

## Code of Conduct for Students

### Things you should ALWAYS do:

#### **Leave your money and valuables at home or in our safe**

We don't want you to lose your valuable items while you are here. For that reason we advise you **not** to bring lots of expensive electronic devices or cash. What you do bring, you should mostly leave in your room, with your host family if they agree to accept your stuff, or here in the school's safe.

Be extra careful when walking with your phone as sometimes people on motorbikes might try and steal it from your hands. Keep it in your pocket and hold on tight when you are using it in a busy area.

#### **Be on time for all classes, meals, and activities**

We don't want you to miss any part of your lessons or activities. If you are late for them, it will disrupt your classmates. You should be on time for meals because we don't want you to go hungry and your hosts might find it rude!

#### **Take an active part in lessons and all activities**

The course will be most enjoyable if you try your best in all your lessons and activities. You'll also find your English will get better quicker if you try to use it as much as possible.

#### **Be kind and friendly to other students and staff**

Treat people as you want them to treat you.

#### **Be careful not to endanger yourself or others**

Your safety is our highest priority. Sometimes something might not appear to be dangerous but our staff are trained to know what can cause you or other students harm, so please listen to them.

#### **Stay in your room and be quiet after bedtime**

We all need a good night's sleep. Even if you aren't feeling very sleepy, your roommates, host family, or others in the same house probably are, so please respect their wishes.

#### **Keep your room tidy and make your own bed**

Remember it's not your room. You may be sharing it with other students, or on your own, but please keep your roommate / hosts happy by keeping your part of the room clean and tidy.

#### **Look after your belongings and the school**

We can give you a combination padlock, if you haven't brought one, to lock your valuable belongings away in your suitcase when you aren't using them. Please don't leave expensive items lying around the school or your host's house. The school is used by many students, so it is everyone's responsibility to keep it looking nice. Don't do anything that might damage or break anything belonging to the school or your hosts.

#### **Speak English**

We want you to speak English as much as possible, because this helps you to improve your communication skills in English. Speaking English in class and during the activities is especially important.

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## **Always wear your English Study Camps lanyard and name badge**

Both staff and students wear lanyards with ID cards that include their names and photos. This is so we can identify each other easily. It also has important information about what you should do in an emergency.

## **Things you should NEVER do:**

The safety and wellbeing of our students is the most important thing for us. Rules and laws are there for everyone's safety. Students who break the law, do not obey the course rules, who repeatedly misbehave, do not follow the instructions of course staff or otherwise disrupt or adversely affect the smooth running of the course will be subject to the disciplinary procedure laid out below.

### **Bullying**

We do not accept bullying at English Study Camps. Bullying can be causing physical harm to another person, but it can also be emotional, like making fun of someone in public or online. If you are being bullied, or if you witness someone being bullied, please tell a member of staff and we will deal with it.

### **Go away on your own without permission**

To keep you safe, we need to know where you are at all times. On excursions, students aged 13 or over are allowed some free time to go shopping. If you're under 13, you'll stay with a staff member who'll take you around the shops. If we find you missing lessons or leaving your homestay without permission, we will take disciplinary action (see the section 'If you break the rules' below)

### **Obtain or use alcohol, drugs, or smoke**

Drugs are illegal and you can be in serious trouble with the police! Smoking and drinking alcohol is illegal if you are under 18. If you are found with cigarettes or alcohol they will be taken from you and destroyed. The same applies to vapes. You will also be disciplined and serious offences might mean you are sent home. Although some of our adult students smoke at school, you are not allowed to smoke while you are here.

### **Steal or shoplift**

As well as being morally wrong, stealing can get into serious trouble with the police. We will investigate all allegations of stealing and will take action against anyone we believe to be responsible.

British police can stop and search you to check if you are carrying any knives or weapons. If they catch you with any weapons, you could be in serious trouble. Toy guns that fire pellets are also illegal in the UK.

### **Use bad language or fight with anyone**

Fighting and bad language (including in your own language) spoils the fun for everyone. If you have a disagreement with another student, try and work it out calmly or ask a staff member to help you. Conflict is something people have to deal with every day, and we will help you to solve the issue, but violence is not an acceptable response.

### **Use your mobile phone when you shouldn't**

Unless a member of staff tells you otherwise, mobile phones are not allowed in classrooms, meetings, activities, or after bedtime. This applies to any handheld electronic device. You'll have plenty of time to stay in contact with your friends and family, but you'll get a lot more out of your

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time with us if you put your phone away and engage with your lesson, activity, or just being around the other students.

## **Access illegal/inappropriate sites or images**

For the safety and wellbeing of you and other students, you are not allowed to view any sites that are illegal in the UK or not appropriate for your age. This is the same whether you're using your own device, someone else's, or the school's equipment.

## **Go to a different house or have guests**

Our homestays can be busy places with family members and students. If you have a friend staying in another homestay or with their parents, you cannot ask them to your house unless you have the permission form both your host family and English Study Camps staff. You will not be allowed to go to your room with your friend. If you get invited to dinner at your friend's house, you can only go if you have permission from your host family. If you go without telling anyone, we will worry about you not being where you should be.

## **Chew gum or drop litter**

We need to keep the school clean. Disposing of chewing gum can be messy so that is why chewing gum isn't allowed. Please use the bins provided for all rubbish. If you drop gum or litter in the street, you might have to pay a fine of up to £100.

## **Damage school property**

Equipment costs money to repair or replace. You or your parents will be billed for any school property that is damaged deliberately or through misuse. This includes using fire extinguishers if there is no fire. If you break something accidentally, don't worry, these things happen. Make sure to tell a member of staff if that happens, and we'll deal with it from there.

## **Use fire escapes, unless in an emergency**

Some fire exits are designed only to be used in an emergency. Your House Parent and other members of staff will tell you which exits you can use. Opening a fire exit might set off an alarm.

## **Break any British law**

If you break the law, we might have to call the Police. Please ask any member of staff if you are unsure if anything is allowed.

## **If you break the rules**

English Study Camps has a well-defined disciplinary procedure as follows:

1. For your first offence, we will talk to you and make sure you realise why your behaviour wasn't acceptable
2. If your poor behaviour continues, we will give you a second 'written' warning.
3. Further poor behaviour will result in us talking to your parents and agent.
4. We send you home. Your parents will be responsible for any extra costs and you will not get a refund.

The WSE Juniors management may impose other, intermediate steps to the process described above. Normally this will involve a student not being allowed to participate in an activity or excursion. The reason for this will be explained to the student(s) when the punishment is given.

In cases of serious misconduct, we might not go through all of the above steps. However, even if you break the rules, your safety and wellbeing remain our highest priority. For that reason, your agent / parents / guardians might be informed earlier in this procedure.

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## While in Britain

All our staff have been trained and work to keep you safe. However, if there is an emergency that a member of staff is unable to deal with, the telephone number for the police, fire brigade or ambulance service is **999**. The common European emergency number **112** is also used in the UK, so you can use either.

Please note that our habits and rules in Britain may be different to those in your own country.

Always remember:

- Be polite and join queues,
- Use bins. Do not leave litter anywhere, if you do, you might be fined,
- Do not block paths or walkways. Think of other people who are around you,
- Do not cross roads until you see the green signal,
- Remember that cars drive on the left so when you cross the road, look right first then left,
- Be quiet when you are in public places unless there's an emergency,
- Always say "hello", "goodbye", "please" and "thank you",
- Everyone is equal in the UK by law, so don't treat people differently because of gender, nationality, religion, sexuality, skin colour, etc.