

## Student Code of Conduct

### In Your Lessons

- Attend all lessons on time
- Come prepared and properly dressed for class
- Do your homework on time
- Speak only English in class
- Only use your mobile for study
- No food or drink (except water) in class
- Help to keep the classroom tidy

### Behaviour

- Do not be rude, aggressive or violent
- Do not try to buy alcohol or cigarettes if you are under 18
- No chewing gum in the school
- Only smoke in the smoking areas
- Keep your personal items (wallets; phones) with you at all times

### Consideration

- Treat other students, Twin staff and homestay hosts with consideration. Respect the different cultures, races, religions and genders at Twin.
- Bullying (hurting someone either physically or emotionally) is not ok. Tell the school if you, or someone you know, is being bullied
- Look after the facilities in the school and your homestay

### Communication

- Tell the school if you are sick and cannot come to class
- Tell the school if you change your address, email address, or telephone number
- If you are going to travel or spend the night somewhere else, tell the school and your homestay host

### Online safety

- Keep user names and passwords private
- Do not use another person's user name or password
- Do not enter, create, share or keep any illegal or unsuitable material
- Be polite when you communicate with others online
- Tell the school if any material or messages make you feel worried or unhappy
- Do not take, send or share pictures of anyone without their permission

**All Twin staff are available to help you if you have any questions or problems. You may also ask to speak to the Head of Student Services in private and confidentially.**

**Please note that if you break the code of conduct or the law, we may decide to remove you from the school and your accommodation immediately and without returning any money.**