

Student Code of Conduct

While you're with us, you are expected to:

- **Respect** others and their property.
- Be **courteous** to your fellow students and school staff.
- **Follow** the school **rules** and guidance.
- Come to lessons **prepared** – bring a notebook, pens and a smart device. All students studying for more than two weeks *will need to have **course materials** for their main lessons.*
- Be **on time** for lessons. *You may not be allowed into class if you arrive more than 5 minutes late.*
- **Participate** in your lessons.
- Leave classrooms and school **tidy**.
- **Call** or **email** the school if you can't come to class. *If you're ill, we might ask you for a doctor's certificate.*

And remember:

- You need to talk to us before taking a **holiday** from your lessons. Unauthorised or unreported holiday will be counted as non-attendance and lessons will not be credited.
- If you wish to change your level or class, **speak to your teacher first**. Changes will depend on class availability and will be permitted on Monday and Tuesday only.
- LTC is a **non-smoking** premise. **Smoking is not allowed** in school or in the school car park.
- **Chewing gum is not allowed** anywhere in the school building.