

## Student Conduct Agreement

### Introduction

When you are accepted to join the TLG education centre you should understand that you are becoming part of a Christian-run school. Belonging to such a place means we make commitments to each other as follows:

- We commit ourselves to you. We offer you our support as you become a valued and important part of this school. We expect you to participate in the life of the school to gain full value from it.
- We expect you to behave responsibly and with consideration to all members of TLG, both fellow students and staff.
- It is anticipated that you will maintain harmony by sorting out personal differences that may occur from time to time.

### Conditions of Acceptance

In any placement, there needs to be conditions governing the way members are expected to behave, and TLG is no exception. These conditions are there to give us all freedom and security and to help you move forward in your life.

**For the above reasons, we ask that you commit yourself to the following conditions:**

- **Access to other areas around the building**  
As you will be aware, there are people working in other parts of the building. You must not interrupt them, or visit any area other than your classroom, even if invited, except when accompanied by a member of staff.
- **Leaving the premises**  
Under no circumstances are you to leave the premises during the school day without permission. You must bring in a letter from your parents/carers beforehand if you will need to leave early or arrive late for a genuine reason.
- **Violence, threats of violence, offensive or abusive behaviour**  
These will not be tolerated at all. Anyone acting in such a way will be asked to leave the centre and will face a fixed term exclusion.
- **Damage in the centre**  
Any damage in the centre caused intentionally or through inappropriate behaviour will result in a repair bill to parents or carers and may result in a fixed term exclusion.
- **Drugs and alcohol**  
You must not take or be in possession of any drugs, solvents, other mood altering chemicals or alcoholic substances at any time whilst at TLG. Anyone found to be under the influence of drugs or alcohol may be asked to leave immediately and parents/guardians will be informed.
- **Smoking**  
Due to smoking legislation, smoking is not permitted in any part of the building at any time.
- **Swearing**  
Out of respect for other members of TLG, we ask you not to use offensive language.
- **Mobile Phones**  
We do understand that some young people travel a long distance, with this in mind we are prepared to allow phones to be brought in. However all mobiles must be totally switched off (not just put on silent) and handed in before the start of the first lesson. You may use your mobile phone during

lunch breaks, with the permission of staff and in line with the E-Safety agreement. Please note we do not accept any liability for mobiles brought onto our premises. Parents are requested to contact TLG directly if they need to speak to you for any emergency situation.

- **Literature**

No offensive magazines, books, leaflets etc. will be allowed within TLG. If any is found in your possession, it will be confiscated, and parents or carers will be informed. This includes having offensive images or videos on mobile phones.

- **Personal Hygiene**

It is expected that all students will take care of their appearance and will be reasonably and appropriately dressed for school.

- **Medication**

If you are taking any medication prescribed by your doctor, you must tell staff straight away. They will keep the medicine for you and allow access to it at the appropriate times. A parents or carer must complete a form for us giving details of the medication. This is also the case for any E-cigs, tablets or patches you may use.

- **Safety**

It is important to be familiar with and obey all the fire safety instructions given by the staff. If there should be a fire, follow the instruction of staff without question. All accidents must be reported to staff immediately.

- **Attendance & Timetable**

You will be expected to attend TLG on the days agreed. A registers will be kept and attendance carefully monitored. Any absences not accounted for shall be classed as unauthorised. Long term absenteeism and irregular attendance could jeopardise your place. Please do not arrive earlier than 10 minutes before the start of the day. Please leave the premises promptly at the end of the day or when requested.

- **Conduct**

In class you should make it as easy as possible for everyone to learn and the teachers to teach. This means arriving on time, behaving in a courteous and orderly way, listening carefully, following instructions and not eating or chewing. You are responsible for playing your part in keeping all areas you use clean and tidy. Privileges are all dependent on your behaviour.

- **Appraisals**

In order to monitor progress and sort out problems, student will have review meetings with members of staff. It is expected that, on occasions, parents or carers will be involved in such meetings.

- **Breaking of Conditions**

If you fail to keep to the terms of this agreement, staff will discuss this with you, and if no agreement is reached, it will be assumed that you no longer wish to be part of TLG. Action will then be taken to terminate your involvement.

**Student Conduct Agreement**

I have read the above Conduct Agreement and agree to abide by its conditions.

Name:..... Date: ...../...../.....

Signed:.....

Parents Signature:.....