

## Code of Conduct

**Edinburgh School of Language**

**Effective Date:** January 1<sup>st</sup>, 2022

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### 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.

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### 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.
- Students are expected to attend all scheduled classes as per their enrolment. Missed classes are non-refundable and non-transferable, and cannot be rescheduled for another date or time.
- 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.

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## 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

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## 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.

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## 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.

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## 8. Contact Information

For any questions about this policy, please contact:

### **Edinburgh School of Language**

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