

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.

Please sign this declaration and return this page to ETC Reception before your course starts.

- I will respect all students, teachers, staff and students of all cultures at ETC.
- I will respect my homestay / accommodation and the general public when I am in town or on an excursion or activity.
- I will speak English wherever possible when I am in ETC or on an ETC excursion or activity.
- I will attend all my classes Monday to Friday.
- 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 and pass my units.
- If I lose my ILP it will be more difficult for me to change my English 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, 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 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 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 return anything borrowed from ETC on time and in the same condition as when I borrowed it.
- I will complete a 'holiday request' form 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, special educational need or if I am pregnant I will complete the Learning Support Questionnaire so ETC can make reasonable adjustments to cater for my needs.
- 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. 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: ____ / ____ / ____