



LEEDS LANGUAGE COLLEGE RULES OF CONDUCT

Our rules of conduct are based upon Home Office guidelines regarding antisocial behaviour and the Race Relations Act (1976).

As a college with staff that pride ourselves on being approachable, open and considerate, we are happy to welcome you with the expectation that you will also extend consideration to others within the college environment.

UNACCEPTABLE BEHAVIOUR

We believe that unacceptable and abusive behaviour has negative effects on everyone and the college learning and community environment. We therefore will not accept it and will take action against it. All students and members of the college community must behave in a respectful and courteous manner. If you witness or experience any of the following, please contact a member of staff as soon as possible. Activities deemed unacceptable and which will result in expulsion without refund include:

- Endangering others or causing physical hazards
- Verbal, physical or sexual abuse including use of swear words or obscene language
- Intimidating or bullying others including name-calling, slander and libel
- Dealing or buying drugs
- Vandalism and graffiti
- Rowdy, disorderly, anti-social or nuisance behaviour
- Causing a nuisance to colleagues and neighbours
- Leaving rubbish not placed in appropriate bins
- Drunkenness or being under the influence of drugs
- Attempts to bribe staff or undermine procedures in place at the college
- Disruptive and uncooperative behaviour in lessons and cheating during assessments
- Refusal to participate in placement and assessment activities
- Attending classes without paying course fees

Anyone deliberately damaging property of Leeds Language College will be held responsible and must rectify any damage. All students and members of the college community must observe and obey all fire and safety rules (including no smoking in the building). Failure to do so may result in expulsion.

RACIAL, RELIGIOUS, GENDER OR DISABILITY DISCRIMINATION

By our very nature we are an international community and we would expect nothing less than equal consideration for those of other racial, religious or cultural backgrounds. It is illegal to treat people less favourably because of their racial, religious or cultural background. Disabled students are to be treated with respect and equality. In the UK men and women are treated equally and with equal respect – this applies to both students and employees of Leeds Language College Ltd. Acts of discrimination will result in expulsion without refund.

LATENESS AND ABSENCES

Students are required to attend a **whole** class session to be marked present. Students who are more than 15 minutes late, repeatedly late or leave before the official end of the lesson will be marked as absent and will not be admitted to the lesson if this is disruptive to the other students in the group – e.g. during a test, listening activity or presentation part of the lesson. All planned holidays and absences must be reported to **Reception, not** to the teachers. Visa students who do not attend regularly will be reported to the Home Office as required under UK Immigration Rules. Students who are habitually absent and do not complete the course will not be issued with a certificate of completion but may receive a letter giving their course details and their average attendance ratio. **The minimum attendance ratio for which a certificate is issued is 85% (the student must also have minimum 60% average mark for homework and class work).**



GENERAL DISCIPLINARY ACTION

Warnings will be given to students or staff exhibiting unacceptable behaviour when it is believed that the action may have been unintentional. Blatant intentional misconduct will result in exclusion without refund.

We will take action against anyone demonstrating any of the following:

- **Provocation including name-calling and insults, racist, sexist, religious, homophobic or pornographic jokes or comments.**
- **The use of discriminatory internet and computer software, video material, literature or other materials seeking to exploit racism, sexism or homophobia or attempting to recruit others to related organisations.**
- **Making unwanted sexual advances (physical or verbal).**

Please report any of this behaviour to a member of staff. We will be supportive and show appropriate discretion in dealing with your grievances.

STUDENT GRIEVANCE PROCEDURE

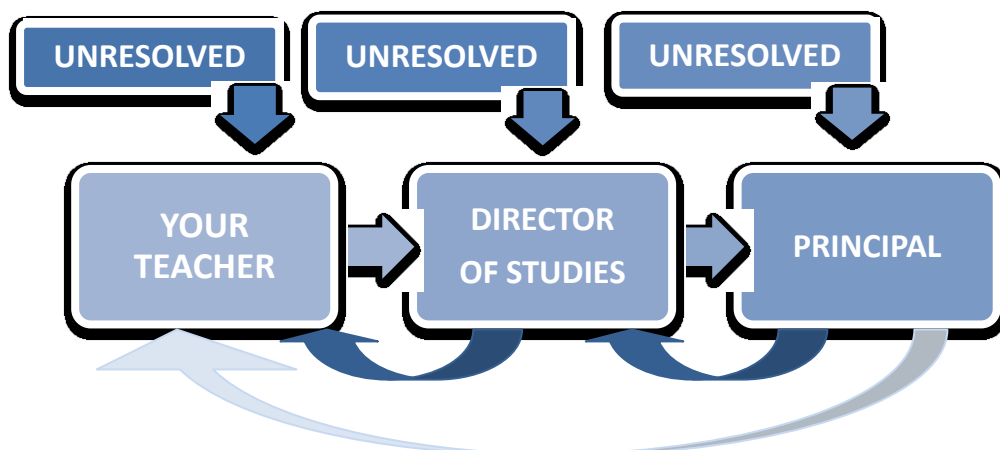
In cases where students feel they are being unfairly or inappropriately treated by a colleague or member of staff either directly relative to the rules of conduct or in any other way that is offensive or exclusive to themselves, they have the right to follow our grievance procedure.

In order to ensure that any grievances can be dealt with effectively please follow the procedures in this document. If you have a grievance with a colleague, you should first attempt to resolve the issue with that person by explaining the problem. If this does not resolve the problem, you should then approach your teacher who will then take on the matter.

If your teacher does not deal with the grievance or your teacher is the cause of your grievance then you should approach the Director of Studies. The Director of Studies will then deal with the issue on your behalf. If neither the teacher nor Director of Studies is able to resolve your grievance you should then approach the college Principal.

COMPLAINTS

If you have any issues regarding our service then please speak to reception. Any class issues will be forwarded to the Director of Studies.





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