

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, 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 attend all of your classes. We keep a daily record of your attendance. If you do not attend your lessons regularly, you will not receive a Certificate of Studies. If you are under 18 and you are going to miss a lesson, please tell your teachers, a course coordinator or telephone the school. Your teacher may exclude you from lessons if you are late or if your behaviour in class is unacceptable. If applicable, we will need to inform the Home Office 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 Academic Head(s), 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. Any accommodation fees due will be refunded as specified in the Conditions of Enrolment.

Harassment and Bullying

Anglo-Continental regards any form of harassment or 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 Student Support staff. Their names are displayed on the school notice-board.

Safeguarding – Care of Under-18s

We are committed to the safety and protection of all our students and to the promotion of a positive student experience. While you are here, you will be in classes with students from different cultures and some students will be under the age of 18. In England, we need to have very clear rules regarding acceptable and unacceptable behaviour between adult students and under-18 students. If you are under 18 and you are made to feel uncomfortable or at risk because of the behaviour of an older student, please speak to your teacher or a member of the Student Support Team as soon as possible. All students aged under 18 will have a meeting on their first day of school to explain these important guidelines and procedures.

Students over 18 should never allow inappropriate social interaction between themselves and younger students. Members of the Student Support Team are available to help older students understand these risks.

Anglo-Continental has a PREVENT (Protecting Children from Radicalisation) policy which is published on: www.anglo-continental.com

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 student notice-board. 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.

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 Student Centre 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 phones must be turned off during lessons, excursions and activities. Skateboards, rollerblades, frisbees, ball games and similar activities are not permitted on the campus.

Smoking/Vaping

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

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

Alcohol and drugs

Being in possession of illegal drugs, or misusing alcohol is strictly prohibited and will result in expulsion from the school with immediate effect.

Security

The campus is monitored by CCTV. The buildings and grounds are usually open between 08.00 and 18.00 hours Monday to Friday. Unless there are organised activities in progress, students are asked to leave the school campus by 18.00 hours.

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 ride them carefully in the grounds and do not exceed the 5 mph speed limit.

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 'Student Handbook for Adults'.