



# WELCOME TO ANGLOTEC

## Anglotec School Rules

- Course participants are required to arrive for lessons punctually. All classes start on time and students who arrive up to 10 minutes late may join the class with the teacher's permission. Anyone arriving more than 10 minutes late may be asked not to join the class until after the next coffee break. Latecomers should not interrupt the lesson for those who arrive on time.
- Students are expected to come to class with their own pencils, pens and writing paper/pads/notebooks. You may not be able to participate in the lesson fully if you do not come to class properly equipped and it is unfair to ask other students or the teacher to lend you their study materials.
- Homework and class work assignments should be carried out as instructed by the teacher. Students should come to class ready to participate actively in all aspects of the lesson.
- No eating, drinking or chewing of gum is permitted in class during lessons or in the computer room at any time. The drinking of alcohol is not permitted on the school's premises.
- Students are not permitted to use mobile phones, send texts, play electronic games, or listen to music in class. Phones should be switched off before the lesson begins. If an urgent call has to be made the student should ask for the teachers' permission to leave the class. Phone calls should be made in the cafeteria or other secluded areas in the school, as calls made in corridors can be heard in classes.
- All classes and the school premises, including the garden, must be kept clean and tidy. Litter should be put in bins and not left on tables, chairs, the floor or lawn. No students should eat, smoke, sit, or stand in or around property in nearby streets. Respect must be shown to Anglotec's neighbours.
- Smoking is not permitted in the school building.
- Ball games are not permitted in the school building or grounds.
- Valuables such as cash, credit cards, cameras, electronic equipment, laptops, mobile phones or jewellery must not be left in class unattended. Please keep your valuables with you at all times. Anglotec will take no responsibility for theft of or damage to valuables left in classes.
- Students are not permitted to change or enter groups without consultation and permission. If a student wishes to change a class they should discuss the matter with their teacher, who in turn will inform the Academic Manager.
- No recording of lessons (audio or video) is permitted unless previously agreed with the school management.
- English is the only language that should be spoken in lessons. It is unfair to force other student to listen to your first language if they have come to Anglotec to learn English.
- Computers located in classrooms are for teachers' use only.
- Please inform your teachers and Welfare/Reception staff about planned or foreseen absences.
- **Policy on abusive behaviour:** Students are not permitted to use offensive, aggressive, intimidating, or indecent behaviour and language. In the event of a problem occurring, the will ask the student to leave the class. In serious cases the school management may decide to remove the student from the school or report the matter to the police. Everyone in the school (students, teachers, admin staff) is to be treated with respect and politeness. **You may also be excluded** for theft; vandalism or damage to property; use of illegal drugs; smoking or using alcohol on the premises or off premises if under age; repeated unauthorised absence or lateness; or repeated or serious breach of rules relating to accommodation.