



Head of the Class Ltd Student Code of Conduct & Rules

1 GENERAL:

Students must, at all times behave sensibly, courteously and with consideration for others at the centre.

2 ATTENDANCE:

Students must be regular and punctual in attendance at the centre in accordance to their set class' sessions. Students that are authorised to make their own journey to and from the centre as agreed on the Registration Form, must check in at reception when they have arrived and before leaving. The centre will only send text messages to inform parents/guardians of this, if requested.

3 LATE:

Students arriving to their class after fifteen minutes are deemed as late. There will be no deduction in fees where a student is late. The tutor will, at the best of their ability, try to provide the child with the information missed at the beginning of the lesson. However, they are not in any circumstance forced to stop the class for a late student. Missed information can be view via our Trello Boards. This must be arranged between the parent/guardian and the tutor/tutor assistant.

4 TOILETS:

Students should not spend longer than necessary in the toilets. Students should use the toilets prior to their lesson and during the their five minute break. During sessions students must seek permission from their tutor.

5 ABSENCE:

Parents/guardians must call the centre prior to the student's sessions to report absence. Parents of authorised pupils to make their own way to the centre, will be notified the parent immediately to give a notice of truancy. Absence will not result in a deduction in fees, unless authorised.

6 MEDICAL:

In any situation, non-emergency or emergency, a student should raise an alarm if they feel unwell to a member of staff.

7 LOST PROPERTY:

Lost property may be claimed from the administration office at the end of the afternoon session. Property found must be handed to a member of staff. The centre accepts no responsibility for the loss of any article. Money and other articles of value which have to be brought to school should be kept on the student or given to a tutor to look after.

8 DAMAGE:

All damage to the centre's property must be reported at once to a member of staff. Wilful damage may be charged to the student responsible.

9 EXITS:

No student may leave the premises during their sessions hours without permission from a member of staff and with a notice of consent from their parent which will be check prior to permission given. Only students over the age of 8yrs, with prior parental consent, will be allowed to leave the centre independently. Please refer to the Departure Procedure Policy for more information.

10 SMOKING:

Students and all adults are forbidden to smoke on or around the school premises. If a student is caught smoking on the school premises parents will be informed. This also applies to Shisha/ Vaping pens.



Head of the Class

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11 OFFENSIVE WEAPONS:

No student may they possess offensive weapons nor wear objects or materials likely to damage persons or property. A student found to be in possession of a weapon will be reported to the police.

12 BICYCLES:

Students who bring bicycles to the centre must provide and use safety locks. Bicycles may not be ridden on the centre's premises. They will be allowed to lock them in the allocated bike rack, however, it must be noted that Head of the Class does not accept any responsibility for damage caused or in the incident of theft.

13 JEWELLERY:

Students are not permitted to wear any jewellery other than items stated in the uniform policy.

14 LIFTS:

Only staff and students with a disability or injury are allowed to use the centre's lift. Students must be accompanied by a member of staff before using a lift.

15 HOMEWORK:

Homework should be completed and handed in on time. If homework is not handed in a timely manner for 3 times a term, a formal meeting with parents & the student will be arranged.

16 MOBILE PHONES, PERSONAL STEREO'S AND MP3 PLAYERS:

Students must refrain from using mobile phones to make calls, send SMS messages, surf the internet, play games, take photos or use any other applications during lessons. Unless expressly permitted.

- Any student using a mobile phone during the session hours will have it confiscated.
- Confiscated items will always be returned by a member of staff to parents or legal guardians.

Head of the Class will not bare any liability nor be responsible for investigating the theft of mobile phones, or other valuable items. Items brought in to the centre are at the students' own risk.

I/ We acknowledge and agree that the terms and conditions above and as varied from time to time form part of the contract between us/myself and the Head of the Class Ltd.

Child 1's full name: _____

Child 2's full name: _____

Child 3's full name: _____

Signed by Parent/Guardian

Print Name

Date

Signed by Staff
On behalf of Head of the Class Ltd

Print Name

Date