

## STUDENT CODE OF CONDUCT

### At School

- Punctuality – please be on time for your lessons
- Remember to say “Please” and “Thank you”
- Smoking is not allowed in the school
- If you are worried or you feel unhappy or unsafe about anything please talk to reception staff or your teacher
- Please complete any homework your teacher gives you
- Please turn off mobile phones during lessons
- Respect your classmates and teacher
- Attend ALL your lessons
- Telephone or email the school if you cannot come to class

### At Home

- Ask your host family before taking any food or drink
- Remember to say “Please” and “Thank you”
- Tell the family what you will be doing and if you will be home late
- Smoking is not allowed in host family homes or any public building
- Always ask before bringing guests to the host family home
- If you are unhappy or worried about anything please tell us. You should speak to your teacher or staff at reception

### Out and about

- Avoid dark, unlit streets
- Wear the right clothes for the activity and the weather
- Avoid travelling alone if possible

### Reporting problems

- Speak to staff at reception, your teacher or any member of staff
- E-mail [info@tellusgroup.co.uk](mailto:info@tellusgroup.co.uk)
- Telephone Plymouth 01752 876067 or 07812 181505 (out of hours –emergency)
- Telephone Portsmouth 02392 290733 or 07812 181505 (out of hours –emergency)