



## What BLC Expects of You

**All members of staff at BLC are dedicated to making your stay as enjoyable and problem free as possible. To assist us in this matter we expect you to follow the rules below:**

- You must only speak English in the school. The Premises Manager and the Director of Studies reserve the right to ask you to leave the school.
- All classes start on time. If you are more than 5 minutes late you will not be allowed to enter your class and will be marked absent. This will affect your attendance record and visa requirements.
- All teachers are qualified professionals, please respect their opinions about your language level and follow their advice.
- You are expected to participate in all class activities and to complete your homework on time.
- Mobile phones must be turned to silent and are not to be answered in class. Your teacher reserves the right to ask you to leave the class.
- Eating is not allowed in class.
- Racism, bullying and abusive behaviour will not be tolerated by BLC. The Welfare Manager and Director of Studies reserve the right to ask you to leave the school.
- You are expected to be polite and courteous to all members of staff and students at all times.
- Smoking is prohibited within the school and its entrance.
- The use of drugs and alcohol is not tolerated within the school.
- Respect the school and its contents.
- Throw your rubbish away; there are bins provided in every classroom.

**Please remember that you are a representative of your country and the school during your time in the UK.**

### **BLC Disciplinary Procedure**

- **Smoking, alcohol and drugs.** The school expects all students to comply with UK law regarding public behaviour, alcohol and drugs. In the UK you must be 18 years old to buy alcohol in a bar or public house. Always carry proof of age. Smoking is not allowed anywhere in the school building. If you are a smoker, you may smoke in the street, across the road from the school (not in the entrance), but please place your butts in a suitable waste bin; fines for dropping butts on the floor are expensive (£75). You will not be allowed into class if you are under the influence of drugs or alcohol and may be asked to leave the school if you do so.
- There is a **Procedure for Dealing with Abusive Behaviour** on the board at the school. You must obey the school's rules. Abusive behaviour towards staff, students or hosts will not be tolerated. You may be asked to leave your accommodation and/or the school.