



MSE Policy: Code of Conduct

Aims

MSE is committed to encouraging and maintaining high standards of behaviour from all its students. Young students are expected to understand and follow the rules and expectations that are in place for their safety, for their learning and for their overall wellbeing.

Attendance

Regular attendance is expected of all students and 80% attendance is required for an end-of-course certificate. Any non-attendance should be accounted for and will be discussed with the group leader, parent or guardian. If a student is not feeling well enough to participate, he/she should notify the school or the Group Leader who will make arrangements for the student to be supervised until he or she is well enough to return to school.

Punctuality

Punctuality is encouraged. Any lateness will be noted and responded to promptly by the Registrar; if a student is more than 15 minutes late to a lesson, the Registrar will contact the student and, if there is no response, will contact the group leader (where appropriate) or parent/guardian. The student should always try to notify the school if he or she is late with a reason for the lateness.

Speak English.

We want all our students to practise their English as much as possible in school: the school discourages using any other language for communication in lessons and during break times.

Conduct in lessons

Students are asked to follow their teachers' instructions and school rules at all times. Use of mobile phones in lessons is not allowed. Routines, such as raising hands to answer questions and not calling, out are encouraged as they allow every student to participate in learning. Any student who causes disruption to lessons or uses offensive language may be asked to leave the lesson and will have to speak to the Director of Studies or the Principal.

Behaviour

Students are asked to respect and show tolerance towards other students and other cultures. Negative behaviour towards others such as abuse, disrespect, stereotyping, harassment and bullying as well as extreme opinions will not be tolerated and will be dealt with according to the guidelines in the *Behaviour and Discipline Policy*.

Conduct in accommodation

Students are expected to show respect to other members of the accommodation where they are staying, whether a host family or a student residence, as detailed above. Observation of rules, regulations and curfew time is expected. If students are going to be late home for any reason, they should always keep their host family and group leader informed of their whereabouts and their expected time of arrival.

Banned items

For their own safety and for the safety of others, under no circumstances are students to bring the following items to school or into their accommodation:

Chewing gum, permanent markers, aerosol cans, laser lights, metal items (e.g., rulers) cigarettes, lighters, matches, imitation guns or weapons, illegal items (e.g., weapons, drugs, drug paraphernalia) inappropriate or offensive material. Possession of any of the above items will constitute serious misconduct and may result in expulsion from the school.

Dress

Dress should be practical and reasonably modest. Students should avoid dressing to attract unwanted attention or cause offence. Items that may cause offence or attract attention include t-shirt slogans, overly short skirts and skimpy dresses, ripped jeans and see-through tops.

Litter

Use the bins provided in school and in public places to dispose of all litter. We ask you not to bring chewing gum into school at all.

The above code of conduct is explained to students during the induction on their first day in school. The guidelines can also be found in the *Guide for Under 18s in London*'.

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