

Anglo-Continental's programmes are designed to provide the best possible tuition and facilities for our students. It is important that you comply with the following rules so that we can maintain these standards.

Student Cards

On your first day of classes, you will receive a Student Card, which you must sign. You should keep your Student Card with you at all times when you are on the school campus. You should not lend it or give it to anyone else. Students who do not have their Student Cards with them may not be allowed entry to lectures, the MMLC and other school activities. If you lose the card, you must buy a new one from Student Services.

Notice-Boards

Please read all notices and information on the notice-boards in the classrooms and in the main corridors. You will find important information on them about educational programmes, lectures, examinations, excursions and other school activities.

Attendance and Punctuality

It is very important that you demonstrate that you intend to attend all of your classes. Attending all of your classes is important for you personally, as well as for your classmates and teachers. We keep a daily record of your attendance. If you do not attend your lessons regularly you may not receive a Certificate of Studies. If you are going to miss a lesson or arrive late, please tell your teachers, a course coordinator or telephone the school. Your teacher may exclude you from lessons if you are regularly late or if your behaviour in class is unacceptable. If applicable, we will need to inform the UK Border Agency if you miss a number of classes.

Conduct

All students are subject to the authority of Anglo-Continental when on the school campus or taking part in any organised educational or recreational activity. A student who, in the opinion of the Director of Studies, has a persistently bad record of attendance or who has been guilty of serious misconduct during the period of his/her course, whether on the school campus or outside, may be expelled immediately and without prior warning. If this happens, no tuition fees will be refunded, and accommodation fees (excluding Young Learner Courses) only as specified in the Conditions of Enrolment.

Safety Regulations

The safety of our students and staff is extremely important, and therefore everyone must observe the rules for fire prevention and know what to do if there is a fire. Information about this can be found on all classroom and main notice-boards. Please read the school's Health and Safety Regulations, which are on the notice-board in the restaurant. It is an offence to interfere with fire prevention equipment, such as fire extinguishers, smoke detectors and emergency exits, and any student guilty of such serious misconduct will be dealt with in accordance with the disciplinary procedure detailed in 'Conduct' above.

Accidents

Please report any accidents immediately to Student Services or to the nearest member of staff so that first aid or medical attention can be provided without delay. Please note that staff qualified to give first aid assistance are not allowed to give medication of any kind. For non-emergencies, you should go to a pharmacy or to your homestay family's doctor.

Self-Service Restaurant

Please do not take crockery, cutlery and trays out of the restaurant, except onto the terrace. After eating, please return your trays to the trolleys provided. Chairs and tables may not be placed on the lawn.

Inside and Outside the School

Classrooms and lecture rooms may not be used for social activities and recreation. You may eat and drink only in the restaurant or on the terrace. Lessons continue throughout the day, and we therefore ask you to be as quiet as possible in the corridors and grounds. Mobile telephones must be turned off during lessons, excursions and activities, and can only be used in the student restaurant. Skateboards, rollerblades, frisbees, ball games and similar activities are not permitted on the campus.

Smoking

It is illegal in England for anyone under the age of 18 to purchase or smoke tobacco products. It is also against the law to smoke in public places in England. Therefore smoking is not permitted in or near to any of the school's buildings or in public vehicles.

At Anglo-Continental you can only smoke on the lawns or the lower terrace outside the Student Restaurant.

Alcohol and drugs

The use of alcohol or narcotic drugs is strictly forbidden anywhere on the school campus.

Harassment and Bullying

Anglo-Continental regards any form of harassment and bullying as unacceptable. You have a right to be treated with dignity and respect. You have a personal and legal responsibility not to behave in a manner which could be offensive to others. If you have a problem of a personal nature, or feel that you may have been subjected to harassment or bullying, or discrimination in any other form, you must seek help or advice from one of the school's welfare staff. Their names are displayed on the school notice-board.

Security

In order to ensure the security of the school premises and property, the grounds are patrolled by security staff when the school is closed. Unless there are organised activities in progress, students are asked to leave the school campus by 18.00 hours each day. With the exception of the Young Learners Programme, the school is also closed to students at weekends.

Damage to Property

Any damage done to school property must be reported immediately to Student Services. Damage caused deliberately or by carelessness must be paid for by the person or persons responsible.

Cars, Motorbikes and Bicycles

You are not allowed to park a car in the school grounds at any time.

Motorbikes and bicycles must be parked in the special areas provided behind buildings 33 and 35 Wimborne Road. Please do not ride them in the grounds.

Liability and Responsibility

Anglo-Continental cannot accept any liability for loss, damage, illness or injury to persons or their property, including personal property or articles of clothing left in the school buildings. This also applies to any vehicle, motorbike or bicycle, including its fittings or contents, which is left on the school campus. We recommend that you take out personal insurance against all such risks, including cover for your personal belongings against theft, loss or damage. You should never, in any circumstances, leave money or valuables unattended in any part of the school premises.

These School Regulations must be read in conjunction with the Anglo-Continental 'Prospectus', together with the 'Conditions of Enrolment' and the guide 'Information for Adults'.