

We want all our students to have a positive and rewarding time in London and at Burlington School. Cases of misconduct are very rare at this school, and we ask all our students to follow this Code of Conduct, which is based on mutual respect, tolerance, and on UK law.

For more information, see the Student Handbook.

**If you do not follow this code of conduct you might be asked to leave the school and/or your accommodation, and you might not be given a refund.**

## Punctuality and Attendance

- I will not be late for my classes.
- If I am over 18 and more than 10 minutes late to class, I will not be allowed in.
- I will attend at least 70% of my classes, and I will tell the school if I am ill or on holiday.

## Classes

- I will buy the coursebook for all of my classes, and bring it to school every day.
- I will speak only English in class.
- I will take part in all activities in class.
- I will only use my mobile phone or tablet in class if my teacher has given me permission, and if it is part of my learning (e.g., looking up a word in a dictionary).

## Respect

- I will treat all students, teachers, and staff and representatives of Burlington School with respect.
- I will not use bad or abusive language in the school or online.
- I will not discriminate against anybody based on things like sex, gender identity, sexual orientation, race, religion, nationality, disability or age. All staff and students at Burlington School are equal.

## Smoking, Alcohol and Drugs

- I will not drink or bring alcohol in the school, or in the school residence.
  - I will not use or bring illegal drugs in the school.
- In the UK it is illegal to smoke in any public building or enclosed area, including this school.

## Health and Safety

- I will think about my own and other people's health and safety at all times.
  - I will not interfere with or damage any fire equipment in the school.
  - I will not enter areas of the school that are private or off-limits.
- It is illegal to carry weapons such as guns and knives in the UK. Any students carrying weapons will be excluded from the school and reported to the police.

**Please note. There are additional rules for students aged under 18.**

We have a warning system in place for misconduct. If your conduct is bad, you will receive a warning as follows:



You will receive an **Informal Warning** for misconduct including:

- Repeated use of mobile phones in class for purposes other than learning as sanctioned by the teacher



You will receive a **Green Warning** for misconduct including:

- Showing disrespect to teachers or other members of Burlington School staff
- Persistent lateness



You will receive a **Yellow Warning** for misconduct including:

- Repeated instances of the above
- Breaking curfews in homestay or residences
- Causing accidental damage to school property, residential property or property of staff, representatives, or other members of the school through careless behaviour



You will receive a **Red Warning** for misconduct including:

- Repeated instances of the above
- Conduct that brings the name of Burlington School into disrepute
- Use of racist, sexist, homophobic or otherwise discriminatory language

You may be **temporarily or permanently excluded** from the school and/or your accommodation for the following:

- Repeated instances of the above
- Violence (or threatened violence) against members of school staff or representatives
- Violence (or threatened violence) against other students
- Deliberate damage to school property, residential property or property of staff, representatives, or other members of the school
- Possession of drugs on school premises, accommodation organised through Burlington School, or activities organised by Burlington School

**In these cases, you might not receive a refund for any classes or accommodation you lose.**

See the school's Discipline and Exclusion Policy for more information.