



Document:

# Student Code of Conduct and Student Welfare

Date Reviewed: April 2017

At Oxford ILS you will meet students of different backgrounds, nationalities and cultures. We have a professional and friendly atmosphere at School, where we treat each person equally and with respect. We ask you to read and follow the rules and regulations below, which we call "Student Code of Conduct".

If you have any questions or problems, please speak to your teacher, or one of the Staff members of Oxford ILS. We are all here to help you and make your stay enjoyable and without any problems.

## 1. General Behaviour

### We ask you to:

- Be polite and helpful at all times when in School and outside of the School.
- Accept and respect other people's views and opinions, even if you don't agree with them.
- Be sensitive to other people's needs. Think about the clothes you wear, the things you say and do, and how your behaviour may affect others.
- Speak English whenever you can. It isn't polite to speak in your own language when others cannot understand you.

**Behaviour that is NOT acceptable** and may mean that the student will be asked to leave:

- Bullying, abusive or violent behaviour towards Oxford ILS staff, students or homestay providers.
- Being continuously late for classes or missing classes without a good reason (e.g. sickness).
- Damaging the School's or other people's property.
- Taking or removing any items that are not yours.
- Finding unsuitable material on the Internet or making others access such material (remember that the police can check what you do online).
- Behaving inappropriately to students who are under the age of 18 (any behaviour that may affect an under 18s student's safety, or any sexual contact is illegal).
- Breaking the law or doing anything illegal.

**Remember! You have to be 18 years old to buy and consume cigarettes and alcohol in the UK.**

## 2. In the classroom

- Respect your teachers and your classmates.
- Mobile phones, tablets and all electronic equipment must be switched off/silent, except when you use them as online dictionaries.
- Do not take pictures or record videos during class time. If you want to take photos with your friends or your teacher, you can do it during the break, and always ask their permission.
- Do not eat or drink hot drinks in the class. You can drink water.
- Put your rubbish in the bins.

## 3. Around the School

- Do not run or shout in the building.
- If you use Room 2 (The Library) for self-study, be quiet and respect other students who are studying in there. If you want to watch a DVD or do some listening activities, make sure that it doesn't disturb other students, or use headphones.
- If an alarm sounds continuously, you must leave the building quickly, and follow instructions from staff.

- If you smoke, go outside and throw away your cigarette in the metal bins provided.
- Do not bring alcohol, drugs, or anything illegal into the School.
- Do not leave your things unattended, especially your money and mobile phone. Keep your money and mobile phone with you at all times.

**All students are responsible for their personal belongings. The School is not responsible for loss or damage of any items that belong to the students.**

## 4. Attendance and absence

- **You must attend all your classes.**
- If you don't attend at least 85% of your lessons, you don't receive a certificate at the end of your course.
- Be on time for your class. If you are a few minutes late, apologise to your teacher and give a reason why you are late.
- If you are late by more than 10 minutes you will not be allowed to enter the class until the next lesson. Your teacher will mark you as "absent" for the late lesson.
- **If you are going to be late or cannot come to a class, please telephone the School by 9.15am (if you are a full-time student) or at least 2 hours before your class start time (if you are a part-time student).**
- The School has the Attendance and Absence Policy, which hangs on the wall in every classroom. It tells you what steps we take if a student doesn't attend classes. **Please read it.**

# Student welfare

## 1. During activities and excursions

- Make sure that you know what is happening during the activity.
- Listen to your Activity Leader. If there is anything you are unsure about, – ask them. They are here to help you.
- Do not walk away from the group and the Activity Leader.
- Have your Oxford ILS student card with you at all times.
- Have a fully-charged mobile phone with you at all times.

## 2. In Oxford and around the UK

- When you are on a bus sit as close to the driver as possible.
- If you don't know where your stop is, ask the driver and he/she will help you.
- If you are on a coach, taxi or private car, you must wear seatbelts. Remember, especially when crossing the street, that British drivers drive on the left-hand side of the road.
- Don't carry a lot of cash.
- Do not enter into any cars or use unofficial taxis. If you need a taxi, use a black cab. If it's driving towards you with its orange light on, it is free and you may stop it by waving your hand. If you can't see one on the street, try a taxi rank - they're located at Carfax, Gloucester Green, St. Giles and the railway station.
- You can also use the taxi company that the School uses - Royal Cars. You must book this service in advance.
- If you are stopped by the police for any reason, be polite, answer their questions and follow their instructions. If you have a problem, ask to phone Oxford ILS emergency number.