% the school may end your course.
- **Be on time** You cannot come to class if you are late unless there is a good reason.
- **Always participate in class.** All students are here to learn and practise their English.
The best way to actively use and practise language skills is in a group setting. Please do not refuse to work with other students. We encourage students to challenge themselves. Don't worry about making mistakes.
- **Respect School Property.** Please keep school property clean. No eating or drinking (except water) in the classroom is allowed unless the staff member say it is okay. If you damage something, please tell us. Never play with, move or cover fire safety equipment.
- **Personal contact details.** Please tell us of any changes in your email address or phone number. Check your emails regularly.
- **Appropriate personal presentation:** Please show proper attention to personal appearance and hygiene. Your appearance should not cause a distraction or offence
- **No personal use of mobile phones in class.** Please show respect to fellow classmates and teachers by not making or receiving calls or using social media in the class. Mobile phones can be used for study purposes

- **Remember, this is a school for adults** If you cannot follow the guidelines above and your behaviour is disruptive- sleeping in class, ignoring the teacher or other students or not respecting the teacher's instructions, you will be asked to leave the class. If it happens more than once you may be expelled.

The following behaviours could result in the school expelling a student or calling the police:

- **No Violence or harassment.** Stafford House policy and UK law prohibits bullying, threatening language, sexual or racial harassment or violence against other students or staff
- **No Illegal Activity.** Stafford House will report any violent or illegal activity to the police.
- **No Smoking** There is strictly no smoking, vaping, consumption of drugs or alcohol in the school. Students shall be "fit to learn" when onsite and participating in school-related activities and should follow UK laws.
- **No Weapons.** Students who are found in possession of weapons will be dismissed from school immediately. Any object used in a dangerous manner will also be considered a weapon.
- **Show respect and tolerance.** Any extremist views or radical behaviour will be reported to the school management team.