



STUDENT CODE OF CONDUCT

A student 'Code of Conduct' means the things that students must do at school to make the centre a happy, comfortable and safe place.

IN THE CLASSROOM

- Come to school on time.
- Remember to bring your books and worksheets to school.
- Keep quiet and listen when the teacher is talking.
- Ask the teacher or a volunteer if you don't understand.
- Try to speak English in class, not your language.
- Don't chat – some students need quiet time to concentrate.
- If you come to class late, don't interrupt the class.
- Let all students take turns to answer questions.
- Help other students in class.
- Put mobile phones on silent. Go out of the room if you have an urgent call.
- Tell the teacher if you have to leave class early.
- Bring a jacket to class; the temperature is never perfect for everyone.



TEA AND COFFEE BREAK

- Keep the tea and coffee area tidy and clean.
- Put used spoons and mugs in the "dirty" containers.
- Don't put dirty spoons in the coffee or sugar jars.
- Be careful around the hot water.
- Clean up spilled water, tea or milk.
- Come back from the break on time to start class at 11:30am.
- Tell the teacher or reception if there is no coffee, tea, milk or sugar.



FREE FOOD DELIVERIES

- Place your bag in the office before lunchtime Tuesday.
- Bring your own bag.
- Don't rush or push.
- Do not take any one else's bag.
- Do not take things from anyone else's bag.
- Listen to the instructions from teachers and volunteers.



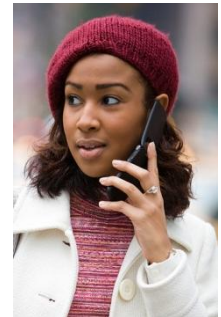
KEEP THE SCHOOL CLEAN

- Keep the school clean like you keep your home clean.
- Pick up rubbish and put it in the bin.
- Put general rubbish in the green and red bins and recycling in the bin with the yellow lid.
- Pick up tissues and rubbish from your desk before you leave class.
- Sharpen pencils into the bin.
- Put the chairs back under the desks.
- If the toilet is dirty or there is no toilet paper, inform reception or a teacher.
- Don't have food or drink near the computers.
- Take glasses and mugs out of the classroom and put them in the dirty mugs basket.



SICKNESS AND ABSENCE

- If you are sick, stay home.
- Telephone the school if you can't come to class.
- If the phone is busy, leave a message on the answering machine.
- If you have an appointment, let the school know in advance.
- If you are sick for more than two days, go to the doctor and get a medical certificate.
- Use the hand gel and tissues in the classroom.
- Tell childcare and the office if you can't take your child to childcare.
- Tell the teacher two weeks before you stop school for any reason.



RESPECT OTHERS

- Respect all men and women from different cultures and languages.
- Treat everyone equally.
- Be kind, polite and friendly.
- Don't talk about each other to other students.
- If you have a problem, talk to a staff member, or make an appointment to see Nicole.
- Take turns talking and listen to each other.
- Talk quietly. Don't shout, swear or use bad language that offends others.
- Help each other.
- Talk to new students and make them feel welcome.



We hope that everyone is happy and comfortable at school

Name: _____ Signature: _____ Date: _____