

## TopUp Learning - RAAS Summer camp Student Code of Conduct 2023

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 seen as offensive.

We are committed to safeguarding students of all ages and 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
- look after your belongings and the school
- keep your room tidy
- have your Student Card with you at all times (inhouse students)

#### ***Don't***

- smoke, drink alcohol or take drugs
- chew gum in the school
- use your phone during lessons (unless is part of the class activity or you are taking your online lesson on your phone)
- eat in the classrooms
- damage school property

All students at TopUp Learning 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 TopUp Learning staff. We wish to create a safe environment for all, based on 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 keep in mind that the school is a multicultural environment and to not cause offence to others. Additionally, younger learners can be easily influenced 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 guidance of using social media and IT.

## **BEHAVIOUR**

Please remember you are in a school environment. While we try to create a friendly atmosphere, your behaviour should be appropriate. 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. Additionally, you are representing Top Up Learning London while you are outside the school building during supervised activities. Your behaviour should in no way damage the school's reputation.

## **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 misconduct 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.

## **PERSONAL RELATIONSHIPS**

Top Up Learning 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. For adult students making friends at TopUp Learning, please consider that some of our students in adult classes are underage. 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, social media. Staff are not allowed to share personal details with students.

## **BULLYING**

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

### **Related policies:**

Safeguarding policy

Staff Code of Conduct

Bullying and Harassment Policy

E-Safety Policy

This Code of Conduct is reviewed annually. Next review: January 2024

STUDENT NAME:

Signed:

Date: