

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 to join in school activities.

## **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, excursions and other school activities.

## **Attendance and Punctuality**

Attending all your classes is compulsory. We keep a daily record of your attendance. If you do not attend a lesson, your absence will be investigated immediately. If you are going to miss a lesson or arrive late, please tell your teachers, a course coordinator or telephone the school.

## **Conduct and Discipline**

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 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 or accommodation fees will be refunded, as specified in the Conditions of Enrolment.

## **Permission to go out without Supervision**

Students under the age of 14 years may not leave the school or homestay accommodation on their own at any time, and must be so instructed by their parents or guardian. Students aged 14-16 years may only leave the homestay accommodation if they have authorisation in writing from their parents or guardian. This authorisation only gives the student the right to ask for permission to go out unaccompanied. It does not imply that a student can leave the homestay accommodation whenever they wish. Any student failing to comply with these strict supervision requirements is committing a serious breach of the rules of conduct.

## **Students Aged 14+ Only**

If you have 'permission' from your parents to go out from your homestay family's home, you must first get permission from your host family before you leave. You must return to the home before 22.00 hours. If you are delayed for any reason, you must telephone your host family so that they know you are safe.

## **Private Door-to-Door Transport**

It is a condition of enrolment that students under 14 years of age use the private door-to-door transport service.

If you have private transport to and from school, then you may only use this service to come to school and to return home afterwards. You may not use the car to go to any other destination.

## **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 school notice-board. It is an offence to interfere with fire prevention equipment, such as fire extinguishers, smoke detectors and exits, and any student guilty of such serious misconduct will be dealt with in accordance with the disciplinary procedure detailed in 'Conduct and Discipline' above.

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

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

GS/MTL/LNC/DOCS/School Regulations/Schoolregs-YLs.doc/26.04.2019

Please report any accidents immediately to Reception 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 seek advice from a pharmacy or from your homestay family's doctor.

## **Restaurant**

Please do not take plates, knives, forks, spoons or trays out of the restaurant. After eating, please return your trays to the trolleys provided.

## **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 dining area(s) specified for your course. Lessons continue throughout the day, and we therefore ask you to be as quiet as possible in the corridors and grounds. Skateboards, rollerblades, frisbees, ball games and similar activities are to be kept to designated areas.

## **Mobile Telephones**

When using your mobile phone, please show consideration for other people. Mobile phones must be switched off during lessons and any organised activities.

## **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 in public places in England. Smoking and vaping is not permitted in or near to any of the school's buildings. Young Learners are not permitted to be in possession of any type of tobacco or vaping product.

## **Alcohol and drugs**

**The possession and use of alcohol or narcotic drugs is strictly forbidden and if found using or in possession of drugs or alcohol, the student may be expelled.**

## **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. This includes cyber-bullying which is bullying by the use of electronic media and includes the sending of threatening texts, messages or calls in order to cause distress, fear or humiliation. This is a criminal offence and will not be tolerated. 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. Students should talk with one of the school's welfare staff, the teacher, Head of Centre, under 16s supervisor or Young Learners Coordinator. The names of these members of staff are displayed on the school notice-board.

## **Security**

In order to ensure the security of the school premises and property, the grounds are constantly monitored with CCTV.

## **Damage to Property**

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

## **Bicycles**

Bicycles must be parked in the designated bicycle parking areas. Please do not ride bicycles in the school 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 bicycle which is left on the school campus. We recommend that students 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.