

Student Code of Conduct

- All students on a student study visa **must attend a minimum of 20 lessons per week**. Students who fail to do so will be given a warning which will be noted on their file. Students who receive 3 attendance warnings **will be expelled** and the relevant authorities informed.
- Students on a study visa returning home **must** provide a copy of their flight ticket home.
- Students on a study visa **must report** absences of 2 consecutive days or more to reception. This can be done by calling or emailing school. For longer periods of time, a doctor's certificate must be obtained.
- All holidays must be authorized by the school. Unauthorised or unreported holiday will be counted as non-attendance and lessons will not be credited.
- **LATENESS-** Classes start at 5 minutes past the hour. Students **will not be allowed** into class if they arrive **more than 5 minutes** late (10 mins past the hour).
- Students wishing to change their timetable must obtain permission their teacher and from reception. Changes will depend on class availability and **will be permitted on Monday and Tuesday only**.
- All students **must have** a coursebook for their main lessons.
- United World is a **non-smoking premises**. Students must not smoke in school or in the school car park
- **Chewing Gum is not allowed anywhere in the school building.**
- Mobiles **must be switched off** during class.
- Students **must leave** the classroom clean and tidy.