

Student Code of Conduct

We want all our students to have a positive and rewarding time in London and at Burlington School. We ask all our students to follow this Code of Conduct, which is based on mutual respect and tolerance, and on UK law.

Punctuality and Attendance

- I will not be late for my classes. I understand that if I am more than 10 minutes late to class I will not be allowed in.
- I will attend at least 70% of my classes, and I will inform the school of any holidays or illness.
If you are going to be late or absent, please call the school on 020 7736 9621 or 0777 8547 722 to let us know.

Classes

- I will buy the coursebook for all of my classes, and bring it to school every day.
- I will speak only English in class.
- I will take part in all activities in class.
- I will only use my mobile phone or tablet in class if my teacher has given me permission, and if it is part of my learning (eg looking up a word in a dictionary).

Respect

- I will treat all other students, my teachers, and all staff and representatives of Burlington School with respect.
- I will not use bad language or abusive language in the school, and I will not make jokes about people's race, religion etc.
- All staff and students at Burlington School are equal. I will not discriminate against anybody based on any criteria, including, but not restricted to:
 - Race
 - Religion
 - Nationality
 - Sex
 - Sexual orientation
 - Gender identity
 - Disability
 - Age

Burlington School has a zero-tolerance attitude to discrimination. Students who discriminate against anybody will be excluded from the school.

If you are suffering discrimination or know of someone who is suffering discrimination, whether in or out of school, please speak to the Welfare Officer.

Burlington School is a "Telling School". This means that anyone who knows that bullying is happening is expected to tell staff. In our school, bullying of any kind is unacceptable, including via the use of communication technology. If bullying happens, it will be dealt with quickly and effectively.

Smoking, Alcohol and Drugs

- In the UK it is illegal to smoke in any public building or enclosed area, including this school.
- If I smoke, I will only smoke in the designated smoking areas (outside the school or in the school courtyard).

Students caught smoking inside the school will be excluded from the school.

Do not drop cigarette butts (or any litter) on the street - you can be fined £80 if you are seen. Always put litter in a bin or an ashtray.

- I will not drink or bring alcohol in the school, or in the school residence.

Students drinking alcohol on school premises will be excluded.

Students coming to school while drunk will be excluded from the school.

- I will not use or bring illegal drugs in the school.

Students caught possessing, supplying and/or using drugs will be excluded from the school and reported to the police.

Students coming to school while under the influence of drugs will be excluded from the school and reported to the police.

If you are worried about your own, or somebody else's, use of drugs or alcohol, please speak to the Welfare Officer.

Health and Safety

- I will think about my own and other people's health and safety at all times.
- I will not interfere with or damage any fire equipment in the school.
- I will not leave anything where it can cause an obstruction to fire escapes, or can cause a trip hazard
- I will not plug in electronic devices in the school without the permission of the Health and Safety Officer
- I will not enter areas of the school that are private or off-limits

It is illegal to carry weapons such as guns and knives in the UK.

Any students carrying weapons will be excluded from the school and reported to the police.

If you do not follow this Code of Conduct you might be asked to leave the school and/or your accommodation, and you might not be given a refund.