

Student Code of Discipline

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- Always register with reception staff every time you enter or leave the building.
- Always arrive in plenty of time for your class.
- Always phone the schools reception staff if you will be arriving late or cannot come to class.
- Always consider the staff working at the school. Do not run or shout in the reception or student areas.
- Always leave valuable items at home.
- Always put your rubbish in the bins provided.
- Always listen to staff members and respect them when they are talking.
- Always tell a member of staff if you are involved in an accident.
- Always tell a member of staff if you have, or witness, any problems.
- Always switch your mobile phone off at the start of each session.
- Always respect school property.
- Always leave food and drink outside the classroom. Only bottled water is allowed in the classroom.
- Always be sensitive to the fact that jokes of a sexual or religious nature may be offensive to others.
- Always refrain from using bad language.
- Always dress appropriately for class.
- Always treat others as you wish to be treated yourself.

Always follow these rules and you will create a safe and happy working environment that will allow everybody, including yourself, to have fun.