

These rules are here to help all of the students and staff in the school. We want everyone to feel happy and safe here. We should all try to be considerate and respect other people. This includes both in school and in any accommodation provided by the school.

- You must speak English at all times in LSI.
- You must be on time for lessons. If you arrive more than 10 minutes after the start of the lesson, the teacher may ask you to wait until the start of the next lesson.
- You should attend school regularly. You must go to at least 80% of your lessons. Below 80% = no certificate at the end of your course and you may be expelled from the school with no refund. If you are Under 18 you must attend 100% of your lessons.
- If you cannot come to school because you are sick, **YOU** must contact the school by 9.00am
- You must not take food or drink into the classrooms.
- You must not use your mobile phone in the classrooms for ANY reason.
- You must respect all the students and staff. You must not offend anyone because of their nationality, religion, gender etc.
- Anti-social behaviour (such as being rude, aggressive, bullying, sexually suggestive or disruptive) will not be tolerated. This includes any such behaviour on line/via social networking sites such as Facebook/Twitter/Instagram./Snapchat etc.
- If you are under 18, you must not break any laws such as drinking alcohol in pubs, going to nightclubs etc. You must attend ALL of your lessons and be at home before your CURFEW as agreed with your PARENTS/GUARDIANS and LSI.
- Abide by the core values of democracy, liberty, the rule of law and tolerance of different faiths or beliefs.
- The teacher reserves the right to ask you to leave class if you display any behaviour that is threatening to the students or the teacher, or negatively affects the atmosphere of the class. In such a case, you will automatically be referred to the School Director.

If you keep breaking school rules this will happen:

- **First time:** A member of staff will speak to you and if you are under 18 your parents/guardians will be informed.
- **Second time:** A member of the management team will give you a written warning. This will also be sent to your parents/guardians.
- **Third time:** You will get a final written warning from the School Director. This will also be sent to your parents/guardians.
- **Last time:** You will have to leave the school and accommodation immediately with no refund or certificate. UKVI will be informed you are no longer a student with us. Any study linked visas become invalid. Your parents/agents will be informed

Any behaviour may result in immediate expulsion from the school and/or any accommodation and referral to the police if the School Director believes it to be serious enough.