



TopUp Learning London (Tti) Student Code of Conduct 2021

This document is to ensure a safe environment for students of all ages and to protect both staff and students from behavior that can be mis-construed.

TopUp Learning London (Tti) welcomes students aged 16 and over and is committed to safeguarding everyone. We have rules in place that students and staff must follow to ensure that everyone can study and work in a safe and secure environment. We expect all students and staff to follow these rules.

SCHOOL RULES

Do

- speak English
- be on time for class
- be kind and friendly to other students and report any bullying or harassment to the appropriate staff member
- join in all the lessons and activities
- look after your belongings and the school
- keep your room tidy if staying with a host family
- have your Student Card with you at all times

Don't

- smoke, drink alcohol or take drugs
- chew gum in the school
- use your phone during lessons
- don't eat in the classrooms
- damage school property

All students at TopUp Learning London (Tti) are expected to demonstrate an awareness of others' needs and sensitivities.

MUTUAL RESPECT

We ask all students to be polite, supportive and fair to each other and Tti staff. We wish to create a safe and stimulating environment for all, rooted in mutual respect.

DRESS CODE

We ask students to dress in a manner suitable for the school environment. We expect students to be comfortable but ask that they bear in mind that the school is a multi-cultural environment and to not cause offence to others. Additionally, that younger learners aged 16/17 years old can be impressionable and may look to older students as role models.

USE OF SOCIAL MEDIA and IT

We aim for our social media to have the same 'atmosphere' as the school: supportive, educational and friendly. However, it is important to be aware of the risks of social media including, but not limited to: grooming, radicalisation, identity theft and bullying. We encourage students to use their mobile phone or tablet to help them learn English. Teachers may ask you to use it for a specific purpose in class. However, please do not use it for making calls or doing anything not connected to the lesson during class time. Students are not allowed to audio record or video any lessons. We strongly recommend that you read our E-Safety Policy for more information and read and sign our online user agreement.

BEHAVIOUR

Please remember you are in a school environment. While we try to create a friendly atmosphere your behaviour should be appropriate. Additionally, you are representing TopUp Learning London (Tti) while you are outside the school building both on organised and unsupervised activities. Your behaviour should in no way tarnish the school's reputation. Everyone is treated equally in the UK. We cannot treat someone differently because of their gender, race, nationality, religion, sexuality, or whether or not they have a disability. We expect all our students to treat everyone equally.

ALCOHOL AND DRUGS

If you are under 18 you are not allowed to buy alcohol, cigarettes, tobacco products or e-cigarettes in the UK. Students must never be under the influence of alcohol or non-prescribed drugs in the school building. This would be considered an event of mis-conduct and you would be asked to leave the school without refund. Illegal drugs are a serious matter and we must call the police if we learn that you have brought illegal drugs onto the school premises including our accommodation. Smoking is allowed in the designated smoking areas.

PERSONAL RELATIONSHIPS

TopUp Learning London (Tti) prides itself on its friendly, relaxed atmosphere, however, all staff members are in a position of trust and we do not tolerate intimate relationships between staff and students of the school. This is the case for students of all ages. When making friends at Tti, please consider that some of our students are aged 16/17. Intimate relationships between this age group and those aged 18+ are illegal in the UK and should be reported to the Designated Staff (DS)

SHARING INFORMATION

We recommend caution when handing out your personal information to other students. Please do not request staff contact details in any form — email, text, phone number, Facebook etc. Staff are not allowed to share personal details with students.

BULLYING

We do not tolerate bullying and harassment in any form at TopUp Learning London (Tti). For further details please refer to our policy on this.

Related policies:

Safeguarding policy

Staff Code of Conduct

Outings policy

Bullying and Harassment Policy

E-Safety Policy

Online User Agreement

This Code of Conduct is reviewed annually. Next review: January 2022

STUDENT NAME:

Signed:

Date: