

## Code of Conduct for Students and Staff

LTC's responsibility is to provide the best academic environment for its students in a well-structured and supportive environment. LTC is a multinational and multicultural environment committed to safeguarding and promoting the welfare of all students and expects all staff to share this commitment. Staff will treat students and each other with respect and fairness in all situations and at all times, behaving according to the Code of Conduct. Students of LTC must observe our Code of Conduct and are expected to:

### Attendance and Punctuality

- Attend all lessons and tutorials
- Be punctual

### Learning

- Produce all work to the best of their ability
- Participate fully in lessons
- Hand their homework in on time
- Come appropriately prepared, equipped and dressed for classes
- Co-operate with all staff and fellow students

### Behaviour

- Use acceptable language
- Follow LTC guidelines on computer usage
- Refrain from aggressive or violent behaviour
- Turn off mobile phones and MP3 in class
- Not consume food or drink other than water in class

### Consideration

- Treat all staff and students with respect
- Not disrupt the learning of others
- Look after the school facilities and not drop litter

LTC is committed to treating all students and staff equally regardless of race or colour, nationality or national or ethnic origin, religious or philosophical belief, sex, sexual orientation or status, gender reassignment, age or disability. All students attending LTC are expected to treat all students in the same way.

Any behaviour which is threatening, abusive, violent or discriminatory against any student, member of staff or visitor to the school will lead to action being taken under the Student Disciplinary Procedure.

***If you believe any student or teacher has not behaved properly in any way, please tell us immediately. We will always listen and respond.***

**In return LTC teachers are required to:**

- Be punctual for all lessons and tutorials
- Explain the aims and objectives of the course and lessons clearly to students
- Check the students' progress and understanding
- Mark all homework and tests promptly
- Come appropriately prepared, equipped and dressed for classes

**All staff are required to:**

- Treat all students, group leaders and other staff with respect
- Treat all students equally and fairly
- Use acceptable language
- Behave politely and respectfully at all times
- Be professional
- Follow Health and Safety rules
- Listen carefully to students and respond at all times
- Dress in a suitable manner for their role

**LTC does not permit:**

- Electronic and 'social' contact of any sort with students under 18 (phone, text, email, social networking forums, photos etc.)
- Threatening, aggressive, violent, suggestive behaviour or language
- Harassment or bullying of any kind
- Behaviour or actions that could be dangerous

LTC is committed to treating all students and staff equally regardless of race or colour, nationality or national or ethnic origin, religious or philosophical belief, sex, sexual orientation or status, gender reassignment, age or disability. Any staff employed by us must be totally committed to this.

Any behaviour which is threatening, abusive, violent or discriminatory against any student, member of staff or visitor to the school will lead to action being taken under the Student or Staff Disciplinary Procedure.

***If you believe any member of staff or student has not behaved properly in any way, please tell us immediately. We will always listen and respond.***