

ETC Student Code of Conduct

Student Agreement

Our code of conduct is in place to ensure all students can enjoy their time at ETC and gain maximum benefit from their studies. Respect yourselves, respect others and please respect your environment.

- ✓ I will respect all students, teachers, staff and students of all cultures at ETC.
- ✓ I will respect my host family and the general public when I am in town or on an excursion or activity.
- ✓ I will speak English at all times when I am in ETC or on an ETC excursion or activity.
- ✓ I will attend all my classes Monday to Friday because I want to learn and I want to receive my certificate.
- ✓ I will arrive on time for my lessons. If I am late I cannot enter because the class has started.
- ✓ I will do all my homework on time because I want to improve my English.
- ✓ If I lose my ILP it will be more difficult for me to change my level because my learning history is lost.
- ✓ I will not accept or make calls, use social media or text in class time and I will switch off my mobile phone in class unless the teacher gives me permission.
- ✓ I will not eat food or drink in the classrooms or chew gum, but I can drink water.
- ✓ I will co-operate with ETC staff and follow instructions on ETC noticeboards.
- ✓ I will carry my student ID card at all times and show it to staff if they ask me to.
- ✓ I will take care of my property carefully.
- ✓ I will not leave my things unattended. I understand that ETC is not responsible for my property.
- ✓ I will follow Health and Safety rules very carefully, including Fire Practice procedures.
- ✓ I will follow smoking rules. I understand that smoking is not permitted on the ETC campus or in public buildings.
- ✓ I understand there is an ETC smoking area at the front of the school on the left.
- ✓ I will look after ETC buildings, facilities, equipment and resources (e.g. books) carefully.
- ✓ I will throw away my litter in the bins and recycling boxes provided.
- ✓ I will return anything borrowed from ETC on time and in the same condition as when I borrowed it.
- ✓ I will complete a 'holiday request' paper in reception if I want to take some time away from ETC for any reason.
- ✓ If I am sick I will call the College on 01202 559 044 or email attendance@etc-inter.net.
- ✓ If I am absent for 3 days or more, I will bring a medical note from the doctor.
- ✓ If I have a disability or special educational need or if I am pregnant I will tell reception because ETC can help me and keep me safe (e.g. put my class in a ground floor classroom).
- ✓ If I cannot come to school because I have a personal or family problem or if I am unhappy, I will tell the school because the school can usually help me with my problem. Or I can call the school on 01202 559044.
- ✓ I understand that I can call the ETC emergency number if I have a serious problem on: 07966380973.
- ✓ I understand I can call 999 if I need urgent attention from police, fire service, ambulance or coastguard.

My name (student): _____

My signature (student): _____

Date: _____ / _____ / _____