



## School Rules

### **Attendance and Punctuality**

All students are expected to attend 100% of lessons and arrive on time for every lesson. If you are late, you may not be allowed into class. If you are more than 10 minutes late, you will be marked absent. Please see the 'Attendance Policy' and 'Punctuality Notice' for more details. Pre-Sessional Students should refer to their Student Handbook.

If you are going to be away from school, you must phone (02392 291 811) or email (info@lsi-portsmouth.co.uk) the school, before 9am to tell us. This contact information is also on the back of your student card.

### **Behaviour**

Students and staff are expected to be respectful and courteous to everyone at all times, regardless of nationality, age, race, gender, gender identity, sexual orientation or religion. Abusive behaviour, bullying or harassment of any kind will not be tolerated. Any complaints about behaviour will be taken very seriously and could result in students or staff being asked to leave the school.

All students are expected to behave in a way that will help them and others to learn. This means students **MUST** bring books and pens to class every day, do their best to do the tasks that the teacher sets, complete homework and engage actively in lessons, while showing all teachers and classmates respect and courtesy. If this is not done, the teacher may ask the student to leave the class and/or may mark them as absent. This is a school for adults, and appropriate adult behaviour is expected at all times.

### **Holidays**

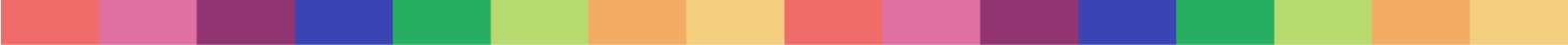
It is possible to take a holiday whilst you are here but you must give the school at least 1 weeks' notice. Please see the 'Holidays, Course Extensions and Course Changes' poster for more information.

**Pre-Sessional students are not allowed to take holidays.**

### **Course Refunds**

It is LSI / IH Portsmouth's policy that all tuition fees are non-refundable once a course has started. Please make sure that you have insurance that will cover you in case you have to leave your course early. Please see our 'Cancellation Policy' for more details.

### **Mobile Phones and Tablets**



Mobile phones and tablets may only be used with your teacher's permission (this rule is flexible for Executive students as some are obliged by their company to be available for contact at all times).

### **Smoking**

Smoking cigarettes or e-cigarettes is not allowed anywhere inside the building. Please go outside if you wish to smoke.

### **Food and Drink**

All students are issued with sealable lid thermos cups on their arrival. These are allowed in the classroom. Please do not bring other drinks containers or any food into classrooms or the Study Centre. At break times, you can eat in the student lounge.

### **Alcohol**

Any student under the influence of alcohol in school will be asked to leave and return the following day.

### **Drugs**

Anyone in possession of illegal drugs will be asked to leave the school permanently and the Police may be contacted.

**You are all here to improve your English, so it's really important that you speak English at all times!**

We hope that you have fun and enjoy your experience in Portsmouth 😊