



OISE Cambridge Code of Conduct & Disciplinary Procedure

Whilst you are studying at OISE Cambridge, we expect you to:

- Not use abusive or offensive language or behaviour
Swearing, name-calling etc.
- Not to harass, bully or discriminate
Intimidate, be sexist or racist, etc.
- Treat your fellow students, school staff and school property with respect
- Be on time and attend all of your timetabled lessons
Note your lesson timetable for the week
- Complete homework and assignments as part of your course as this is key to improving your English
- Not smoke anywhere within the school building
Please use the designated smoking area in the rear garden
- Follow the school's Health & Safety rules, so you don't cause harm to yourself or others
Act responsibly and do not place yourself or others in threat of danger or harm

In the classroom:

- Be punctual and arrive on time
If you are going to be late for whatever reason please let us know immediately, call the school (+44 7940836804 or +44 (0)1223 321084) or email us (cambridge@oise.com)
- Bring everything you need for the lesson
Make sure you know what you need for your next lesson, ask a member of the OISE Cambridge staff if you are unsure or need something
- Use your mobile devices judiciously.
They can be a great asset to your learning but please ensure they don't exclude you from the lesson



Lateness & Punctuality

We expect you to arrive on time and be punctual for all lessons. We will record any instances where you are late or absent from the school. Disciplinary action will be taken if you are late or absent on multiple occasions.

The school will decide the appropriate action taken should you break the OISE Cambridge Code of Conduct.

Please note that in some cases, breaking the code of conduct may result in you being asked to leave your course at OISE Cambridge.

Disciplinary action

1st Offence --- Verbal warning
2nd Offence --- Written Warning
3rd Offence --- Written Warning

Please note that depending on the type of offence, we may ask you to leave the course immediately.

More information on OISE Cambridge disciplinary procedures can be found in the OISE Cambridge Disciplinary Policy online at <http://www.oise.com/mastering-english-bridge-england>