

# / School Rules

1. Always show consideration to other students, your teachers, other staff and visitors.
2. Make sure Reception has your current contact details (address, telephone, email) and notify them of any changes immediately.
3. If you cannot come to school because of illness telephone the school before 9.00am that day.
4. If you have to be absent for a special reason, speak to Reception, who will then inform the School Administration.
5. If you are absent more than once without permission, you may forfeit a day, or even a week's lessons, without compensation. You may not graduate or receive a certificate.
6. If you have any kind of problem, please speak to Reception first. If they cannot help you, they will arrange for you to speak to someone else e.g. First Language Counsellor, Registrar, or Director of Studies.
7. The Level 12 Library is a QUIET area at all times.
8. Computers are available for use outside your lesson times in the Library (Level 12), Student Learning Centre (Level 8), and Student Common Room (Level 8). Unless you are using them for study purpose, please limit usage to 15 minutes maximum (checking emails etc.) during busy times when others are waiting.
9. Food and drink are permitted only in the Student Common Room (Level 8) and Cafeteria (Level 12). Never take food into Classrooms, Library, Reception or other areas.
10. Use the Level 12 Cafeteria at break and lunchtimes for eating and talking to friends.
11. Never smoke anywhere in the building including corridors, stairwells and bathrooms.
12. Never bring weapons or dangerous materials of any kind to school, including knives.
13. No bullying, fighting or play-fighting within the school. You must take care of school property and be careful near windows and glass panels.
14. Do not enter private staff areas including the Teachers' Room (Levels 8, 10 & 11), Staff Lounge (Level 12) or administration offices.
15. You may use the telephone in the Cafeteria (Level 12) for local calls only. In the case of an emergency speak to Reception staff. Do not use any other business telephones in the school.
16. Never remove books or school property from classrooms, the Library, Cafeteria, Kitchens or anywhere else around the school.

**Important Note: If you persistently or seriously break any school rules you will receive a "Yellow Card". It is a formal warning explaining what you have done wrong. It will tell you what you have to do and also what will happen if you break any rules again. If you continue breaking rules, you will be given a "Red Card". A Red Card is very serious and may result in punishment, expulsion or even action which could lead to the cancellation of a study visa. You will be called to a meeting to discuss the problem. In some cases, parents, guardians or agents may be informed of your behaviour.**

## IN CLASS:

- You are required to attend all Classes, Field Trips and compulsory Tutorials.
- Be on time to class. If you arrive late, please report to Reception as you will not be allowed into class.
- If you miss one hour of lessons without permission, you may not be allowed to attend the next hour.
- Only English is to be used in class. If you speak another language you may be asked to leave.
- Follow the directions of your teacher. If you disagree with your teacher, don't argue in class. Tell Reception after-wards and an appointment will be arranged for you to discuss your problem. If your problem is serious, you will be asked to complete a Problem Resolution Form.
- You may only go into the classroom during your lesson, not during the break times. Please leave the classroom immediately after the lesson has finished.
- Do not use recording equipment or any electronic device during class.
- Switch OFF your mobile phone during class. If your phone sounds, you will be asked to leave immediately.
- Prepare your vocabulary in advance of your Mainstream Immersion Class every day and self-correct the writing