

Code of Conduct

Edinburgh School of Language

Effective Date: January 1st, 2022

1. Introduction

Edinburgh School of Language is committed to creating a positive, inclusive, and respectful learning environment. This Code of Conduct and Punctuality Policy sets out the expectations for student behaviour, attendance, and classroom etiquette. By enrolling in a course, all students agree to uphold these standards throughout their time with the school.

2. General Code of Conduct

All students are expected to:

- Treat staff, fellow students, and visitors with **respect, courtesy**, and **consideration** at all times.
- Maintain a **professional and positive attitude** during lessons and school activities.
- **Respect the diversity** of others, including differences in culture, religion, gender, age, and background.
- Use school facilities and resources **responsibly** and **appropriately**.
- **Follow instructions** from teachers and staff promptly and without disruption.
- Avoid any behaviour that could negatively affect the learning experience of others.

2.1 Unacceptable Behaviour Includes:

- Disruptive, disrespectful, or aggressive conduct
 - Harassment, discrimination, or bullying of any kind
 - Cheating, plagiarism, or academic dishonesty
 - Vandalism or damage to school property
 - Use of offensive or inappropriate language
 - Bringing alcohol, drugs, or weapons onto school premises
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3. Attendance and Punctuality

3.1 Attendance

- Students are expected to attend **all scheduled classes** regularly.
- Absences must be reported in advance (or as soon as possible in emergencies) to the school administration via email or phone.
- A medical certificate may be required for extended or repeated absences.

3.2 Punctuality

- Students must arrive **on time** for all classes. Late arrivals are disruptive and may not be permitted to join the session once it has begun.
- If a student is consistently late, they may receive a warning and could face disciplinary action in repeated cases.
- Teachers reserve the right to mark late arrivals as **absent** if the disruption is significant.

4. Classroom Etiquette

Students should:

- Arrive prepared with the necessary materials (books, notebooks, pens, etc.)
- Refrain from using mobile phones or other devices unless permitted for learning purposes
- Participate actively and respectfully in class discussions and activities
- Follow the teacher's guidance and the lesson structure without interruption

5. Disciplinary Procedures

Failure to follow the Code of Conduct may result in:

1. **Verbal warning**
2. **Written warning**
3. **Meeting with school administration**
4. **Suspension or expulsion** from the course (in serious or repeated cases)

All disciplinary matters will be handled fairly and confidentially.

6. Appeals

Students who feel they have been treated unfairly in disciplinary proceedings have the right to appeal. Appeals must be submitted in writing to the school director within 7 days of the disciplinary action.

7. Agreement and Responsibility

By enrolling at Edinburgh School of Language, students agree to adhere to this Code of Conduct and Punctuality Policy. This ensures a respectful, productive, and safe environment for everyone in the school community.

8. Contact Information


For any questions about this policy, please contact:

Edinburgh School of Language

79A Broughton Street

Edinburgh, Scotland

 Email: hq@edinburghschool.co.uk

 Phone: +44 131 5100 502