



Student Code of Conduct

PLUS is committed to creating an environment for its students and staff that is safe and where everyone is treated with dignity and respect. PLUS aims for all students to have an enjoyable time and here are some general examples which demonstrate the level of conduct PLUS expects from students:

GENERAL

- PLUS operates a zero-tolerance policy on drugs. Students found to be in possession of drugs or to have taken drugs will be sent home.
- Students must not consume or purchase alcohol. It is illegal for alcohol to be purchased or consumed by those under 18 years.
- Students are not allowed to smoke anywhere on campus. It is illegal in the UK to smoke if you are under 16 years old and illegal to buy tobacco if you are under 18 years old.
- At PLUS, we respect all students and staff. Bullying or harassment is not acceptable. If you feel you are being bullied or harassed then please speak to a member of PLUS Staff.
- No violent or inappropriate physical contact should be made with your fellow students or staff.
- Students must follow the instructions of PLUS staff.
- Behave responsibly and safely at all times both on PLUS premises and in the local area.
- Dress in a way that does not offend others. Hooded tops with the hood up and any form of headgear must not be worn in classrooms unless for medical or religious reasons
- Take care of PLUS equipment, resources, facilities and buildings.
- Ensure you attend 100% of your programme. If you are feeling unwell, you must tell your Group Leader or a PLUS member of staff.

ACCOMMODATION (RESIDENTIAL STUDENTS)

- Students must adhere to the curfews and free time allowance set locally at each centre and be in the residence blocks or homestay by 10.30pm. Lights out in residence is at 11pm.
- Students must not leave their accommodation after 10.30pm.
- No music or loud noise after 10.30pm.
- No parties in your room or common area.
- Students must sleep in their own rooms at night.
- During your stay, females should stay within female-only areas and males should stay within male-only areas.
- Ensure you are punctual to all meals, activities or excursions, registrations and classes.
- There will be weekly, spot room inspections. It is your responsibility to look after your room and the items in it, including your room key. You will be charged if you lose your room key.
- Students must leave their room clean and tidy on their departure.
- Do not have any lit flames such as candles in your room.
- Students are not permitted to have electrical equipment in their room that could be potential fire hazards ie. heaters or hot plates.
- Passports and travel documents will be collected by your Group Leader on your first day. Any other valuables you bring to the UK are your responsibility to look after.



- Students will participate in weekly fire drills; during the day and at night.
- You are provided with 3 meals a day. You are not permitted to cook anywhere on campus including your room or in common areas.

ACCOMMODATION (HOMESTAY STUDENTS)

- Remember you are a guest as well as part of the family so please show respect to the other family members
- Students must adhere to the curfews and free time allowance set locally at each centre
- Students must not leave their homestay after 10.30pm
- Students must sleep in their own rooms at night
- Do not have any lit flames such as candles in your room.
- Students are also not permitted to have electrical equipment in their room that could be potential fire hazards ie. heaters or hot plates.
- You may have to take part in family chores such as clearing the table after dinner and washing up
- It's your responsibility to tidy up your bedroom and generally clean up after yourself
- Always ask permission to have a friend come and visit you
- Ask permission before using the home telephone and wifi.

LESSONS

- Students must be punctual for all classes
- Students must attend 100% of their lessons
- Switch off mobile phones and any other communicating devices when you are in class
- Dispose of litter responsibly by using bins located in every classroom
- Keep your teachers informed of any difficulties you have which may affect your course so we can support you

BREACHES OF PLUS' CODE OF CONDUCT

If a student fails to achieve the PLUS expected standards of conduct, their behaviour may be addressed through the Student Disciplinary Procedure

GROSS MISCONDUCT

A serious breach of this code of conduct may constitute gross misconduct and could lead to expulsion and being sent back home. Examples of what may be deemed to constitute gross misconduct include, but are not limited to the following:

- Bullying
- Harassment
- Aggressive and threatening offensive behaviour or language
- Fraud and deceit
- Cheating and plagiarism
- Theft
- Intentional or reckless damage to Kaplan property or student property
- Serious misuse of Kaplan property or equipment
- Alcohol or drug taking
- A criminal offence
- Smoking on college or residential premises